



Developers Guide to Infrastructure Contributions in Suffolk

UPDATED 2021

PLANNING POLICY DEPARTMENT

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Abbreviations List

AONB	Area of Outstanding Natural Beauty
BCIS	Building Cost Information Service
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
ESFA	Education and Skills Funding Agency
FTE	Full Time Equivalent
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
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
SuDS	Sustainable Drainage Systems
TA	Transport Assessment
TS	Transport Statement

Section 1.

Developers Guide to **Infrastructure Contributions in Suffolk**

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PLANNING POLICY DEPARTMENT

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, 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. The Suffolk Coasts and Heaths is an Area of Outstanding Natural Beauty (AONB) located in the east of the county, with the Dedham Vale AONB to the south, the wetland National Park of the Broads to the north, and Becks landscape to the north west.

Ipswich was recently named by [TripAdvisor](#) as one of the “up and coming” urban areas to live, due in part to the redevelopment of the historically industrial port and waterfront areas, including the new University of Suffolk, and the beautiful in-town green spaces of Christchurch, Holywells, Chantry Parks. The historic town is approximately 10 miles away from the mouth of the River Orwell and the North Sea. Ipswich is believed to be one of England's oldest towns and has roots as a Roman Empire settlement, then later followed by settlements from the Saxons and the Vikings.

An example of Saxon history can be found at the popular archaeological tourist destination Sutton Hoo, near Woodbridge, 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.

The north west 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 south west 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 are the Wool Towns; Lavenham is a great example, and Kersey is described as the most picturesque village in Suffolk.

The south east is Constable Country and the Dedham Vale AONB with its iconic landscapes immortalised by John Constable.

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 AONB has wide expanses of heathlands, Dunwich Heath being the best known, and is home to RSPB Minsmere, one of their most important sites.

1.2 Population and Demographics

The [Suffolk Observatory](#) states that the population of Suffolk is 761,350 (2020) and that there is an ageing population of approximately 22% of residents aged 65 or over, as many people move to the beautiful countryside to retire.

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

- 95.2% White
- 1.8% Asian/Asian British
- 1.7% Mixed/multiple ethnic groups
- 0.9% Black/African/Caribbean/Black British
- 0.3% Other ethnic group

1.3 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 on a wide range of infrastructure issues that may need to be considered by the relevant local planning authority (LPA) when determining development proposals.

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.

The Guide is not a Development Plan Document or a Supplementary Planning Document. 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 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.

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. With individual circumstances the contribution requested may be less or more than shown in this document.

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.

1.4 Updates and Review

The guide was first written 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 were some minor reviews between 2013 and 2017 to specific services, including the Topic Papers for Education and Early Years infrastructure provision.

This latest version updates and incorporates all of the Topic Papers into a consolidated single document, to provide all the necessary guidance for developers in one integrated guide. Further to this, the original 2011 Developers Guide involved all of the local planning authorities with the aim to bring together all of the potential contribution requirements in one place, however this approach is not being taken forward in this review as most LPAs have since proceeded with their own Developers Guides. See the Further Information section which identifies the guidance for developer contributions for the borough and district councils.

This guide will be regularly updated to provide current costs and to reflect changes to supporting policies. For example, education cost multipliers are issued annually by the Department for Education (DfE), 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. Factual updating which does not materially change the document will be made as and when required.

2020 Covid-19 update

In response to the spread of Coronavirus (COVID-19), the Ministry of Housing, Communities and Local Government published on 13 May 2020 (updated on 30 June 2020) an update on planning matters, including temporary measures to make it easier to operate the planning system. See the Further Information section for more detail on this.

2021 New Planning Bill

With the Government's proposed replacement of existing developer contributions systems with a new levy, the county council will still require payments through the levy and this Guide sets out the processes for transparency. The new planning system will reinforce the need to plan for sufficient local infrastructure and the guide is needed to assist developers, district, and parish councils on the county council's approach. Any changes to the planning system as a result of the [new planning bill](#) will be reflected in future updates to the guide.

1.5 Biodiversity and The Climate Emergency Declaration

Much of Suffolk's biodiversity is in serious decline and SCC expects all development to avoid impacting on biodiversity whenever possible, mitigate any impacts that are unavoidable, and take every opportunity to enhance biodiversity through the proposed scheme. Where planning applications affect a site or feature of interest, there will be a need for contributions towards ecological improvements, e.g. habitat creation and future maintenance. SCC has declared a Climate Emergency and Suffolk is striving to be the Greenest County. With the government currently legislating to mandate biodiversity net gain and development of nature recovery strategies through the Environment Bill, consideration for the natural environment and its functioning will continue to become a more prominent theme of importance in the planning sector.

As a recommendation, developers should consider the environmental impacts and areas for environmental improvements that their proposals can generate. This will include having the fullest understanding of existing features (such as trees, hedgerows, ponds, and (most importantly) how the site provides biodiversity habitat and ecological connectivity to the wider environment). SCC will expect all features of value to biodiversity to be retained and enhanced but, should any be lost, the fullest compensation will be required. Through incorporating all three pillars of sustainable development (environmental, social, and economic) into every proposal, the achievement of holistic and sustainable development can be regarded as a mainstream result of forward-thinking planning.

The government introduced an Environment Bill, promising to position the UK as a 'world leader' in improving air quality, environmental biodiversity, water resource management and addressing climate change. Through developer cooperation, future developments have the potential to align with both national goals and Suffolk's own policies, providing sustainable communities and reducing the need for future retrofitting.



Section 2.

Developers Guide to **Infrastructure Contributions in Suffolk**

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2

Developer Contributions Framework

2.1 Background

The CIL (2019 as amended) Regulation 122, paragraph 56 in the National Planning Policy Framework (NPPF) makes the following tests statutory. Planning obligations are sought to mitigate the impact of unacceptable development to make it acceptable in planning terms. Planning obligations may only constitute a reason for granting planning permission if 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.

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

For those district councils that have adopted CIL, what infrastructure they may wholly or partially fund through CIL is set out in their Infrastructure Funding Statement (IFS), which can be found on the specific district websites.

Individual Local Plan policies may contain infrastructure requirements, and this will be set out generally in an Infrastructure Delivery Plan 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 documents may be accorded weight where these have been subject to public consultation and are at an advanced stage in the adoption process.

If a specific item of infrastructure is not listed within general infrastructure policies in core strategies, this does not necessarily preclude contributions being sought for that infrastructure, provided that there is evidence to demonstrate its need and that it accords with the general terms of policy.

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 is to send 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 54 - 57 of the NPPF (version 2019).

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 obligations 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.

There are other organisations and/or partnerships such as the New Anglia Local Enterprise Partnership for Norfolk and Suffolk, the Suffolk Wellbeing Board, Suffolk's Creating the Greenest County, and locality working groups that are important in the infrastructure planning process. These bring together representatives from the local statutory, voluntary, community and private sectors to identify and address local problems, promote initiatives and avoid 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 LPA 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.

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: bilateral planning obligation. However, where there is difficulty reaching a negotiated agreement, 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 2010. 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 Suffolk Clinical Commissioning Groups and Suffolk Constabulary, or other infrastructure coordinating agencies at pre-application stage.

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.

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 local authorities 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 local authority 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:

- Babergh District Council;
- East Suffolk Council (Covering the former Suffolk Coastal District and Waveney District areas); and,
- Mid Suffolk District Council.

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)

As of 2019, any local authority that has received developer contributions (S106 planning obligations or CIL) must now publish an IFS detailing the sum, modification, and discharges of planning obligations by 31 December each year. Implementing IFS provides an accounting mechanism to assign contributions from developments to infrastructure needs over wider areas.

2.5 Monitoring of Planning Obligations

On top of providing an IFS, 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 pro-actively 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

On the 1 September 2019 developer contribution regulations changed to allow local authorities to charge monitoring fees. 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 £412 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. 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;
- Chasing 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 Assistant Education Officer. 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

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 developer, or applicant, will be required to pay an appropriate agreed fee to the relevant LPA to undertake viability testing and for assessment of accounts.

Guidance and information on viability testing is provided by the Homes and Communities Agency. 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.

Further information and helpful guidance on viability can be found independently from various accessible pages. Please see Further Information section.

Section 3.

Developers Guide to **Infrastructure Contributions in Suffolk**

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PLANNING POLICY DEPARTMENT

3

Contributions and Service Areas

The following section sets out how each different Service Area of Suffolk County Council may ask for financial contributions from developers, and what they are required for.

It is important to note that this section is not exhaustive, and that there is not necessarily a one-size-fits-all approach for contributions to be sought, so therefore planning applications may be reviewed on a case-by-case basis.

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 should discuss the potential impact of their proposed development on archaeological remains prior to submission of planning applications. Applicants may be required to undertake an appropriate evaluation before their application is determined, in line with Chapter 16 of the NPPF. Where consent is granted, it may be subject to conditions or obligations to mitigate for impacts on archaeological remains.

3.1.2 Developer Contributions

The best way to safeguard an archaeological site is for it 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 design, or it may be appropriate to secure an area containing significant remains so that it is protected in perpetuity and 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.

Planning consent may be subject to provision being made for the investigation, recording and excavation of any archaeological features and finds prior to development, alongside appropriate reporting, dissemination, and archiving. Excavation is a second-best option as although knowledge can be increased through this process, the site is destroyed. Usually, this work can be secured through planning conditions. Obligations will be used to secure the investigation of archaeological remains in advance of development when conditions are not appropriate. For example, to ensure that there is a guarantee of adequate funds for delivery of work that is started on particularly significant or complex sites, or to facilitate the management of delivery of archaeological work on complex multiphase schemes, an obligation could be necessary.

There may also be occasions where planning obligations should be used to secure the conservation and storage in perpetuity of archaeological finds recovered and/or the interpretation of the results of archaeological investigation through publication, touring exhibition, or display. Contributions to existing and/or new museums, other buildings, and facilities to enable museum storage or display might also be appropriate, if unusually large or significant archives can be expected to be generated by a project.

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 by 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. This will include any fieldwork, the analysis of findings after fieldwork, conservation of objects

where appropriate, report writing and publication, museum archiving, and any educational 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 Early Years and Child Care Provision

3.2.1 Introduction

Early years provision covers all early education, which SCC defines as “*the entitlement of funded early education for two- to five-year olds*”. This is provided through maintained nurseries in primary schools, nurseries within academy schools, pre-schools, full day care and Ofsted registered childminders throughout Suffolk. Only members of the SCC ‘List of Providers’ are able to deliver this entitlement, which is funded by SCC direct to providers.

3.2.2 Statutory Requirements – Legislation

SCC has a wide range of duties to promote high quality early years provision and secure free early education for all three- and four-year olds, as well as disadvantaged two-year olds. While many early years settings fall within the private, voluntary, and independent sector, local authorities have a duty to ensure early years childcare provision within the terms set out in the Childcare Acts 2006 and 2016. Early education and childcare provision for this age range is provided through nurseries, pre-school playgroups and pre-schools. Unlike attendance at school, none of the provision offered is compulsory.

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.

Section 6 of the Act defines ‘sufficient childcare’ as meeting the requirements of parents in the area who require childcare in order to enable them to take up or remain in work, or undertake education or training which could be reasonably expected to assist them obtain work.

Section 7 of the Act sets out a duty to secure funded early years provision for pre-school children aged between three and four. The current universal entitlement of 15 hours funded education was introduced in September 2010.

The Education Act 2011 places a statutory duty on local authorities to ensure the provision of early education for every disadvantaged two-year-old by 2013. Clause 1 of the Act amends Section 7 of the Childcare Act 2006 introducing the statutory requirement for two-year-old education.

The Childcare Act 2016 and Secretary of State places a statutory responsibility on local authorities and the county council to secure the equivalent of 30 hours funded childcare for 38 weeks of the year for qualifying children. The Act also places a duty on local authorities to secure sufficient childcare places for parents qualifying for 30 hours of funded provision from September 2017.

3.2.3 Process for Determining Sufficiency Levels

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

To ensure that the early education sufficiency 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 investigated.

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 this one child takes up two FTEs places. The more hours that are sold by providers, results in less available capacity. The demand for sold places can fluctuate depending on parental demand. To capture this, a sample study to quantify the amount of sold places has been carried out across the county. The averages are then applied to the data in geographical clusters and this calculation presents the overall deficit or surplus of places available in a specific electoral ward.

The Early Years and Childcare Service uses a variety of data to forecast the amount of eligible children requiring early education. This is calculated at ward level, using birth data, the latest census, Area Health Authorities statistics, information from partners in health and information provided by the Department for Work and Pensions about eligibility of parents for two-year-old and HMRC for three- and four-year-old funding. In the summer term 2017, 86% of eligible families accessed the two-year-old funding, 96% three-year-old funding, and 98% four-year-old funding.

The introduction of 30 hours funded early education for working parents has created an additional need for further places across the county. The DfE has identified that 51% of children in Suffolk are eligible for 30 hours of funded childcare from September 2017.

3.2.4 Developer Contributions

The 'Securing developer contributions for education' guidance from the DfE states in paragraph 16 *"Developer contributions for early years provision will usually be used to fund places at existing or new school sites, incorporated within primary or all-through schools. Therefore, we recommend that the per pupil cost of early years provision is assumed to be the same as for a primary school"*.

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 there are less than 20 Full Time Equivalent (FTE) places anticipated to arise from development proposals, Early Years and Childcare will look at alternative ways to manage the increase in demand for places. This can include extensions to existing provision, improvements to the staffing structures to increase registered places, and training and encouragement for accreditation for childminders. The contribution cost where extensions and/or improvements to existing facilities are required is set out in Table 1 below.

Where a development proposal is anticipated to create over 20 FTE places, then a new provision will be sought by the Early Years and Childcare Services. This will include a free site and the construction of suitable premises for a new provision.

When a planning application becomes approved any surplus places in the ward are credited to this developer. This continues for subsequent applications until there are no more places left. When a new developer enquiry is made, the calculation provides a surplus or deficit, taking into account all currently approved applications that have been made.

The contribution cost where a new provision is required to accommodate the demand arising from a proposed development(s) is also set out in the Table 1 below:

Cost per FTE place		Places arising / dwelling
New	Expansion	0.09
£20,508	£17,268	

Table 1: FTE costs and early year places per dwelling

3.2.5 FTE Places Arising from New Development

In Suffolk it is estimated that statutory requirements generate a need for nine additional FTE places per 100 new dwellings calculated as set out below.

Data from the 2011 Census, relating to new communities, indicates that 100 dwellings accommodate 15.4 children aged two to five. The Census further indicates that approximately six of these children are aged two, five are aged three, and five are aged four.

100% of three- and four-year olds are eligible for 15-hours free provision. In Suffolk, 29% of two-year olds are eligible for 15 hours and the DfE has estimated that 51% of three- and four-year olds are eligible for a further 15 hours (30-hours total). This generates a total demand as shown in Table 2:

	Age (2011 Census)	No. of children	% eligible for 15 hrs	No. of children	% eligible for 30 hrs	No. of children
2 years	35.8%	6	29%	2	0%	0
3 years	34.9%	5	100%	5	51%	3
4 years	29.3%	5	100%	5	51%	3
Totals:	Total children age 2-4:	16	Total children eligible for 15 hrs:	12	Total children eligible for 30 hrs:	6

Table 2: Worked Example - Calculation of 15- and 30-hr FTE places required for 15.4 children, arising from 100 dwellings

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

Case Study

2 x 15 hours provision = 30 hours = 1 FTE

12 children are eligible for 15 hours, of whom six are eligible for a further 15 hours (30 total). This means six children are eligible for 15 hours only.

Therefore, 6 slots of 15 hours = 3 FTEs

The remaining 6 children eligible for 30 hours each = 6 FTEs.

3 FTE + 6 FTE = 9 FTE places required per hundred dwellings.

This equates to a requirement of approximately 0.09 FTE places per dwelling, and it is this figure which is used to estimate demand arising from new development. This is shown in Table 1.

3.2.6 Minimum Spatial Requirements for Early Years and Childcare Facilities

Table 3 shows the site areas, based on statutory guidance:

Early Years Setting Size	Minimum Site Area (m ²)
30 place setting	537.7
60 place setting	915.2
90 place setting	1292.7

Table 3: Site area required for early years settings

Where possible, 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.

Early education provision for two- to five-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](#) and as required by Planning dependant of each individual.



3.3 Education

3.3.1 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. The final decision on the justification and level of the education contribution rests with the relevant planning authority.

3.3.2 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 LPAs 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 classbases 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 classbases, 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 before submitting a planning application. 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 facilitate parental preference and in-year admissions, and for contingency planning. SCC uses a 5% buffer (or 95% capacity) for school place planning. This is at the lower end of the 5-10% range identified by the Audit Commission in 1996 and 2002 and as noted by the [National Audit Office](#) (NAO). 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.

SCC will often be assessing more than one development in an area at any one time. This may mean that any surplus places in the area will be assessed on a first-come-first-served basis depending on the approval date of a planning application for a 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.

3.3.4 Calculating the Demand from New Housing Development

When estimating the number of children that a new housing development will generate, and that will require a school place (yield), the county council takes account of the number of houses and flats that are suitable to accommodate children. One-bedroom houses, student, and elderly accommodation (with appropriate conditions) are excluded from the calculation. It should be noted that affordable housing will be expected to contribute using the same criteria.

For contributions toward primary, secondary and sixth form places, the pupil yield is rounded up to a whole number to reflect that the local school that is expanding, or new school that is being provided, creates places for the combined numbers of pupils from the development and this critical mass will require funding towards the accommodation in order to meet that demand.

SCC's pupil yields are based on evidence from previously delivered housing developments that aligned with the creation of new output areas from the 2011 Census such as Ipswich's Waterfront and Moreton Hall in Bury St Edmunds. This is used to forecast the education needs for each type of education provision arising from new development. 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 are set out in Table 4, below:

Dwelling Type	Primary		Secondary		Sixth Form	
	<i>Per dwelling</i>	<i>Per 100 homes</i>	<i>Per dwelling</i>	<i>Per 100 homes</i>	<i>Per dwelling</i>	<i>Per 100 homes</i>
Houses with 2 or more bedrooms	0.25	25	0.18	18	0.04	4
Flats with 2 or more bedrooms	0.15	15	0.02	2	0.01	1
Flats with 1 bedroom	0.05	5	0.01	1	0.01	1

Table 4: Estimated pupil yields for different dwelling types

The pupil yields from all types of dwelling will vary slightly to take account of middle school provision in areas of Suffolk where a three-tier system of education is still in operation. Similar methodologies are used by local authority areas across the country, and these are regularly reviewed.

3.3.5 Academies and Free Schools

The DfE continues to promote the establishment of 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.

3.3.6 New Schools

The Education and Skills Funding Agency currently looks to establish two-form entry primary schools (420 places), to ensure financial viability. SCC supports this approach and, when considering new primary school sites, an area of approximately 2.0 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 primary-age pupils are likely to be generated by approximately 1,680 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 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 3,333 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 them
- Cumulative impacts with 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. SCC may also request on occasions that additional land is set aside to future proof the new school site and allow for its potential future expansion.

Where development does not generate the full need for a new school on its own, education use land value of £100,000 per acre will be used. In the Town and Country Planning (Uses Classes) (Order 1987 as amended), Use is based on education E(e-f) and F1 Use, and SCC will secure fully serviced land for £1. Vehicular access to school will need to be to adoptable standards. The owner/developer will be required to undertake ecological and archaeological surveys.

3.3.7 Temporary Accommodation and Costs

In certain circumstances, there may be a requirement to secure education contributions in order for SCC 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 will be assessed on a site-by-site basis.

In the short term, ahead of a new primary school, the existing school capacity is expected to be exceeded as a result of new housing. Therefore, temporary arrangements may need to be put in place to accommodate additional children arising from new development. Providing temporary accommodation on the primary school site (a double mobile) would cost £250,000 including installation, which would expect to be on site for two years (assuming appropriate space is identified to install this facility).

3.3.8 School Site Areas

The area of land required for schools is based on the current [DfE Building Bulletin](#) (BB103) and other relevant publications. 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. Table 5 below indicates the benchmark basis as guidance for minimum site areas for schools:

School Type	Site Area (hectares)
Primary (ages 5-11, 1 form of entry): 210 places	1.122
Primary (ages 5-11, 2 forms of entry): 420 places	2.004
Primary (ages 5-11, 3 forms of entry): 630 places	2.886
Secondary (ages 11-16, 4 forms of entry): 600 places	4.880
Secondary (ages 11-16, 6 forms of entry): 900 places	6.770
Secondary (ages 11-16, 8 forms of entry): 1200 places	8.660
Secondary (ages 11-16, 10 forms of entry): 1500 places	10.550

Table 5: School Site Area Requirements.

3.3.9 Additional Site Requirements

A new school site must be rectangular 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. The site must be free of contamination, compaction, and cleared of any previous land use, especially if the site was once industrial land. The cost of all archaeological surveys and remedial work will be met by the developer.

The owner/developer will be required to provide the following services to an agreed location(s) on the school site, including but not limited to:

- Water plus drainage/outlet to the local sewer system;
- Electric;
- Gas;
- ICT connections;
- Adequate access by pedestrians and motor vehicles;
- Considerations for noise pollution;
- Flat surfaced;
- Rectangular in shape;
- Serviced - location of services must be agreed by SCC;
- Not within close proximity to Flood Zones 2 and 3; and,
- Not on contaminated land or soils.

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



3.3.10 Expansion of Existing Provision via Extension, Refurbishment, or Remodelling

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.

Where extension, refurbishment, or remodelling of an existing school is deemed appropriate, SCC 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.



3.3.11 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 county council'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, in addition to complying with the existing BREEAM Policy from 2021 onwards.

3.3.12 The Cost of Additional School Places

The current 'Securing developer contributions for education' [DfE guidance](#) (November 2019) 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 most recent DfE local authority school places scorecard is 2019 where the location factor for the East of England, which includes Suffolk, is 1.00. Based on the 2019 scorecard, the costs sought per pupil place are set out in the table below:

School Phase	Cost per pupil place	
	New	Expansion
Primary	£20,508	£17,268
Secondary (age 11-16)	£24,929	£23,775
Sixth Form (age 16-18)	£24,929	£23,775

Table 6: Cost per pupil place per school phase



3.3.13 Special Education Needs and Disabilities

In addition to the county council'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.

Current [government guidance](#) (November 2019) and National Planning Policy Guidance (NPPG) (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.

Based on January 2020 school census data:

- 3% of primary-age children have an Education, Health and Care Plan (EHCP)
- 4% of secondary-age and post-16 children have an EHCP
- 42% of children with an EHCP currently attend specialist provision

These percentages are subject to fluctuation. The percentage of children with an EHCP currently attending specialist provision has been limited by the availability of SEND places in Suffolk, and the rising population in the county is increasing demand for specialist provision.

It is the 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 often transported (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:

School Phase	SEND Pupil Yield per Dwelling	SEND Pupil Yield Calculation
Primary	0.015	1.5% of the primary yield
Secondary (age 11-16)	0.002	2% of the secondary yield
Sixth Form (age 16-18)	0.002	2% of the secondary yield
SEND Pupil Yield	Pupils	Sum of the above calculations rounded to the nearest 0.01

Table 7: SEND pupil yield per school phase

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 SEN places according to National School Delivery Cost Benchmarking is £65,739.

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, and as the yield of pupils is far lower than for mainstream education, 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.

3.3.14 Early Years

Provision for Early Years is dealt with separately, however co-location and/or close proximity to primary schools is considered important from a customer/service perspective. For new primary schools it is commonplace to co-locate an Early Years facility alongside the school. Where this is proposed, the relevant site areas in Table 3 in the Early Years section - will be added to the relevant primary school site areas in Table 5 to create a site requirement for a primary school including an Early Years facility.

3.3.15 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 capital asset delivered is not intended to be an alternative source of funding to mitigate the impacts of development.

3.3.16 School Transport Contributions

The county council is required by law 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 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 Table 8, and the following Case Study explains how contributions would be calculated if any of the above situations arose:

Service User	Average Cost per Seat Type (2020/21)
Mainstream pupil	£1,205
Out of county pupil	£13,542
Pupil Referral Unit	£7,037
Special Education Needs (SEN)	£5,895

Table 8: School transport costs per pupil per annum

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 **£1,205** (the annual transport cost) x **4** (number of pupils) x **7** years (number of primary school years) = **£33,740**.

- (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 **£1,205** (the annual transport cost) x **3** (number of pupils) x **5** years (number of primary school years) = **£18,075**.

- (3) Contributions secured 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 the county council'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.



3.3.17 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 primary schools, and secondary school places are capable of being funded through CIL, but this will be set out in the CIL charging authority's IFS.

SCC will submit CIL funding bids 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 expected future CIL request based on mitigating the development, but any future bid will be based on the 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.

3.3.18 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.

3.4 Care and Supported Housing

3.4.1 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 (2020)

- Total Suffolk population – 761,350 Suffolk Observatory
- Over 85s – 25,933 Office of National Statistics (ONS)
- Over 65s – 179,637 (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.

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 would assist in meeting changing needs of people.

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

3.4.2 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 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 in its Public Health role will consider whether proposed new development requires any contributions towards the general improvement of health. In line with the [Healthy Suffolk](#) agenda, it may seek to influence the design of the development in order to encourage healthier living through uptake of walking, cycling and the use of public transport.

The county council's Care and Supported Housing 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.

3.5 Health Infrastructure

3.5.1 Introduction

NHS England and the Care Commissioning Groups have a statutory responsibility to invest public funds in the commissioning of healthcare services on behalf of over 750,000 people 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 System (ICS) which allows for closer working with shared goals and ambitions. Previously developer contributions were only requested to NHS England for the provision of Primary Care affected by the development. Work is now underway to allow NHS Trusts and Foundation Trusts to request developer contributions as part of a combined approach across the health sector. The commissioners 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 services.

3.5.2 Projected Growth and Requirements for Health Infrastructure

The anticipated housing growth of approximately 40,000 dwellings across the district and borough councils' local plans by 2036 will have a major impact on all of health, 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 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 for increasing capacity via use of technology, e.g. increased network infrastructure to enable more online consultations;
- NHS key worker housing; and,
- Preventative measures in the community aimed at reducing isolation, promoting healthy living through schemes such as 'social prescribing' and volunteer groups.

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.

A table displaying the ambitions of the Suffolk and North East Essex ICS for every resident can be found in Appendix B. There is not a specific formula for contributions sought for health infrastructure, and this will be considered on a case-by-case basis for incoming applications.

3.6 Fire and Rescue

3.6.1 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.

The Fire Authority encourages the fitting of sprinklers in new residential, commercial, and educational properties, which may provide an acceptable alternative to provision of new or improved fire station facilities. Fire hydrants, and access to firefighting water is an essential part of any development. Fire hydrants are placed within residential, commercial, and mixed occupancies in accordance with the [Building Regulations 2010](#).

3.6.2 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 Duty Fire Safety Officer (DFSFO). The DFSFO will provide guidance towards the relevant guidelines, documents containing all the relevant information, requirements, and benchmarks. The DFSFO'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. The DFSFO will inform the Water Officer of any decision made.

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 being granted, the SFRS requests that the LPA updates the SFRS with 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 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.

3.6.3 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:

- 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.

3.6.4 Planning Conditions

Condition 1. Residential Development

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.

Condition 2. Commercial Development

No development shall commence until a scheme has been submitted for the provision of 0.75 fire hydrants per hectare (served by a 150 – 180 mm main water supply depending on the mix and type of commercial uses) for the benefit of the commercial development in a location agreed with the council in consultation with SFRS. The scheme should meet the functional requirements of Building Regulations in either, Approved Document B Volume 2 Sections 15 and 16 (Fire Hydrants/Water Supplies and Vehicle Access), BS9999:2017 Section 6 (Access and facilities for Firefighting), or a Fire Engineered solution in accordance with BS7974. The commercial development buildings shall not be occupied until the hydrants have been provided to the satisfaction of the Building Control body and the relevant councils in consultation with the SFRS.

A flowchart displaying a summary of the step-by-step SFRS process can be found in Appendix C.

3.7 Police Infrastructure

3.7.1 Introduction

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.

3.7.2 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 SNT's include warranted SNT officers, unwarranted 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 new 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, policing requirements, and crime impacts arising.

Suffolk Constabulary therefore requires additional police facilities to be funded and/or provided by developers either through CIL or through S106 Agreements in the form of the following assets:

- Additional or enhanced police station (SNT) floor space and facilities, including fit out and refurbishment;
- Custody facilities;
- Mobile Police Stations;
- Communications including ICT;
- Automatic Number Plate Recognition Technology;
- Police Vehicles; and,
- Funding for additional staff resources, including warranted officers, unwarranted officers incorporating Police Community Support Officers (during the construction and occupation phases of development) Back Office Staff, and associated recruitment, training and equipment.

3.7.3 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.

3.8 Libraries and Culture

3.8.1 Introduction

High quality, sustainable and well-located arts, library and museum facilities are also an essential component of sustainable communities giving them a sense of place, purpose, and pride. 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. Alongside this, various pieces of legislation require local authorities to collect, preserve and provide access to records of historical interest. In July 2011, the council adopted a new Vision and Access Model for library services. From 1 August 2012 it entered a contract with Suffolk's Libraries Industrial and Provident Society (Suffolk Libraries). Suffolk Libraries is responsible for enabling the delivery of library services while SCC remains the statutory library authority. See Further Information section to learn more about Suffolk's Libraries Vision for 2019 – 2022.

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. The council proposes to arrange 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, and in most cases, an extended period of transition when this could mean change from current access points. 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.

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 Searchrooms. 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 Service Delivery

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
- 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 Suffolk LifeLine service
- Support customers to access and navigate IT services, supporting customer wellbeing

3.8.3 Developer Contributions

New housing developments will impact existing library provision and increase the demand for developer funding towards library projects. Deprivation and population growth factors are the guiding framework and main considerations in assessing the demand for additional library provisions, in order to focus on areas in need.

New development and assessing the need for additional provision by Arts Council England and the Museums Libraries and Archives (MLA) Council, sets out an approach for calculating and securing developer contributions through S106 Agreements or the 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, archive, and museum provision, supported by extensive survey work.

The two main parameters of a standard charge for public libraries are:

1. A space standard. A minimum standard of 30 m² of new library space per 1,000 population is required.
2. A construction and initial fit out cost of £3,000 per m² for libraries (based on Royal Institution of Chartered surveyors (RICS) Building Cost Information Service data but excluding land costs). This gives a cost of (3 x £3,000) = £90,000 per 1,000 people or £90 per person for library space. Assumes average of [2.4](#) persons per dwelling in the East of England. This gives a contribution cost of £232.8 per dwelling to ensure that library provisions anticipated to be accessed by proposed developments meet national standards and expectations, and provide the quality of service that people need, expect, and will use.

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 need for a new static and co-located service point will be made.

Following a national survey and opinions from library and planning professionals, the MLA recommend a benchmark provision figure of 30 m² per 1,000 population at a construction and initial fit out cost of £3,514 per m². This is £105 per person in new housing. ([Museums, Libraries, Archives and Arts and New Development: Progress report on the adoption of standard charge approaches](#)).

Regionally adjusted standard charge figures for public libraries for East Anglia suggests a construction and initial fit out cost of £3,233 per m² and £97 per person in new housing.

In practice, £232.8 per dwelling is currently used to calculate (£97 x 2.4) based on the national average number of persons per household.

3.8.4 Wider Cultural Services

Within the national guidance that outlines the libraries benchmark figures, the guidance also includes figures for museums, archives, and arts. See the Further Information section for a publication link to the national research and surveys.

Museums. A national survey of a sample of local authorities has resulted in an MLA recommended benchmark for museums of 28 m² of provision per 1,000 population at a cost of £3,250 per m². This is £91 per person in new housing.

Archives. National research on recent archive provisions suggest an appropriate benchmark of six m² per 1,000 population of archive space at an initial construction and fit out cost of £3,600 per m² 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 (galleries, multi-use arts venues and theatres, and production/rehearsal/education spaces) is £3,125 per m², or £141 per person in new housing.

The costs set out in the table below will be considered on a case-by-case basis subject and dependent upon local provision and needs. In total the contributions sought per person for cultural services could be as follows in Table 9 below:

Cultural service	Cost per person
Libraries	£97.00
Books and Resources	£16.00
Museums	£91.00
Archives	£21.60
Arts	£141.00
Total	£366.60

Table 9: Potential provision costs for cultural services, per person

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 Waste Infrastructure

3.9.1 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.

3.9.2 Standard Contribution

A standard developer contribution, dependent on local need, towards waste disposal facilities has been calculated on a county-wide basis, using the costs set out below. These standard contributions are as follows:

- Contribution towards RC improvement or expansion is £56 per household
- Contribution towards building a new RC is £113 or £124 per household (depending on location in Suffolk and the associated land costs assessed on a site-by-site basis)
- Contribution towards Transfer Station development is £45 per household

3.9.3 Energy from Waste Facility and Transfer Stations

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 40,000 tonnes (reducing April 2021) 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 343,690 households (2019), the average capital share per household for the Waste Transfer Station project is £45 and this contribution may be sought in circumstances where further investment in facilities is required and can be justified.

3.9.4 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.





3.9.5 Recycling Centres

SCC provides a network of 11 RCs which serve the total population of Suffolk (343,690 households). By 2043 this total is projected to increase to 377,087 households. Many 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;
- 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. See Table 10, below:

Site	Priority	Requirement	Cost band (million (m))
Haverhill (2021 cost)	1	Project currently underway to relocate to new site.	£1.4 m
Stowmarket	1	Site search underway to allow relocation. Discussions also taking place with Mid Suffolk and Babergh District Council.	£3 - £5 m
Sudbury	1	Relocation to new site – part of larger scale development project.	£3 - £5 m
Ipswich	1	Relocation to new site required – project commenced to look at possible locations. In order to service Ipswich Garden Suburb development both this and the Foxhall RC will need to provide significantly increased capacity.	£3 - £5 m
Foxhall (2021 cost)	1	Project underway to extend current site – planning application submitted August 2020. In order to service Ipswich Garden Suburb and the Martlesham area developments, this RC will need to provide increased capacity.	>£6.5m
Lowestoft	1 / 2	Project established to consider potential improvements to current site	£0.5 - £1.75 m
Leiston	2	Project established to consider future RC provision in this area and to identify necessary improvements to site access.	£0.5 - £1.75 m
Felixstowe	2 / 3	Anticipated that the site will need to expand in the future in response to t allocated growth in the Felixstowe peninsula.	£0.5 - £1.75m
Bury St Edmunds (actual cost)	3	Relocated in 2019 as part of West Suffolk Operational Hub development. Contributions requested for SCC forward capital investment.	£5m
Hadleigh	3	Currently fit for purpose.	
Mildenhall	3	Currently fit for purpose following 2016 expansion and improvement.	

Table 10: Waste Priority Sites and Costs

Each RC serves an average of 34,280 (using 377,087 households total) households and needs to be approximately 1.0 hectare (2.47 acres). However, in several areas housing developments may be serviced by more than one RC, e.g. Ipswich where householders may use either the Ipswich or Foxhall RCs. The number of households using these RCs may be significantly higher than 34,280. Figure 1 below shows the catchment areas of each RC. These catchment areas have been identified using customer postcodes collected at each site during an annual customer survey process.



Figure 1: Suffolk RC catchment areas

Each RC development can vary substantially in cost. The difference in land prices across the county is explained in more detail latter in this section. Each site can vary greatly 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.

3.9.6 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. These can be estimated to cost in the region of up to £1.75 million requiring a contribution of £56 per household.

3.9.7 Household Contribution for Expanded or New RC Provision

Build Costs

Based on the most recent estimates for building a new RC or extending a current RC into an expanded area, the construction costs may amount to anything between £2.5 million and £4 million (not including land purchase costs). These costs would include preliminary site investigation works, site works, drainage, external services, access road construction, building works, design, planning, highways, legal and licence fees etc.

Land Costs

Land values vary considerably across Suffolk and using an average rate for the whole county would fall short in some areas and be challenged as excessive in other locations. The land required for a RC will typically be located within an existing industrial area, generally closer to main areas of population. The land size required would be around 2.5 acres.

- Ipswich, Bury St Edmunds, Sudbury, Haverhill, Woodbridge, along with prime rural locations (e.g. Aldeburgh, Lavenham, and Southwold) currently attract land values of an average £400,000 per acre for an RC-suitable site.
- Other smaller towns and villages in the rural areas of Suffolk can be considered to average around £250,000 per acre, similarly dependant on the specific location and relative size of the site.
- These figures assume that SCC is being offered a serviced site, e.g. one that is accessed from a public highway, and that there is already electricity and standard drainage facilities within the public highway. A site lacking basic services would have a significantly lower land value, though the costs of developing a RC would be considerably higher.

Figure 2 below shows the recycling centre land rate that applies in each area of the county:

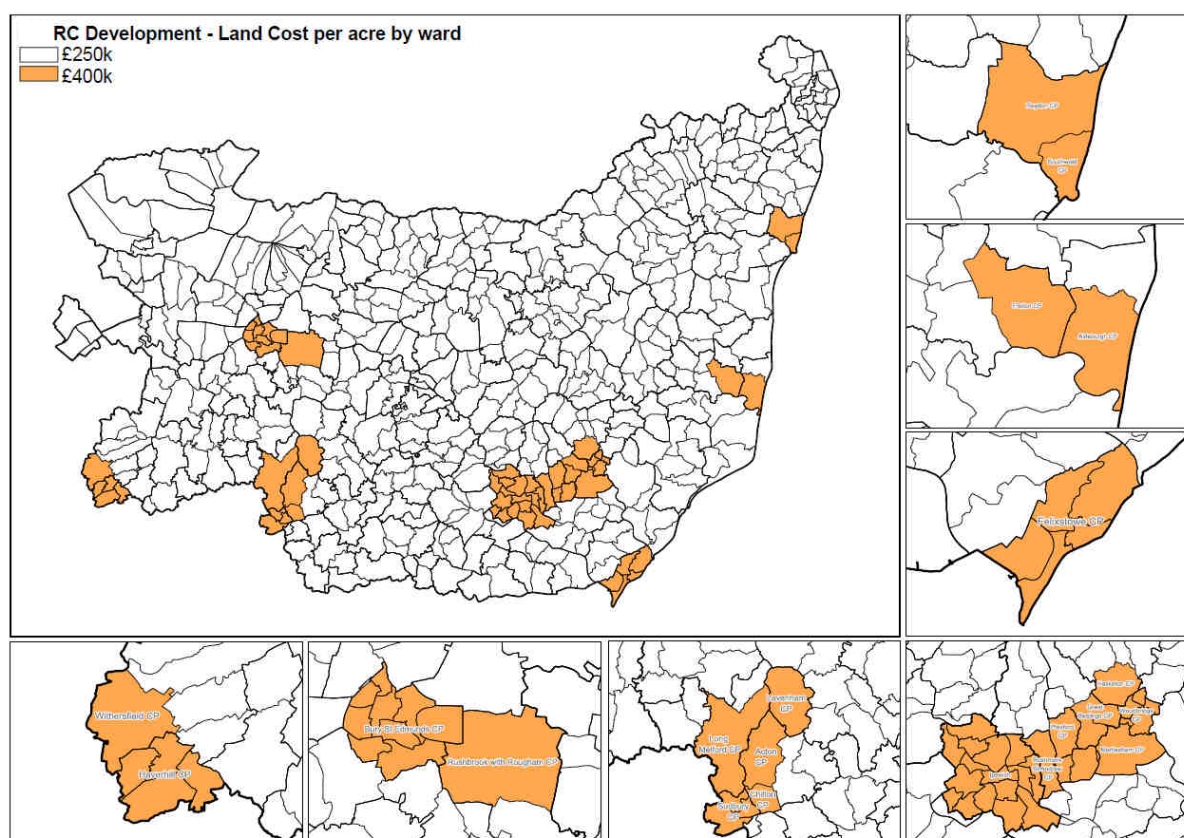


Figure 2: Recycling Centre land cost per acre by ward

3.9.8 Total Household Contribution for New RC Provision

Utilising the information above, an average build cost of £3.25 million, plus land costs of either £0.6 million or £1 million (depending on where the site is located) would lead to a total average cost of either £3.85 million or £4.25 million. On this basis, it is calculated that a contribution of either £113 or £124 per household would be requested in order to provide a new RC, depending on the proposed location of the new RC based on the land costs in Figure 2. Where a project is underway, such as Foxhall Recycling Centre improvements or has been forward funded by SCC, such as the completed West Suffolk Operational Hub, the final project cost will be used when requesting developer contributions.

3.9.9 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 is currently being produced by the Suffolk Waste Partnership and information can be obtained via local district and borough councils. This document will include details on provision and storage of wheeled waste bins, access for refuse collection vehicles, provision of bring site recycling facilities.

3.10 Flood and Water

3.10.1 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.

3.10.2 Developer Contributions and SuDS

The NPPF, Section 165, requires 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, with the aim of reducing flood risk to surrounding areas, improving water quality entering rivers, whilst also providing biodiversity and amenity benefits (also known as the four pillars). SuDS have a vital role in facilitating a sustainable development, especially at sites where there is pre-existing and/or potential risk of flooding in the future.

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.

3.10.3 S106 Contributions and Projects

Where there is an 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 cost of which will be subject to various site-specific factors and constraints, including topography, scale of site, and scheme infrastructure.

3.11 Highways

3.11.1 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 Highways England. 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 109). 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.

3.11.2 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 Transport '[Guidance on Transport Assessment](#) (2007)', 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 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 welcomes active pre-application engagement with all developments. Initial scoping of the TA or TS can greatly assist in identifying the key issues under review on a given

development proposal. For larger sites SCC has a countywide Traffic Model, which is available to be used by developers, for a modest access fee, and this is generally the best tool for assessing the projected traffic distribution from strategic sites.

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). 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. SCC has developed a new [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.

3.11.3 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 the county council to take on the delivery of an approved Residential Travel Plan that has been submitted as part of the planning consultation process. 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 Smarter Choices branding. 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 £1,000 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 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.

Size of development	Travel Plan/Travel Pack Delivery Contribution	Annual Travel Plan Evaluation and Support Contribution
Residential development starting around 50 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.	£1,000 per annum payable prior to occupation between either the 80 th to 100 th dwelling for a minimum of five years, or one year after occupation of the final dwelling (whichever is the longest duration).
Workplace development	N/A	£1,000 per annum payable prior to occupation of the development for a minimum of five years, or one year after occupation of the final commercial unit (if applicable) (whichever is the longest duration).

Table 11: Fees and charges for residential development

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.



3.11.4 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 400 m) 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 either through the [S38](#) and [S278](#) of the Highways Act (1980), or S106 process. 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.

Such works can be secured through S38, S106 or S278 agreements as is most appropriate to the specific site circumstances. 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 Quality Bus Partnerships 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 indicates the potential costs of public transport infrastructure:

Public Transport Infrastructure Costs	Costs
Raised kerb in existing footway	£2,500-5,000 (depending on location and whether that includes Clearway markings, a shelter base and/or bus stop pole).
Shelter	£4,500-5,500 (installation charge for metal/glass styles) £7,000-9,000 (installation charge for wooden styles).
Real Time Screen	£10,000-15,000 (depending on type and proximity of power supply).

Table 12: Public Transport Infrastructure Costs

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



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).



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).



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).



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.

3.11.5 ISPA Transport Mitigation Funding

The Ipswich Strategic Planning Area (ISPA) authorities include Ipswich Borough Council, Babergh District Council, Mid Suffolk District Council, East Suffolk Council (covering the former Suffolk Coastal District Council area) and Suffolk County Council.

Evidence shows that growth across the ISPA would cause a severe, cumulative impact on the function of the highway network within Ipswich and on the strategic highway network around Ipswich. Opportunities to address this impact through highway capacity improvements alone are insufficient and would also not be compatible with Net Zero Carbon commitments across all ISPA authorities. Significant shift towards sustainable modes of transport is required to avoid severe, cumulative traffic impacts.

Measures in the strategy which will be funded by developer contributions will include, but not be limited to:

- Walking and cycling infrastructure;
- Bus services, including a quality bus partnership;
- Park and ride;
- Demand responsive transport;
- Smarter choices;
- Enabling technologies; and,
- Monitoring.

Contributing towards delivery of this 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.

3.12 Public Rights of Way

3.12.1 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.

3.12.2 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."*



3.12.3 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.

PRoW can support all three key objectives of the NPPF: building a strong economy; building healthy communities; and enhancing the natural and built environment. Specifically, PRoW support NPPF Sections 8; 'Promoting Healthy and Safe Communities', and NPPF Section 9; 'Promoting Sustainable Transport', including paragraph 98 which states that PRoW should be protected and enhanced.



3.12.4 Planning Applications and PRoW

New developments should adhere to [Building for Life 12](#), the government endorsed industry standard for well-designed neighbourhoods. With respect to PRoW, these should be incorporated into the development design, ideally accommodated within green corridors as opposed to being enclosed or located in places where homes overlook them.

The applicant, and any future owners, residents, so forth, must have private rights to take motorised vehicles over a PRow other than a BOAT. To do so without lawful authority is an offence under the Road Traffic Act 1988. 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.

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, plans should show the legal alignment of PRow; 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.

3.12.5 PRow Within the Development Site

There will be a significant increase in footfall on PRow because of the development and improvements to existing routes may be required as a condition of planning permission.

There may also be a requirement to create new PRow to link to the existing network and connect with places of work, local services, and leisure. The status of existing PRow may need to be upgraded to legally permit higher usage, for example, upgrade a public footpath to bridleway to allow cycling.



3.12.6 PRow Outside the Development Site

A significant increase in footfall can be expected on PRow in the vicinity of the development, because of the increase in the local population and/or result of greater movement in the population.

Urban PRow. These should have a sealed surface and be incorporated within a green corridor. At road junctions, there should be raised tables, dropped kerbs and appropriate markings/signage.

Urban Edge PRow. These should provide green access to the countryside and connect with the wider PRow network. These routes will usually have an unsealed surface to ensure they are usable throughout the year and blend in with more natural surroundings.

Commercial/Industrial Development. PRow through these types of development will usually need a sealed surface, incorporated into a green corridor with drop kerbs and markings/signage at road junctions.

Rural PRow. These will tend to have a natural, level, well-drained surface.

Section 4.

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UPDATED 2021

PLANNING POLICY DEPARTMENT

4

Further Information

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

Further information on [Covid-19 and the planning system](#).

Template of an example [S106 Legal Agreement](#).

Further guidance and information on [viability testing](#), provided by the Homes and Communities Agency.

Further information and helpful guidance on viability which can be found independently from various accessible pages, including:

- [Viability toolkit for neighbourhood planning](#)
- [NPPF and viability problem solved](#)
- [Financial viability in planning conduct and reporting RICS](#)
- [Government guidance on viability](#)

Further information on [‘Suffolk’s Libraries Vision for 2019 – 2022’](#).

Further information to publication on [national research and surveys](#).

Guidance on how Developer Contributions are collected in the different districts in Suffolk:

- [Ipswich](#)
- [West Suffolk](#)
- [Babergh and Mid Suffolk](#)
- [East Suffolk](#)

Section 5.

Developers Guide to **Infrastructure Contributions in Suffolk**

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PLANNING POLICY DEPARTMENT

5

Appendices

Appendix A

Checklist for determining site suitability:

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 at least once a year 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.
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. SCC will not accept a contaminated site.
Timing of Construction	SCC will not forward-fund any infrastructure required by the school. 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. A new school would open at the beginning of a school term, and there is a strong preference for this to be the September term.
Payment – site solely for the Masterplan	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.
Payment – where demand for a school exists independently from the Masterplan	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. This payment to be a reasonable uplift on the existing use value up to a maximum of £100,000 per acre. The maximum figure is based on 2018/19 values and will be Index linked for future years. 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; • foul sewer; • surface water drainage; • telephone; and, • super-fast broadband for a school of a stated capacity. <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 primary school, the default size will be a 420-place primary 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>
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	SCC reserves the right to use the site for a breadth of educational uses. In addition to a school, this also includes early years education, and community purposes including a library. Ancillary uses such as fundraising and a grounds maintenance service to be regarded as included within the definition of educational use.
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.
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	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.
Legal and Surveyors fees	Each party to bear their own professional costs.
VAT	Payments made under the Option agreement are exclusive of VAT.
Support for SCC Due Diligence	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.

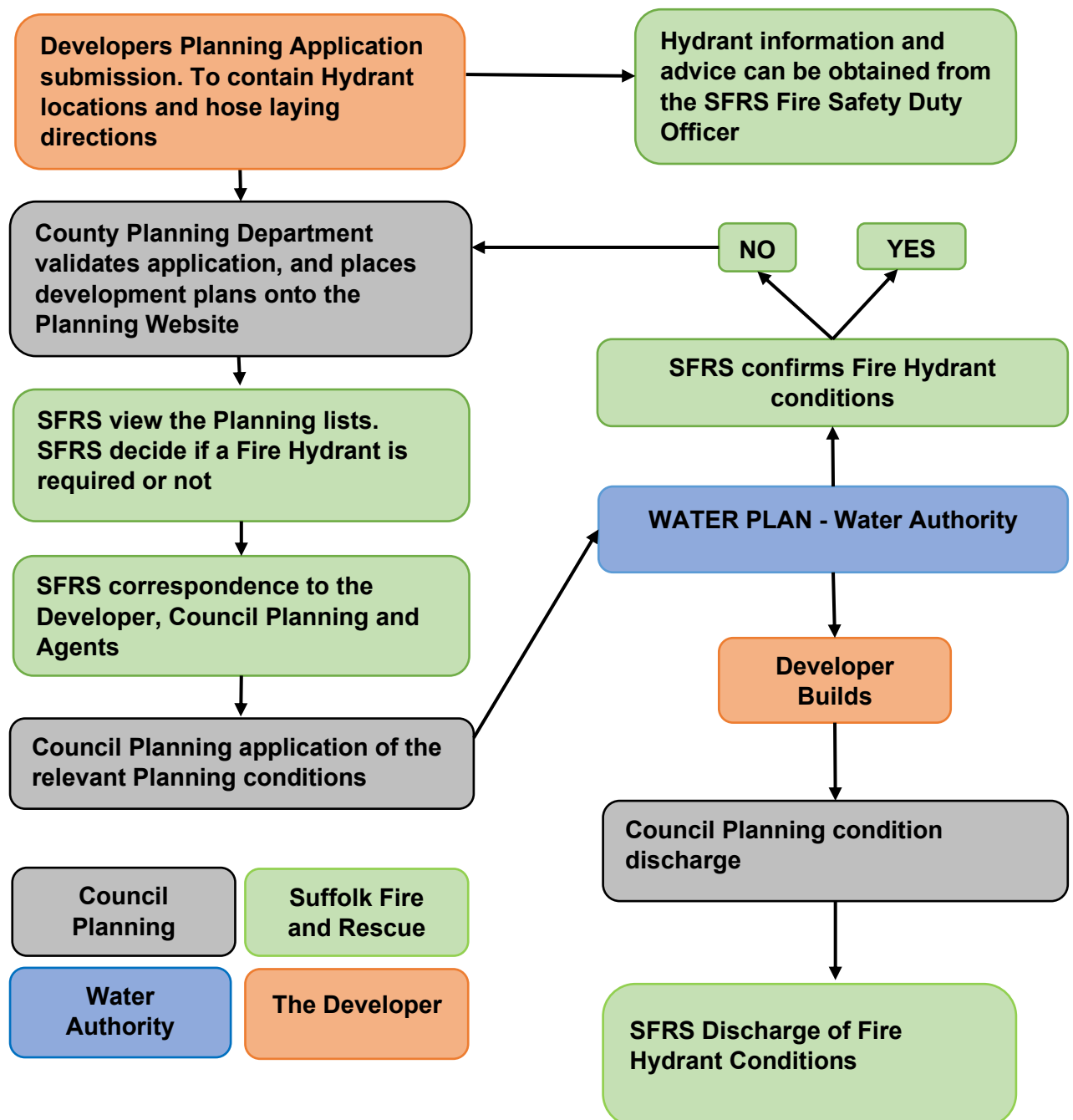
Appendix B:

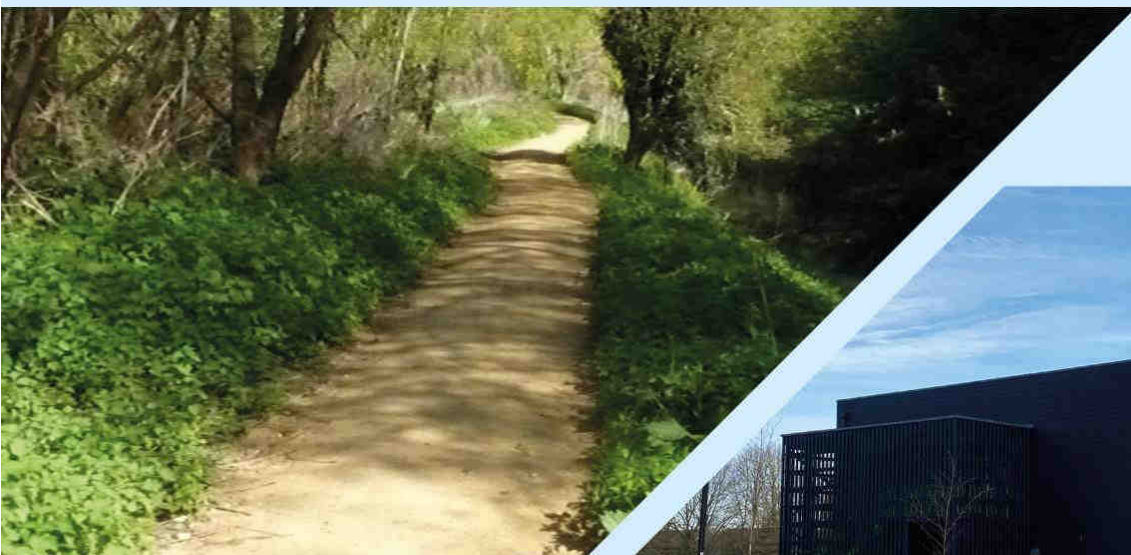
The ambitions of the Suffolk and North East Essex ICS are that every resident should have the contents in the table below met:

Every resident:	If we were achieving this everyone would:
.... is able to live as healthy a life as possible	<ul style="list-style-type: none"> • <i>live as long as possible no matter where they lived</i> • <i>live as well as possible in terms of their physical, mental & social health</i> • <i>avoid preventable illness</i>
.... has a good start in life	<ul style="list-style-type: none"> • <i>have a healthy birth</i> • <i>experience good physical health; good mental health</i> • <i>have a safe and supportive environment</i> • <i>be able to fully realise all of their aspirations and goals</i>
.... has a good experience of ageing	<ul style="list-style-type: none"> • <i>not feel vulnerable</i> • <i>experience limited impact from age related conditions</i> • <i>be able to maintain their independence for as long as possible</i> • <i>be able to avoid loneliness and social isolation</i> • <i>be supported as carers</i>
... has a good experience at the end of their life	<ul style="list-style-type: none"> • <i>make an informed choice about the place of their death</i> • <i>have access to the full range of services help and support that they need</i> • <i>be treated with dignity, respect and sensitivity</i> • <i>have the support they would want for their family and carers</i>
.... has access to the help and treatment that they need the right time and the right place	<ul style="list-style-type: none"> • <i>have access to primary care, social care, screening, secondary care, support in a crisis</i> • <i>have access to the range of support they need</i> • <i>have access to effective pathways, e.g. stroke</i> • <i>experience seamless transition between different agencies and services</i>
.... has good outcomes and experience of the care that they receive	<p>If we were achieving this everyone would...</p> <ul style="list-style-type: none"> • <i>receive the best possible service quality, efficiency and clinical outcomes</i>

Appendix C:

Summary of the SFRS process:





If you need help to understand this information in another language please call 03456 066 067.

Se precisar de ajuda para ler estas informações em outra língua, por favor
telefone para o número abaixo. 03456 066 067

Portuguese

Jeigu jums reikia šios informacijos kita kalba,
paskambinkite 03456 066 067

Lithuanian

Jeżeli potrzebujesz pomocy w zrozumieniu tych informacji w swoim języku
zadzwoń na podany poniżej numer. 03456 066 067

Polish

Dacă aveți nevoie de ajutor pentru a înțelege această informație într-o
altă limbă, vă rugăm să telefonați la numărul 03456 066 067

Romanian

এই লেখাটি যদি অন্য ভাষাতে বুঝতে চান তাহলে নিচের নম্বরে ফোন করুন
03456 066 067

Bengali

Если для того чтобы понять эту информацию Вам нужна помощь на другом
языке, позвоните, пожалуйста, по телефону 03456 066 067

Russian

If you would like this information in another format,
including audio or large print, please call **03456 066 067**.

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