
SECTION 106 PLANNING OBLIGATIONS – CODE OF PRACTICE PROTOCOL

Suffolk Local Authorities, the Broads Authority, NHS England, and Suffolk
Constabulary.

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1 INTRODUCTION

1.1 This document is intended to provide best practice guidance on managing Section 106 Planning Obligations. This document together with the Section106 Developers Guide to Infrastructure Contributions in Suffolk supersedes the Suffolk *Local Planning Authorities Supplementary Planning Guidance Relating to Section 106 Obligations* (1999). The document amplifies the policy requirements set out in the National Planning Policy Framework, with particular reference to the issues faced in Suffolk and existing best practice as used by Suffolk authorities. It looks towards a collaborative approach to public service provision, embracing service providers such as the Broads Authority, Suffolk Constabulary and for health includes GPs, NHS Trusts and Foundation Trusts, private and voluntary bodies.

1.2 This provides guidance for use across the County of Suffolk, by district and borough councils and the county council. Suffolk Constabulary and NHS England will be consultees in the management of planning obligations and have been involved in the preparation of this document.

1.3 This document provides guidance on the following:

1.3.1 A protocol is set out for consultation and joint administration arrangements for Section 106 planning obligations between the Suffolk local authorities, to include consultation with NHS England, the Broads Authority and Suffolk Constabulary;

1.3.2 Good practice guidance to ensure that processes are streamlined and follow best practice, which includes benchmarking with other local authorities across the Region;

2 PROTOCOL FOR MANAGEMENT OF SECTION 106 PLANNING OBLIGATIONS

2.1 The following section sets out a working protocol for use by the district and borough councils and the county council in Suffolk for dealing with Section 106 planning obligations.

2.2 Types of development covered by the protocol -

The intention is that the protocol between the district and borough councils (in their capacities as local planning authorities) and the county council will apply to “major” developments, which are defined as follows.

2.2.1 Sites of 10 dwellings or more;

2.2.2 Smaller sites of less than 10 dwellings where it is part of a phased development, where developments will cumulatively add up to 10 dwellings or more. The current arrangements with the county council (Highways Authority) acting in its capacity as statutory consultee will remain where development may have an impact on the highway, and,

2.2.3 Non-residential floor space of 1,000 square metres or more.

2.2.4 In addition the Highways Authority will continue to assess any development which is likely to result in a material increase in the volume or material change in the character of traffic entering or leaving a classified road or proposed highway.

These levels may be amended at a subsequent date.

2.3 The district and borough councils’ approach

The district and borough councils will:

2.3.1 Consult the county council on pre-application proposals and applications for planning permission for major development (as defined in paragraph 2.2) which have implications for county council services;

2.3.2 Consult with NHS England, the Broads Authority and Suffolk Constabulary on proposals in accordance with the protocol and as deemed appropriate;

- 2.3.3 Allow a statutory 21 day period for response on all consultations on planning applications, extended by agreement. For pre-application submissions, this will be considered on a case by case basis and is not subject to the 21 day response timeframe although the overall intention is to speed up the pre-application process;
- 2.3.4 Inform the county council, NHS England, the Broads Authority and Suffolk Constabulary, as necessary, of any subsequent amendments to the proposal;
- 2.3.5 The district and borough councils will ultimately be responsible for prioritising service requests in arriving at a decision and will seek to liaise with the county council throughout this process. The views of the county council and of relevant county council service departments, NHS England, the Broads Authority and Suffolk Constabulary will be taken into account in this process. All requests must be submitted within the agreed time scale. Requests submitted (including upward amendments) after this deadline will generally not be accepted for the purpose of negotiations on heads of terms with the developer unless as a result of changes to proposed development mix or numbers.

2.4 The county council's approach

In considering infrastructure requirements of any development, the county council will:

- 2.4.1 Act in accordance with relevant planning policies and other policy documents including Local Area Agreements and the Government's National Planning Policy Framework published in March 2012;
- 2.4.2 Provide a corporate response regarding infrastructure implications to district and borough council consultations on all local development documents, development briefs, planning applications and informal enquiries where the criteria is met in section 2.2;
- 2.4.3 Provide a corporate response within the consultation timescale, unless otherwise agreed with the relevant district and borough council;

- 2.4.4 Ensure that a coordinated, consistent and transparent response is provided, to the relevant district and borough council. On occasions the county council may be approached direct by a landowner, developer or agent requesting information on likely developer contributions. In these instances the county council will provide the advice but copy correspondence to the relevant local planning authority;
- 2.4.5 Provide evidence and reasoned justification based on planning policies for requests for developer contributions;
- 2.4.6 Identify a named individual to coordinate the county council's response, and provide a list of people to contact for detailed discussions and enquiries;
- 2.4.7 The county council's service area managers will assess the capacity of existing infrastructure and services and particular area needs in areas planned for growth in the Development Plan and will assess the infrastructure and service needs of any specific development proposal;
- 2.4.8 The county council will provide its corporate response to the relevant district and borough councils and developers, and will provide draft heads of terms for incorporation into Section 106 obligations;
- 2.4.9 The county council will attend meetings with the relevant district and borough councils, applicants and their agents as necessary to discuss draft s106 heads of terms;
- 2.4.10 Where requested by the relevant local planning authority and when deemed appropriate, the county council will provide evidence and witnesses for planning appeals, including hearings and inquiries where the decision is supported. The local planning authority may request evidence and witnesses from other partners, such as the Police and PCTs, to support its position.

2.5 Other Bodies

2.5.1 The district and borough councils will, at their discretion, consult with other relevant public bodies such as NHS England, Suffolk Constabulary and town and parish councils in relation to pre-application enquiries and planning applications in order to ensure a comprehensive approach to infrastructure provision. NHS England may, in turn consult with the relevant Clinical Commissioning Group(s) – NHS Ipswich & East Suffolk CCG, NHS West Suffolk CCG or NHS Great Yarmouth & Waveney CCG.

2.5.2 The district and borough councils and the county council will work with other relevant public bodies including the relevant town or parish council to ensure the effective planning of new infrastructure, that linkages between infrastructure are maximised and that opportunities for multiple or joint use of facilities are utilised.

2.6 Monitoring of Obligations

2.6.1 Ultimately, the relevant local planning authority is responsible for the monitoring of planning obligations as part of their decision maker role. However, the district and borough councils and the county council will work together to ensure that Section 106 planning obligations and trigger points are monitored as appropriate, before, during and after development takes place. Information shall be shared between the authorities regarding stages of work on site and contact details of developers. Each obligation shall be pro-actively monitored and each trigger point shall be brought to the attention of the developer promptly. Information regarding payments received and other infrastructure requirements complied with shall be shared between authorities.

2.6.2 Once planning obligations have been agreed, it is important that they are implemented or enforced in an efficient and transparent way, in order to ensure that contributions are spent on their intended purpose and that the associated development contributes to the sustainability of the area. This will require monitoring by local planning authorities, which in turn may involve joint-working by the county, district and borough councils to monitor the obligations concerned. The use of standardised systems is recommended, for example, IT databases, in order to ensure that information on the implementation of planning obligations is readily available to the local authority, developer and members of the public.

2.7 PRACTICE

The following paragraphs provide guidance on good practice, and are based on national guidance provided in the Government's National Planning Policy Framework, as well as existing procedures developed by Suffolk local authorities and English local authorities.

Pre-application discussions

- 2.7.1 It is important that full use is made of pre-application discussions to develop draft heads of terms in agreement with the developer prior to submission of an application. Any pre-application enquiries will be considered by individual service departments and other infrastructure commissioners and providers, e.g. NHS England and Suffolk Constabulary, to enable provision of a coordinated view on infrastructure requirements and early discussion with developers.
- 2.7.2 In considering major pre-application proposals, district / borough councils and the county council will work together and will liaise closely with other relevant infrastructure providers including town and parish councils.
- 2.7.3 Heads of terms produced at pre-application stage are draft, and the figures to be incorporated in the final Section 106 obligation may be updated to reflect changed data or changed costs, if the period of time from initial enquiry to setting final heads of terms is protracted.

Standard documentation

- 2.7.4 The use of standardised obligation documents or standard clauses is encouraged, in order to ensure consistency and provide an efficient process.
- 2.7.5 Heads of terms should also be standardised where possible, and an example of a standard heads of terms document is at appendix 1.

Development Team approach

- 2.7.6 The use of a 'development team' approach in considering major development proposals is encouraged. Development teams within district / borough councils pull together the appropriate service resources depending on the particular development proposal and may also include appropriate county council representatives. The county council will also operate a development team approach to include representatives from its own service departments, NHS England, and Suffolk Constabulary.
- 2.7.7 District / Borough development teams will meet as and when required and will discuss the likely acceptability of major proposals, their impact and mitigation measures required in terms of infrastructure provision. These regular development team meetings are a mechanism for sharing information and reaching corporate agreement prior to preparing heads of terms and engaging in discussions with applicants, and help to streamline the Section 106 process.
- 2.7.8 It is essential that information on implementation of planning obligations is shared between the relevant authorities and service providers as early as possible in the process to ensure effective and sustainable delivery of infrastructure.

Fees for Monitoring and Legal costs

- 2.7.9 Standard monitoring charges may be imposed on each Section 106 Agreement and Unilateral undertaking. A standard charge may be imposed for each clause to be monitored.
- 2.7.10 In addition to monitoring fees, the legal charges of preparation of the Section 106 Agreement will be payable by the applicant.
- 2.7.11 Monitoring fees and legal costs will be payable by the applicant before completion of the Section 106 obligation.

Enforcement

Where it becomes necessary to enforce the terms of a Section 106 Planning Obligation involving the County and District / Borough the authorities will work together to coordinate the enforcement of the Section 106 Planning Obligation.

4 - Appendix 1 – Standard Heads of Terms

(TITLE: LOCATION OF SITE)

Suffolk County Council Planning Obligations Requirements: Heads of Terms

1. Introduction

1.1 This document sets out an initial summary of the draft Heads of Terms, as at (DATE). The Heads of Terms will be developed further as investigations continue into the potential impact of the proposals. The policy justifications for each requirement are set out in the Section106 Developers Guide to Infrastructure Contributions in Suffolk and related supporting web pages.

2. Transport

Local Plan/Core Strategy Policies (INSERT)

2.1 The Highway Authority will assess the overall transport requirements of a proposal and a transport assessment will be required for all significant developments. Transport assessments will accord with current Department for Transport Guidance (2007) will demonstrate how car use will be minimised and propose mitigation to deal with residual traffic.

2.2 This will require detailed assessment of opportunities for use of public transport, walking and cycling, including the improvements necessary to connect the development with destinations. A travel plan will be required to demonstrate how car use will be minimised, set challenging targets and to identify the measures necessary to achieve those targets.

- 2.3 The measures will be considered as a comprehensive package to facilitate sustainable travel, to include facilities for highway improvements, public transport improvements and footpath/cycle route improvements.
- 2.4 The specific package of measures identified should be implemented before the development is occupied unless agreed by the Highways Authority.
- 2.5 A breakdown of contributions for specific network, public transport and sustainable transport initiatives to serve the development will be derived from the Transport Assessment, 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 Highways Authority.

Highway Improvements

- 2.6 The highway works deemed necessary as a result of a development proposal may include accommodating public transport, pedestrians and cyclists; any works for improving the existing highway network; providing new highways; associated engineering works; and necessary legal and administrative costs, e.g. in implementing Traffic Regulation Orders.
- 2.7 Section 106 obligations may require the provision of highway works by the developer, or may require the payment of a contribution to the highway authority, which in turn will undertake the works, together with a commuted sum for future maintenance. In the case of the former, the Highway Authority will wish to retain control over the detailed design of the works.
- 2.8 It may be necessary for developers to enter into Section 278 agreements with the Highway Authority to allow for works within the existing adopted

highway. The adoption of new highway works will be covered under Section 38 of the Highway Act. Highway works will normally be undertaken by the developer under an S278 agreement, which will include a charge for future maintenance.

Public Transport

2.9 Dependent upon the scale of the proposed development the Local Highway Authority will assess the likely public transport requirement taking into account existing services (commercial and supported). Based upon this assessment the most appropriate means of delivering a sustainable public transport solution will be proposed.

2.10 Where this assessment is that delivery is best delivered by way of a registered bus route such a route will be identified through the development linking the development to anticipated centres of employment, nearby towns and/or interchange points to link into the wider transport network.

2.11 In order to support bus services the county council will identify & upgrade existing major bus stops between the new development and the town centre to provide Disability Discrimination Act (DDA) compliant platform kerbing and paving. The county council anticipates that on-site bus shelters with DDA compliant kerbing (and lay-bys if deemed appropriate, once road layout has been finalised) will be provided at the developers cost via planning conditions. Bus shelters must be to SCC Specification. Real time passenger information (RTPI) screens (@ £ [INSERT AMOUNT] each) may be required to be provided to key locations throughout the development. To support this 'bus kits' (@ £ [INSERT AMOUNT] each) to interface with the RTPI will be required.

2.12 In the case of a registered bus service minimum service conditions that need to be included in the Section 106 agreement are as follows:

- [INSERT] minute service frequency between the new development and the town centre, 7am to 7pm Monday to Saturday inclusive.
- A reduced frequency may be specified for services in the evenings & on Sundays where deemed necessary.
- Minimum [INSERT] seat vehicle. Service assumed to require [INSERT] vehicles during the 0700-1900 timeframe to ensure level of frequency.
- In the case of some developments agreement will be sought to phase the level of service delivery to ensure that services are available at a level appropriate to the level of occupation.

2.13 Services may be delivered by way of a financial contribution to the transport authority to secure the specified service by way of a compliant tendering process. Where this is not desirable or possible due to the close proximity of commercially operated services the Highway Authority may specify the level of service to be delivered and agree that this should be delivered through an agreement between the developer and the bus operator(s).

2.14 Where the delivery of services outlined in 2.8 is by means other than a conventional registered local bus service (due to the location or size of the development proposed) it may be specified that delivery will be by means of a Demand Responsive Service or Community Transport Service delivered at local level. The Highway Authority will in such a case seek a financial contribution commensurate with the cost of the anticipated additional capacity that will be required to provide sustainable passenger transport solutions for the development. At this time the area to be served will be specified with the intention of providing services to locations as outlined in 2.9. The level of service to be delivered will be by way of a service level specification stating the core hours of operation that will be available, type of vehicle to be used and the geographical scope of the service.

2.15 Services will in all cases be supported for 5 years from a start date to be agreed with the principle that the intention is to provide a high quality

transport service from the first occupation of the development, encouraging new residents to use sustainable modes of transport as an alternative to the car. This period of support is intended to allow the service(s) to mature to a point where it will operate without recourse to further financial support.

Rights of Way

Local Plan/Core Strategy Policies (INSERT)

- 2.16 Any works for diversion or stopping up of Rights of Way which are necessary as a result of development will be dealt with either under the Town and Country Planning Act, sections 257, 258 or 261, or under the Highways Act. Contributions towards improvements to existing rights of way may be obtained through Section 106 obligations.
- 2.17 Public Rights of Way are classified as footpaths, bridleways, restricted byways or byways open to all traffic and their alignment is recorded on a legal document, known as the Definitive Map. A route may also have a recorded width, as described in the accompanying Definitive Statement. It may be necessary in some cases to upgrade footpath routes to accommodate equestrian and cyclist use. Developments should also take account any claims submitted to the county council, in its capacity as surveying authority.
- 2.18 Improvements to the existing network required as a result of development may also necessitate provision of new routes linking existing rights of way. The measures for improvement in each case will be determined in relation to the scale of development and securing opportunities for modal shift as well as ensuring an appropriate access strategy to strategic facilities including green infrastructure.
- 2.19 Planning obligations may be required for off-site improvements to Public Rights of Way and cycle routes and for management measures for a

defined period of time. Contributions will cover the cost of carrying out works as well as legal costs for any required public path orders. Improvements to Rights of Way will be integrated with the overall package of sustainable transport measures.

Travel Plans

2.20 Travel plans may be secured by condition or by Section 106 obligations where their provisions relate to on-site and related off-site improvements or management measures. However, where these relate to off-site provisions, or are linked with other travel plans in the area, then it is likely that a planning obligation may be required, in order to ensure effective enforcement of the plan. Financial bonds will generally be required to ensure that travel plan actions are delivered and performance is achieved.

2.21 The Travel Plan Implementation Bond acts as surety against failure by the developer to implement the Travel Plan. The bond is based on the cost of implementing the Travel Plan, which is to be calculated by the developer (for example on a cost per dwellings basis). The timescale on which the bond is based covers a five year period, but can vary depending on phasing of the development. Where bonds are secured, the travel plan will be monitored annually, with one fifth of the bond (depending on development phase) released back to the developer if the travel plan is successfully implemented. If the developer fails to implement the travel plan then the county council will use the bond to deliver the travel plan measures.

2.22 For large development (above 80 dwellings) or development located in existing areas where there are transport problems, a Travel Plan Target Bond may be required in addition to the implementation bond. An annual target to reduce vehicle use and increase sustainable transport will be agreed between the developer and the county council. If annual

monitoring shows that targets have not been met, part of the bond will be called upon by the county council to address the situation. If targets are partially met then a percentage may be deducted from the bond and provided back to the developer, with the rest being used to tackle unmet areas. The Travel Plan Target Bond may be secured through Section 106 obligations.

2.23 A Car Share Contribution may be requested to support the running and promotion costs of Suffolk Car Share. The cost is based on £5 per dwelling/ employee depending on the type of development. The fee includes use of the website, provision of promotional literature and support. This contribution may be required through Section 106 obligations.

2.24 Travel plans will contain targets for reducing single occupancy vehicles and include measures to show how targets will be reached and implemented over a five year period. Where development is phased, the travel plan may be required for the duration of the phased development with an additional five years after final occupation.

2.25 A Travel Plan Approval Fee may be requested to cover the costs of county council officer time to review and approve the travel plan. This may be required as an upfront fee and may be in the region of £500 but this will be determined on a case by case basis.

2.26 A Travel Plan Monitoring and Support Fee may be required to cover the cost of the county council's travel plan coordinator's time spent providing support to the site travel plan coordinator. The fee is also used to cover the cost of the council evaluating travel plan progress reports and survey results.

3. Education

Local Plan/Core Strategy Policies (INSERT)

- 3.1 This major development proposal will have a significant impact on (primary, middle, upper & sixth form DELETE AS APPROPRIATE) education provision. The Developers Guidance sets out how education provision will be assessed in connection with new development proposals.
- 3.2 The total number of dwellings proposed is (INSERT NO.)
- 3.3 The county council will use the latest cost multipliers.
- 3.4 Provision of School Site(s)

Where the scale of development is sufficient in itself to justify a new school(s) the developer will be expected to provide the site(s) free of charge in addition to the contribution.

The site(s) will be reserved and provided at no cost to the county council within the proposed development in a central location in close proximity to local services and on a gyratory road, i.e. not in a cul-de-sac. The site should also be adjacent to an area of open space in order to fully integrate the new primary school into the new community and to allow possible future expansion if demand for places increases beyond the anticipated capacity. The Site(s) will be rectangular in shape. It (they) will also be fully serviced before construction commences, be level & free of contamination, with all remedial archaeological surveys and work carried out at no cost to the county council. Detached playing fields are not acceptable.

This development requires a minimum of [] acres ([] hectares) site for a new [] place primary school. Some larger developments may require more than one primary school site which will be identified by the county council.

For larger developments the county council will require a minimum of [] acres ([] hectares) site for a new secondary school.

If a full new site is not required, the additional pupils, and hence the increase in capacity, is such that the current school site will not meet the minimum Department for Education (DfE) Building Bulletin 98 and 99 Area Guidelines. The county council will therefore require £x towards the cost of acquiring the additional land needed to meet the minimum Area Guidelines, or the developer will provide the required land free of charge to the county council.

3.5 Financial Contributions

Extension/modifications to Existing Schools – this development will generate a sufficient number of primary and/or secondary school places that will create a shortfall of places at the local schools. In some instances schools will require significant internal remodelling to adequately meet the changing needs of the curriculum due to additional pupils from a new development. Evidence of need has been provided which shows that a total sum (for full applications only) of [£] or [£] per dwelling (for Outline applications only) is required to allow additional facilities to be provided at schools within the vicinity of the development. These costs are based on the Cost Multipliers x the number of additional places required for Primary, Middle, High and Sixth form places.

New School(s) – Where a new school or schools are required, the county council will expect a financial contribution to meet the site preparation (e.g. archaeology, sewers, levelling, playing field provision and construction of the school premises). The infrastructure costs for a new school are much higher per pupil place than school extensions hence the county council will require full build costs of the new school(s) by the developer(s). This takes account of additional costs such as:

- meeting BREEAM requirements - new buildings and projects with a value of over £500,000 must achieve BREEAM excellent
- adhering to new Building Regulations and
- to meet the County's Environmental Policy to champion Suffolk's ambition to Create the Greenest County by tackling the issue of climate change, for example by reducing our carbon emissions (with a target of zero carbon emission for new schools)

Based on March 2011 build costs the following table gives an indication of the costs of building new schools (these may vary for each school and over time):

| SCHOOL TYPE | BUILD COSTS (£m) | |
|---|------------------|--|
| Primary (1 form of entry 5 – 11) 210 places | 4.35 | |
| Secondary (11 -18) | 30 | |

Examples of schools currently under construction, or recently completed, can be provided on request.

- 3.8 In summary the combined impact on education provision as a direct result of this major development proposal is (INSERT SUMMARY DETAILS)

Pre-school provision

- 1.2 The number of pre-school pupils arising from a development of (INSERT DWELLING NO.) houses is calculated to be (INSERT PUPIL NO.) for each year group (based on historical Suffolk county council data). This figure is multiplied by 2 for the two pre-school year groups. The standard cost multiplier for pre-school facilities is £ INSERT AMOUNT. The calculation is therefore £ INSERT MULTIPLIER AMOUNT multiplied by INSERT PUPIL NUMBER divided by INSERT DWELLING NUMBER, giving a cost per dwelling of £ INSERT AMOUNT.

- 3.9 Suffolk County Council therefore seeks a contribution of £ INSERT AMOUNT per dwelling, providing a total contribution of £ INSERT AMOUNT.

4. Green Infrastructure

Local Plan/Core Strategy Policies (INSERT)

- 4.1 A contribution will be required towards off-site green infrastructure provision, the details of which are to be determined.

5. Waste Service

Local Plan/Core Strategy Policies (INSERT)

6.1 The county council, as Waste Disposal Authority is pursuing a strategy of reducing reliance on landfill and moving towards alternative methods of disposal, but with the emphasis on waste minimisation and recycling. A standard developer contribution towards waste disposal facilities has been calculated on a County-wide basis, using the following assumptions:

- There are currently 11 existing Household Waste Recycling Centres (HWRC) which serve the total population of Suffolk (325,000 households). Each HWRC serves an average of 29,550 households. A new HWRC costs in the region of £1.5 million to construct (not including the land purchase costs), therefore £1.5million for 29,550 households is equivalent to £51 per household for HWRC improvement, expansion or new provision.
- The Energy from Waste (EfW) plant currently under construction will have capacity to process (from December 2014) 269,000 tonnes of residual waste, the majority of which will be municipal waste. To support the EfW facility a network of transfer stations (minimum three) will be required, with land. It is estimated that the network of these facilities will total £15m, for which funding has largely been identified but new development should be expected to make proportionate contributions. Based on 325,000 households, the average capital share per household for the waste transfer stations project is £46 and this contribution may be sought in circumstances where further investment in facilities is required and can be justified.

6.2 These two elements taken together result in a standard contribution of £97 per dwelling. The Borough/ District Council is the Waste Collection Authority and may wish to request contributions towards any capital costs associated with the provision of collection services to new households (for example additional collection vehicles, the provision of wheelie bins, bring facilities (bottle banks etc), depots, street cleansing equipment etc).

6.3 (INSERT PARAGRAPHS RE. SITE SPECIFIC REQUIREMENT)

7. Libraries and Archives

Local Plan/Core Strategy Policy (INSERT)

7.1 Suffolk County Council uses standards recommended by the Museums, Libraries and Archives Council (MLA). In summary, a formula-based approach is used to calculate the required library accommodation contribution of £216 per dwelling, calculated as follows:

- a minimum standard of 30 square metres of new library space per 1,000 population is required;
- construction and initial fit out cost of £3,000 per square metre for libraries (based on RICS Building Cost Information Service data but excluding land costs).
- this gives a cost of $(30 \times £3,000) = £90,000$ per 1,000 people or £90 per person for library space.
- assumed occupancy of 2.4 persons per dwelling (regional average house occupancy) results in a contribution of £216 per dwelling. This approach excludes any consideration of provision of a site, and is purely a contribution towards build and fit out costs.

7.2 The financial contribution towards libraries arising from a development of (INSERT DWELLING NUMBER) at £216 per dwelling would be £ INSERT AMOUNT.

7.3 ADD ANY SITE SPECIFIC INFORMATION.

7.4 Record Offices are also identified as a high priority for investment. There is currently a serious concern about the limited amount of archive storage available in all 3 record offices in Suffolk (Bury, Lowestoft and Ipswich). Virtually all accrual space has been filled so that the Record Office will in the very near future be unable to accept any significant new deposits. There is an urgent need to increase the amount of storage space available meeting BS5454 and other standards.

8. Supported Housing

Local Plan/Core Strategy Policies (INSERT)

- 8.1 Suffolk County Council's Adult and Community Services (ACS) have noted that the number of older persons needing funding from Care Services is expected to grow by 39% from 2008 - 2021. Based on these figures SCC has carried out modelling, assuming various multi-tenure options, on the need for Very Sheltered Housing (Extra Care or VSH) over this period. The conclusion was that the County would need over 8 new VSH schemes per year until 2021 to meet the projected demand.
- 8.2 There is predicted to be a 7.7% increase in over 75 year olds and an 18% increase in over 85 year olds by 2010. There will be a corresponding increase in the number of people with dementia. Whilst the county council's policy is to support people within their own homes as long as possible, there will be a need for provision of supported housing as part of major developments where there is not expected to be adequate provision already in the locality.
- 8.3 A proportion of the affordable housing requirement at (INSERT LOCATION), as determined by local need, should be provided for as Very Sheltered Housing. Where appropriate and backed up by evidence of need, 'mixed use', purpose designed and built 40-60 x 2 bed units VSH for older people (mixed tenure) with community linked resources, along with smaller 'core and cluster' supported housing will be required. This could be self-contained or shared with mixed tenure for specialised client groups with say 4 -10 units in each location but equally 'linked' shared service wise. Careful consideration is required to provide more flexibility and longevity of VSH along with fairer access to such services. The accommodation standards should be innovative in design and service configuration and in the use of new assistive technologies.
- 8.4 Very Sheltered Housing (VSH) falls under the broad definition of affordable housing and is part of the Supported Housing Flexicare agenda which involves close partnership working between the relevant PCT, the relevant district or borough council and the county council. The local and national demographic

trend is that we are faced with an ageing population which is placing severe & extremely challenging pressures on service providers.

8.5 The new National Housing Strategy for an Ageing Society strongly recommends that proper local analysis is done to understand current and projected levels of provision of VSH for older people by combining a whole system of health, housing and care. In estimating likely needs, (INSERT) the relevant district or borough council should be aware of the following factors, which should inform the provision of VSH:

- The demand for conventional sheltered housing is likely to decline
- The suitability of older stock for letting will become increasingly problematic
- The potential for leasehold retirement accommodation will continue to grow
- Some existing schemes will lend themselves to refurbishment and remodelling to provide VSH, some of which should be offered for sale/shared ownership
- VSH should be provided for sale and rent
- There is a need for VSH for people with dementia
- The design of VSH should mitigate residential care and may allow some measure of re-provision
- Dementia VSH is replacing nursing homes for those with moderate to severe dementia

8.6 (INSERT SITE SPECIFIC DETAILS)

9. *Police Service*

Local Plan/Core Strategy Policies (INSERT)

9.1 Details of police requirements are to be determined. Any financial contribution would be subject to Section 106 planning obligation.

10. NHS England

Local Plan/Core Strategy Policies (INSERT)

10.1 The NHS England requirements will be specific to each development and will be determined through a comparison of the health needs assessment for the proposed population against a review of the existing healthcare infrastructure. It is likely that a proportionate contribution would be required towards new health care facilities in the area under the terms of the Section 106 agreement. Depending upon the scale of the change, this may range from a capital contribution towards an extension of existing premises, to the construction of a new facility with a significant rent free period.