



















Business Plan Actions (Progress at Quarter 1 2016/17)

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Action Reference	Business Plan Action	Council	Critical Success Factor	Service Plan	Responsible Officer	RAG Status	Timeframes	Latest Progress (Quarter 1 2016/17)	Completed Date
ES01	Create more apprenticeships.	Both	Resources	HOS Economic Development and Regeneration	Paul Wood	On Target 	Ongoing	Working with Lowestoft Rising to arrange a careers event involving all Year 10 pupils from across Lowestoft for 6th July. The ICanBeA careers portal is to be launched in September 2016 in line with the new academic year. MyGo Centre for young people aged 18-24 years is due to launch in Lowestoft on 25th July which will aim to support and direct young people into the different avenues of employment. Ipswich based MyGo has now launched its phase II outreach programme providing routes to employment and training for young people in the Suffolk Coastal district. SCDC hosted a week long internship programme in June which provided undergraduates with a taste of the potential careers they could pursue within local government.	
ES02	Provide more effective business support to facilitate the growth of Small & Medium-sized Enterprises.	Both	Economic Development	HOS Economic Development and Regeneration	Paul Wood	On Target 	Ongoing	Economic Services Team continues to work with business support organisations such as NALEP, New Anglia Growth Hub and Menta to ensure that there is full business support provision across the district. East Suffolk sits on the Better Business for All steering group. A Suffolk wide group transforming the perception of local authority regulatory services to that of core business support activities.	
ES03	Support local business associations and partner organisations to create vibrant market towns which are attractive to residents, businesses and visitors.	Both	Communities	HOS Economic Development and Regeneration	Paul Wood	On Target 	Ongoing	* Launch of Visitor Information Points took place in Beccles with 13 located within market towns. Waveney Business Forum heavily involved in choosing locations in their own areas & supporting on promotion & project rollout. * East Suffolk Business Association Network meeting held in Halesworth, focused on event management. Over 40 attendees from public & private groups with presentations from UCS & Local Authorities' Licensing and Health & Food Safety teams which provided a useful and overview of successful event management. * Vibrant Economy Task Group meeting held with 1 funding application received from Felixstowe Chamber. Further clarification needed from Chamber before approving bids which SCDC Econ Dev will follow up. Further work required on process through which Task Group coordinates its activities and the mechanism to then engage with the businesses. * Waveney Business Forum (in particular Beccles, Bungay & Halesworth) leading community engagement activities in their towns for Aviva Women's Cycle Tour which included decorated shop windows, bunting, themed t-shirts, a giant chicken & arranging children & businesses along route. Huge social media & newspaper coverage portraying good community spirit in the market towns. *Economic Services Team launched Sustainable Town and Village Economies Programme in Q1. The programme is a series of stakeholder engagement activities designed to identify viable locality based projects which, if successfully delivered, would contribute to economic growth of towns and villages.	
ES04	Empower local town and parish councils by continuing to transfer amenity and community assets to them with their agreement.	Both	Communities	HOS Communities	Nicole Rickard	On Target 	Ongoing	Project underway to review and simplify Right to Bid process. Attended a joint Suffolk/Norfolk Councils' practitioners meeting to share best practice and help inform review. Rollout of Enabling Communities Strategy through two roadshows (one in each District) in July 2016 and other community events. <i>(See also W10)</i>	
ES05	Increase the opportunities and number of affordable homes (freehold, self-build, shared and rental) for our local young people and those in their senior years, through a revised exceptions sites policy and substantially improved support package for our local communities.	Both	Housing; Planning	HOS Housing Operations and Landlord Services	Justin Hunt	On Target 	Ongoing	1.5 Enabling Housing Officers in post, responsible for identifying opportunities to achieve new development. Relationship building with two new investors who have access to private investment funds to introduce a new model of development in the district to compliment the existing private developers and registered providers. New strategic approach supported by Housing Programme Board including a review of the approach to investment and development utilising the Housing stock balance sheet to facilitate development. Review of the section 106 policy is underway to provide more flexibility under challenging market conditions. The Housing and Planning Act 2016 is currently being introduced with a range of requirements affecting this objective including Starter Homes. More information is needed. The Homes and Communities Agency has introduced a new	
ES06	Develop even closer working relationships with other Suffolk councils on strategic planning and in reviewing the Councils Local Plans.	Both	Planning	HOS Planning and Coastal Management	Philip Ridley	On Target 	2016/17 onwards	PSLB agreed to fund the development of a Suffolk Strategic Planning and Infrastructure Framework (SPIF). Project Manager appointed and tenders now received to undertake the delivery of a draft SPIF by Autumn 2016.	
ES07	Support communities to develop innovative approaches, including 'enabling developments' to help fund major estuary and coast protection works.	Both	Communities	HOS SMTcMT	Bill Parker	On Target 	Ongoing. Managers post leading work funded till May	Research work continued. Good progress being made, telecom meetings with Action Chair of EA and direct meetings with leading DEFRA economist. Invited to join 'pioneers group'. Draft funding plan for 'Lowestoft' and 'Gorleston to Lowestoft' strategies. Ongoing work directly with Alde and Ore Partnership on funding for estuary plan.	
ES08	Continue to reduce the number of long term empty properties.	Both	Housing	HOS Housing Operations and Landlord Services	Justin Hunt	On Target 	Ongoing	Reviewing the use of CPO in worst case scenarios to improve standards and occupancy overall. Part of a strategy to invest in the private sector through the Building Maintenance section to generate an additional income for the general fund and improve the housing stock overall.	









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ES09	Ensure all those entitled to welfare support and benefits receive them promptly.	Both	Customers; Benefits	HOS SMTCMT	Arthur Charvonia	On Target 	Ongoing	Phase 2 of the EDMS project commenced which will align processes this phase should be complete by the end of December.	
ES10	Financially support Suffolk County Council to identify and develop suitable short stay stopping sites in Suffolk for Gypsies & Travellers.	Both	Housing	HOS Housing Operations and Landlord Services	Justin Hunt	Major Issues 	Ongoing	Ongoing discussions with Suffolk County Council, the Norfolk and Suffolk Gypsies and Travellers Team and other districts to identify suitable short stay stopping sites. This is proving challenging, but all parties remain committed to identifying a solution.	
ES11	Expand the diversity of social housing providers operating in East Suffolk.	Both	Housing	HOS Housing Operations and Landlord Services	Justin Hunt	Behind Target 	Ongoing	Existing RPs have retrenched further following the rent cut announced in July 2015 making it less likely they will be able to fulfil this objective. However, the market for institutional investors is expanding and progress is being made to develop partnerships to fill the void left by RPs and create additional supply. Conversations with existing Registered Providers remain positive and	
ES12	Deliver the adopted Housing and Health Charter in East Suffolk.	Both	Housing; Communities	HOS Housing Operations and Landlord Services	Justin Hunt	Major Issues 	Ongoing	Suffolk Transformation Academy and the Suffolk Strategic Partnership 'Think Big' workshops are producing positive solutions which will need to be developed further. Resourcing with health is a challenge to ensure implementation. RPs providing positive support to the initiatives.	
ES13	Increase physical activity, participation in sport & recreation across all age groups, and implement additional local health initiatives.	Both	Community Health; Leisure	HOS Communities	Nicole Rickard	On Target 	Ongoing	Workshop on Keeping Fit and Active held for Waveney Women's Tour held 15-06-16 and travelled through a number of Waveney towns and villages. Work planned to enhance the leisure offer in Suffolk Coastal, including Leisure Centres. Outdoor Play Space Fund operating. Progressing Summer Activities Programme taking place on Lowestoft Beach for young people 9-16 yrs during the school summer holiday period - activities being sourced and funding sponsorship ongoing. A number of Lowestoft Rising projects underway to encourage physical activity e.g. with young single mothers and older women, and through the primary schools with their summer activities on the beach for year 6 children.	
ES15	Deliver greater financial self sufficiency for leisure services.	Both	Resources; Leisure	HOS Operations	Kerry Blair	TBC	To be advised	Information to be reported in future.	
ES16	Build on the 2014 & 2015 Women's Cycling tour to encourage greater leisure, activity and health opportunities for East Suffolk, including cycle friendly district policies and initiatives.	Both	Leisure; Community Health	HOS Communities	Nicole Rickard	On Target 	n/a	2016 Women's Tour successfully held in Waveney on 15th June 2016 Associated work with schools and Town/Parish Councils Promotion of leisure, activity and health at the Suffolk Show (with Suffolk Sport)	
ES17	Increase visitor numbers to East Suffolk outside of the main tourist seasons.	Both	Economic Development & Tourism	HOS Economic Development and Regeneration	Paul Wood	On Target 	Agreed Suffolk Coast DMO business plan for 2016/17	Planning taking place to repeat the 'Perfectly Seasoned' out of season activity for 2016/17 for Oct/Nov and Feb/March'17 using digital, rail partnership and social media. DMO festival and events fund which aims to support events 'out of season' reopened mid February and has to date financially supported 7 events.	
ES18	Continue to support the Suffolk Coast Destination Management Organisation to develop and sustain local tourism.	Both	Economic Development & Tourism	HOS Economic Development and Regeneration	Paul Wood	On Target 	Agreed business plan for 2016/17	Successful DMO conference held in Snape with 125 attendees, evaluation report due next quarter. Online live availability accommodation search & booking function now live on website, further metrics from InnStyle available soon. Facebook and Twitter fans and followers rising steadily month on month. Secured additional £20k from SCDC & WDC to run a summer campaign to boost the attractions and family offer throughout the high season.	
ES19	Deliver and support further high profile cultural and sporting events as a catalyst for greater tourism opportunities.	Both	Economic Development & Tourism	HOS Economic Development and Regeneration	Paul Wood	On Target 	Ongoing	Hosted stage 1 start of Aviva Women's Cycle Tour in Southwold with the race travelling through Waveney's towns. Economic impact assessment to be released next quarter but TV, radio, newspaper and social media coverage all provided a positive image of community and business engagement mainly organised through members of the Waveney Business Forum. Lowestoft Coastal Community Team looking at current events programme for the town to explore options for attracting large scale events to the town. More broadly the ED&R team exploring options for hosting high profile events within East Suffolk during 2017 and beyond.	
ES20	Continue to promote and encourage recycling across East Suffolk through a financially sustainable service.	Both	Green Environment; Resources	HOS Operations	Kerry Blair	On Target 	Phase 1 2017. Major Review delivered on via SWP 2019/20	Council working in partnership with other Suffolk Waste Authorities in the Suffolk Waste Partnership (SWP). A review is currently underway of the existing waste management services to identify the optimum service design ahead of a procurement of new services to replace those for which contracts are due to end in May 2019. An initial Members workshop was held in July 2016 to identify the high level priorities for the service going forward. Work on the outcome of the workshop is currently in hand and will be reported to the SWP in August/September 2019 for decisions on which options to take forward for further development.	
ES22	Expand use of Social Media to enable development, improvement and growth of stakeholder and customer relationships.	Both	Customers	HOS Customer Services	Darren Knight	On Target 	Completion due 31.03.2017	Business Case completed. Staff training commenced. Member training booked.	











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ES24	Develop, with academic institutions, the Local Enterprise Partnership, and other centres of excellence across Suffolk & Norfolk, an integrated and progressive approach to coastal management.	Both	Green Environment; Economic Development & Tourism; Resources	HOS SMT/CMT	Bill Parker	On Target 	Ongoing, conference planned for 2017 (date tbc)	Norfolk and Suffolk Coastal Knowledge Network has been formed. The management team has met on several occasions. A major meeting is planned for September to share progress to date and plan for a conference in 2017 to share knowledge.	
ES25	Maintain a long term and adaptive approach to managing the coast – adopting innovative approaches in areas vulnerable to erosion and climate change.	Both	Planning; Communities; Green Environment; Econ Development & Tourism	HOS SMT/CMT	Bill Parker	On Target 	Ongoing	The Gorleston to Lowestoft Strategy final public consultation closed on 29th July. This identifies a number of adaptive approaches along that stretch of coastline. This will be have final sign-off in January 2017. Further work is being undertaken through the LGA Coastal SIG working with Defra to unblock some of the issues on coastal adaptation, more progress is expected in the Autumn.	
ES26	Launch a Suffolk wide commercial Building Control Service.	Both	Resources; Planning; Econ Development & Tourism	HOS Planning and Coastal Management	Philip Ridley	On Target 	2016/17	Ipswich BC has agreed to establish a partnership with the East Suffolk council's. Recruitment for a new manager to commence as soon as possible. Other Suffolk councils currently not wanting to participate.	
ES27	Create a shared Legal Service within Suffolk.	Both	Resources	HOS Legal and Democratic Services	Hilary Slater	On Target 	Autumn 2016	This was originally intended to be a shared legal service across the 7 Suffolk districts. When the business case for this was presented at SCEG, the initial investment required 4 years before there was any financial return-this was considered unacceptable and East Suffolk decided not to proceed. Since, we have launched a consultation to create a shared legal service within East Suffolk by merging the two teams. This was approved by SMT, and a formal staff consultation was launched on 6 June. The formal staff consultation on the proposed structure for the shared legal service closed on 13 July 2016. It was confirmed as the final structure immediately after the close of the consultation. The shared Legal Services Manager post and two others have been advertised nationally, and other staff slotted into the 5 remaining posts, out of the 8 in total. Depending on the recruitment campaign, it is hoped to have the 8 posts filled by the end of the Summer/Autumn.	
ES28	Explore the options for further integration between the partner authorities for more streamlined and resilient district services, and evaluate the potential for greater East Suffolk autonomy.	Both	Resources	HOS SMT/CMT	Arthur Charvonja	On Target 	May-19	Simultaneous Cabinet met in March 2016 to consider the options for 'Further Transformation in East Suffolk'. From this initial meeting a more detailed proposal for merging SCDC and WDC was developed and considered at a further Simultaneous Cabinet meeting in July. Both Cabinets approved recommendations to proceed with merger. This will therefore be subject to public engagement and consultation during Autumn 2016.	
ES29	Encourage Suffolk County Council to devolve enforcement of On-street Car Parking to the District Councils.	Both	Economic Development & Tourism	HOS Operations	Kerry Blair	On Target 	TBC	It was agreed at PSL meeting in January 2016 that a Suffolk Civil Parking Enforcement Working Group (SCPEWG) would be established of representatives from the police and local authorities across the County to take forward the development of a business case for the advancement of CPE. At SCPEWG meeting in June received presentations on CPE process adopted by both Essex & Norfolk. Data is being collected from Norse and Customer Services to feed into the business case as required by Mouchel. A report went to SCDC PDTG on 11th July to ensure Suffolk Coastal councillors are aware of the discussions. The subject has been widely discussed at WDC.	
ES30	Encourage and support more communities to develop local Community Emergency Plans.	Both	Communities; Green Environment	HOS Environmental Services and Port Health	Phil Gore	On Target 	Ongoing	Suffolk Prepared newsletter circulated to all communities and JEPU will contact those who had not engaged with Community Emergency Plans over the summer. Workshop planned for 27th July and new CEP Strategy being developed.	
ES31	Continue to work, with partners, to ensure East Suffolk remains a safe place for our communities.	Both	Community Health; Communities	HOS Communities	Nicole Rickard	On Target 	Ongoing	Scrutiny Panel review of Suffolk CSPs. Working closely with Police to assist with design & implementation of their new Police Strategy, particularly in terms of addressing low level community ASB & crime. Review of CSPs planned with a view to then driving work forward. <u>DHR - Lowestoft</u> : Report completed and submitted to Home Office who confirmed it would be read by their Q&A Panel on 27 September 2016. Once this part of process completed family will be informed, further meetings will be convened to develop suitable Action Plan. <u>DHR - Felixstowe</u> : Initial meeting convened. Home Office notified and agreed DHR to take place. Currently on-hold pending outcome of Police investigation and possible Court case. WRAP training delivered to over 300 frontline officers across East Suffolk & facilitated attendance at county-wide Awareness Event at Trinity Park for key stakeholders e.g. landlords, taxi organisations, parish & town councils. <u>Waveney ASB</u> : ASB cases - 26 medium/high cases of ASB recorded and being dealt with including a client with drug & alcohol issues with threat of homelessness and a sensitive case due to mental health, tenant currently in prison for breach of injunction. Working with Mental Health to secure appropriate accommodation. <u>PSPO</u> : Developed and implemented for Latitude Festival at Henham. Cuts across both Councils. <u>Mediation</u> : ASB Officer held 2 x mediation sessions relating to a neighbour dispute. <u>Locality ASB meetings</u> set-up for Leiston, Woodbridge & Felixstowe monthly and providing a vast amount of local intelligence from partners agencies and Ward Members. Working closely with Kesgrave, Rendlesham and Wickham Market town and parish councils in relation to specific ASB issues. <u>Suffolk Family Focus</u> : Currently working with 5 families of varying intensity. Officers attended SCC Scrutiny Committee for Health & Wellbeing Board to showcase Suffolk Coastal SFF work. Contributed to SFF DVD promotion.	











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ES32	Support and protect, through partnership working, families and individuals identified as being vulnerable, by encouraging them to seek help earlier and helping them to help themselves.	Both	Community Health; Communities; Resources	HOS Communities	Nicole Rickard	On Target 	Ongoing	Funding secured to implement Local Area Coordination in Leiston & Saxmundham and Beccles & Bungay. Suffolk Family Focus DVD produced promoting work in Suffolk Coastal. Poverty Strategy considered by both Cabinet Briefings and at Full Council in Suffolk Coastal. Digital Inclusion Plan drafted. 2 x Domestic Homicide Reviews concluded. Programme of Prevent WRAP training delivered. Planning Crucial Crew events delivering personal safety messages to year 6 pupils across East Suffolk, including safe use of internet, consequences of ASB, home safety.	
ES33	Support the development of a single footpaths service across Suffolk.	Both	Communities; Resources	HOS Communities	Nicole Rickard	Behind Target 	Apr-17	No further progress as awaiting West Suffolk to agree progression of proposals to the next stage.	
ES34	Develop more Dementia Friendly Communities across East Suffolk.	Both	Community Health; Communities	HOS Communities	Nicole Rickard	On Target 	Ongoing	Dementia workshops held in both Districts as part of Community Health Workshops programme. Liaison with Alzheimers Society re setting up Dementia Action Alliances for Lowestoft and East Suffolk (and continuing to support Felixstowe DAA). Member briefing scheduled for Waveney Councillors on 26th July 2016. Designed in Dementia Friendly presentations to the roadshow events to be held in each district in July.	
ES35	Fund and support community-led initiatives to improve health and wellbeing, including Men's Sheds, Carer support projects and Mental Health First Aid.	Both	Community Health; Communities	HOS Communities	Nicole Rickard	On Target 	Ongoing	Seven community workshops held around Mental Health, Dementia, Carers, Social Isolation and Loneliness and Fit/Action (five for WDC and two for SCDC). Community Call to Action to be launched July 2016. Ageing Well pilot: Case studies relating to first service users supported have been costed to identify the social and cashable savings. Work now informing the Social Prescribing Model design to be implemented 1st August 2016. Social Prescribing pilot - led by Active Communities Team through Collaboration Academy. The partners, including CCG, ECCH and Lowestoft Rising, have worked extensively to design and implement a social prescribing pilot project to be hosted at the Kirkley Mill Surgery, Lowestoft. It is anticipated circa 800 service users will be supported with 'social prescriptions' in addition to or as an alternative to medical prescriptions.	
S01	Increase investment to £1m in local Community Enabling projects from New Homes Bonus.	SCDC	Communities	HOS Communities	Nicole Rickard	On Target 	Ongoing	£1 million pounds funding confirmed, plus additional resources for 2016/17 and first part of 2017/18. Enabling Communities Budgets to be increased to £6,000 per Councillor in 2016/17 and £6,500 per Councillor in 2017/18. New 'exemplar/flagship' project programme to be accessed through Councillors.	
S02	Deliver an increasing number of affordable homes, particularly on exception sites, to support and sustain local communities.	SCDC	Planning; Housing; Communities	HOS Housing Operations and Landlord Services	Justin Hunt	On Target 	Ongoing	Enabling Housing Officer recruited. Strategy in place and potential opportunities being explored.	
S04	Devolve any additional New Homes Bonus funding for affordable homes on exception sites directly to the relevant local Town or Parish Councils and invite Suffolk County Council to do the same.	SCDC	Communities; Housing	HOS Communities	Nicole Rickard	On Target 	Ongoing	1.5 FTE Housing Enabling Officers now in post. Work underway to explore the opportunities to work more closely with Town and Parish Councils, including specific pieces of work in individual parishes.	
S05	Reinvest New Homes Bonus receipts for the benefit of our local communities.	SCDC	Communities	HOS Communities	Nicole Rickard	On Target 	Ongoing	Additional New Homes Bonus receipts to be invested in an additional Community Development Officer for SCDC for 12 months.	
S06	Enhance and re-develop modern Leisure Centre and Sports Hub facilities in the District.	SCDC	Leisure	HOS Operations	Andrew Jarvis	On Target 	Deben 2018 Leiston 2019 Felixstowe 2020+	A programme to plan the redevelopment/refurbishment of the districts four leisure centres has recently been reviewed and re-resourced. A Leisure Contracts Manager has been recruited to programme manage the initiative, supported by a newly formed multi-disciplinary programme team. Three distinct projects are planned, the business case for the first is nearing completion.	
S07	Hold the Better Broadband Suffolk Partnership to account to deliver their commitment of 100% rollout of superfast Broadband in Suffolk by 2020; and provide further financial support from the Council to ensure that connection is affordable, particularly in more remote and rural areas.	SCDC	Economic Development & Tourism; Communities	HOS Economic Development and Regeneration	Paul Wood	Major Issues 	By 2020 (see progress note)	Commercially funded broadband coverage reached around 50% of Suffolk. Beyond this, no commercial case existed for operators to extend superfast broadband beyond 50% into rural areas. Through 2012-2015, the Better Broadband Suffolk Partnership used public funding to extend this 50% to 85%. Conscious that stopping at 85% would still leave a digital divide in Suffolk, further funding was committed in late 2014, and Suffolk was the first county nationally to commit to at least 97% coverage by 2019. An interim satellite scheme will be in place for those waiting longer for fibre. The 100% commitment by 2020 is reportedly no longer the aim. Via the Queen's speech, the Government committed to 100% coverage of Superfast. However in the small print, it says that individuals may have to pay a contribution for the infrastructure. This would seem to be a good use of funding if we have any businesses that want Superfast but are told that they must pay for the connecting infrastructure.	











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S09	Advocate on behalf of communities & local stakeholders to maximise the local economic, community and environmental benefits & opportunities from the Sizewell C development.	SCDC	Communities; Green Environment; Planning; Economic Development & Tourism	HOS Planning and Coastal Management	Philip Ridley	On Target 	2016 onwards	Awaiting EDF to commence their stage 2 consultation to enable all parties to understand the potential impacts of their emerging proposals.	
S10	Expand and enhance the visitor experience at Landguard, Felixstowe and support a Heritage Lottery Fund bid.	SCDC	Economic Development & Tourism	HOS Economic Development and Regeneration	Paul Wood	Behind Target 	June 2017 350th anniversary Dutch Invasion event. Suffolk Armed Forces Day to be held same weekend 24 - 25 June. Joint Event - potentially large. SCDC agreed to take lead. Planning meeting 20 July.	Further discussions between partners over governance and ownership are required before application can be made. Talks with EH and stakeholders started. With regard to the S106 agreement with the Port of Felixstowe the decision not to complete phase 2 of their proposed work has raised requirement for renegotiation regarding Port's original obligations for improvement works at Landguard. SCDC Planning will take lead on this. A set of alternate draft proposals have been produced. Meetings with Port being arranged. A WW1 project is also being considered and we are looking at becoming partners with a community interest company 'New Heritage Solutions'. This is potentially quite a large project that would that would encompass Felixstowe, Harwich and the Haven. Planning started on an event to be held in June 2017 to mark 350th anniversary of the Dutch Invasion and attack on Landguard Fort in 1667 and Armed Forces Day. <i>More information can be found at: www.discoverlandguard.co.uk</i>	
S11	Increase the number of beach huts provided in the District by at least 10%.	SCDC	Resources; Economic Development & Tourism	HOS Operations	Kerry Blair	On Target 	25 a year for the next 4 years	A review of the current beach hut service including a study of the potential to provide an additional 100 huts on existing and new sites was undertaken in May/June 2016 and is currently being considered.	
S12	Support the Redevelopment of Felixstowe Pierhead.	SCDC	Economic Development & Tourism	HOS Economic Development and Regeneration	Paul Wood	On Target 	Sept 2016 Works commence	Q1: Pier working group monthly meetings. Progress against action plan on target for commencement of works Sept 2016. Progress is being made to complete compound agreement, consent and/or transfer of land, and negotiation with Pier owners on final agreement.	
S13	Develop a Suffolk Coastal Youth Council and related youth opportunities.	SCDC	Communities	HOS Communities	Nicole Rickard	Behind Target 	Mar-17	Initial contact direct with schools on feasibility of Youth Council, linked to introduction of Head Teacher Breakfast events. Questionnaire sent out asking subjects, timing etc of meetings. Limited progress so far due to limited take-up by the Suffolk Coastal High Schools. Agreed to put additional staff resource into progressing from Autumn term. Good joint work around summer activities commissioning process provides a good platform to build on.	
S15	Complete the construction and occupy the Council's modern and more efficient Civic Headquarters.	SCDC	Resources	HOS SMT/CMT	Andrew Jarvis	On Target 	TBC	Project is progressing on time and on budget overseen by the Accommodation Board. Handover is expected towards end of August. Fit out by SCDC is also progressing well.	
S17	Further improve the efficiency, effectiveness & marketing of the Council- owned Port Health Service software.	SCDC	Resources	HOS Environmental Services and Port Health	Phil Gore	On Target 	Ongoing	Southampton Port Health Authority are now using PHILIS. Work is ongoing to adapt the software for use at Heathrow Animal Reception Centre with a go live date of 1st April 2017. The Port Health ICT team is being restructured to provide project management capacity to drive the development of PHILIS version 2	
S18	Complete a pilot project to inform HMRC's One Government at the Border programme for the control of the movement of goods.	SCDC	Resources	HOS Environmental Services and Port Health	Phil Gore	On Target 	TBC	HMRC workshops on One Government at the Border attended and project being fully supported by Suffolk Coastal Port Health	
W01	Accelerate delivery of a third River Crossing and a separate Pedestrian & Cycle bridge linking to the Sustainable Urban Neighbourhood across Lake Lothing.	WDC	Economic Development & Tourism; Planning; Green Environment	HOS Economic Development and Regeneration	Paul Wood	On Target 	2021	Detailed design for third crossing underway and bridge construction forecast to begin in 2019/20. Pedestrian & cycle bridge linked to Brooke Park development, once this scheme is underway funding for this bridge will be unlocked. Currently exploring options with SCC to bring forward the design element of the ped/ cycle bridge scheme.	
W02	Deliver the first 5 year proposals contained within the Lowestoft Transport & Infrastructure Prospectus which will address the infrastructure constraints that are acting as a brake on economic and housing growth.	WDC	Economic Development & Tourism	HOS Economic Development and Regeneration	Paul Wood	On Target 	LTIP timeframe 2013-2025. However proposals specified in short term (1 to 5years), medium (5-10years) and long term 10+ years	Bus/rail interchange opened in September 2013. Commercial Road junction opened May 2014. Phase 5 northern spine road opened February 2015. Water taxi operational June 2015. See projects tab for latest progress on the 'live projects'.	

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W03	Deliver a Pedestrian & Cycle Bridge over the railway line at Normanston Park.	WDC	Economic Development & Tourism; Planning; Green Environment	HOS Economic Development and Regeneration	Paul Wood	Not yet started	Part of the medium term proposals (5-10years) contained within the LTIP	Part of the medium term proposals (5-10years) contained within the LTIP.	
W04	Improve access to Broadway Farm industrial estate, Halesworth.	WDC	Economic Development & Tourism	HOS Planning and Coastal Management	Philip Ridley	Not yet started	TBC	Planning Policy have looked at this. SCC estimate the work needed to cost around £500k but there is no evidence of demand for the site for employment land. Until there is proven demand it will not be progressed.	
W05	Increase the number of new Council Houses.	WDC	Housing; Planning	HOS Housing Operations and Landlord Services	Justin Hunt	On Target 	Ongoing	First properties being let in August with a pipeline of 90 homes being progressed. There is capacity for a minimum of 160 homes so this programme is being increased with further opportunities being explored. The programme is also seeking to diversify its provision to cater for specific client groups.	
W06	Complete the Lowestoft Flood Protection measures, including a tidal gate.	WDC	Green Environment; Planning	HOS SMTCMT	Bill Parker	On Target 	Full scheme 2019 / 2020.	Final public consultation on proposals underway. Preparation work with Balfour Beatty started. Outline Business Case to go to LPRG (EA sign off committee) now scheduled for January due to some delays but this won't impact on delivery date. Temporary defences scheduled for delivery in October, with a full test of the system planned with JEPU and other on 2nd November.	
W07	Transfer Southwold Harbour to new local Trust.	WDC	Communities	HOS Communities	Nicole Rickard	On Target 	Ongoing	New Project Manager in post July 2016. Work now progressing alongside various other initiatives in Southwold.	
W08	Improve the infrastructure, access & extend the Enterprise Zone (subject to Department for Communities & Local Government approval).	WDC	Economic Development & Tourism	HOS Economic Development and Regeneration	Paul Wood	Major Issues 	Sign proposal July 16, commencement date for zone 1st April 2017	In partnership with SCC part of the South Lowestoft Industrial Estate (SLIE) Enterprise Zone has been purchased. Decontamination of this site and the development of supporting infrastructure including new business units will take place in the coming months. Extension site at Riverside Road now constrained due to proposed construction of 3rd crossing over/adjacent the site, however work is progressing with internal teams to identify alternative zone locations within the Powerpark.	
W09	Restore the historical features and landscape to improve accessibility & leisure facilities at Ness Point and the East of England Park (subject to a successful Heritage Lottery Fund bid).	WDC	Leisure; Green Environment; Communities	HOS Economic Development and Regeneration	Paul Wood	On Target 	July 2014 - March 2020	The HLF bid (Heritage Grant) was unsuccessful. (Dec 2015) However, the project continues seeking alternative funding streams. The reasons the application was not successful were: <ul style="list-style-type: none"> •The conservation of the heritage was outweighed by the new public realm works (in terms of capital costs) •LF were concerned about the sustainability of the activities and of the works themselves •LF were not sure how robust the activities programme and visitor figures were. 	
W10	Conduct a Community Governance Review in relation to the unparished areas of Lowestoft.	WDC	Communities; Resources	HOS SMTCMT	Arthur Charvonja	On Target 	May 2017	Stage 1 consultation was completed in April / May 2016. This helped inform stage 2 of consultation which is taking place during the Summer. Progress remains on track for final consultation in October and Full Council decision in November 2016.	
W11	Establish a non-political Leader's Community Enabling fund of £25k per annum and consider developing Community Enabling Grants for each Councillor.	WDC	Communities	HOS Communities	Nicole Rickard	On Target 	Annual Fund	Approach agreed with the Leader and Lead Cabinet Member. Agreed to roll together with WDC Small Grants and Community Enabling Funding to create a cost of £27,500 for community projects to be launched September/October 2016.	
W13	Deliver a community sports & leisure hub on Oakes Farm, south of Carlton Colville.	WDC	Leisure	HOS Operations	Kerry Blair	Not yet started		n/a	
W14	Support the delivery of the Halesworth Campus providing new leisure & care facilities.	WDC	Communities; Community Health; Leisure	HOS Communities	Nicole Rickard	On Target 	Ongoing	Piece of work commissioned from Community Action Suffolk to understand how the Campus fits alongside various other community 'hubs' and facilities. Due to report August 2016. Work on the Campus project progressing.	
W15	Encourage re-development of the former Blundeston Prison site for uses that meet local community and Council aspirations.	WDC	Economic Development & Tourism; Planning; Housing	HOS Planning and Coastal Management	Philip Ridley	On Target 	2016 onwards	Planning application received and to be reported at August Planning Committee meeting.	
W16	Support delivery of a new playing field facility in Kessingland, through an enabling housing development (in accordance with the draft Neighbourhood Plan).	WDC	Leisure; Housing; Communities	HOS Operations	Kerry Blair	Not yet started		n/a	
W17	Support the development of a new Community Centre, Old Grammar Lane, Bungay.	WDC	Communities	HOS Communities	Nicole Rickard	Behind Target 	Date to be set	Limited progress to date. This will be a priority in the second half of the year. Meetings held with Bungay Town Council.	

Business Plan Actions (Progress at Quarter 1 2016/17)

Appendix D

Action Reference	Business Plan Action	Council	Critical Success Factor	Service Plan	Responsible Officer	RAG Status	Timeframes	Latest Progress (Quarter 1 2016/17)	Completed Date
W18	Deliver, in conjunction with Beccles Town Council, Sentinel & the Broads Authority a redevelopment scheme for Beccles Quay	WDC	Communities; Leisure	HOS Economic Development and Regeneration	Paul Wood	Not yet started	Date to be set once land ownership issues resolved	Working groups established in 2015 to identify immediate quay repair issues and develop broader redevelopment schemes to generate revenue to fund quay repair. Conclusions of these working groups: - more detailed investigations required to determine scale of repairs required and costs - business case development required for potential redevelopment schemes. There are some land ownership issues associated with quay which need to be addressed before the above actions can move forward.	
COMPLETED: Actions within Business Plan									
ES14	Develop and launch 'Eat Out Eat Well', a healthy food award scheme to encourage food businesses in Suffolk to offer healthy food choices.	Both	Community Health; Economic Development & Tourism	HOS Environmental Services and Port Health	Phil Gore	Completed	n/a	Eat Out Eat Well launched January 2016. As at July 2016, three businesses in East Suffolk have received awards. The scheme is being promoted amongst other businesses as part of the existing food safety inspection programme and by other means e.g. http://www.eastsuffolk.gov.uk/business/food-safety/eat-out-eat-well/ and the initiatives county funded Project Officer Healthier Eating Award.	29/01/2016
ES21	Provide an innovative, more customer friendly, transactional and intuitive Council website.	Both	Resources; Customers	HOS ICT Services	Ann Carey	On Target	Digital Strategy runs to 2019 Channel Shift Programme 2016 - 2019	Launch of new joint web platform scheduled for end May <i>(Channel Shift Programme due to begin June 2016)</i>	31/05/2016
ES23	Integrate coastal management expertise with other local authorities to ensure most effective local delivery.	Both	Green Environment; Resources	HOS SMTcMT	Bill Parker	Completed	Delivered on time	Coastal Partnership East started on 1st April and officially launched on 10th June. Work as one team between GYBC / NNDC and East Suffolk. Other local authorities may also join.	01/04/2016
S03	Develop criteria for identifying non-designated Heritage Assets whose heritage value merits consideration in planning decisions.	SCDC	Planning	HOS Planning and Coastal Management	Philip Ridley	Completed	n/a	Criteria published on website following approval from Cabinet last October and are being used regularly. There is an added layer on the GGP GIS system.	01/04/2016
S08	Invest £50,000 alongside Suffolk County Council in the development of a business case for, and delivery of, the A12 four villages bypass.	SCDC	Economic Development & Tourism; Housing; Planning	HOS Planning and Coastal Management	Philip Ridley	Completed	n/a	Economic Development update: Strategic Outline Business case completed. Working with SCC to secure funding for detailed business case ahead of seeking investment for construction through the Local Majors Fund	01/04/2016
S14	Regenerate & revitalise the Felixstowe Boating lake area to include a dedicated 'Events' area.	SCDC	Leisure; Economic Development & Tourism	HOS Operations	Andrew Jarvis	Completed	n/a	Completed July 2015. Ahead of time and on budget.	01/07/2015
S16	Deliver an improved customer service hub and 'one stop shop' at Woodbridge Library, in partnership with Suffolk Libraries.	SCDC	Customers; Resources	HOS Customer Services	Darren Knight	Completed - End of project review	n/a	Building works completed End of project review completed Snagging issues due for completion by the end of May	30/05/2016
W12	Complete the refurbishment of the Marina, Lowestoft as a 'one-stop' customer service centre with SCC	WDC	Customers; Resources	HOS Customer Services	Darren Knight	Completed	n/a		29/04/2016