



Infrastructure and Strategic Housing Service Delivery Plan 2023 to 2024

Overview of the service

The Infrastructure and Strategic Housing team is responsible for three key areas; developer contributions (Community Infrastructure Levy (CIL) and Section 106) facilitating delivery of infrastructure to support growth, including facilitating the delivery of the North Ely Development and enabling the delivery of genuinely affordable housing, in particular helping local communities to develop Community Land Trusts.

Developer contributions

Section 106: the team is responsible for monitoring development for the timely collection of S106 contributions; advising on the compliance of expenditure of S106 contributions; assisting in negotiations of Section 106 Agreements on major developments and ensuring Section 106 contributions comply with the statutory tests.

CIL: the team is responsible for the administration of CIL once planning permission first permits the development, that is once a liability notice has been issued; determining applications for relief; collection of CIL contributions; enforcement of CIL; advising on CIL reviews and producing the CIL Infrastructure list. This funding is vital for the delivery of infrastructure across the district and of the Council's corporate priorities.

Delivery of infrastructure

Where new infrastructure is required to facilitate growth, the Infrastructure and Strategic Housing team assist, wherever possible, the relevant stakeholder who will deliver such infrastructure. Such assistance extends to advising on developer contributions that could benefit the project, assistance with public consultations and leading on liaison with the relevant statutory body. The team is involved in many of the transport and infrastructure projects identified in the corporate priorities.

The Infrastructure and Strategic Housing team are also responsible for co-ordinating the aspirations for the North Ely Development through effective stakeholder liaison and engagement to ensure, wherever possible, the development accords with the vision set out in the Draft Supplementary Planning Document for North Ely.

Strategic housing

The role of this element of the service involves identifying the need, type and tenure of housing required on residential sites, both market and affordable housing, and working with the Development Management team to ensure the planning process creates mixed and cohesive communities.

The Council assists local people to establish Community Land Trusts (CLTs) by providing advice and guidance as necessary. This also involves marketing CLTs to encourage take up across the district and managing the Council's CLT Grant Scheme.

Cost of service

£192,954.

Staffing Information

The Infrastructure and Strategic Housing team comprises one full time Infrastructure and Strategy Manager, one part time Strategic Housing Enabler, one part time CIL Officer (30 hours) and one full time Community Led Development Adviser.

Forward planning for Councillors

Proposed item	Proposed date of decision	Committee
CIL Infrastructure List Amendments	As required	Full Council
CIL Funding Allocations	As required	Finance and Assets Committee
CLT Grant Applications	As required	Finance and Assets Committee
Infrastructure Funding Statement	23 November 2023	Finance and Assets Committee
Half year report 2023 to 2024	November 2023	Finance and Assets
End of year report 2023 to 2024	March 2024	Finance and Assets
Service Delivery Plan 2024 to 2025	March 2024	Finance and Assets

Infrastructure and Strategic Housing Service Delivery Plan 2023 to 2024

This Service Delivery Plan describes what Infrastructure and Strategic Housing will be doing to deliver continuous improvement (service objective). Each performance measure relates to the Council's strategic outcomes and Corporate Plan 2022 to 2023.

Council's Strategic Outcome: Maintain sound finances. Improve systems and practices.

Infrastructure and Strategic Housing's Strategic Objective: CIL and S106 – monitor development to ensure timely collection of developer contributions, both available and projected, to assist the Council to meet its corporate priorities.

Link to Corporate Plan: Sound financial management. Improving transport. Social and community infrastructure.

Performance measure	Target and reporting timescale	Baseline/output from 2022 to 2023	Owner and co-owners
Monitor development for compliance with requirement of either CIL or S106 and ensure collection of financial and monitoring of public open space transfers	100% compliant, annually	4% CIL payments outstanding. No S106 payments outstanding.	CIL Officer
Produce the Infrastructure and Funding Statement annually which will be published by 31 December 2023	By 31 December 2023, annually	2021 to 2022 Infrastructure Funding Statement published by 31 December 2022.	Community Infrastructure Manager CIL Officer
Assist Development Management in the negotiation of Section 106 Agreements to ensure new communities and businesses are delivered with the infrastructure that is required to serve those new developments	100% of requests for assistance to be met, annually	100% of requests for assistance met.	Community Infrastructure Manager

Council's Strategic Outcome: Safe, vibrant and inclusive communities. Community sustainability.

Infrastructure and Strategic Housing's Strategic Objective: Support the delivery of Community Land Trusts.

Link to Corporate Plan: Housing. Social and community infrastructure.

Performance measure	Target and reporting timescale	Baseline/output from 2022 to 2023	Owner and co-owners
Provide technical advice and support to new and existing Community Led Development projects across East Cambridgeshire; assess grant applications against the approved criteria as received	100% of requests for assistance to be met, annually	100% of requests for assistance met.	Community Led Development Adviser

Council's Strategic Outcome: Safe, vibrant and inclusive communities. Community sustainability.

Infrastructure and Strategic Housing's Strategic Objective: Facilitate delivery of a wide range of infrastructure and housing.

Link to Corporate Plan: Housing.

Performance measure	Target and reporting timescale	Baseline/output from 2022 to 2023	Owner and co-owners
Maintain the Council's Register of Interest in Self Build and Custom House Building and forward details of planning applications including self-build plots to those on the register	As required, annually	Details of all planning applications received by the Council that include self-build plots have been sent to those on the register.	Community Infrastructure Manager
Provide an ongoing affordable housing S106 service to the planning team, negotiating and securing affordable housing on developments in line with strategic requirements and planning policy through S106 agreements, community land trusts, rural exception sites and other means of provision where appropriate	100% of requests for assistance to be met, annually	100% of requests for assistance met.	Community Infrastructure Manager Strategic Housing Enabler

Council's Strategic Outcome: Safe, vibrant and inclusive communities. Community sustainability.

Infrastructure and Strategic Housing's Strategic Objective: North Ely – facilitate the delivery of a sustainable community in line with the vision set out in the draft Supplementary Planning Document.

Link to Corporate Plan: Improving transport. Social and community infrastructure.

Performance measure	Target and reporting timescale	Baseline/output from 2022 to 2023	Owner and co-owners
Work with partners to develop appropriate schemes for infrastructure and services to North Ely; explore community facility requirements for the North Ely Development; work with the applicants to ensure that infrastructure delivery is co-ordinated and in accordance with the planning applications	As required, annually	Assistance given as required with North Ely planning applications and other North Ely work areas as required.	Community Infrastructure Manager

Council's Strategic Outcome: Customers are at the heart of everything we do.

Infrastructure and Strategic Housing's Strategic Objective: Communicate with stakeholders through consultation events, forums and update sessions.

Link to Corporate Plan: Sound financial management. Social and community infrastructure.

Performance measure	Target and reporting timescale	Baseline/output from 2022 to 2023	Owner and co-owners
Continue the parish council liaison programme to educate and provide guidance to local councils on the community infrastructure levy and the meaningful proportion	Visits as requested by parish councils, annually	3 parish councils visited, plus guidance has been given to others via telephone/email.	Community Infrastructure Manager CIL Officer
Engage and support local parish councils and key stakeholders on the CIL Infrastructure List and CIL Governance Plan which sets out what infrastructure may benefit from CIL funding and how the funding may be allocated	As required, annually	A number of 1 to 1 advice session's held with parish council's and other stakeholders, resulting in New Recreation Ground – Haddenham project and Stretham Community Hub project being added to the CIL Infrastructure List.	Community Infrastructure Manager CIL Officer
Review all existing service web pages to ensure that only up to date accurate and relevant information is live on the Council's website	monthly, annually	Reviews undertaken and web pages updated where necessary.	CIL Officer

Council's Strategic Outcome: Be an excellent employer.

Infrastructure and Strategic Housing's Strategic Objective: Continue to develop highly trained staff to support service delivery and drive forward our corporate priorities. Ensure that the Council's corporate risks are managed effectively and mitigations are put in place to reduce impact.

Link to Corporate Plan: Sound financial management.

Performance measure	Target and reporting timescale	Baseline/output from 2022 – 2023	Owner and co-owners
Attend CIL/S106 and community led development training when available to ensure staff are well informed and up to date with the procedures and required legislation	As identified, annually	6 training events attended.	Community Infrastructure Manager
Ensure that all staff appraisals are completed annually and within the time frame set by HR	100%, annually	100% of appraisals completed.	Community Infrastructure Manager

Performance measure	Target and reporting timescale	Baseline/output from 2022 – 2023	Owner and co-owners
Regularly review risks associated with Infrastructure and Strategic Housing including: <ul style="list-style-type: none"> • monitoring CIL • S106 income 	Quarterly, annually	Infrastructure Funding Statement presented to Finance and Assets Committee in November 2022.	Community Infrastructure Manager

Council’s Strategic Outcome: A clean, green and attractive place.

Infrastructure and Strategic Housing’s Strategic Objective: Undertake activities which help to mitigate/adapt to climate change.

Link to Corporate Plan: Cleaner, greener East Cambridgeshire.

Performance measure	Target and reporting timescale	Baseline/output from 2022 – 2023	Owner and co-owners
Assist with any further EV Charging point and PV panel installation projects	As identified, annually	Assisted with EV charging Points project.	Community Infrastructure Manager

