

# **Infrastructure and Strategic Housing Service Delivery Plan**

## **2022 - 2023**

### **Overview of the service**

The Infrastructure and Strategic Housing team is responsible for three key areas; developer contributions (CIL & S106), 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**

S106 - 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, i.e. 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 Councils CLT Grant Scheme.

### **Cost of service**

£274,130

### **Staffing information**

The Infrastructure and Strategic Housing team comprises 1 full time Infrastructure and Strategy Manager, 1 part time Strategic Housing Enabler, 1 part time CIL Officer (25 hours) 1 full time Community Led Development Advisor.

### **Forward planning for Councillors**

<b>Proposed date of decision</b>	<b>Item</b>	<b>Service Area</b>	<b>Committee</b>
As required	CIL Infrastructure List Amendments	Infrastructure and Strategic Housing	Full Council
As required	CIL Funding Allocations	Infrastructure and Strategic Housing	Finance and Assets Committee
24 November 2022	Infrastructure Funding Statement	Infrastructure & Strategic Housing	Finance and Assets Committee



# Commitments towards our Vision

## Infrastructure and Strategic Housing Service - Service Delivery Plan 2022-2023

Performance Measure	Link to Corporate Plan Priority	Target and reporting timescale (i.e. 6 monthly or annually)	Baseline from previous year/output from previous year	Owner and co-owners
<b>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</b>	Sound Financial Management	100% compliant	9% CIL payments outstanding	CIL Officer-Zara Holland
	Improving Transport	Monitor development for compliance with requirement of either CIL or S106 and ensure collection of financial contribution and monitoring of public open space transfers.	1% S106 payments outstanding	
	Social and Community Infrastructure	New Target Produce the Infrastructure and Funding Statement annually which will be published by 31 December 2022	New target	Infrastructure & Strategy Manager-Sally Bonnett
		100% of requests for assistance to be met. 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 met.	Infrastructure & Strategy Manager-Sally Bonnett
<b>Support the delivery of Community Land Trusts</b>	Housing Social and Community Infrastructure	New Target 100% of requests for assistance to be met. Provide Technical Advice and support to new and existing Community Led Development projects across East Cambridgeshire.	New target	Community Led Development Advisor – Emily Howard
<b>Facilitate delivery of a wide range of infrastructure and housing</b>	Housing	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.	Details of all planning applications received by the Council that including self-build plots have been sent to those on the Register.	Infrastructure and Strategy Manager-Sally Bonnett

		<p>100% of requests for assistance to be met.</p> <p>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.</p>	100% of requests for assistance met.	Strategic Housing Enabler – Kim Langley
<b>Growth &amp; Infrastructure Fund</b>	<p>Improving Transport</p> <p>Social and Community Infrastructure</p>	<p>Manage the Growth and Infrastructure fund</p> <p>Develop scheme criteria and launch the Growth and Infrastructure Fund</p> <p>Assess applications against the approved criteria as received.</p> <p>Target – 100% of applications received to be assessed.</p>	New target	Infrastructure and Strategy Manager-Sally Bonnett
<b>North Ely – facilitate the delivery of a sustainable community in line with the vision set out in the draft Supplementary Planning Document</b>	<p>Improving Transport</p> <p>Social and Community Infrastructure</p>	<p>Work with partners to develop appropriate schemes for infrastructure and services to North Ely.</p> <p>Explore community facility requirements for the North Ely Development.</p> <p>Work with the applicants to ensure that infrastructure delivery is co-ordinated and in accordance with the planning applications.</p>	The Planning Service has been working with the applicant on the discharge of planning conditions and this will be ongoing and feed into the other North Ely work areas. Assistance has been given as required.	Infrastructure and Strategy Manager-Sally Bonnett
<b>Communicate with stakeholders through consultation events, forums &amp; update sessions</b>	Sound Financial Management	<p>Visits as requested by Parish Councils</p> <p>Continue the parish council liaison programme to educate and provide guidance to local councils on the community infrastructure levy and the meaningful proportion</p>	<p>6 Parish Councils visited.</p> <p>Plus guidance has been given to others via telephone/e.mail.</p>	Infrastructure & Strategy Manager-Sally Bonnett
	Social and Community Infrastructure	<p>During 2022/23</p> <p>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</p>	<p>Information about applying for CIL funding and the CIL Infrastructure List (previously known as the R123 List) emailed to all Parish Councils in January 2020.</p> <p>Attended Parish Conference in March and gave details of the process for applying for CIL funding to parish councils and other interested attendees.</p>	<p>Infrastructure and Strategy Manager-Sally Bonnett</p> <p>CIL Officer-Zara Holland</p>

		1 workshop  Hold an annual CIL Infrastructure List workshop held to give details of the process for applying for CIL funding to parish councils and other interested parties	Attended Parish Conference in March and gave details of the process for applying for CIL funding to parish councils and other interested attendees.	Infrastructure and Strategy Manager-Sally Bonnett  CIL Officer-Zara Holland
		Monthly  Review all existing service web pages to ensure that only up to date accurate and relevant information is live on the Councils website	Reviews undertaken and web pages updated where necessary.	CIL Officer-Zara Holland
<b>Continue to develop highly trained staff to support service delivery and drive forward our corporate priorities</b>	Sound Financial Management	2 events  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	No training attended due to lack of suitable courses.	Infrastructure and Strategy Manager-Sally Bonnett
		100%  Ensure that all staff appraisals are completed annually and within the time frame set by HR	100%.	Infrastructure and Strategy Manager-Sally Bonnett
<b>Ensure that the Council's Corporate risks are managed effectively and mitigations are put in place to reduce impact</b>	Sound Financial Management	To regularly review risks associated with Infrastructure and Strategic Housing, including:  Monitoring CIL and S106 income	Reviews undertaken quarterly.  Income figures provided and reported to Resources and Finance Committee every 6 months.	Infrastructure and Strategy Manager-Sally Bonnett
<b>Undertake activities which help to mitigate / adapt to climate change</b>	Cleaner, Greener East Cambridgeshire	To contribute to the preparation of, and subsequent implementation of, the Council's Climate and Environment Action Plan.	New target.	Cross-council activity