

Infrastructure

Overview of the Infrastructure Team

The Infrastructure team comprises 1 full time Infrastructure Programme Manager, 1 full time Special Projects Officer, 1 part time Infrastructure and Projects Officer and 1 part time Economic Development Support Officer.

The Infrastructure Team is responsible for three key areas; developer contributions (CIL & S106), facilitating delivery of infrastructure to support growth and facilitating the delivery of the North Ely Development.

Developer Contributions

S106- The team is responsible for monitoring development for timely collection of S106 contributions; advising on the compliance of expenditure of S106 contributions; assisting in negotiations of Section 106 Agreements on major development; 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; producing the Regulation 123 list; and producing the Annual Delivery Plan.

Delivery of Infrastructure

Where new infrastructure is required to facilitate growth, the Infrastructure Team assist, wherever possible, the relevant stakeholder to deliver such infrastructure. Such assistance extends to project management (whether in whole or in part), advising on developer contributions that could benefit the project, assistance with public consultations and leading on liaison with the relevant statutory body.

North Ely

The Special Projects Officer is 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.

The total cost of running Infrastructure and Economic Development is £323,027. The Infrastructure Team portion of these costs amounts to £156,797, this amount includes staffing costs, back office costs and staff training.

Please note that for the year 2014/15 Infrastructure and Economic Development are under the same budget, going forward into 2015/16 Infrastructure will have a different budget set up.

Forward Planning for Councillors

| Proposed date of decision | Item | Service Area | Service Delivery Champion | Committee |
|----------------------------------|--|---------------------|----------------------------------|---------------------|
| October 2015 | Adoption of interim CIL R123 List | Infrastructure | Cllr Alderson | Full Council |
| January 2015 | Adoption of CIL R123 List | Infrastructure | Cllr Alderson | Full Council |
| January 2015 | Adoption of the CIL Annual Delivery Plan | Infrastructure | Cllr Alderson | Full Council |
| January 2015 | Country Park Study | Infrastructure | Cllr Schumann/Cllr Alderson | Commercial Services |

Strategy map- Infrastructure Team



Measuring Performance

| | Target | Actual |
|--|---------------|---------------|
| Self build relief decisions to be made within 14 days | 100% | |
| CIL Demand Notices to be raised within 7 days of lawful development commencement | 100% | |
| Ensure CIL Demand Notices are paid on time | 80% | |
| Ensure S106 Invoices are paid on time | 80% | |
| Produce and circulate CIL/S106 Projections | Monthly | |
| Publish Council's R62 Monitoring Report | Annually | |
| | Target | Actual |
| Facilitate the creation of 6 cycle parking spaces in Ely | 100% | |
| Complete Ely Traffic and Environment Study | 11/2014 | |
| Complete Stage 1 Country Park Study | 07/2014 | |
| Complete Stage 2 Country Park Study | 01/2015 | |
| | Target | Actual |
| Appraisals completed on time | 100% | |
| Service awareness briefings with the Member Champion | Monthly | |
| | Target | Actual |
| Ensure website is up-to-date | Monthly | |
| Host and run Agents Forums | 2 | |
| Publish CIL Regulation 123 List and Annual Delivery Plan | Annually | |
| Publish a Growth Delivery Newsletters | Annually | |
| Attend Parish Council meetings as part of the Parish Liaison Programme | 50% | |

Delivering the service

| Name | Identify External Funding |
|-----------------------|---|
| Owner | Infrastructure and Projects Officer |
| Co owners | |
| Purpose | Identify sources of match funding to maximise Council budgets |
| Links | ECDC Budget (CIL/S106/NHB) |
| Formula | Attend funding events and keep abreast of potential funding sources |
| Source of Data | Various |
| Frequency | Continually |
| Target | To attract as much external funding as possible |
| Rewards/Penalties | Any external funding we draw down is a cost saving to the Council |
| Who measures? | Chief Executive and Infrastructure Programme Manager |
| Who acts on the data? | Infrastructure Programme Manager and Infrastructure and Projects Officer |
| What will be done | <ol style="list-style-type: none"> 1. Attend funding events 2. Funding provider newsletters and websites to be reviewed 3. Maintain links with partner organisations such as Cambridgeshire County Council and the Local Enterprise Partnership 4. Funding bids submitted as required |
| Feedback | |
| Notes | |

| Name | CIL and S106 Monitoring |
|------------------------------|--|
| Owner | Economic Development Support Officer |
| Co owners | Infrastructure Programme Manager |
| Purpose | Collection of financial contributions and monitoring of public open space transfers |
| Links | NPPF, ECDC Adopted Core Strategy, ECDC Draft Local Plan, Community Infrastructure Levy Regulations 2010 (as amended), Town and Country Planning Act 1990 (as amended), Growth and Infrastructure Act 2013, and any other relevant planning policy/statute |
| Formula | Monitor development for compliance with requirement of either CIL or Section 106 |
| Source of Data | CIL and S106 databases, commencement/completion lists, Planning Portal, site visits and Council tax records |
| Frequency | Continuous |
| Target | 80% |
| Rewards/Penalties | Contributions collected in a timely fashion, enabling the Council to programme delivery of infrastructure |
| Who measures? | Chief Executive and Infrastructure Programme Manager |
| Who acts on the data? | Infrastructure Programme Manager, Economic Development Support Officer, Land Charges and Finance |
| What will be done | <ol style="list-style-type: none"> 1. Liaise with developers to progress/check development 2. Collate information from Planning/Building Control 3. Maintain records of incoming CIL 4. Maintain records of incoming S106 5. Maintain information on Exacom database 6. Maintain information on Access database 7. Carry out site visits to establish commencement/occupation 8. CIL- ensure Demand Notices are paid within the prescribed timetable 9. S106- ensure invoices are paid within the prescribed timetable 10. CIL- advise Land Charge and Finance of Liability and Demand Notices raised/paid as required 11. Liaise with enforcement 12. Instruct Legal to commence action as and when necessary |
| Feedback | Leadership to update on current available funds |
| Notes | |

| Name | CIL and S106 Projections |
|------------------------------|--|
| Owner | Economic Development Support Officer and Infrastructure Programme Manager |
| Co owners | |
| Purpose | To enable other departments to plan infrastructure development |
| Links | NPPF, ECDC Adopted Core Strategy, ECDC Draft Local Plan, Town and Country Planning Act 1990 (as amended), Growth and Infrastructure Act 2013, and any other relevant planning policy/statute |
| Formula | S106- To liaise with developers and their agents, Forward Planning and Planning, plus relevant consultants, to ensure maximum contributions and planned growth in the District CIL- Assess the value of CIL liable applications with the likelihood of development coming forward |
| Source of Data | S106 Database and Exacom database |
| Frequency | Monthly |
| Target | 100% |
| Rewards/Penalties | Exemplar growth and development in the District with adequate infrastructure, schools, roads, cycle paths etc. Enables the Council to plan for infrastructure delivery |
| Who measures? | Chief Executive and Programme Infrastructure Manager |
| Who acts on the data? | Infrastructure Programme Manager and the Leadership Team |
| What will be done | <ol style="list-style-type: none"> 1. Produce report of S106 contributions owed to the Council should development commence 2. Review CIL liable applications and floor areas 3. Determine likelihood of development coming forward 4. Produce assumptions 5. Circulate to Leadership/Finance/Parish Council |
| Feedback | Monthly Income/Expenditure/Projections report |
| Notes | |

| Name | Set up Section 106 Project Group |
|------------------------------|---|
| Owner | Infrastructure Programme Manager |
| Co owners | Infrastructure and Projects Officer and Economic Development Support Officer |
| Purpose | To advise on available Section 106 contributions and advise on the purpose of the contribution |
| Links | NPPF, ECDC Adopted Core Strategy, ECDC Draft Local Plan, Town and Country Planning Act 1990 (as amended), Growth and Infrastructure Act 2013, and any other relevant planning policy/statute |
| Formula | Provide information on Section 106 income and projected income |
| Source of Data | S106 Database and Exacom database |
| Frequency | Ongoing |
| Target | |
| Rewards/Penalties | Enables the Council to utilise S106 contributions to reduce expenditure from the base budget |
| Who measures? | Chief Executive and Infrastructure Programme Manager |
| Who acts on the data? | Various Teams across the Council |
| What will be done | <ol style="list-style-type: none"> 1. Set up initial meeting with relevant Service Leads 2. Compile Terms of Reference 3. Agree how information will be shared |
| Feedback | |
| Notes | |

| Name | Section 106 Negotiations |
|------------------------------|--|
| Owner | Infrastructure Programme Manager |
| Co owners | |
| Purpose | To assist Development Management in the negotiation of Section 106 Agreements |
| Links | NPPF, ECDC Adopted Core Strategy, ECDC Draft Local Plan, Town and Country Planning Act 1990 (as amended), Community Infrastructure Levy Regulations 2010 (as amended), Growth and Infrastructure Act 2013, and any other relevant planning policy/statute |
| Formula | Attend meetings and provide guidance and advice to Development Management Officers |
| Source of Data | Various Policies and Statute |
| Frequency | As required |
| Target | |
| Rewards/Penalties | New communities and businesses are delivered with the infrastructure that is required to serve those new developments |
| Who measures? | Chief Executive and Programme Infrastructure Manager |
| Who acts on the data? | Development Management and Infrastructure Programme Manager |
| What will be done | <ol style="list-style-type: none"> 1. Attend meetings 2. Provide advice based on research and experience 3. Feedback to Leadership as required 4. Ensure infrastructure desires do not compromise deliverability of a scheme |
| Feedback | Where relevant to Planning Committee |
| Notes | |

| | |
|------------------------------|---|
| Name | Facilitate Installation of Cycle Hoops in the Cloisters |
| Owner | Infrastructure and Projects Officer |
| Co owners | |
| Purpose | To provide additional cycle parking in the Cloisters |
| Links | Ely Transport and Environment Study, Ely Market Town Transport Strategy |
| Formula | To liaise with stakeholders to install 3 cycle hoops outside Waitrose |
| Source of Data | Location plan – Cambridgeshire County Council, Licence – Waitrose |
| Frequency | Once |
| Target | To install 3 cycle hoops, creating parking for 6 cycles |
| Rewards/Penalties | Additional cycle parking provided |
| Who measures? | Chief Executive and Infrastructure Programme Manager |
| Who acts on the data? | Infrastructure and Projects Officer |
| What will be done | <ol style="list-style-type: none"> 1. Liaise with Ely Cycling Campaign, Highways and Waitrose to agree suitable location 2. Liaise with ECDC Legal team and Waitrose to agree licence to allow us to site cycle hoops on their land 3. Coordinate installation with Cambridgeshire County Council Highways team and Waitrose Store Manager |
| Feedback | Press releases promoting the installation |
| Notes | |

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|------------------------------|--|
| Name | Ely Traffic and Environment Study Lisle Lane/Broad Street Project |
| Owner | Infrastructure and Projects Officer |
| Co owners | |
| Purpose | To obtain transport consultancy advice for the Ely Traffic and Environment Study Lisle Lane/Broad Street Project. To engage partners in the Ely Traffic and Environment Study work. |
| Links | Ely Traffic and Environment Study Project, Sainsbury's Section 106 Agreement, Ely Market Town Transport Strategy |
| Formula | To assist Mott MacDonald in producing the Stage 2 report. To organise and chair regular meetings of the Ely Traffic and Environment Study Officer Working Group. |
| Source of Data | Mott MacDonald report, minutes from meetings |
| Frequency | Report by September 2014. 3 meetings annually |
| Target | 100% |
| Rewards/Penalties | The Stage 2 report will provide the Council with costed 'shovel ready' projects that Officers can use as evidence to secure funding. Working with partners allows for effective communication and provides a mechanism for them to input their ideas and comments. It also enables us to benefit from their expertise and experience, particularly Cambridgeshire County Council Highways. |
| Who measures? | Chief Executive and Infrastructure Programme Manager |
| Who acts on the data? | Infrastructure and Projects Officer |
| What will be done | <ol style="list-style-type: none"> 1. Organise and chair Officer working group meetings 2. Report stakeholder feedback to Mott MacDonald 3. Provide additional information to Mott MacDonald as required 4. Stakeholders kept up to date via regular Officer working group meetings |
| Feedback | |
| Notes | |

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|------------------------------|--|
| Name | Transport Networking |
| Owner | Infrastructure and Projects Officer |
| Co owners | Infrastructure Programme Manager |
| Purpose | To attend meetings representing East Cambridgeshire District Council to share and collate information |
| Links | ECDC Draft Local Plan, Transport Strategy for East Cambridgeshire, Cambridgeshire County Council budget, Cambridgeshire County Council Passenger Transport Programme, Ely Station Gateway SPD |
| Formula | Attend meetings regularly |
| Source of Data | Minutes from meetings and Local Sustainable Transport Fund papers |
| Frequency | Quarterly |
| Target | 100% |
| Rewards/Penalties | <p>Local Sustainable Transport Fund Steering Group- attendance ensures we are able to influence how the funding is spent and to submit funding bids for ECDC projects</p> <p>Cambridge Future Transport- being aware of developments will enable us to influence developments and also access any potential funding</p> <p>Ely Cycle Point Group- being aware of developments will enable us to influence developments and also access any potential funding</p> <p>Fen Line Station Review- being aware of developments will enable us to influence developments and also access any potential funding</p> <p>Cambridgeshire Future Transport Working Group - as this group is looking how the reduced Cambridgeshire County Council bus subsidies are spent, it is important to attend to ensure public transport services in East Cambridgeshire are retained where possible.</p> |
| Who measures? | Chief Executive and Infrastructure Programme Manager |
| Who acts on the data? | Infrastructure and Projects Officer |
| What will be done | <ol style="list-style-type: none"> 1. Infrastructure and Projects Officer to attend meetings and feedback to Infrastructure Programme Manager 2. Information to be shared with key stakeholders 3. Funding bids submitted as required |
| Feedback | |
| Notes | |

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|------------------------------|--|
| Name | Making Assets Count Group |
| Owner | Infrastructure and Projects Officer |
| Co owners | |
| Purpose | To attend meetings representing ECDC to collate and share information |
| Links | GVA Making Assets Count report |
| Formula | Attend meetings regularly and update on progress on projects within East Cambridgeshire |
| Source of Data | Minutes from meetings |
| Frequency | Quarterly |
| Target | 100% |
| Rewards/Penalties | Being aware of developments will enable us to influence developments and also access any potential funding |
| Who measures? | Chief Executive and Infrastructure Programme Manager |
| Who acts on the data? | Infrastructure and Projects Officer and Infrastructure Programme Manager |
| What will be done | 1. Infrastructure and Projects Officer to attend meetings and feedback to Infrastructure Programme Manager |
| Feedback | |
| Notes | |

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|------------------------------|---|
| Name | Cambridgeshire Fens LEADER Local Action Group |
| Owner | Infrastructure and Projects Officer |
| Co owners | Economic Development Manager |
| Purpose | To attend meetings representing ECDC |
| Links | Cambridgeshire Fens Local Development Strategy |
| Formula | Attend meetings to keep up to date with developments and input ECDC comments on draft strategy document |
| Source of Data | DEFRA guidance and draft strategy |
| Frequency | Quarterly |
| Target | 100% |
| Rewards/Penalties | Being part of the bid writing process enables us to influence the content of the document and to ensure that the needs of local businesses are included to ensure as many as possible are able to access the funding |
| Who measures? | Chief Executive and Infrastructure Programme Manager |
| Who acts on the data? | Infrastructure and Projects Officer and Business Development Manager |
| What will be done | <ol style="list-style-type: none"> 1. Meetings will be attended 2. Draft versions of the strategy will be reviewed and comments submitted 3. Funding stream will be publicised to local businesses and organisations 4. If bid is successful, Infrastructure and Projects Officer/Business Development Manager will continue to sit on the Local Action Group |
| Feedback | |
| Notes | |

| Name | Infrastructure |
|------------------------------|--|
| Owner | Infrastructure Programme Manager |
| Co owners | Infrastructure and Projects Officer |
| Purpose | Monitor progress of Ely Southern Bypass, Leisure Centre, Littleport Secondary School, Soham Railway Station and A14 Improvements |
| Links | Corporate Priorities, CIL Regulation 123 list and the ECDC Draft Local Plan |
| Formula | Attend meetings and produce developer contribution reports |
| Source of Data | Exacom |
| Frequency | As required |
| Target | 100% |
| Rewards/Penalties | Enables the Council to make informed decisions when determining how these projects can be funded |
| Who measures? | Chief Executive and Infrastructure Programme Manager |
| Who acts on the data? | Leadership Team, Corporate Governance and Finance Committee and Full Council |
| What will be done | <ol style="list-style-type: none"> 1. Attend meetings 2. Share information 3. Advise on available funds 4. Advice on projected funds |
| Feedback | Corporate Priorities update to Chief Executive |
| Notes | |

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|------------------------------|---|
| Name | Produce Strategy for Delivering the Infrastructure Identified in the Local Plan |
| Owner | Infrastructure Programme Manager |
| Co owners | Infrastructure Team |
| Purpose | Assist in the delivery of infrastructure necessary for growth |
| Links | Corporate Priorities, CIL Regulation 123 list and the ECDC Draft Local Plan |
| Formula | Set up steering groups and provide guidance |
| Source of Data | Various policies and statutes |
| Frequency | As required |
| Target | |
| Rewards/Penalties | Forward planning how infrastructure will/can be delivered |
| Who measures? | Chief Executive and Infrastructure Programme Manager |
| Who acts on the data? | Various internal and external bodies |
| What will be done | <ol style="list-style-type: none"> 1. Initial review of infrastructure requirements for the District 2. Engage with relevant stakeholders 3. Plan priorities 4. Advise Leadership Team of Strategy Plan 5. Adopt at Full Council |
| Feedback | |
| Notes | |

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|------------------------------|--|
| Name | Support Development Management in the North Ely Planning Application Process |
| Owner | Special Projects Officer (North Ely) |
| Co owners | |
| Purpose | Provide support to ensure the successful delivery of North Ely through the planning process |
| Links | ECDC Draft Local Plan, North Ely SPD, Planning applications, work with consultants and partners |
| Formula | Work with Development Management Officers to co-ordinate and manage the North Ely development |
| Source of Data | Planning applications |
| Frequency | Ongoing |
| Target | To successfully deliver the North Ely development |
| Rewards/Penalties | Successful delivery of North Ely development |
| Who measures? | Chief Executive and Infrastructure Programme Manager |
| Who acts on the data? | Special Project Officer (North Ely) and Development Management Officers |
| What will be done | <ol style="list-style-type: none"> 1. Manage North Ely consultants and studies 2. Co-ordinate and manage North Ely meetings 3. Co-ordinate infrastructure and S106 requirements |
| Feedback | |
| Notes | |

| Name | Project Manage Key Areas of Work on North Ely |
|------------------------------|---|
| Owner | Special Projects Officer (North Ely) |
| Co owners | |
| Purpose | To successfully deliver the North Ely development |
| Links | ECDC Draft Local Plan, North Ely SPD and Planning applications |
| Formula | Manage key projects to deliver North Ely |
| Source of Data | Planning applications and consultants briefs |
| Frequency | On-going |
| Target | To successfully deliver the North Ely development |
| Rewards/Penalties | Successful delivery of North Ely |
| Who measures? | Chief Executive and Infrastructure Programme Manager |
| Who acts on the data? | Special Projects Officer (North Ely) and Development Management Officers |
| What will be done | <ol style="list-style-type: none"> 1. Co-ordinate meetings 2. Manage consultants and studies 3. Co-ordinate infrastructure and S106 requirements 4. Manage consultation and communication |
| Feedback | |
| Notes | |

| Name | Partner and Stakeholder Engagement |
|------------------------------|---|
| Owner | Special Projects Officer (North Ely) |
| Co owners | |
| Purpose | To ensure that appropriate infrastructure is provided |
| Links | ECDC Draft Local Plan and North Ely SPD |
| Formula | Work with partners to identify appropriate infrastructure and services for North Ely |
| Source of Data | Meetings, correspondence and regular communication with relevant parties |
| Frequency | On-going |
| Target | To mitigate the impact of the development on local infrastructure |
| Rewards/Penalties | Successful delivery of North Ely |
| Who measures? | Chief Executive and Infrastructure Programme Manager |
| Who acts on the data? | Special Projects Officer (North Ely) |
| What will be done | <ol style="list-style-type: none"> 1. Regular meetings of the North Ely Delivery Board 2. Regular communication with Cambridgeshire County Council and other stakeholders 3. Establish North Ely Community Forum |
| Feedback | |
| Notes | |

| | |
|------------------------------|---|
| Name | Oversee Negotiations for the North Ely S106 |
| Owner | Special Projects Officer (North Ely) |
| Co owners | Infrastructure Programme Manager, Planning Manager and Principal Housing Officer |
| Purpose | To secure an acceptable S106 package that mitigates the development |
| Links | ECDC Draft Local Plan, North Ely SPD, ECDC and CCC Planning Obligations Policy |
| Formula | Identify infrastructure requirements and oversee the allocation of available funds |
| Source of Data | Policy requirements, meetings, correspondence and regular communications |
| Frequency | On-going |
| Target | Achieve an acceptable S106 package that mitigates the development |
| Rewards/Penalties | Successful delivery of North Ely |
| Who measures? | Chief Executive and Infrastructure Programme Manager |
| Who acts on the data? | Special Projects Officer (North Ely) |
| What will be done | <ol style="list-style-type: none"> 1. Draw up long list of requirements 2. Review list in terms of policy and CIL tests 3. Consider advice from viability consultants 4. ECDC prioritisation 5. Negotiation and agreement with Cambridgeshire County Council |
| Feedback | |
| Notes | |

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|------------------------------|--|
| Name | Manage DCLG North Ely Capacity Funding |
| Owner | Special Projects Officer (North Ely) |
| Co owners | Economic Development Manager and Infrastructure Programme Manager |
| Purpose | Manage Department for Communities and Local Government Funding |
| Links | Grant Funding Agreement |
| Formula | Manage Department for Communities and Local Government grant to enable the delivery of North Ely |
| Source of Data | Funding Bid and Agreement |
| Frequency | As required until the end of March 2015 |
| Target | Allocate and maximise use of Department for Communities and Local Government funds |
| Rewards/Penalties | Successful delivery of North Ely |
| Who measures? | Chief Executive and Infrastructure Programme Manager |
| Who acts on the data? | Special Projects Officer (North Ely) |
| What will be done | <ol style="list-style-type: none"> 1. Monitor existing use and payments 2. Allocate remaining funds for 2014/15 3. Report back to the Department for Communities and Local Government |
| Feedback | |
| Notes | |

| Name | Facilitate Design Coding for North Ely |
|------------------------------|---|
| Owner | Special Projects Officer (North Ely) |
| Co owners | Planning Manager |
| Purpose | To support the Planning Manager to establish North Ely design coding |
| Links | ECDC Draft Local Plan, North Ely SPD, Planning applications, planning conditions and Developer proposals |
| Formula | Appropriate design coding measures to ensure quality of design for North Ely. This may involve commissioning external consultants. |
| Source of Data | Planning applications, Developer proposals and ECDC proposals |
| Frequency | As required in advance of reserved matters applications for North Ely |
| Target | Approve acceptable design coding measures in advance of reserved matters applications |
| Rewards/Penalties | A well designed, quality development |
| Who measures? | Chief Executive and Infrastructure Programme Manager |
| Who acts on the data? | Special Projects Officer (North Ely) |
| What will be done | <ol style="list-style-type: none"> 1. Agree ECDC approach 2. Consider response from developers 3. Commission design coding work as appropriate 4. Allocate Department for Communities and Local Government funding where possible |
| Feedback | |
| Notes | |

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|------------------------------|---|
| Name | Manage North Ely Viability Consultants and Study |
| Owner | Special Projects Officer (North Ely) |
| Co owners | |
| Purpose | Maximise S106 contributions based on a well informed appraisal |
| Links | ECDC Draft Local Plan, North Ely SPD, Planning applications, planning conditions and Developer proposals |
| Formula | North Ely Viability Study |
| Source of Data | Consultants reports, Developer submissions, infrastructure information from ECDC and partners |
| Frequency | On-going |
| Target | Achieve negotiated S106 and CIL package for Planning Committee Oct 2014 |
| Rewards/Penalties | Successful delivery of North Ely |
| Who measures? | Chief Executive and Infrastructure Programme Manager |
| Who acts on the data? | Special Projects Officer (North Ely) |
| What will be done | <ol style="list-style-type: none"> 1. Identify infrastructure costs 2. Manage consultants 3. Organise and attend meetings with developers 4. Liaise directly with the consultants 5. Oversee communication with partners 6. Advise members and senior officers 7. Ensure information provided for Planning Committee |
| Feedback | |
| Notes | |

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|------------------------------|--|
| Name | Manage North Ely Country Park Study |
| Owner | Special Projects Officer (North Ely) |
| Co owners | |
| Purpose | Achieve a vision for the new Country Park |
| Links | ECDC Draft Local Plan, North Ely SPD, Planning applications, planning conditions, Developer proposals |
| Formula | Manage Sheils Flynn to produce a vision for the Country Park that meets ECDC, Cambridgeshire County Council and local aspirations |
| Source of Data | Completed Stage 1 report. Development of Stage 2 |
| Frequency | As required until completion by January 2015 |
| Target | Successfully deliver North Ely |
| Rewards/Penalties | A successful vision to be taken forward into the future that meets the needs of the new North Ely community |
| Who measures? | Chief Executive and Infrastructure Programme Manager |
| Who acts on the data? | Special Projects Officer (North Ely) and North Ely Country Park Steering Group |
| What will be done | <ol style="list-style-type: none"> 1. Stage 1 report approved by Commercial Services Committee July 2014 2. Wider consultation on stage 1 Concept 3. Revised design by Consultants 4. Manage Steering Group meetings 5. Further report to Committee on Stage 2 report |
| Feedback | |
| Notes | |

| | |
|------------------------------|--|
| Name | North Ely Country Park Study Phase 1 to Commercial Services Committee |
| Owner | Special Projects Officer (North Ely) |
| Co owners | |
| Purpose | Achieve a vision for the new Country Park |
| Links | ECDC Draft Local Plan, North Ely SPD, Planning applications, planning conditions, Developer proposals |
| Formula | Present Stage 1 report to Commercial services Committee in July 2014 |
| Source of Data | Sheils Flynn Stage 1 Report |
| Frequency | Ongoing |
| Target | Member approval of Stage 1 report |
| Rewards/Penalties | Successful delivery of North Ely |
| Who measures? | Chief Executive and Infrastructure Programme Manager |
| Who acts on the data? | Special Projects Officer (North Ely) |
| What will be done | <ol style="list-style-type: none"> 1. Finalise Stage 1 report 2. Present report to Commercial services Committee 3. Progress to Stage 2 |
| Feedback | |
| Notes | |

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|------------------------------|---|
| Name | Review Options for Open Space Management for North Ely, including the Country park |
| Owner | Special Projects Officer (North Ely) |
| Co owners | |
| Purpose | Agree acceptable approach to management and maintenance of open space at North Ely |
| Links | ECDC Draft Local Plan, North Ely SPD, planning applications, planning conditions, Developer proposals |
| Formula | Consider options and seek ECDC agreement on its preferred approach |
| Source of Data | ECDC Maintenance figures and advice from partners |
| Frequency | On-going |
| Target | Agree acceptable approach to open space management |
| Rewards/Penalties | Successful delivery of North Ely |
| Who measures? | Chief Executive and Infrastructure Programme Manager |
| Who acts on the data? | Special Projects Officer (North Ely) |
| What will be done | <ol style="list-style-type: none"> 1. Consider approaches 2. Consider practice elsewhere/pros and cons 3. Internal ECDC discussions and meetings 4. Meeting with City of Ely Council to discuss options 5. Discuss with developers 6. Consider management of the new Country park as part of the Sheils Flynn Study 7. Agree final approach for the S106 Agreement |
| Feedback | |
| Notes | |

| Name | Local Plan Further Post - Hearing Modifications Public Consultation |
|------------------------------|--|
| Owner | Infrastructure and Projects Officer |
| Co owners | Forward Planning Team |
| Purpose | To obtain feedback on the proposals within the 'Schedule of Further Post-Hearing Modifications' |
| Links | Draft Local Plan, Schedule of Further Post-Hearing Modifications, NPPF, Inspectors Briefing Note July 2014 |
| Formula | To make the public aware of the next stage of consultation on the draft Local Plan |
| Source of Data | Survey Monkey questionnaire, emails and other written responses |
| Frequency | 6 week consultation period |
| Target | 100% |
| Rewards/Penalties | If the Inspector feels that we have not consulted on the proposals sufficiently he may not find the local plan 'Sound' and 'Legally Compliant', delaying adoption of the document |
| Who measures? | Chief Executive and Infrastructure Programme Manager |
| Who acts on the data? | Forward Planning team |
| What will be done | <ol style="list-style-type: none"> 1. Hold consultation exhibition 2. Publish press release 3. Produce and distribute posters 4. Circulate consultation materials to Local Plan database 5. Produce questionnaire |
| Feedback | |
| Notes | |

| Name | Transport Strategy for East Cambridgeshire Public Consultation |
|------------------------------|---|
| Owner | Infrastructure and Projects Officer |
| Co owners | Infrastructure Programme Manager |
| Purpose | To obtain feedback on the proposals within the Transport Strategy for East Cambridgeshire |
| Links | ECDC Draft Local Plan, ECDC Infrastructure Plan, Ely Market Town Transport Strategy, Local Transport Plan 3 |
| Formula | Attend meetings to discuss the progress |
| Source of Data | Questionnaire feedback, feedback from stakeholder events |
| Frequency | As required by Cambridgeshire County Council |
| Target | |
| Rewards/Penalties | An agreed Transport Plan for the District |
| Who measures? | Chief Executive and Infrastructure Programme Manager |
| Who acts on the data? | CCC |
| What will be done | <ol style="list-style-type: none"> 1. Attend meetings 2. Agree feedback on consultation 3. Agree method for endorsing Transport Strategy for East Cambridgeshire |
| Feedback | |
| Notes | |

| Name | Website Information |
|------------------------------|--|
| Owner | Infrastructure Programme Manger |
| Co owners | Infrastructure Team |
| Purpose | <p>To provide information on bus passes, car parking, and other transport and road related schemes</p> <p>To educate and inform the wider community of the procedures and obligations for developers to pay S106 contributions, and advise Parish Councils and the local community regarding expenditure of such contributions</p> <p>To provide easily accessible information on the Community Infrastructure Levy</p> <p>To provide easily accessible information on the progress of the North Ely Development</p> |
| Links | TSEC, CFT, NPPF, ECDC Adopted Core Strategy, ECDC Draft Local Plan, Town and Country Planning Act 1990 (as amended), Growth and Infrastructure Act 2013, and any other relevant planning policy/statute. |
| Formula | To ensure the information is up to date and accurate |
| Source of Data | <p>Cambridgeshire County Council, ECDC Town Centres Team, other service providers</p> <p>Various policies and statutes</p> |
| Frequency | Monitor monthly – update as required |
| Target | 100% |
| Rewards/Penalties | <p>Having information on-line will reduce the number of telephone enquiries, freeing up officer time and reduce need for printed information.</p> <p>By making as much information as possible available to developers, the requirement for S106 contributions is known in advance of planning permission being sought, and allows developers to plan for this in their financial forecasting and cash flow predictions</p> |
| Who measures? | Chief Executive and Infrastructure Programme Manager |
| Who acts on the data? | Infrastructure Team |
| What will be done | 1. Webpage will be reviewed monthly and updated as necessary |
| Feedback | |
| Notes | |

| Name | Agents Forum |
|------------------------------|---|
| Owner | Infrastructure Programme Manager |
| Co owners | Economic Development Support Officer |
| Purpose | To inform the agents and developers who work and build in East Cambridgeshire of changes or upcoming changes to Planning/Housing/Forward Planning and to establish any issues that Agents and Developers are experiencing |
| Links | NPPF, ECDC Adopted Core Strategy, ECDC Draft Local Plan, Community Infrastructure Levy Regulations 2010 (as amended), Town and Country Planning Act 1990 (as amended), Growth and Infrastructure Act 2013, and any other relevant planning policy/statute. |
| Formula | Host and present at each Agents Forum |
| Source of Data | Various policies and statutes |
| Frequency | Half yearly (April and October) |
| Target | 100% |
| Rewards/Penalties | Reward- Agents and developers are more informed as to the changes at national and local level |
| Who measures? | Chief Executive and Infrastructure Programme Manager |
| Who acts on the data? | Infrastructure Programme Manager, Development Services Office Supervisor, Principal Development Management Officer, Economic Development Support Officer and Principal Forward Planning Officer |
| What will be done | <ol style="list-style-type: none"> 1. Two forums will be held each year 2. Organise the forum 3. Maintain an action plan 4. Set the Agenda for each forum 5. Vice-Chair the forum 6. Present CIL update at each forum |
| Feedback | |
| Notes | |

| | |
|------------------------------|---|
| Name | Growth Delivery Newsletter |
| Owner | Economic Development Support Officer |
| Co owners | |
| Purpose | To educate and inform the wider community on forthcoming plans in the District, and other items of interest, and any 'feel good' projects to promote the work of the District Council |
| Links | Planning Team, Cambridgeshire County Council, Building Control and various other departments |
| Formula | To liaise with the Communications and Media Manager and the Web Team and Reprographics Department to produce a 4 page A4 flyer which can be distributed by email to the existing database of interested persons, and hard copies which can be distributed via the library and reception |
| Source of Data | Various teams across the District Council with projects coming up |
| Frequency | Annually |
| Target | 100% |
| Rewards/Penalties | Better communication with the local community and stakeholders |
| Who measures? | Chief Executive and Infrastructure Programme manager |
| Who acts on the data? | Infrastructure Programme Manager, Economic Development Support Officer and Economic Development Manager |
| What will be done | <ol style="list-style-type: none"> 1. A4 leaflet to be produced 2. Distribution to local community and stakeholders by email 3. Put on website 4. Leaflets distributed to community venues – eg library, reception, City Council offices |
| Feedback | |
| Notes | |

| | |
|------------------------------|--|
| Name | Parish Council Liaison Programme |
| Owner | Infrastructure Programme Manager |
| Co owners | |
| Purpose | To educate and provide guidance to Local Councils on the Community Infrastructure Levy and the Meaningful Proportion |
| Links | NPPF, ECDC Adopted Core Strategy, ECDC Draft Local Plan, Community Infrastructure Levy Regulations 2010 (as amended), Town and Country Planning Act 1990 (as amended), Growth and Infrastructure Act 2013, and any other relevant planning policy/statute. |
| Formula | Attend meetings to explain the Regulations |
| Source of Data | Various policies and statutes |
| Frequency | As invited |
| Target | 16 |
| Rewards/Penalties | Parish Councils are able to understand their legal obligations and thus reduces the risk of them breaching the Regulations |
| Who measures? | Chief Executive and Infrastructure Programme Manager |
| Who acts on the data? | Infrastructure Programme Manager and Parish Councils |
| What will be done | <ol style="list-style-type: none"> 1. Attend Parish Council meetings 2. Respond to Parish Council queries |
| Feedback | |
| Notes | |

| Name | Consultation on CIL Regulation 123 List and CIL Annual Delivery Plan |
|------------------------------|---|
| Owner | Infrastructure Programme Manager |
| Co owners | Infrastructure and Projects Officer |
| Purpose | To consult on the CIL Regulation 123 list and CIL Annual Delivery Plan which sets out what infrastructure may benefit from CIL funding and how the funding may be allocated |
| Links | NPPF, ECDC Adopted Core Strategy, ECDC Draft Local Plan, Community Infrastructure Levy Regulations 2010 (as amended), Town and Country Planning Act 1990 (as amended), Growth and Infrastructure Act 2013, and any other relevant planning policy/statute. |
| Formula | Consult with Local Parish Councils and key stakeholders |
| Source of Data | Various policies and statutes |
| Frequency | Annually |
| Target | 100% |
| Rewards/Penalties | Provides an infrastructure schedule that has been agreed by the local community and stakeholders, enables the Council to comply with their duties under the NPPG and provides transparency as to how CIL funds are allocated |
| Who measures? | Chief Executive and Infrastructure Programme Manager |
| Who acts on the data? | Infrastructure Programme Manager, Leadership Team, Full Council and key stakeholders |
| What will be done | <ol style="list-style-type: none"> 1. Consult Parish Councils 2. Consult key stakeholders 3. Analyse consultation 4. Prepare reports for Leadership 5. Prepare reports for Full Council 6. Present recommendations to Leadership and Full Council |
| Feedback | |
| Notes | |

| | |
|------------------------------|---|
| Name | Cambridgeshire Business Park Meetings |
| Owner | Economic Development Support Officer |
| Co owners | |
| Purpose | To provide support to the Economic Development Team at Business Park Meetings |
| Links | |
| Formula | Organise and attend meetings to take the minutes |
| Source of Data | Economic Development Team and Planning Team |
| Frequency | Quarterly |
| Target | |
| Rewards/Penalties | Assists the Economic Development Team in promoting the District Council to the business community |
| Who measures? | Chief Executive and Infrastructure Programme manager |
| Who acts on the data? | Economic Development Support Officer and Economic Development Manager |
| What will be done | <ol style="list-style-type: none"> 1. Organise venues 2. Send out invitations 3. Prepare agendas 4. Take minutes and distribute 5. Monitor the action plan |
| Feedback | |
| Notes | |

| | |
|------------------------------|--|
| Name | Advise on Developer Contributions Supplementary Planning Document Review |
| Owner | Infrastructure and Projects Officer |
| Co owners | Economic Development Support Officer |
| Purpose | To input the comments of the Infrastructure Team into the review process |
| Links | Developer Contributions SPD, NPPF, ECDC Adopted Core Strategy, ECDC Draft Local Plan, Community Infrastructure Levy Regulations 2010 (as amended), Town and Country Planning Act 1990 (as amended), Growth and Infrastructure Act 2013, and any other relevant planning policy/Statute |
| Formula | Attend meeting to represent the Infrastructure Team and feed in comments as appropriate |
| Source of Data | Various policies and statutes |
| Frequency | As necessary |
| Target | A fit for purpose Developer Contributions SPD |
| Rewards/Penalties | As the team managing the collection and advising on allocations it is imperative that the Developer Contributions SPD allows us to do this effectively and efficiently |
| Who measures? | Chief Executive and Infrastructure Programme manager |
| Who acts on the data? | Forward Planning Team |
| What will be done | <ol style="list-style-type: none"> 1. Attend meetings 2. Feed comments into process 3. Review draft document and make suggestions for amendments as necessary |
| Feedback | |
| Notes | |

| | |
|------------------------------|--|
| Name | Training CIL and S106 |
| Owner | Infrastructure Programme Manager |
| Co owners | Economic Development Support Officer |
| Purpose | To ensure staff are well informed and up to date with the procedures for monitoring S106 agreements, and collection of contributions. Awareness of any changes in the law. To ensure correct information given to solicitors enquiries regarding payment, and pos issues |
| Links | NPPF, ECDC Adopted Core Strategy, ECDC Draft Local Plan, Community Infrastructure Levy Regulations 2010 (as amended), Town and Country Planning Act 1990 (as amended), Growth and Infrastructure Act 2013, and any other relevant planning policy/statute |
| Formula | To attend any training available, and learning on the job on a daily basis |
| Source of Data | Infrastructure Programme Manager, Planning Team, Enforcement, S106 and CIL databases |
| Frequency | Ongoing |
| Target | |
| Rewards/Penalties | Good public relations, timely advice to developers, agents and solicitors |
| Who measures? | Chief Executive and Infrastructure Programme Manager |
| Who acts on the data? | Infrastructure Programme Manager and Economic Development Support Officer |
| What will be done | <ol style="list-style-type: none"> 1. Attend training sessions as they become available 2. Share knowledge and experience with the relevant Officers |
| Feedback | |
| Notes | |

| Name | Appraisals Completed Annually and On Time |
|------------------------------|--|
| Owner | Infrastructure Programme Manager |
| Co owners | Infrastructure Team |
| Purpose | To ensure that all staff appraisals are completed annually and within the time frame set by HR |
| Links | HR Policy and Procedure |
| Formula | To arrange and complete all staff appraisals within time frame set by HR ensuring that all staff have enough time to complete their comments and for Infrastructure Programme Manager to complete appraisal and agree with staff member before signing. Identify training needs. Opportunity to discuss what has gone well and what needs improving and aspirations for the future |
| Source of Data | HR, Infrastructure Programme Manager and Staff Member |
| Frequency | Yearly |
| Target | 100% |
| Rewards/Penalties | Staff will be unaware of their progress throughout the year, would not know what areas to improve upon therefore not providing the best service possible to the community. Effect on staff morale |
| Who measures? | Infrastructure Programme Manager and HR |
| Who acts on the data? | Chief Executive and Infrastructure Programme Manager |
| What will be done | <ol style="list-style-type: none"> 1. Time frame set by HR 2. Infrastructure Programme Manager to book appraisals with Staff Member 3. Infrastructure Programme Manager to issue staff with paperwork to complete (giving enough time to do so) 4. Staff Member to complete appraisee's comments and return to the Infrastructure Programme Manager 5. Appraisal conducted by Infrastructure Programme Manager and Infrastructure Programme Manager comments to be added to paperwork |
| Feedback | |
| Notes | |

| Name | Service Awareness Briefings for Service Delivery Champion |
|------------------------------|--|
| Owner | Infrastructure Programme Manager |
| Co owners | Infrastructure Programme Manager |
| Purpose | To update Service Delivery Champion with progress within the Infrastructure Team, how the service is being operated and budgetary updates. Service Delivery Champion to act as critical friend |
| Links | NPPF, ECDC Adopted Core Strategy, ECDC Draft Local Plan, Community Infrastructure Levy Regulations 2010 (as amended), Town and Country Planning Act 1990 (as amended), Growth and Infrastructure Act 2013, Corporate Priorities and any other relevant planning policy/statute |
| Formula | To include Service Delivery Champion in all aspects of the running of the Infrastructure Team to promote transparency and good partnership working. Members will be able to understand the everyday running of the team and will be able to offer assistance where required |
| Source of Data | Regular feedback from Members and the Chief Executive |
| Frequency | As required |
| Target | 100% |
| Rewards/Penalties | Members need to have an awareness of the service in order for it to move forward. They will act as a critical friend to the service and their role is to understand the work of the Infrastructure Team and report to the Council on their activities and respond to questions and enquiries |
| Who measures? | Chief Executive and Infrastructure Programme Manager |
| Who acts on the data? | Infrastructure Team |
| What will be done | <ol style="list-style-type: none"> 1. Engage with Member Champion 2. Invite Members to shadow the team if they wish 3. Invite Members to attend Infrastructure Team meetings 4. Include Members in the distribution of Section 106 and CIL income and projection reports |
| Feedback | |
| Notes | |