








Commitments towards our Vision


Service Delivery Plan- Infrastructure and Strategic Housing Service



East Cambridgeshire
District Council

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	Status (at 6 month stage)	Outcome or output (at 6 month stage)
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	Making East Cambridgeshire an even better place to live	100% compliant Monitor development for compliance with requirement of either CIL or S106 and ensure collection of financial contribution and monitoring of public open space transfers.	100%	Developer Contributions Officer- Angela Clarke CIL Officer-Zara Murfitt		98.2% 1 payment outstanding.
	Appropriate developments with better infrastructure and improving Planning Service	6 monthly Produce CIL and S106 projections to enable the Council to plan for infrastructure delivery and report to Resources and Finance Committee.	6 monthly reports produced	Director, Commercial-Emma Grima		6 monthly projections provided and reported to Resources and Finance Committee.
		Evaluate 100% of project proposals submitted. Lead S106 Project Group to provide information on S106 income and projected income to enable the Council to utilise S106 contributions to reduce expenditure from the base budget.	100% of requests for assistance met.	Infrastructure and Strategy Manager- Sally Bonnett CIL Officer-Zara Murfitt		No project proposal submitted to date.
		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.	Director, Commercial-Emma Grima		100% of requests (2) met.
		Quarterly reports produced and sent to Council Members - outlining progress of Ely southern bypass, the district leisure facility, the cinema, North Ely, Littleport station, Ely and Littleport station car park expansion and A14 improvements	Quarterly reports produced and distributed to Council Members.	Infrastructure and Strategy Manager- Sally Bonnett		Quarterly updates sent.
Facilitate delivery of a wide range of infrastructure and housing	Appropriate developments with better infrastructure and improving Planning Service Making it easier to get around the District and do business	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.	Register reviewed quarterly.	Infrastructure and Strategy Manager- Sally Bonnett		Register has been reviewed quarterly.

North Ely – facilitate the delivery of a sustainable community in line with the vision set out in the draft Supplementary Planning Document	Appropriate developments with better infrastructure and improving Planning Service	<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>	<p>Work with partners to develop appropriate schemes for infrastructure and services to North Ely</p> <p>Community Facilities Study</p> <p>Work with the applicants to ensure that infrastructure delivery is co-ordinated and in accordance with the outline applications</p>	Infrastructure and Strategy Manager- Sally Bonnett		The Planning Service is 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 will be given as required.
Communicate with the relevant stakeholders through consultation events, forums and update sessions	A customer driven efficient Council with a “can do” attitude and pro business approach and commercially focused to ensure financial self sufficiency for the taxpayer	<p>2 growth delivery newsletters</p> <p>Produce 2 growth delivery newsletters 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</p>	2 newsletters produced	Developer Contributions Officer- Angela Clarke		2 newsletters produced.
		<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>	3 Parish Councils visited	Director, Commercial- Emma Grima		No visits requested by Parish Councils to date.
		<p>Consult local parish councils and key stakeholders on the CIL Regulations 123 list (R123 List) and CIL Governance Plan which sets out what infrastructure may benefit from CIL funding and how the funding may be allocated.</p>	No changes have been made to the R123 list in the past 6 months so no consultation has been necessary.	Infrastructure and Strategy Manager- Sally Bonnett CIL Officer-Zara Murfitt		No changes have been made to the R123 list in the past 6 months so no consultation has been necessary.
		<p>4 forums</p> <p>Continue the CIL education programme and agents’ forums to educate developers/agents and self build applicants about the CIL process</p>	4 forums held	Developer Contributions Officer- Angela Clarke		2 held to date.
		<p>1 workshop</p> <p>Hold an annual CIL/R123 List workshop held to give details of the process for applying for CIL funding to parish councils and other interested parties</p>	1 workshop held	Infrastructure and Strategy Manager- Sally Bonnett CIL Officer-Zara Murfitt		Presentation given at Parish Forum.
		<p>Monthly</p> <p>Review all existing service web pages to ensure that only up to date accurate and relevant information is live on the Councils website</p>	Monthly reviews undertaken	CIL Officer-Zara Murfitt		Reviews undertaken and web pages updated where necessary.

<p>Continue to develop highly trained staff to support service delivery and enable the Infrastructure and Strategic Housing Service Delivery Champion to drive forward our Corporate Priorities</p>	<p>Appropriate developments with better infrastructure and improving Planning Service</p>	<p>2 events</p> <p>Attend CIL and S106 training when available to ensure staff are well informed and up to date with the procedures and required legislation</p>	<p>1 event attended</p>	<p>Infrastructure and Strategy Manager- Sally Bonnett</p>		<p>1 training event attended to date.</p>
<p>Ensure that the Council's corporate risks are managed effectively and mitigations are put in place to reduce impact.</p>		<p>To regularly review risks associated with Infrastructure and Strategic Housing , including:</p> <p>Monitoring CIL and S106 income</p>	<p>New target</p>	<p>Infrastructure and Strategy Manager- Sally Bonnett</p>		<p>New target.</p>

Name of Service Delivery Champion: Councillor Ian Bovingdon

Comments I would like to congratulate Sally and her team for the excellent work they are doing and in meeting/exceeding the Service delivery plan shown above. There are a number of important and exciting projects being delivered as a result and all parties are seeing the well managed use of CIL payments coming through....Keep up the good work.