

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

## **2017/2018**

### **Overview of the service**

The Infrastructure and Strategic Housing Service 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 Service 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 Service 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. 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 Service assist, wherever possible, the relevant stakeholder will 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. The Service is involved in many of the transport and infrastructure projects identified in the Corporate Priorities.

The Infrastructure and Strategic Housing Service 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 the Strategic Housing Enabler is to plan and facilitate the delivery of new affordable housing across the district. This is done at a strategic level by developing strategies and policies, contributing to the Councils Local Plan and the strategic housing market assessment of the local area, and securing investment into East Cambridgeshire housing market.

The role also 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 CLT Advisor assists local people to establish Community Land Trusts (CLTs) by supporting them through the process, providing advice and guidance as necessary. The role also involves marketing CLTs

to encourage take up across the District and managing the Council's CLT Grant Scheme.

**Cost of service**

**£241,685.00**

**Staffing information**

The Infrastructure and Strategic Housing Service comprises 1 full time Infrastructure and Strategy Manager, 1 full time Strategic Housing Enabler (1 year, fixed term), 1 part time Developer Contributions Officer (28 hours), 1 part time CIL Officer (22 hours) and 1 part time CLT Advisor (25 hours – 3 year secondment).

**Forward planning for Councillors**

<b>Proposed date of decision</b>	<b>Item</b>	<b>Service Area</b>	<b>Service Delivery Champion</b>	<b>Committee</b>
As required	CIL Regulation 123 List Amendments	Infrastructure and Strategic Housing	Cllr Bovingdon	Full Council
As required	CIL Funding Allocations	Infrastructure and Strategic Housing	Cllr Bovingdon	Corporate Governance and Finance Committee



# 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
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	100%	Developer Contributions Officer- Angela Clarke
		Monitor development for compliance with requirement of either CIL or S106 and ensure collection of financial contribution and monitoring of public open space transfers.		CIL Officer-Zara Murfitt
	6 monthly	6 monthly reports produced	Director, Commercial- Emma Grima	
	Produce CIL and S106 projections to enable the Council to plan for infrastructure delivery and report to Corporate governance and Finance Committee			
Appropriate developments with better infrastructure and improving Planning Service	Evaluate 100% of project proposals submitted.	100% of requests for assistance met.	Infrastructure and Strategy Manager- Sally Bonnett	
	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.	CIL Officer-Zara Murfitt		
	100% of requests for assistance to be met.	100% of requests for assistance met.	Director, Commercial- Emma Grima	
	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.			
Support the delivery of Community Land Trusts	Genuinely affordable housing by local people for local people.	Presentation/taster sessions to be given to 5 Parish Councils/community groups Marketing materials updated One CLT event held	Presentation/taster sessions given to 10 Parish Councils/community groups Marketing materials produced and updated: <ul style="list-style-type: none"> <li>• Webpage on ECDC website</li> <li>• Information made available via Facebook and Twitter</li> <li>• Leaflets and posters and other promotional materials to be produced</li> </ul>	CLT Advisor – Debbie Wildridge

			One CLT event held.	
Facilitate delivery of a wide range of infrastructure and housing	Making East Cambridgeshire an even better place to live	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
	Appropriate developments with better infrastructure and improving Planning Service	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
	Making it easier to get around the District and do business	100% of requests for assistance to be met. Provide an ongoing affordable housing S106 service to the planning team, negotiating and securing affordable housing on private developments in line with strategic requirements and planning policy through S106 agreements, Community land trust, rural exception sites and other means of provision where appropriate.	100% of requests for assistance met	Strategic Housing Enabler – Caroline Hannon
		Provide an efficient financial review service to land owners and developers.	100% of requests for assistance met	Strategic Housing Enabler – Caroline Hannon
		By March 2018 Update the Strategic Housing Market assessment document.	By March 2017 Update the Strategic Housing Market assessment document	Strategic Housing Enabler – Caroline Hannon
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	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 <i>planning</i> applications	Work with partners to develop appropriate schemes for infrastructure and services to North Ely Community Facilities Study Work with the applicants to ensure that infrastructure delivery is co-ordinated and in accordance with the outline applications	Infrastructure and Strategy Manager- Sally Bonnett
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	2 growth delivery newsletters 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	2 newsletters produced	Developer Contributions Officer- Angela Clarke
		Visits as requested by Parish Councils Continue the parish council liaison programme to educate and provide guidance to local councils on the community infrastructure levy and the meaningful proportion	3 Parish Councils visited	Director, Commercial- Emma Grima

		March 2017 Consult local parish councils and key stakeholders on the CIL Regulations 123 list and CIL Governance Plan which sets out what infrastructure may benefit from CIL funding and how the funding may be allocated	No changes have been made to the Regulation 123 list in the past 6 months so no consultation has been necessary.	Infrastructure and Strategy Manager- Sally Bonnett  CIL Officer-Zara Murfitt
		4 forums Continue the CIL education programme and agents' forums to educate developers/agents and self build applicants about the CIL process	4 forums held	Developer Contributions Officer- Angela Clarke
		1 workshop 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	1 workshop held	Infrastructure and Strategy Manager- Sally Bonnett  CIL Officer-Zara Murfitt
		Monthly Review all existing service web pages to ensure that only up to date accurate and relevant information is live on the Councils website	Monthly reviews undertaken	CIL Officer-Zara Murfitt
		2 events Attend CIL and S106 training when available to ensure staff are well informed and up to date with the procedures and required legislation	1 event attended	Infrastructure and Strategy Manager- Sally Bonnett
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	Appropriate developments with better infrastructure and improving Planning Service	100% Ensure that all staff appraisals are completed annually and within the time frame set by HR	100%	Infrastructure and Strategy Manager- Sally Bonnett
		4 briefings Update Service Delivery Champion with progress within the Infrastructure and Strategic Housing team, how the service is being operated and budgetary updates	4 briefings	Infrastructure and Strategy Manager- Sally Bonnett