

End of year performance update report**Infrastructure and Strategic Housing Service Delivery Plan - 2016/2017**

Performance Measure - CIL & S106 - monitor development to ensure timely collection of developer contributions and maximise developer contributions, both available and projected, to assist the Council to meet its Corporate Priorities.	Baseline from 2015/2016 (if applicable)	Target 2016/2017	End of year report
Monitor development for compliance with requirement of either CIL or S106 and ensure collection of financial contributions and monitoring of public open space transfers.	100%	100%	100%
Produce CIL and S106 Projections to enable the Council to plan for infrastructure delivery.	6 monthly	6 monthly	6 monthly projections provided and reported to Corporate governance and Finance Committee.
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.	n/a	Evaluate 100% of project proposals submitted	2 project proposals submitted and evaluated. One for Ely Country Park Pathway improvements, the other for an off road cycle/footpath from West Fen Road to Downham Road.
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.	No requests made this year.	No requests were made this year.

Support the delivery of Community Land Trusts	Baseline from 2015/2016 (if applicable)	Target 2016/2017	End of year report
Marketing campaign to promote CLT's to enable community development of affordable housing and other community assets.	Presentation/ taster sessions given to 11 Parish Councils/community groups	Presentation/taster sessions given to 10 Parish Councils/community groups	<p>In depth work with Haddenham, Stretham, Fordham, Kennett and Swaffham Bulbeck – all of which held public meetings.</p> <p>Public exhibition for a week at school at The Shade for Soham CLT development.</p> <p>Attended Parish Council Conference</p>

	<p>Marketing materials produced:</p> <ul style="list-style-type: none"> • Webpage on ECDC website • Information made available via Facebook and Twitter • Leaflets and posters and other promotional materials to be produced <p>One CLT event held.</p>	<p>Marketing materials produced and updated:</p> <ul style="list-style-type: none"> • Webpage on ECDC website • Information made available via Facebook and Twitter • Leaflets and posters and other promotional materials to be produced <p>One CLT event held.</p>	<p>run by Cambs Acre as a speaker (many PCs from East Cambs in audience).</p> <p>Started consultation for 2 new CLTs – VIVA and Swaffham Bulbeck which are now in process of being set up.</p> <p>Marketing material has been updated on the website, Face Book and twitter and leaflets produced.</p> <p>Stretham CLT had an Open Day 8th October</p>
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Performance Measure - Facilitate delivery of a wide range of infrastructure and housing	Baseline from 2015/2016 (if applicable)	Target 2016/2017	End of year report
Provide quarterly reports outlining progress of Ely Southern Bypass, the District Leisure Facility, the cinema, North Ely, Littleport Schools, Soham Railway Station, Ely and Littleport Station Car Park expansion and A14 Improvements.	Quarterly reports.	Quarterly reports.	Quarterly reports produced and sent to Members.
Produce strategy for delivering the infrastructure identified in the Local Plan	Postponed	March 2017	Awaiting final version on Local Plan to produce final list of infrastructure to inform the strategy.
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%	100% of requests for assistance met	100% of requests for assistance met Assistance was given with 38 sites in the District this year.
Provide an efficient financial review service to land owners and developers	100%	100% of requests for assistance met	100% of requests for assistance met 3 requests were made this year.

Update the Strategic Housing Market assessment document	By March 2016	By March 2017	The East Cambridgeshire Objectively Assessed Housing Need October 2016 report has been produced which provides an updated objectively assessed need (OAN) for housing in East Cambridgeshire for the period 2014 to 2036.
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Performance Measure - North Ely – facilitate the delivery of a sustainable community in line with the vision set out in the draft Supplementary Planning Document	Baseline from 2015/2016 (if applicable)	Target 2016/2017	End of year report
Provide support to Development Management to ensure the successful delivery of North Ely through the planning process.	Strategic planning conditions. Pre-application advice on Reserved Matters for initial phases Provide case officer support for all North Ely applications.	Strategic planning conditions. Pre-application advice on Reserved Matters for initial phases Provide case officer support for all North Ely applications.	The Planning Service is working with the applicant on the discharge of planning conditions and determining the Reserved Matters application. This will be ongoing and feed into the other North Ely work areas.
Manage key projects relating to the delivery of North Ely.	Project management of Urban Design and Landscaping Guide projects.	Project management of Urban Design and Landscaping Guide projects.	
Work with partners to develop appropriate schemes for infrastructure and services for North Ely.	Community Facilities Study. Comment on County matters applications relating to the primary school. Resolve Covenant issue in relation to land owned by ECDC at Cam Drive. Work with the applicants to ensure that infrastructure delivery is co-ordinated and in accordance with the outline applications.	Community facilities Study. Work with the applications to ensure that infrastructure delivery is co-ordinated and in accordance with the outline applications.	
(If there are outcomes with a 10% variance either positively or negatively then these are written in this section by the Service Delivery Lead) Notes:-			

Performance Measure - communicate with the relevant stakeholders through consultation events, forums and update sessions	Baseline from 2015/2016 (if applicable)	Target 2016/2017	End of year report
Work with CCC to produce an agreed Transport Strategy for East Cambridgeshire.	N/A	March 2017	Document adopted by Cambridgeshire County Council in December 2016.
Produce the Growth Delivery Newsletter 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	2	1 newsletter produced in June 2016. The next issue is scheduled for March 2017.
Continue the Parish Council Liaison Programme to educate and provide guidance to Local Councils on the Community Infrastructure Levy and the Meaningful Proportion.	4 Parish Councils to be visited.	5 Parish Councils to be visited.	3 Parish Councils visited*
Consult Local Parish Councils and key stakeholders on the CIL Regulation 123 list and CIL Governance Plan which sets out what infrastructure may benefit from CIL funding and how the funding may be allocated.	March 2016	March 2017	No changes have been made to the Regulation 123 list in the past 6 months so no consultation has been necessary.
Continue the CIL Education Programme and Agent's Forums to educate developers/agents and self build applicants about the CIL process.	4	4	3 Agent's Forums have been held, the next one is being held in March 2017. Seven 1:1 meetings with developers/self builders have been held.
<p>(If there are outcomes with a 10% variance either positively or negatively then these are written in this section by the Service Delivery Lead)</p> <p>Notes:-</p> <p>* Only 3 requests to attend Parish Council meetings were received this year. Most Parish Councils are now familiar with CIL and the regulations.</p>			

Performance Measure - 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	Baseline from 2015/2016 (if applicable)	Target 2016/2017	End of year report
Attend CIL and S106 Training when available, to ensure staff are well informed and up to date with the procedures and required legislation	2 events	2 events	Only 1 attended due to lack of availability of events.
Ensure that all staff appraisals are completed annually and within the time frame set by HR	100%	100%	100%
Update Service Delivery Champion with Progress within the Infrastructure and Strategic Housing Team, how the service is being operated and budgetary updates.	4	4	4
Review all existing service web pages to ensure that only up to date, accurate and relevant information is live on the Council's website.	N/A	November	All the service's web pages have been reviewed and improved. The team continues to monitor the web pages monthly.
(If there are outcomes with a 10% variance either positively or negatively then these are written in this section by the Service Delivery Lead) Notes:-			