

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	

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	

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	

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	

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	

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	

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	

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	

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	

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	

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	