

# Commitments towards our Vision







Infrastructure and Strategic Housing Service- End of year report 2018-2019








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 (End of year outputs)	Outcome or output (End of year outputs)
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	96%	Developer Contributions Officer- Angela Clarke		100%
		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 Holland		
	Appropriate developments with better infrastructure and improving Planning Service	6 monthly	6 monthly income figures provided and reported to Resources and Finance Committee.	Director, Commercial-Emma Grima		6 monthly income figures provided and reported to Resources and Finance Committee.
	Produce CIL and S106 projections to enable the Council to plan for infrastructure delivery and report to Resources and Finance Committee.					
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.	No project proposal submitted to date.	No project proposal submitted to date.	Infrastructure and Strategy Manager- Sally Bonnett		No project proposal submitted to date.
		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 Holland		
Support the delivery of Community Land Trusts	Genuinely affordable housing by local people for local people.	100% of requests for assistance to be met.	100% of requests for assistance met.	Director, Commercial-Emma Grima		100% of requests met (3 in total).
		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.				
		Presentation/taster sessions to be given to 5 Parish Councils/community groups	Presentation/taster sessions to be given to 5 Parish Councils/community groups	CLT Advisor – Debbie Wildridge		4 meetings held, plus CLT East had an exhibition stand at the Parish Forum held in January 2019.
		Marketing materials updated	Marketing materials updated			Visits also arranged for visitor from Australia, the National CLT Network a representative from the Northern Ireland Government to visit Manor Farm, Stretham.
		One CLT event held	One CLT event held			Marketing materials updated

						CLT East Staff also spoke at several events including the Community-led Housing Event at the Maltings and the Open Eco Homes event on Cohousing and Community Land Trusts.
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 updates sent	Infrastructure and Strategy Manager- Sally Bonnett	↔	Quarterly reports produced and distributed to Council Members.
	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 has been reviewed quarterly.  Details of all planning applications received by the Council that including self-build plots have been sent to those on the Register.	Infrastructure and Strategy Manager- Sally Bonnett	↔	Details of all planning applications received by the Council that including self-build plots have been sent to those on the Register.
	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/Kim Langley	↔	100% of requests met (50 in total).
		Provide an efficient financial review service to land owners and developers.	100% of requests for assistance met	Strategic Housing Enabler – Caroline Hannon/Kim Langley	↔	No requests received to date.
		By March 2018  Update the Strategic Housing Market assessment document.	The East Cambridgeshire Objectively Assessed Housing Need October 2016 report provides an updated objectively assessed need (OAN) for housing in East Cambridgeshire for the period 2014 to 2036.  SHMA team continues to	Strategic Housing Enabler – Caroline Hannon/Kim Langley	↔	The East Cambridgeshire Objectively Assessed Housing Need October 2016 report provides an updated objectively assessed need (OAN) for housing in East Cambridgeshire for the period 2014 to 2036.

			keep all of the datasets up to date so that the data is continuously up to date but they haven't produced a specific report.			SHMA team continues to keep all of the datasets up to date so that the data is continuously up to date but they haven't produced a specific report.	
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 planning 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		The Planning Service has been 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 has been 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	2 growth delivery newsletters	2 newsletters produced	Developer Contributions Officer- Angela Clarke		2 newsletters produced.	
		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					
		Visits as requested by Parish Councils	3 Parish Councils visited	Director, Commercial- Emma Grima		3 Parish Councils visited.  Plus guidance has been given to others via telephone/e.mail.	
		Continue the parish council liaison programme to educate and provide guidance to local councils on the community infrastructure levy and the meaningful proportion					
		March 2018	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 Holland		Consultation held and 6 new projects added to R123 List during 2018/19	
4 forums	4 forums held	Developer Contributions Officer- Angela Clarke		This performance measure has been transferred to the Planning Service			
1 workshop	1 workshop held	Infrastructure and Strategy Manager- Sally Bonnett		Presentation given at Parish Forum.			
		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		CIL Officer-Zara Holland		
		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 Holland		Reviews undertaken and web pages updated where necessary.
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	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		1 training event attended to date.
		100% Ensure that all staff appraisals are completed annually and within the time frame set by HR	100%	Infrastructure and Strategy Manager- Sally Bonnett		100% On schedule to be completed by the deadline.
		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		4 briefings
Ensure that the Council's corporate risks are managed effectively and mitigations are put in place to reduce impact.		To regularly review risks associated with Infrastructure and Strategic Housing, including: Monitoring CIL and S106 income	New target	Infrastructure and Strategy Manager- Sally Bonnett		Reviews undertaken quarterly. Income figures provided and reported to Resources and Finance Committee every 6 months.