



Infrastructure and Strategic Housing Service Delivery Plan 2024 to 2025

Overview of the service

The Infrastructure and Strategic Housing team is responsible for three key areas; developer contributions (CIL and Section 106) facilitating delivery of infrastructure to support growth and enabling the delivery of genuinely affordable housing, in particular helping local communities to develop Community Land Trusts.

Developer contributions

Section 106: the team 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 team is responsible for the administration of CIL once planning permission first permits the development, that is once a liability notice has been issued; determining applications for relief; collection of CIL contributions; enforcement of CIL; advising on CIL reviews and producing the CIL Infrastructure list. 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 team assist, wherever possible, the relevant stakeholder who will deliver such infrastructure. Such assistance extends to advising on developer contributions that could benefit the project, assistance with public consultations and leading on liaison with the relevant statutory body. The team is involved in many of the transport and infrastructure projects identified in the corporate priorities.

Strategic housing

The role of this element of the service 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 Council assists local people to establish Community Land Trusts (CLTs) by providing advice and guidance as necessary. This also involves marketing CLTs to encourage take up across the district and managing the Council's CLT Grant Scheme.

Cost of service

£197,532.

Staffing Information

The Infrastructure and Strategic Housing team comprises one full time Community Infrastructure Manager, one part time Strategic Housing Enabler, one part time CIL Officer (30 hours) and one part time Community Led Development Adviser.

Forward planning for Councillors

Proposed item	Proposed date of decision	Committee
CIL Infrastructure List Amendments	As required	Full Council
CIL Funding Allocations	As required	Finance and Assets Committee
CLT Grant Applications	As required	Finance and Assets Committee
Infrastructure Funding Statement	November 2024	Finance and Assets Committee
Half year report 2024 to 2025	November 2024	Finance and Assets
End of year report 2024 to 2025	March 2025	Finance and Assets
Service Delivery Plan 2025 to 2026	March 2025	Finance and Assets

Infrastructure and Strategic Housing Service Delivery Plan 2024 to 2025

This Service Delivery Plan describes what Infrastructure and Strategic Housing will be doing to deliver continuous improvement (service objective). Each performance measure relates to the Council's strategic outcomes and Corporate Plan 2023 to 2027.

Council's Strategic Outcome: Maintain sound finances. Improve systems and practices.

Infrastructure and Strategic Housing's Strategic Objective: 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.

Link to Corporate Plan: Sound Financial Management.

Performance measure	Target and reporting timescale	Baseline/output from 2023 to 2024	Owner and co-owners
Monitor development for compliance with requirement of either CIL or S106 and ensure collection of financial and monitoring of public open space transfers. Produce the Infrastructure and Funding Statement annually which will be published by 31 December 2024	100% compliant. Reporting of all outstanding payments 6 monthly	13% CIL payments outstanding. No S106 payments outstanding. 2023 to 2024 Infrastructure Funding Statement published by 31 December 2024.	Community Infrastructure Manager CIL Officer

Council's Strategic Outcome: Safe, vibrant and inclusive communities. Community sustainability.

Infrastructure and Strategic Housing's Strategic Objective: Support the delivery of Community Land Trusts.

Link to Corporate Plan: Sustainable Communities

Performance measure	Target and reporting timescale	Baseline/output from 2023 to 2024	Owner and co-owners
Provide technical advice and support to new and existing Community Led Development projects across East Cambridgeshire; assess grant applications against the approved criteria as received	100% of requests for assistance to be met, annually	100% of requests for assistance met.	Community Led Development Adviser

Council's Strategic Outcome: Safe, vibrant and inclusive communities. Community sustainability.

Infrastructure and Strategic Housing's Strategic Objective: Facilitate delivery of a wide range of infrastructure and housing.

Link to Corporate Plan: Sustainable Communities

Performance measure	Target and reporting timescale	Baseline/output from 2023 to 2024	Owner and co-owners
Provide an ongoing affordable housing S106 service to the planning team, negotiating and securing affordable housing on developments in line with strategic requirements and planning policy through S106 agreements, community land trusts, rural exception sites and other means of provision where appropriate	Launch Eden Square £100k Homes Scheme summer 2024 100% of requests for assistance to be met, annually	100% of requests for assistance met.	Strategic Housing Enabler
Working with Sustrans to encourage active travel across the district. Provide Council Members with regular updates on reports.	Hold a Seminar to brief Members and Parish Councils about the 5 new feasibility reports produced by Sustrans by July 2024 Publish the 5 new feasibility reports on the Council's website by July 2024	New Target	Community Infrastructure Manager
Work with the Cambridgeshire County Council to produce their Transport Strategy for East Cambridgeshire	Provide advice and guidance to the CCC Transport Strategy & Funding Team to inform the development of a new Transport Strategy for East Cambridgeshire by March 2025	New Target	Community Infrastructure Manager

Council's Strategic Outcome: Customers are at the heart of everything we do.

Infrastructure and Strategic Housing's Strategic Objective: Communicate with stakeholders through consultation events, forums and update sessions.

Link to Corporate Plan: Sound Financial Management.

Performance measure	Target and reporting timescale	Baseline/output from 2023 to 2024	Owner and co-owners
<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> <p>Engage and support local parish councils and key stakeholders on the CIL Infrastructure List and CIL Governance Plan which sets out what infrastructure may benefit from CIL funding and how the funding may be allocated</p>	<p>Review the CIL guidance note for Parish and Town Councils and circulate to all Parishes by November 2024</p> <p>Attend 1 parish forum/event to provide information about CIL by March 2025</p>	<p>1 Parish Council visited, plus guidance has been given to others via telephone/email.</p> <p>£635,000 awarded to 2 projects:</p> <p>The Link Project (Stretham)</p> <p>Soham Village College 3G pitch project</p>	<p>Community Infrastructure Manager CIL Officer</p>
<p>Provide funding to Parish Councils to produce Parish Walks Leaflets to support healthy living and encourage residents to learn more about their area.</p>	<p>Launch scheme by May 2024, funding ends 31st March 2025</p>	<p>New Target</p>	<p>Community Infrastructure Manager</p>

Council's Strategic Outcome: Be an excellent employer.

Infrastructure and Strategic Housing's Strategic Objective: Ensure that the Council's corporate risks are managed effectively and mitigations are put in place to reduce impact.

Link to Corporate Plan: Sound Financial Management.

Performance measure	Target and reporting timescale	Baseline/output from 2023 to 2024	Owner and co-owners
<p>Regularly review risks associated with infrastructure and Strategic Housing including monitoring CIL and S106 income</p>	<p>Review monthly, Report 6 monthly</p>	<p>Infrastructure Funding Statement presented to Finance and Assets Committee in November 2023</p>	<p>Community Infrastructure Manager CIL Officer</p>

Council's Strategic Outcome: A clean, green and attractive place.

Infrastructure and Strategic Housing's Strategic Objective: Undertake activities which help to mitigate/adapt to climate change.

Link to Corporate Plan: Cleaner, greener East Cambridgeshire.

Performance measure	Target and reporting timescale	Baseline/output from 2023 – 2024	Owner and co-owners
Assist with the Local Area Energy Planning (LAEP) Project to facilitate energy system transformation and deliver Climate and Net Zero ambitions for East Cambridgeshire.	Attend monthly stakeholder meetings, expected contract start date April/May 2024	New Target	Community Infrastructure Manager
