

Appendix A

S106 MONITORING GROUP

Approved by V20/20 Group Remarkable Place – 03/07/2019

MISSION STATEMENT

To be responsible for the monitoring of the S106 agreements of the Council and to ensure that monies received are used for the correct purpose and spent by the critical expenditure date. To identify opportunities for the greater use of S106 agreements and identify where gaps in strategies/policies exist.

TERMS OF REFERENCE

1. The Group will operate as a sub-group of Vision 20/20 Remarkable Place Group (RPG).
2. The Group will be chaired by, and report to RPG, through the Planning Manager, delegated to the Heritage and Planning Enforcement Team Leader or other appropriate representative from the Group.
3. The membership of the Group will comprise of:
Heritage and Planning Enforcement Team Leader
Accountant – technical and exchequer
Community Services Manager
Leisure, Sport and City Services Manager
Team Leader – Recreation Services
Open Spaces Officer
Community Contracts Officer
Housing Strategy Officer
Property Services Manager
4. The Group will hold monitoring meetings approximately every 12 weeks, with additional meetings where necessary. Urgent items can be agreed by the Planning Manager where necessary.
5. To receive reports that monitor the income due from S106 agreements and identify the associated critical expenditure dates.
6. To advise on the detail contained within the S106 agreements in terms of the purpose and area for which the monies have been received.
7. That the group will monitor the development and progress of schemes against critical expenditure dates to ensure funds plus interest are not paid back to the developer, unless 8 below applies.
8. That the group report to RPG via chairman for a decision if the group believes there is not the capacity to deliver a scheme against an agreement and recommend that the funds be returned.

9. To receive project outlines from project managers for s106 funded and related projects. Advise on the purpose for which the monies have been received, the suitability of the project against any s106 requirements and the critical expenditure dates. Report to RPG with views of s106 Group.
10. To monitor and manage current and future interest accrued from S106 monies.
11. To consider and agree bids for use of these interest monies to assist the effective management of the s106 process, and the delivery of relevant S106 related projects* and project sustainability in terms of ongoing revenue implications. Report to RPG the views of the s106 Group. (Project Managers will be expected to identify where total package of funding will come from if not fully funded from s106 monies.)
12. To refer the minutes of the meetings of the Group to RPG for information.
13. To report to RPG and Performance Scrutiny Committee on an annual basis on the work of the Group over the year and with work plan for the forthcoming year.

* A S106 related project is defined as a scheme that delivers provision of or improvement to , local green infrastructure, strategic playing fields, affordable housing, highway infrastructure, health services, primary and secondary education services or other schemes/works that are in line with the requirements of an agreed s106 Agreement.