

**Pathway  
S106 Agreement Implementation Pathway**

<b>What</b>	<b>Action</b>	<b>Responsible Officer</b>	<b>Lead Officer</b>	<b>Key Date</b>	<b>Completed Date</b>	<b>Progress</b>
Formalise roles and responsibilities of all parties	To include toles and responsibilities of all parties in the s106 Planning Obligation Guidance.	Interim Director Planning & Building Control	Development Manager & S106 Monitoring Officer	31/03/2022		s106 Planning Obligation Guidance document is first at draft. Consultation currently programmed for March 2022.
Scoping work to prepare to update s106 planning obligation guidance for consultation	Scoping completed	Interim Director Planning & Building Control	Development Manager & S106 Monitoring Officer		31/12/2021	Completed
Update S106 planning obligation guidance based on Law, NPPF, emerging Local Plan and Neighbourhood Plans	Utilise PAS assistance (Rachel Perry Jones)	Interim Director Planning & Building Control	Development Manager & S106 Monitoring Officer	31/03/2022		s106 Planning Obligation Guidance document is first at draft. Consultation currently programmed for March 2022.
Publish Infrastructure Funding Statement on website		Interim Director Planning & Building Control	Development Manager & S106 Monitoring Officer		31/12/2021	Completed
Protocols with relevant parties setting out the s106 process, procedures, entitlements and obligations	To incorporate protocols in the s106 Planning Obligation guidance.	Interim Director Planning & Building Control	Development Manager & S106 Monitoring Officer	31/03/2022		Will emerge through S106 Planning Obligation guidance.
LPA to fulfil the role of mediator (negotiator) between competing claims on grounds of proportionality and affordability	Specific roles and responsibilities will be set out in the S106 Planning Obligation Guidance including the legal tests: Necessary to make the development acceptable in planning terms Directly related to the development Fairly and reasonably related in scale and kind to the development;	Interim Director Planning & Building Control	Development Manager	ongoing		

S106 to be a standard part of PPAs	Recruit a PPA Project Officer to ensure that s106 are picked up on every PPA.	Interim Director Planning & Building Control	Development Manager		04/01/2022	Completed
Protocol with corporate and third-party consultees to include Town and Parish Councils to enable the council to manage Major planning applications within 13 weeks.	Progress the consultation that was issued to Parish & Town Councils in December 2020. Protocol is currently being used informally.	Interim Director Planning & Building Control	Development Manager			Report has been drafted by our Business Manager and needs to be agreed by Planning Committee.
Negotiated Heads of Terms to be agreed in principle before applications are reported to planning committee for decision making.		Interim Director Planning & Building Control	Development Manager	ongoing		
Consider alternatives recommendations should there be a failure to enter into s106 on the part of the applicant.	To adjust the wording of the recommendation in the committee report to ensure there is an end date should an applicant fail to enter into a s106.	Interim Director Planning & Building Control	Development Manager	16/02/2022		Pilot committee report template currently in use.
Case officers to submit intermediate instructions on s106 agreements to solicitors early in the life of the application and full instructions in accordance with agreed timeframes.	Work with Legal to prepare a process / form and ensure team are informed and talked through the process.	Interim Director Planning & Building Control	Development Manager	31/03/2022		Legal have prepared a form which needs to be completed by a case officer when they are aware there is a requirement for a s106.
Project to record s106 agreements and obligations on Exacom	Prepare and submit Growth Bid	Interim Director Planning & Building Control	Interim Transformational lead		01/01/2022	Growth Bid approved
	Secure services of specialist organisation to populate Exacom	Interim Director Planning & Building Control	Development Manager & S106 Monitoring Officer			Quotes have been received. Time slots in new financial year to be booked - cannot raise order numbers until Budget agreed by Full Council on 22nd Feb 2022.

	Work to commence populating Exacom	Interim Director Planning & Building Control	Development Manager & S106 Monitoring Officer			Quotes have been received. Time slots in new financial year to be booked - cannot raise order numbers until Budget agreed by Full Council on 22nd Feb 2022.
	To start using Exacom in the Live system.	Interim Director Planning & Building Control	Development Manager & S106 Monitoring Officer			
Launch the S106 Public Portal on the UDC website	Growth bid	Interim Director Planning & Building Control	Interim Transformational Lead		01/01/2022	Growth Bid approved
	Secure the purchase of the portal	Interim Director Planning & Building Control	Development Manager & S106 Monitoring Officer			Quotes have been received. Time slots in new financial year to be booked - cannot raise order numbers until Budget agreed by Full Council on 22nd Feb 2022.
	To agree a project timetable once order is issued.	Interim Director Planning & Building Control	Development Manager & S106 Monitoring Officer	Key date will be agreed once order numbers issued.		Quotes have been received. Time slots in new financial year to be booked - cannot raise order numbers until Budget agreed by Full Council on 22nd Feb 2022.