

Pathway S106 Agreement Implementation Pathway						
What	Action	Responsible Officer	Lead Officer	Key Target Date or Expected Completion Date	Completed Date	Progress
Formalise roles and responsibilities of all parties	To include roles and responsibilities of all parties in the s106 (SPD) Planning Obligation Guidance.	Director Planning	Development Manager & S106 Monitoring Officer	29/03/2023		SPD has been through consultation and is due to be put forward for adoption.
Scoping work to prepare to update s106 planning obligation guidance for consultation	Scoping completed	Director Planning	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)	Director Planning	Development Manager & S106 Monitoring Officer	09/03/2022	29/03/2022	Completed
Publish Infrastructure Funding Statement on website for 2020/21		Director Planning	Development Manager & S106 Monitoring Officer		31/12/2022	2020/21 and 2021/22 Completed
Publish Infrastructure Funding Statement on website for 2019/20		Director Planning	Development Manager & S106 Monitoring Officer	31/12/2020 - this is the legal requirement for publication.	28/12/2022	It is now published.
Protocols with relevant parties setting out the s106 process, procedures, entitlements and obligations	To incorporate protocols in the s106 (SPD) Planning Obligation Guidance.	Director Planning	Development Manager & S106 Monitoring Officer	29/03/2022	29/03/2022	Completed. Cabinet agreed guidance on 29/03/2022.

LPA to fulfill 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;	Director Planning	Development Manager	29/03/2022	29/03/2022	Completed. Cabinet have agreed guidance on 29/03/2022.
S106 to be a standard part of PPAs	Recruit a PPA Project Officer to ensure that s106 are picked up on every PPA.	Director Planning	Development Manager		04/01/2022	Completed
Negotiated Heads of Terms to be agreed in principle before applications are reported to planning committee for decision making.		Director Planning	Development Manager	ongoing	ongoing	Complete
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.	Director Planning	Development Manager	13/04/2022	13/04/2022	Planning Committee Working Group agreed a template on 02/03/2022 and is now 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 within agreed timeframes.	Work with Legal to prepare a process / form and ensure team are informed and talked through the process.	Director Planning	Development Manager	31/03/2022	31/03/2022	Complete. 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	Director Planning	Interim Transformational lead		01/01/2022	Growth Bid approved
	Secure services of specialist organisation to populate Exacom - Obligations Office	Director Planning	Development Manager & S106 Monitoring Officer	11/03/2022	11/03/2022	Quotes have been received. Time slots in new financial year to be booked - issue order number.

	Work to commence populating Exacom	Director Planning	Development Manager & S106 Monitoring Officer	31/10/2022	28/1/2023	Soft launch Jan 2023
	Draft and agree templates for use in Exacom.	Development Manager	S106 Monitoring & Enforcement Officer	31/08/2022	17/1/2023	Templates in place
	Populate with finance data	Director Planning	Development Manager & S106 Monitoring Officer		17/1/2023	Complete 28/1/2023
	To start using Exacom in the Live system.	Director Planning	Development Manager & S106 Monitoring Officer	30/09/2022	30/1/2023	In soft launch phase. Considered 'practically complete'.
Launch the S106 Public Portal on the UDC website	Growth bid	Director Planning	Interim Transformational Lead		01/01/2022	Growth Bid approved
	Secure the purchase of the portal	Director Planning	Development Manager & S106 Monitoring Officer	11/03/2022		Complete. Quotes have been received. Time slots in new financial year to be booked - issue order number.
	Go live with the Public Interface	Director Planning	S106 Monitoring & Enforcement Officer	31/10/2022	30/1/2023	Soft launch as above to be confirmed verbally at meeting.
	To agree a detailed master timetable and actions.	Development Manager	S106 Monitoring & Enforcement Officer	31/01/2022	ongoing	Draft master timetable has been prepared. This is an ongoing action between the Development Manager and s106 Monitoring Officer. To send a monthly update to Director Action on-going in perpetuity.

Identify appropriate corporate governance for the management of s106 contributions with the purpose of supporting and underpinning Infrastructure delivery.	The Planning Advisory Service (PAS) to review existing governance arrangements and make recommendations.	Director Planning	Development Manager & S106 Monitoring Officer	26/04/2022 31/05/2022 - expected timeframe for feedback from PAS.	31/05/022	Kick off workshop took place 26/04/2022 with officers on the working group. PAS response expected within 2 weeks. Next step is to convene a workshop including officers and elected representatives. Feedback received 31 May 2022
Implement appropriate corporate governance for the management of s106 contributions with the purpose of supporting and underpinning Infrastructure delivery.	To implement the recommendations from the Planning Advisory Service (PAS) following completion of the workshops.	Director Planning	Development Manager	31/12/2022		Plan in place to be continued in perpetuity.