

Scrutiny Report



Author: Liz Fay

Telephone number: 01491 823752

Email: liz.fay@southandvale.gov.uk

Strategic Director: Anna Robinson

Cabinet Portfolio Holder: Roger Cox

Telephone number: 01367 243360

E-mail: roger.cox@whitehorsedc.gov.uk

Paper for Vale Scrutiny on: 18 December 2014

S106 Planning Obligations Monitoring Report 2014

Recommendation

That scrutiny committee considers and provides comments to the cabinet member for planning (Development Management) on the progress in setting up monitoring of s106 obligations.

Purpose of Report

1. This report aims to update councillors on;
 - actions taken since the October 2013 report to Scrutiny
 - ongoing work relating to S106 Monitoring
 - annual S106 report for the financial year 2013/14 including a summary of financial sums received, spent and current balance
 - progress made to date in the financial year 2014/15
 - our next steps on the wider infrastructure delivery work
-

Background

2. Planning obligations under S106 of the Town and Country Planning Act 1990 are commonly known as S106 agreements. They provide a formal legal mechanism to secure measures that help make development proposals acceptable in planning terms. S106 agreements are our current method for securing developer contributions for infrastructure to mitigate the development impacts.
3. Under S106 agreements developers and landowners are legally obliged to make the required contributions. The agreement sets out the obligations of the developer in terms of what contributions are to be made and at what stage (triggers) of the development they are required. For the council, the agreement sets out what the contribution is to be spent on and the timeframe for it to be delivered.
4. Under S106 agreements developers are normally required to notify the council when they reach key stages of a development and in response, where these stages trigger a financial obligation, we will invoice for the due amount (index linked).
5. The signing of an agreement does not guarantee the funds. As S106 agreements are to mitigate impacts of development they are only paid if a development occurs and the triggers have been reached. A significant proportion of planning permissions are never implemented. As a result a proportion of contributions agreed never come to fruition. Where a development does proceed contributions will be paid at key stages such as a certain levels of occupation, e.g. 50th dwelling. On large developments these triggers may not occur for several years, which impact on infrastructure delivery.
6. There are some instances where developers pass trigger points, don't advise the council and delay or fail to pay contributions due. For this reason we require a robust S106 monitoring system.
7. Our S106 audit review in 2010 made a number of recommendations (Appendix 2) to improve the way we work and monitor receipts and expenditure.
8. As set out in the October 2013 report to Scrutiny, significant work has been completed to develop and improve the S106 monitoring system, including the introduction of the S106 module in Ocella, our computer database. Regular reports on S106 finance can now be made.

Developments since the last report

9. The staff resource has been temporarily expanded and currently includes a joint S106 Officer and two Community Infrastructure Officers (one at each council).
-

10. Since the last report to Scrutiny in October 2013, the following progress has been made:

- All historic S106 agreements are now entered into the Ocella database.
- New S106 agreements are entered weekly to keep our records up to date.
- A register of historic S278 agreements (legal agreements for work to the highway) has been created.
- The legal agreement files have been re-organised and the references updated to provide a consistency in approach at both South and Vale.
- A full audit of S106 payments has been carried out, which has identified several outstanding payments that may be outstanding.
- A webpage providing details of Legal Agreements entered into and monies collected has been created.

Forthcoming S106 monitoring work

S106 PARTNERSHIPS AND PROCESS PROJECT

11. A project team with officers from South, Vale and Oxfordshire County Council has carried out a full review of the S106 process from the pre-application stage through negotiation, monitoring, expenditure to the final discharge of the S106 from the land register. This project is being managed by the S106 Officer. Workshops have been held with town/parish councils, councillors and developers in order to fully understand their perspective on the existing process and how it can be improved.
 12. As part of this work a review of information provided on our website has been carried out, including how we pull both our and Oxfordshire County Council's S106 information into one place, the aim being to make the process and access to information easier for third parties including developers, town/parish councils, community groups and the general public. Website improvements have been identified under the S106 web page which will go live in January. Further work is required to provide OCC's data online.
 13. This work is part of an overall programme to (a) review our working practices, including better working with town and parishes; where at the June Town and Parish Forum we launched the Development Forum (attached Appendix 3), (b) to develop a S106 SPD and progress the Community Infrastructure Levy and (c) review of S106 process.
 14. The proposed internal changes to S106 working practices have been agreed and we will be commencing implementation in accordance with the plan. In addition, as one of the options to improve the speed of the S106 process we will be piloting at least two planning applications with S106 agreements without OCC being a signatory to the agreement. The current practice is two agreements; one for each council with two sets of solicitors. This pilot will mean we will collect any OCC contributions and pass them on when appropriate. We are in discussion with OCC to improve our working arrangements.
-

OCELLA UPGRADE

15. A significant upgrade is planned to our existing Ocella database, to enable it to fully store information relating to S106 agreements. The upgraded database will store information on indexation, pooling, payments in kind and additional financial information. It is expected that the upgrade will take place by March.

COLLECTION OF OVERDUE PAYMENTS

16. Following the entry of all S106 agreements into Ocella, we initially carried out a high level review of payments collected, which we reported to Scrutiny last October. We have now undertaken a more detailed assessment of expected income. A comparison was made between S106 payments that have yet to be made, and developments that are recorded as being either started or completed. A number of payments due, appear to be outstanding and we are investigating our financial records, case by case. Where appropriate we are requesting developers for the outstanding payment.

Vale S106 Account Balance

17. As of 31 October 2014 there was a balance of £1,843,684 in S106 funds in the Council's accounts.

Monies secured/received/spent

FINANCIAL YEAR 2013/14

18. During the financial year 2013/14, a total £18,618,765 (£14,752,840 OCC, £3,865,925 VOWH) was secured by S106 agreements for new development permitted within the Vale.
19. A total of £71,145 was collected during the same financial year. Up to 31 October this financial year £646,140 had been received, with an additional £509,005 invoiced and awaiting payment.
20. A total of £312,873 was spent or allocated to capital projects, revenue streams and third parties. Projects that were funded during 2013/14 included:
 - Chilton Village Hall (£240,910)
 - Tennis courts at Letcombe Tennis Club (£27,443)
 - Public art (£5,809)
21. The remaining £38,711 was transferred to the relevant council revenue budgets to fund the maintenance of open space, waste facilities and street signage.

FINANCIAL YEAR 2014/15 – UP TO 31 OCTOBER

22. Up to 31 October in this financial year (2014/15) a total of £19,056,300 (£14,768,986 OCC, £4,287,314 Vale) has been secured by S106 agreements.
 23. Up to 31 October this financial year (2014/15) £580,239 had been received, with an additional £574,706 invoiced and awaiting payment.
-

24. Upon receipt of S106 funds any relevant third parties, including towns and parishes are contacted swiftly and the money transferred as soon as possible. Due to an increase in funds received this financial year we are currently in the process of creating reports on funds available for key services areas and town and parish councils.

25. Up to 31 October this financial year (2014/15) the following projects have been funded through S106 contributions:

- Wilts and Berks Canal Restoration (£41,480)
- Faringdon car parking survey (£20,000)

26. The table below provides a summary on S106 contributions secured, collected and spent by Vale of White Horse (excluding Oxfordshire County Council Contributions) each financial year from 2005/06 to 2013/14:

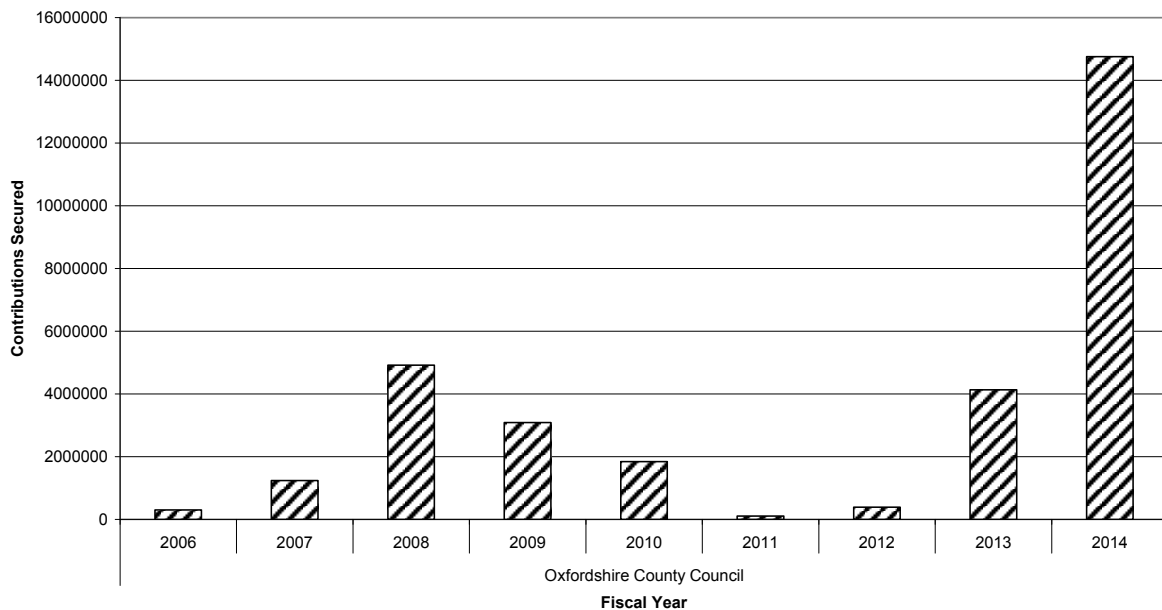
S106 Funds	Fiscal Year									
	2006	2007	2008	2009	2010	2011	2012	2013	2014	TOTAL
Secured	£93,700	£334,113	£1,041,368	£549,596	£728,080	£351,922	£84,914	£1,128,253	£3,874,539	£8,186,485
Received	£29,590	£208,787	£797,247	£548,873	£641,699	£150,000	£40,153	£214,759	£106,146	£2,737,254
Spent	£0	£137,507	£196,228	£432,506	£240,910	£0	£24,000	£0	£1,730	£1,032,881
Balance	£29,590	£71,280	£601,019	£116,367	£400,789	£150,000	£16,153	£152,762	£95,585	£1,633,545

27. In addition to the S106 funds shown in the above table, a balance of £116,461 is held under agreements entered into prior to 2005/06.

28. As mentioned above a significant proportion of planning permissions are never implemented. Our data at present does not provide sufficient information on how much of the S106 funds that have been secured but not collected relate to lapsed permissions. Work is progressing to assign each S106 agreement with a status so that lapsed and superseded permissions can be identified, and the next annual report will include the outcome of this work.

29. The following chart shows S106 contributions secured by year from 2005/06 to 2013/14 by Oxfordshire County Council. The collection and spending of these contributions has not previously been monitored by our council, which is under review as part of the S106 improvement project.

**S106 Secured by Vale of White Horse on behalf of Oxfordshire County Council
(no data available on funds received/spent)**



30. Examples of the breakdown of contributions secured, received and spent by each parish are provided in Appendix 3.

Policy development

31. Work is progressing on the development of policy, in response to the introduction of the CIL Regulations 2010 (as amended). These regulations enable local authorities to create and charge CIL, as well as placing limitation on the use of S106 after April 2015.
32. The Community Infrastructure Officer for Vale is currently developing a CIL Charging Schedule and the Preliminary Draft Charging Schedule is currently out to public consultation. We are also developing a complimentary S106 supplementary planning document (SPD), that clarifies what we are seeking under CIL or S106 and how. The timetable for this work is set out in Appendix 6.
33. The CIL Regulations place a limit on the use of pooled S106 agreements from April 2015. After this date no more than five contributions can be pooled towards each type of infrastructure or project. Once our Ocella system has been upgraded, we will be able to better record information regarding S106 pooling.

Conclusion

34. In summary, we can conclude the following:
- A monitoring system is successfully in place which addresses the recommendations made following the 2010 audit.
-

- S106 agreements are being regularly monitored and infrastructure funding is being received and spent.
 - A comparison of S106 monitoring data with other data sources has identified a number of potentially outstanding payments. These sums are being investigated and any outstanding payments pursued.
 - Data is available on our website which increases transparency and enables town and parishes to easily access information.
 - Work is underway on a policy review and the introduction of CIL and associated S106 SPD.
 - Significant progress has already been made on our S106 review, but it is work in progress. More work is needed to fully streamline the S106 process. This work has been programmed and is being progressed.
 - Annual reports will continue to be produced to report on progress.
35. Any comment on our progress is welcomed and will be considered by the Cabinet Member for Planning (Development Management).

Appendices

1. Legal Framework of S106 agreements
 2. S106 Audit review 2010
 3. Parish breakdown of S106 transactions
 4. Development Forum
 5. CIL/S106 SPD Timetable
-

Legal framework for collecting developer contributions through S106 agreements

Planning obligations under S106 of the Town and Country Planning Act 1990, commonly known as S106 agreements, are a mechanism to secure measures to help make development proposals acceptable in planning terms. S106 agreements are our current method for securing developer contributions for infrastructure to mitigate the development impacts. They can also be used to secure affordable housing, restrict development or uses of land.

The agreements are legally binding on each party and become a charge on the land. The agreement sets out the obligations of the developer in terms of what contributions are to be made and at what stage (triggers) of the development they are required. For the council, the agreement sets out what the contribution is to be spent on and the timeframe for it to be delivered.

There are legal tests as set out in the Community Infrastructure Levy Regulations 2010 and also in the National Planning Policy Framework (NPPF), which need to be satisfied before securing a S106. These tests are:

1. necessary to make the development acceptable in planning terms
2. directly related to the development, and
3. fairly and reasonably related in scale and kind to the development.

In order to secure a financial obligation sufficient evidence to justify the request must be available and supported by an appropriate planning policy (Development Plan). Even if parties are in agreement over planning obligations, if an appeal occurs the planning inspector will review the agreement and its obligations. In addition developers can appeal an obligation after five years, which has recently been reduced to three years (until 2015). In the current economic climate and as set out in the NPPF, development viability is important and we need to be flexible about obligations to prevent planned development being stalled. A recent change to the regulations also means that developers can renegotiate agreements where they include affordable housing and there is a risk of scheme viability.

The Community Infrastructure Levy (CIL) remains the government's preferred vehicle for the collection of developer contributions; however S106 is likely to retain an important role, even subsequent to any adoption of CIL. We need to demonstrate past performance and future use of S106 to deliver infrastructure. This information will also form a vital component of a CIL evidence base when we progress our charging schedule to Examination. We intend to progress our CIL charging schedule parallel to the emerging local plan, as we need an up to date local plan and infrastructure delivery plan to support CIL.

S106 Audit review 2010

The recommendations of the S106 audit review undertaken in 2010, were:

- Creation of a central database of S106 agreements using Ocella
 - Review the balance from historic agreements to ensure funds are spent in accord with terms of agreements
 - Regular reviews of S106 records for commitments, receipts and expenditure
 - Implement formal processes for securing, monitoring, receiving and spending S106 monies,
 - Create a proactive monitoring system to ensure prompt payments by developers
 - Implement a formal reporting mechanism for agreements including income, expenditure and future amounts due
 - Implement a secure, transparent process for release of S106 funds to third parties
-

Parish Breakdown of S106 Transactions

Please note, although S106 funds have been, and are still being collected from agreements entered into prior to 2005/06, these funds are not included in the tables below. Any outstanding balance from legal agreements dated before 2005/06 is stated at the end of the example parish summary tables.

The town and parish Summary Table below shows S106 amounts secured, received and spent in Vale of White Horse between 2005/06 to 2013/14 (financial years). It excludes data from Oxfordshire County Council S106 agreements.

Detailed breakdowns of town and parish contributions are also available. Examples of the eight towns and parishes with the highest level of contributions secured by Vale of Which Horse are provided, with other parishes breakdowns available on request from the S106 Officer.

Town and Parish Summary Table

Parish	S106 Secured, Received and Spent in Vale of White Horse (excluding Oxfordshire County Council contributions)			
	Secured	Received	Spent	Balance
Abingdon	£659,233	£71,604	£35,800	£35,804
Appleford-on-Thames	£0			£0
Appleton with Eaton	£0			£0
Ardington and Lockinge	£0			£0
Ashbury	£40,176	£3,832		£3,832
Baulking	£0			£0
Besselsleigh	£0			£0
Blewbury	£142,606			£0
Bourton	£0			£0
Buckland	£0			£0
Buscot	£0			£0
Charney	£0			£0
Childrey	£0			£0
Chilton	£711,173	£621,087	£240,910	£380,177
Colehill	£0			£0
Compton Beauchamp	£0			£0
Cumnor	£329,869	£175,855	£104,575	£71,280
Denchworth	£0			£0
Drayton	£0			£0
East Challow	£197,388	£126,952	£0	£126,952
East Hanney	£2,550			£0
East Hendred	£10,190	£10,893		£10,893
Faringdon	£694,625	£569,485	£432,506	£136,979
Fernham	£0			£0
Frilford	£0			£0
Fyfield and Tubney	£0			£0
Garford	£0			£0

Parish	S106 Secured, Received and Spent in Vale of White Horse (excluding Oxfordshire County Council contributions)			
	Secured	Received	Spent	Balance
Goosey	£390			£0
Great Coxwell	£0			£0
Grove	£644,355	£46,724		£46,724
Harwell	£786,230	£57,103	£24,000	£33,103
Hatford	£0			£0
Hinton Waldrist	£0			£0
Kennington	£0			£0
Kingston Bagpuize	£715,258	£27,930	£1,730	£26,200
Kinston Lisle	£0			£0
Letcombe Bassett	£0			£0
Letcombe Regis	£227,500	£249,734	£93,307	£156,427
Little Coxwell	£0			£0
Littleworth	£0			£0
Lyford	£0			£0
Marcham	£516,176	£8,831		£0
Milton	£39,412			£0
North Hinksey	£421,484	£91,587	£0	£29,590
Pusey	£0			£0
Radley	£0			£0
Shellingford	£0			£0
Shrivenham	£274,280	£17,552		£17,552
South Hinksey	£0			£0
Sparsholt	£0			£0
St Helen Without	£0			£0
Stanford In The Vale	£300,056			£0
Steventon	£128,149			£0
Sunningwell	£150,000	£150,000	£0	£150,000
Sutton Courtenay	£228,869			£0
Uffington	£0			£0
Upton	£0			£0
Wantage	£922,810	£525,035	£100,053	£424,982
Watchfield	£758,651			£0
West Hanney	£83,657			£0
West Hendred	£0			£0
Woolstone	£0			£0
Wootton	£0			£0
Wytham	£0			£0

Example Town and Parish Breakdowns

Abingdon

S106 agreements entered into since 2005/06					
Authority	Infrastructure type	Secured	Received	Spent	Balance
VOH	Combined Infrastructure	£76,461			£0
	Community safety	£12,600			£0
	Environmental Services	£28,235			£0
	Highways	£10,000			£0
	Housing	£37,827			£0
	Leisure and Eco Dev	£491,596	£71,604	£35,800	£35,804
	Public Access	£1,906			£0
	Social Services	£608			£0
VOH Total		£659,233	£71,604	£35,800	£35,804
OCC	Combined Infrastructure	£740,147	No data available as funds collected and spent by Oxfordshire County Council		
	Education	£337,395			
	Environmental Services	£17,514			
	Highways	£930,997			
	Leisure and Eco Dev	£3,856			
	Libraries	£51,389			
	Social Services	£26,513			
OCC Total		£2,107,811			

There is £39,423.25 available from S106 agreements entered into prior to 2005/06.

Chilton

S106 agreements entered into since 2005/06					
Authority	Infrastructure type	Secured	Received	Spent	Balance
VOH	Leisure and Eco Dev	£711,173	£621,087	£240,910	£380,177
VOH Total		£711,173	£621,087	£240,910	£380,177
OCC	Combined Infrastructure	£129,417	No data available as funds collected and spent by Oxfordshire County Council		
	Education	£1,250,614			
	Highways	£387,038			
OCC Total		£1,767,069			

There are no funds available from S106 agreements entered into prior to 2005/06.

Faringdon

S106 agreements entered into since 2005/06					
Authority	Infrastructure type	Secured	Received	Spent	Balance
VOH	Combined Infrastructure	£120,000	£120,000	£100,000	£20,000
	Environmental Services	£5,609	£572		£572
	Leisure and Eco Dev	£569,016	£448,913	£332,506	£116,407
VOH Total		£694,625	£569,485	£432,506	£136,979
OCC	Combined Infrastructure	£164,895	No data available as funds collected and spent by Oxfordshire County Council		
	Education	£1,011,055			

	Environmental Services	£4,594	
	Highways	£539,255	
	Leisure and Eco Dev	£15,140	
	Libraries	£78,974	
	Social Services	£62,963	
OCC Total		£1,876,876	

There is £14,062 available from S106 agreements entered into prior to 2005/06.

Grove

S106 agreements entered into since 2005/06					
Authority	Infrastructure type	Secured	Received	Spent	Balance
VOH	Combined Infrastructure	£75,381			£0
	Community safety	£16,930			£0
	Environmental Services	£34,000			£0
	Housing	£2,254	£2,421		£2,421
	Leisure and Eco Dev	£515,790	£44,303		£44,303
VOH Total		£644,355	£46,724		£46,724
OCC	Combined Infrastructure	£2,572,981	No data available as funds collected and spent by Oxfordshire County Council		
	Highways	£15,778			
OCC Total		£2,588,759			

There is £11,976 available from S106 agreements entered into prior to 2005/06.

Kingston Bagpuize

S106 agreements entered into since 2005/06					
Authority	Infrastructure type	Secured	Received	Spent	Balance
VOH	Combined Infrastructure	£884			£0
	Community safety	£24,380			£0
	Environmental Services	£47,430			£0
	Highways	£47,725	£1,730	£1,730	£0
	Leisure and Eco Dev	£594,839	£26,200		£26,200
VOH Total		£715,258	£27,930	£1,730	£26,200
OCC	Combined Infrastructure	£809,951	No data available as funds collected and spent by Oxfordshire County Council		
	Education	£1,183,432			
	Highways	£381,207			
OCC Total		£2,374,590			

There are no funds available from S106 agreements entered into prior to 2005/06.

Harwell

S106 agreements entered into since 2005/06					
Authority	Infrastructure type	Secured	Received	Spent	Balance
VOH	Combined Infrastructure	£747,230	£16,950		£16,950
	Leisure and Eco Dev	£39,000	£40,153	£24,000	£16,153
VOH Total		£786,230	£57,103	£24,000	£33,103
OCC	Combined Infrastructure	£1,477,691	No data available as funds collected and spent by Oxfordshire County Council		
	Highways	£110,419			
OCC Total		£1,588,110			

There are no funds available from S106 agreements entered into prior to 2005/06.

Watchfield

S106 agreements entered into since 2005/06					
Authority	Infrastructure type	Secured	Received	Spent	Balance
VOH	Combined Infrastructure	£1,680			£0
	Community safety	£20,010			£0
	Environmental Services	£50,706			£0
	Leisure and Eco Dev	£686,255			£0
VOH Total		£758,651			£0
OCC	Combined Infrastructure	£1,030,708	No data available as funds collected and spent by Oxfordshire County Council		
	Education	£76,796			
	Highways	£200,480			
	Housing	£1,428			
	Leisure and Eco Dev	£73,049			
OCC Total		£1,382,461			

There are no funds available from S106 agreements entered into prior to 2005/06.

Wantage

S106 agreements entered into since 2005/06					
Authority	Infrastructure type	Secured	Received	Spent	Balance
VOH	Combined Infrastructure	£10,000	£10,140	£10,140	£0
	Community safety	£10,100			£0
	Environmental Services	£26,858	£6,409	£6,409	£0
	Housing	£301,600	£305,000		£305,000
	Leisure and Eco Dev	£524,252	£203,486	£83,504	£119,982
	Planning	£50,000			£0
VOH Total		£922,810	£525,035	£100,053	£424,982
OCC	Combined Infrastructure	£362,616	No data available as funds collected and spent by Oxfordshire County Council		
	Education	£1,903,423			
	Environmental Services	£33,635			
	Highways	£351,160			
	Leisure and Eco Dev	£5,447			
	Libraries	£65,321			
Social Services	£31,023				
OCC Total		£2,752,625			

There is £51,000 available from S106 agreements entered into prior to 2005/06.

Development Forum: Community engagement on major planning applications

Purpose

This document sets out how the Council expects developers to engage with the local community, and describes the actions the council will take to facilitate a Development Forum. It refers particularly to engagement with ward councillors and the towns and parish councils, during the pre- application and full application process for major development. It will apply to major pre-application and full application submissions submitted after 1 July 2014.

Context

The Council's Statement of Community Involvement (SCI) encourages applicants and developers to discuss their proposal with neighbours, and to consult with the wider community in respect of planning applications that are likely to have a significant impact.

In line with the Council's SCI, and under the Localism Act, the developer should carry out a public consultation for all major applications ¹ prior to submitting an application.

Sometimes the Council is informed about the public consultation; however, there are occasions when the Council only becomes aware of the consultation at the same time as the wider community.

The Council encourages developers to have pre-application discussions with us, offered as a chargeable service, although we cannot require them to do this.

Our proposed new process

We want communities to have an input into proposed major development in their area at the earliest possible stage to help shape the development and to start the process of identifying infrastructure needs.

1

major applications are defined by Government as comprising 10 or more dwellings, sites for residential development over 0.5ha, other developments comprising 10,000 sq metres or over of floor space or the site area is one hectare or more or change of use exceeding the above thresholds.

To aid this dialogue, the Council will set up a 'Development Forum', when pre-application proposals are received for large scale major development ² or where the size of the proposed development is significant in relation to the size of the existing community (i.e. where the increase in households would represent a ten per cent or greater increase on the current household level (based on 2011 Census). It will not apply to developments which are permitted development or fall within the 'Other' or 'Minor' category of planning applications.

Some developers require these discussions to be confidential for commercial reasons and where they do, we cannot compel them to take part in a forum, although we will make every effort to convince them to do this.

Where a developer does not enter into pre-application discussions with us we will hold a forum as soon as a formal planning application is registered. The forum does not remove our requirement to carry out formal consultation on applications.

What will a Development Forum do?

The forum, chaired by a senior council officer, will include:

- an explanation of the pre-application proposal by the developer to aid understanding by the local community of the scheme, prior to submission. The community includes town and parish councils and other community representatives.
- an explanation by council officers of national and local planning policies and guidance.
- an explanation by officers of the procedures for the funding of infrastructure and facilities, including developer contributions under S106 of the Planning Act (1990 as amended) and the Community Infrastructure Levy (when appropriate).
- an opportunity for all parties to raise issues and provide constructive feedback about development proposals and associated infrastructure.
- a mechanism to ensure we carry out more meaningful public engagement on large scale major applications and those applications that are significant in relation to the size of the existing community.
- a record of the actions from the forum
- the provision of on-going feedback to the local community on progress with the application.

² large scale major applications are defined as comprising 200 or more dwellings, sites for residential development of four hectares or more and developments comprising 10,000 sq metres of floor space or the site area is two hectares or more

Who will be involved in the Development Forum?

As a general rule the meeting, which is by invitation only, will involve:

1. The Planning Committee
2. the ward councillor(s)
3. up to two parish councillors from each relevant parish
4. the parish clerk
5. up to three representatives from the developer
6. the planning officer and other council officers as appropriate, for example, representatives from leisure, housing and economic development
7. Oxfordshire County Council and other statutory organisation representatives where appropriate
8. up to two representatives of a recognised community organisation

How will the meeting work in practice?

- a senior officer from the District Council will chair the meeting
- the Council will agree the venue for the meeting with the relevant town/parish. This can be at the District Council offices, the parish hall or any other suitable venue (minimal cost).
- the meeting will usually take place during normal working hours, between: 09:00-17:00 Monday to Friday.
- the planning officer will email an agenda and submitted pre-application plans and documents, a week before the meeting.
- within ten days following the Forum, the planning officer will send a brief summary of the issues discussed at the meeting, any action points and timescales and let all parties know the next steps.

Conclusion

The Council believes that implementing a Development Forum will lead to greater transparency and foster improved communications between the Council and the local community.

The Forum will ensure there is an opportunity for a robust and consistent mechanism to engage key stakeholders early in the development process for major developments.

CIL / S106 SPD Timetable

Vale of White Horse District Council	2014										2015									
	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
<i>Local Plan Part 1 (LLP1)</i>							P	P				S			E					
Delivering Infrastructure Strategy		CB	CBT	P																
Planning Obligations SPD									CB	CBT		P	P	P		*		CB	CBT	
Community Infrastructure Levy (CIL)				MW		CB	CBT	P	P	CB	CBT	C	P	P	S		E	R	CB	CBT

S106 Planning Obligations SPD KEY

	Prepare Planning Guidance for Planning Obligations (S106 Planning Obligations SPD, for adoption following introduction of CIL)
CB	Cabinet Briefing (review and decision on S106 Planning Obligations SPD for adoption and draft version for consultation)
CBT	Cabinet Meeting (review and decision on S106 Planning Obligations SPD for adoption and draft version for consultation)
P	Public Consultation on draft S106 Planning Obligations SPD
	Consider responses for S106 Planning Obligations SPD
*	Examiner will consider S106 Planning Obligations SPD in relation to CIL – submitted as a background document to CIL to show the relationship between S106/CIL
CB	Cabinet Briefing (review and decision on S106 Planning Obligations SPD)
CBT	Cabinet Meeting (review and decision on S106 Planning Obligations SPD)
A	Adoption of S106 Planning Obligations SPD

CIL KEY

	Preparation, analysis, development of evidence gathering (infrastructure requirements, costs, funding gap, viability study)
MW	Key decision: consider approach to secure infrastructure S106 vs. CIL/ payment in kind. Rate setting workshop with Members
CB	Cabinet Briefing (review and decision on Preliminary Draft Charging Schedule)
P	Public Consultation on Preliminary Draft Charging Schedule (6 weeks)
	Consider responses, develop Draft Charging Schedule
CB	Cabinet Briefing (review and decision on Draft Charging Schedule)
CBT	Cabinet Meeting (review and decision on Draft Charging Schedule)
C	Council (review and decision on Draft Charging Schedule)
P	Public Consultation on Draft Charging Schedule (4 weeks)

S	Submission of Draft Charging Schedule
E	Examination of the Draft Charging Schedule and supporting documents
R	Receipt of Examiner's Report
CB	Cabinet Briefing (review and decision on CIL Charging Schedule for adoption)
CBT	Cabinet Meeting (review and decision on CIL Charging Schedule for adoption)
A	Adoption of CIL Charging Schedule by Council
I	Implementation of the Charging Schedule

Notes:

Following submission, the timetable to progress CIL to examination and adoption is subject to the LPP1 examination. It is expected that a CIL examination will take place immediately after the LPP1 examination - subject to confirmation by the Planning Inspectorate