



## **Planning and Economic Development Policy Advisory Group**

**Thursday, 13 September 2018 at 6.00 pm**

**Room 6, Capswood, Oxford Road, Denham**

### **A G E N D A**

Item

1. Evacuation Procedure
2. Apologies for Absence
3. Minutes (*Pages 5 - 8*)

To approve the minutes of the Planning and Economic Development PAG held on 11 June 2018.

4. Declarations of Interest
5. Report from Members
6. Current Issues
7. Delegation arrangements in Planning Enforcement (*Pages 9 - 12*)

The PAG is asked to consider and comment on the attached Cabinet report.

*Appendix (Pages 13 - 16)*

8. The Environmental Assessment of Plans and Programmes Regulations 2004 – delegated powers (*Pages 17 - 22*)

The PAG is asked to consider and comment on the attached Cabinet report.

9. Community Infrastructure Levy (*Pages 23 - 28*)

10. Enforcement Update (*To Follow*)

*Appendix (To Follow)*

11. Planning Service Update (*Pages 29 - 30*)

*Appendix (Pages 31 - 34)*

12. Update on the S106 Review (*Pages 35 - 38*)

13. Exempt Information

To resolve that under Section 100(A)(4) of the Local Government Act 1972 the following item(s) of business is not for publication to the press or public on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act.

14. HS2 Update Report (*Pages 39 - 48*)

*Reason for restriction: paragraph 3 - information relating to the financial or business affairs of any particular persons (including the authority holding that information).*

The PAG is asked to consider and comment on the attached Cabinet report.

**Note:** All reports will be updated orally at the meeting if appropriate and may be supplemented by additional reports at the Chairman's discretion.

**Membership: Planning and Economic Development Policy Advisory Group (SBDC)**

Councillors: J Read (Chairman)  
G Hollis  
J Jordan  
M Lewis  
G Sandy

**Date of next meeting – Thursday, 29 November 2018**

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**PLANNING AND ECONOMIC DEVELOPMENT POLICY ADVISORY GROUP**  
**11 June 2018**

Present: J Read (Chairman)  
M Lewis and G Sandy

In attendance: Dr W Matthews and R Sangster

101. **MINUTES**

The Minutes of the last meeting were agreed as correct record.

102. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

103. **REPORT FROM MEMBERS**

None.

104. **CURRENT ISSUES**

None.

105. **VERBAL UPDATE FROM THE PLANNING ENFORCEMENT MANAGER**

Item 8 (Verbal Update from the Planning Enforcement Manager) was taken first.

Planning Enforcement Manager, Mitchell Kitts, gave a verbal update to Members on enforcement matters. It was noted that officers were exploring changes to the scheme of delegations to further support the serving of notices in a timely manner.

Members raised concerns over airport parking and the Planning Enforcement Manager assured Members that work was being undertaken to address this issue. In response to a question as to whether neighbouring local authorities (LAs) had taken action to address the issue, Members were advised that neighbouring LAs had more immediate powers to support the serving of notices. Further, that as part of the Local Enforcement Plan, officers were currently reviewing the scheme of delegations to support the Council in serving notices in a timely manner. It was noted that any proposed changes to the scheme would need to be considered by Members of the Governance and Electoral Arrangements Committee.

106. **DRAFT RESPONSE TO CURRENT CONSULTATION ON WESTERN RAIL LINK TO HEATHROW**

Principle Planning Officer, Sukhpreet Khull, provided Members with a report on the Western Rail Link to Heathrow (WRLtH) consultation which set out key concerns identified, and an initial draft response. The consultation was being held between 11 May and 22 June 2018, and it was noted that due to the tight timeframe in which to respond, the Council had been given an extension to early July 2018. It was noted that the PAG report would be appended to the report due to be considered by Cabinet on 27 June 2018.

The key concerns raised by residents, and by Members at the Full Council meeting 16 May 2018 included but were not limited to, the cumulative impacts of the expansion of Heathrow Airport Ltd, the impact on the Green Belt, potential for increased HGV traffic, air quality impacts on Iver, and the need for the Iver relief road.

Members were advised that, in the case that the closure of Hollow Hill Lane occurs, the delivery of the Iver relief road is essential. It is expected that Network Rail fund all necessary mitigation measures essential to reducing the impacts of the scheme on local communities. It was reported that Network Rail were using Slough Borough Council's (SBC) transport modelling against the scheme, and officers had proposed that South Bucks' also be tested. Members noted that the Council would work with SBC in supporting the best possible outcome for the local communities.

A verbal amendment was made at 3.5 of the report to read:

3.5 This consultation is statutory, however it is the final round of consultation that NR is undertaking before submitting a Development Consent Order application to the Planning Inspectorate in 2019.

Members expressed thanks to the Senior Planning Officer and to the team for preparing the report. The potential for more HGV traffic impacting the Ivers was reiterated, and it was felt that Network Rail's traffic data collected in December was flawed and out of date. Further concerns were raised relating to the potential for flooding, as well as the expectation that different operations would be using the cement plant which could create further HGV traffic in the area. It was noted that, on the plans, a building had appeared to be added at the entrance of the tunnel incorporating a car park and access road, which would create noise and light pollution in the area.

It was suggested that Members feedback to the Portfolio Holder any further concerns that may arise throughout the consultation period.

Members agreed that a draft watermark be added to the draft consultation response that will be submitted by the 22 June deadline. The final response is due to be submitted early July.

Two further verbal amendments were made to the report. It was noted that the recommendation in the report should read that the draft response be agreed by the 'Director of Services' in consultation with the Portfolio Holder, and not the 'Director of Resources'. At 5.6 of the proposed position statement, it was suggested that 'the Ivers' replace 'the Richings Park community'.

Members were advised that, at present, officers were also drafting a response to Heathrow's Environmental Impact Assessment (EIA) Scoping Report, a consultation currently being held by Heathrow Airport.

Although Members recognised the benefits of the proposal, there were key concerns impacting local communities that needed to be mitigated if the scheme was to progress. Members of the PAG

**RESOLVED:**

**to note the proposed work in progress/draft response to the Western Rail Link to Heathrow (WRLtH) consultation - to be agreed by the Director of Services in consultation with the Portfolio Holder of Planning and Economic Development.**

The meeting terminated at 6.47 pm

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<b>SUBJECT</b>	Delegation Arrangements on Planning Enforcement
<b>REPORT OF</b>	Cllr John Read
<b>RESPONSIBLE OFFICER</b>	Steve Bambrick
<b>REPORT AUTHOR</b>	Joanna Swift
<b>WARD/S AFFECTED</b>	All wards

### 1. Purpose of Report

To recommend changes to the delegation arrangements on Planning Enforcement matters to take account of the recent approval of the Local Enforcement Plan.

### RECOMMENDATION

**That the revised delegations as set out in the Appendix to the report be agreed and recommended to Full Council for approval.**

### 2. Reasons for Recommendations

The recommended revised arrangements will provide the mechanism for the effective delivery of the Local Enforcement Plan.

### 3. Content of Report

- 3.1. The Local Enforcement Plan was approved at Cabinet on 17 April 2018.
- 3.2. The Plan brings about significant changes to the processes that will be followed in receiving and assessing information about alleged breaches of planning control.
- 3.3. The current delegated arrangements give officers authority to serve requisitions for information about ownership of land and Planning Contravention Notices. In cases of urgency the Head of Legal and Democratic Services has power in consultation with the Head of Planning and Economic Development and Chairman of the Planning Committee to serve a range of enforcement notices and apply for injunctions. The Head of Planning and Economic Development also has power to take direct action to remove offending development with the action taken being reported to the next meeting of the Planning Committee. Apart from these delegations the current arrangements require all enforcement action to be authorised by Planning Committee.
- 3.4. In order to ensure the efficient operation of the recently approved Local Enforcement Plan it is considered the current arrangements require review. In particular, the requirement for the planning committee to authorise the service of enforcement notices adds time and operational costs to the wider process. Current work on assessing the backlog of enforcement activity indicates that there will be a significant increase in the service of notices in the coming months. Plainly, this pipeline of work will stretch the current arrangements even further.

- 3.5. The new arrangements proposed would give delegated authority to the Head of Planning and Economic Development on all enforcement matters with a requirement for consultation with the Head of Legal and Democratic Services on the service of notices and instigation of legal proceedings. The decision to serve a Stop Notice, Temporary Stop Notice or to apply for an injunction would be made in consultation with the Chairman of Planning Committee (or in his absence the Vice – Chairman). Any direct action taken would continue to be reported to the next Planning Committee as required under the current delegations. A service level agreement would be prepared between the Planning service and the Legal service. This agreement would identify the timescales for undertaking consultation and providing legal advice. This is intended to ensure legal issues are properly considered when issuing notices and instituting proceedings but allow more streamlined decision - making particularly on the serving of enforcement notices. This revised process would also address many of the current issues and complaints about the enforcement service which focus on the time taken for notices to be served where necessary.
- 3.6 Whilst the proposed revised delegations are directly to officers, it is acknowledged that members of the Planning Committee and local members will continue to expect a degree of engagement in the wider process. It is on this basis that senior officers will ensure that they raise issues with ward members as would be appropriate to the proposed notice or action concerned.
- 3.7 A similar report is being submitted to the Cabinet and Planning Committee at South Bucks seeking views on the proposed new arrangements.

#### **4. Consultation**

The contents of this report have been discussed with the Portfolio Holder and Chairman of the Planning Committee.

#### **5. Options (if any)**

There are a variety of options for delegating decision-making for enforcement matters based on a combination of factors including the ability of officers to serve an extensive or a more restrictive range of notices. The proposed delegations are based on national best practice and seek to ensure the Council can deliver the recently introduced Local Enforcement Plan in an effective and timely manner.

#### **6. Corporate Implications**

- 6.1 Financial – There are no direct financial implications from this report.
- 6.2 Legal – Enforcing breaches of planning and advertisement control is a statutory power which requires investigation of factual and legal issues to determine whether a breach has taken place, as well as a decision as to whether it is expedient to take action having regard to relevant planning policy considerations.

6.3 Whilst the report does not have any direct implications on any other corporate matters, it has the potential to send out very strong signals about the Council’s willingness to take positive and proportionate enforcement action where necessary.

**7. Links to Council Policy Objectives**

The proposal supports the objectives of conserving the environment and promoting sustainability as well as delivering cost-effective, customer-focused services.

**8. Next Steps**

Following consideration by Planning Committee and Cabinet the proposed revisions to the Scheme of Delegations will be reported to Full Council for approval and the Constitution updated accordingly.

<b>Background Papers:</b>	None other than referred to in this report
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## SDBC Constitution Section F – Scheme of Delegations to Officers

### Planning Committee

#### Delegations to Officers

##### ~~(11) Planning and Compensation Act 1991~~

- |   |   |
|---|---|
| <p><del>(a) Authority to issue planning contravention notices.</del></p>            | <p><del>Head of Planning and Economic Development (in consultation with the Head of Legal &amp; Democratic Services where appropriate) and the Head of Legal &amp; Democratic Services</del></p>                |
| <p><del>(b) Power to issue Breach of Condition Notice under Section 187A.</del></p> | <p><del>Head of Planning and Economic Development in consultation with the Head of Legal &amp; Democratic Services, (notices to be issued in the name of the Head of Legal &amp; Democratic Services)</del></p> |

##### (13) Enforcement

- |  |   |
|--|---|
| <p>(a) Authority to decide whether it is expedient to take enforcement action and to prepare, issue, serve, amend or withdraw, or, in case of injunctions, apply for:</p> <p>(i) Enforcement Notices, including Listed Building Enforcement Notices;</p> <p>(ii) Stop Notices including Temporary Stop Notices;</p> <p>(iii) Injunctions restraining breaches of Planning Control;</p> <p>(iv) Notices under Section 215 of the Town and Country Planning Act 1990 Act relating to untidy land;</p> <p>(v) Breach of Condition Notices under Section 187A of the Town and Country Planning Act 1990; and</p> <p>(vi) Planning Contravention Notices under Section 171 C of the Town and Country Planning Act 1990.</p> <p><del>Power to issue an enforcement notice under the Town &amp; Country Planning Acts In cases where the contravention has been the subject of a previous refusal of planning consent, and further that if necessary, legal proceedings be instituted to secure compliance.</del></p> | <p>Head of Planning and Economic Development in consultation with the Head of Legal &amp; Democratic Services and in respect of Stop Notices, Temporary Stop Notices and Injunctions after consultation with the Chairman of Planning Committee (or in his/her absence the Vice-Chairman).</p> <p><del>-(notices to be issued in the name of the Head of Legal &amp; Democratic Services)</del></p> |
| <p>(b) Authority to take any necessary follow up action including the administration of a simple caution and instituting prosecution proceedings for non-compliance with any enforcement action. <del>decide when it is not considered expedient to take enforcement action.</del></p>   | <p>Head of Planning and Economic Development with any prosecution proceedings to be instituted in consultation with the Head of Legal &amp; Democratic Services</p>   |
| <p>(c) Authority to serve a notice requiring contravening work to be pulled down, removed or altered or taking other direct</p>  | <p>Head of Planning and Economic Development with any action taken</p>  |

~~action in respect of a breach of planning control. consider the evidential and public interest tests as to whether or not a prosecution should be commenced for breach of a planning control related offence under prior authority from the Committee.~~ being reported to the next meeting of the Planning Committee

- (d) Authority to defer enforcement action pending an appeal against a refusal of planning permission Head of Planning and Economic Development

~~Authority to determine that a Simple Caution be offered and administered as opposed to a prosecution for relevant planning control related offences (whether already delegated or authorised by Committee or pending a report for specific authority for a prosecution) where the circumstances support this way forward (the administering of a Simple Caution to be reported to the next available Planning Committee).~~

- (e) Authority to administer the Simple Caution, where a Simple Caution is considered to be the appropriate course of action. Head of Legal & Democratic Services

#### (16) Town and Country Planning Act 1990

- (a) Powers under Section 330 to require information about ownership, use and occupation of land. Head of Planning and Economic Development and Head of Legal & Democratic Services concurrently
- (b) Exercising powers to control the display of advertisements in breach of the Town and Country Planning (Control of Advertisements) Regulations 1992 and fly-posting under Sections 224 and 225 of the Town & Country Planning Act 1990, including power to arrange for removal of offending advertisements and/or prosecution. Head of Planning and Economic Development with any prosecution proceedings to be instituted in consultation with the Head of Legal & Democratic Services

### B. Delegations to Officers – Subject to Consultation with Consultative Body

#### Matter Delegated

- ~~(1) Authority to serve Enforcement Notices and Stop Notices in cases of urgency.~~
- ~~(12) Authority to take proceedings for breach of any notice or order within the work of the Committee not referred to in Part A above.~~
- ~~(23) Matters of routine business and those requiring urgent decisions between meetings.~~
- ~~(6) Temporary Stop Notices~~  
 Authority to issue a Temporary Stop Notice, such Notice to be issued in the name of the Head of Legal Services.

#### Officer

- ~~Head of Planning and Economic Development in consultation with the Head of Legal & Democratic Services~~
- Head of Planning and Economic Development in consultation with the Head of Legal & Democratic Services
- ~~Director of Services Appropriate Chief Officer~~
- Head of Planning and Economic Development in consultation with the Head of Legal & Democratic Services

**C. Delegations from Buckinghamshire County Council**

**Matter Delegated**

Authority to remove flyposting on the highway / verge /affixed to Bucks County Council street furniture (S. 132 of Highways Act 1980).

**Officer**

Director of Services

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<b>SUBJECT</b>	The Environmental Assessment of Plans and Programmes Regulations 2004 – delegated powers
<b>REPORT OF</b>	Councillor John Read (SBDC) and Councillor Peter Martin (CDC) - Planning and Economic Development portfolio holders
<b>RESPONSIBLE OFFICER</b>	Steve Bambrick Director/ Mark Jaggard Head of Service
<b>REPORT AUTHOR</b>	David Waker, 01494 732267; dwaker@chiltern.gov.uk
<b>WARD/S AFFECTED</b>	All

### 1. Purpose of Report

To seek delegated authority to determine the need for environmental assessment of plans, specifically neighbourhood plans.

#### RECOMMENDATION:

- That the statutory requirements of the Environmental Assessment of Plans and Programmes Regulations 2004 in relation to neighbourhood planning are delegated to the Head of Planning and Economic Development.**

### 2. Executive Summary

The Council has a duty to undertake environmental assessments for neighbourhood plans within their area. The technical nature of the determination and short timeframes required mean decisions are unlikely to neatly fit with Cabinet meetings timetables. The environmental assessment process is related to neighbourhood planning but doesn't form part of the neighbourhood planning legislation and is thus not covered by the existing delegated powers for the neighbourhood planning process. Neighbourhood planning remains a Council specific function with neighbourhood plans needing to be processed and approved (made) by each respective sovereign council.

### 3. Reasons for Recommendations

The Council is required to undertake environmental assessment of neighbourhood plans. The timing of neighbourhood plan production is in the hands of the neighbourhood plan groups and as such whilst the district councils have a duty to assist and to make decisions within timeframes as set within the regulations it is difficult to programme the need for an environmental determination decision into a Cabinet meeting timetables. Most other aspects of neighbourhood planning as defined in the Localism Act have been delegated already. Therefore it is logical and practicable to include environmental assessment of plans in the scheme of delegation.

#### 4. Content of Report

- 4.1. The Environmental Assessment of Plans and Programmes Regulations are the UK government's interpretation of European law. The legislation is similar to the requirement to undertake an Environmental Impact Assessment of a planning application. Whilst the regulations have been in force since 2004 and apply equally to local plan documents decisions related to the progression of the local plan are delegated to the Joint Committee and the environmental assessment of the local plan is usually tied in with the overall evidence base of the local plan including the Sustainability Appraisal (SA) of the plan and the Habitats Regulations Assessment (HRA) of the implications of the proposed local plan on the designated European sites e.g. Special areas of Conservation (SAC) such as Burnham Beeches. Therefore this report concentrates on the role of environmental assessment in the neighbourhood plan process and a similar report is being made to Chiltern for consistency in delivering a shared service.
- 4.2. Across Chiltern and South Bucks there has so far been one neighbourhood plan made (note under the legislation neighbourhood plans are 'Made' rather than adopted by the local planning authority and if they pass a referendum and are made become a part of the development plan.) Officers are currently progressing the Chalfont St Giles Neighbourhood Plan through the formal process and there are a further 8 designated neighbourhood areas (one in Chiltern District and seven in South Bucks District) where we can expect a neighbourhood plan to be developed in the future.
- 4.3. Delegated powers - Neighbourhood planning remains a Council specific function with each sovereign council needing to determine and 'make' neighbourhood plans submitted in their own respective area. As members will be aware most of the procedural stages of the neighbourhood plan process and other neighbourhood related planning functions are delegated to officers with or without the need to consult with local ward members and or the relevant portfolio holder. However these delegations relate solely to the neighbourhood planning related parts of the Localism Act 2011 and the associated regulations. (See minute 31 SBDC Cabinet 13<sup>th</sup> October 2015 and Minute 27 CDC Cabinet September 2014). Although the Environmental Assessment of Plans and Programmes Regulations 2004 (the 2004 regulations) were in effect at the time the neighbourhood plan schemes of delegation were considered the specific requirement for neighbourhood plan groups to include an environmental assessment was only added by an amendment to the Neighbourhood Plan Regulations made in January 2015. This makes it a requirement for the neighbourhood plan group submitting a neighbourhood plan to include an environmental statement made under the 2004 regulations. Those 2004 regulations in turn make it a requirement for the responsible authority, the district council in this case, to undertake the environmental determination and to carry out the formal procedures associated with the determination process.

- 4.4. As part of the progression of the Chalfont St Giles Neighbourhood Plan, the first neighbourhood plan to be progressed since the change in the regulations, it was identified that there was no formal delegation for the requirements of the 2004 regulations. Under the 2004 regulations once a neighbourhood plan is proposed the district council should consider whether the plan is likely to have a significant environmental effect. Before making the determination that the plan will or will not have an environmental effect the council has to consult the statutory consultation bodies. These are Historic England, Natural England and the Environment Agency. Once the council has made a determination that the plan would not have an environmental impact it has to produce a statement setting out its reasons for the determination. It then has to send a copy of the statement to the consultation bodies and make it publically available. If however, it is considered the plan would have an environmental impact the council has to prepare an environmental report which sets out the likely significant effects of the plan and consult the consultation bodies and people likely to be affected by the adoption of the plan. The consultation to be for a reasonable period to allow people to respond.
- 4.5. Under the Neighbourhood Plan Regulations, as amended, the neighbourhood plan group are required to submit with their neighbourhood plan at examination stage either a copy of the district council's statement that the plan would not have a significant environmental impact or a copy of the environmental report which sets out how the plan would have a significant impact on the environment. This report or statement will form part of the examination of the plan to ensure the neighbourhood plan complies with the European regulations. In turn before the council 'make' (adopt) the neighbourhood plan they have a duty to ensure the correct documents were submitted with the neighbourhood plan and that European laws have not been broken.
- 4.6. Reason for seeking delegated powers – Firstly the assessment of a plan is largely a technical exercise, it is a Council duty for the assessment to be made, but there is no political steer required. The Council view on the impact of the plan on the environment has to be shared with the expert consultation bodies that will use their particular expertise and either agree with the opinion or disagree and state why in their response. As such there appears to be little risk to the council of making an incorrect decision. Secondly although neighbourhood plan groups are often working with officers of the two district councils, on their emerging neighbourhood plans, officers cannot determine when the neighbourhood plans will come forward or when they would have enough information on the content of the proposed plan to be able to make a determination under the 2004 regulations. In addition, there is a need to consult with the consultation bodies and give them the opportunity to respond, this would make the timing of any determination, consultation and actual cabinet decision timing difficult to plan for and most likely any determination would be unlikely to neatly fit within the Cabinet calendar of meetings. As such if

not delegated any determination under the 2004 regulations may require a special meeting of the Cabinet to be called to make the formal council decision.

4.7. Given the above reasoning the recommendation to Cabinet is that the process of undertaking an environmental assessment of the impact of a neighbourhood plan on the environment, under the 2004 regulations, should be delegated to the Head of Planning and Economic Development. Ultimately following the environmental determination, involving the statutory bodies, the neighbourhood plan is examined by an independent examiner, has to pass a referendum and finally has to be 'made' by the local planning authority as such it is considered sufficient safeguards remain to allow delegation of one stage in the bigger neighbourhood plan process.

## **5. Consultation**

Not Applicable

## **6. Options (if any)**

No delegation – if powers are not delegated all environmental assessment determinations of neighbourhood plans would need to be determined by the Cabinet. This requirement will relate to all neighbourhood plans being proposed, any revisions to existing neighbourhood plans and could also be required should a neighbourhood plan examiner recommend modifications a neighbourhood plan prior to referendum which would alter its environmental impact. Due to the need to meet certain timeframes in the neighbourhood planning process this could mean the need for special Cabinets to be called to deal with the issue within the timeframe. Given the technical nature of the determination and the timeframes involved this is not seen as a practicable option.

Delegation to Portfolio holders – delegation could be made to the relevant portfolio holder who would more likely be able to make a quick decision within a tight timeframe. However the determination is a technical decision based on the content of the proposed neighbourhood plan and as such it is not thought necessary to seek portfolio holder agreement.

Delegation to Officers – as set out in the report this it's a technical determination required in a set timeframe – the councils have to consult expert statutory bodies on the outcome of their determination meaning there remains a statutory overview of the councils decision. Delegation to officers would allow the Council to meet their statutory duties to assist the neighbourhood planning process and the need to seek agreement of the consultation bodies would avoid any risk to the council of potentially allowing a plan to proceed that could have an environmental impact.

**7. Corporate Implications**

- 7.1 Financial – there should be no financial impacts other than officer time to make the necessary determinations and or produce an environmental impact assessment report.
- 7.2 Legal – it is a legal requirement for the responsible authority to determine if a plan or programme would have a significant environmental effect.
- 7.3 Environmental Issues – the SEA process is designed to protect the environment by limiting plans that could harm the environment; Partnership; neighbourhood planning and in particular the need to undertake an environmental assessment of the neighbourhood plan working with the parish council is an example of partnership working at a local level; Sustainability - having an up-to-date Development Plan in place, of which neighbourhood plans form part at a local community level, can help to improve sustainability.

**8. Links to Council Policy Objectives**

We will work towards safer and healthier local communities 3. Promote cohesive communities - Engage with Parish and Town Councils and local neighbourhoods We will strive to conserve the environment and promote sustainability. The environmental assessment of a neighbourhood plan is part of the process for making a neighbourhood plan. The neighbourhood plan will help establish a safer and healthy community, bring the community together conserve the environment and the plan will promote sustainability.

**9. Next Steps**

Assuming delegated powers are granted to officers, in the future when draft neighbourhood plans are submitted, to either council, officers will work with the neighbourhood plan group to assess the environmental implications of the proposed plan and will undertake the necessary formal procedures to enable the neighbourhood plan to proceed.

<b>Background Papers:</b>	The Environmental Assessment of Plans and Programmes regulations 2004 - <a href="http://www.legislation.gov.uk/uksi/2004/1633/contents/made">http://www.legislation.gov.uk/uksi/2004/1633/contents/made</a> The Neighbourhood Planning(General) (Amendment) Regulations 2015 - <a href="http://www.legislation.gov.uk/uksi/2015/20/contents/made">http://www.legislation.gov.uk/uksi/2015/20/contents/made</a>
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<b>SUBJECT:</b>	Community Infrastructure Levy (CIL)
<b>REPORT OF:</b>	Cllr John Read / Cllr Peter Martin
<b>RESPONSIBLE OFFICER</b>	Mark Jaggard Head of Planning and Economic Development
<b>REPORT AUTHOR</b>	Mark Jaggard
<b>WARD/S AFFECTED</b>	All or specify individual wards affected by the item of report

### 1. Purpose of Report

The purpose of this report is to seek the endorsement of the PAGs to continue to develop the Preliminary Draft Charging Schedule with an aim to consult on it later this year.

#### **RECOMMENDATION to Cabinet**

1. **To agree to consult on Community Infrastructure Levy Preliminary Draft Charging Schedule.**

### 2. Reasons for Recommendations

2.1 In 2010 the Government introduced the Community Infrastructure Levy (CIL) as the preferred mechanism for securing developer contributions towards infrastructure to support growth in an area. The regulations which introduced CIL also require planning obligations to be scaled back to cover only site-specific obligations. The Community Infrastructure Levy (CIL) is a tool for local authorities to help deliver infrastructure to support new development. CIL is a mandatory charge levied on new developments that involve an increase of 100m<sup>2</sup> or more of additional floor space, or that involves the creation of a new residential unit.

2.2 The District Councils are in the process of producing a new combined Local Plan 2036. It is therefore prudent to introduce CIL at the current time so that it can be demonstrated how the CIL and associated Regulation 123 list will support delivery of the Local Plan 2036.

### 3. Content of Report

3.1 The Community Infrastructure Levy is a tariff in the form of a standard charge on new development, which is set by the District Councils to help the funding of infrastructure. It is intended to supplement, or top up, other sources of funding to widen infrastructure delivery.

3.2 Most development has some impact on infrastructure and should contribute to the cost of providing or improving infrastructure. The principle behind CIL is for those who benefit financially from a planning permission to pay towards the cost of funding the infrastructure needed to support development.

3.3 CIL will improve the Councils' ability to mitigate the cumulative impacts on infrastructure from most developments; unlike the former system of planning obligations which tended to affect mainly larger developments. Being charged on a per square metre basis, CIL charges will be proportional to the scale of the development. In investing in the infrastructure of the area, CIL is expected to have a positive economic effect on development in the medium to long term.

3.4 The Councils can set CIL rates in a Charging Schedule and can implement these, having undertaken two stages of consultation and an Examination in Public followed by adoption. The 2014 amendments to CIL Regulations Part 3, Regulation 14 mean that when setting CIL rates, the Councils must strike an appropriate balance between the desirability to fund infrastructure through CIL and the potential effect (taken as a whole) of the levy on the economic viability of development in the area where CIL charges apply. When considering infrastructure costs, the Council needs to estimate the cost of infrastructure to support development and take into account other sources of funding.

3.5 Regulation 13 of the CIL Regulations 2010 (as amended) makes provision for the setting of differential rates for different geographical areas, different development types/uses, and development size or a combination of them. Any differential rate should be justified by economic viability evidence.

3.6 The term 'taken as a whole' indicates that economic viability evidence is used to show that CIL rates can be borne by most development across the Districts. It does not mean that CIL rates can be borne by each and every development. The Councils are using emerging evidence in the Economic Viability Study to inform appropriate CIL rates.

#### ***Why introduce Community Infrastructure Levy?***

3.7 The Councils are in the process of producing the new Local Plan 2036. The Charging Schedule and associated Regulation 123 list will demonstrate how the Local Plan can be delivered and so it is helpful to ensure the Charging Schedule is examined by the Planning Inspectorate (PINS) at the same time as the Local Plan 2036.

#### ***Background evidence to support the Preliminary Draft Charging Schedule (PDCS)***

3.8 The following documents are being produced and will be available for the consultation stage of the PDCS:

- A draft Infrastructure Delivery Plan which sets out infrastructure requirements to support the delivery of the Local Plan 2036. The draft will be informed by the Buckinghamshire Infrastructure Strategy.
- An Economic Viability Study is being undertaken by consultants and is an important piece of evidence to assist in determining the most appropriate level for the CIL tariff. It considers burdens placed upon new development through the new Local Plan's policies, such as affordable housing requirements and renewable energy.
- An Infrastructure Funding Gap which will compare the likely CIL income from anticipated new developments with the cost of infrastructure that has been initially identified in the draft Infrastructure Delivery Plan. It is anticipated that CIL will not generate sufficient funds to pay for all the infrastructure identified. The Councils' intention is set the CIL rates to ensure that CIL can make a meaningful and needed contribution to the infrastructure needs across the two Districts.

3.9 Initial indications from the Economic Viability Study show that a charge of £150/m<sup>2</sup> (retail uses, housing, Houses in Multiple Occupation) and £35/m<sup>2</sup> (employment, hotels, institutions, assembly and leisure and other uses) is, generally, viable for development. This will undergo further sensitivity testing.



### ***The CIL rates proposed in the Preliminary Draft Charging Schedule***

3.10 The CIL regulations and the National Planning Practice Guidance (NPPG) specify that in setting their levies charging authorities should strike a balance between the need to fund infrastructure and the potential effects of the imposition of CIL on the economic viability of development across their areas. The overarching aim of CIL is to enable the delivery of growth, therefore, CIL should not be set too high.

3.11 In determining the appropriate CIL rates, consideration must be had for the financial burden this places on developers in combination with other requirements notably affordable housing provision. Affordable housing is a key priority for both Councils and therefore, through the development of Local Plan 2036 policy approach, affordable housing provision will be maintained and CIL rates will be set at a level that ensures the full affordable housing requirement can generally be achieved.

3.12 The infrastructure needs for strategic developments are often more complex and at a grander scale than for smaller sites. For these developments it is also important that funding is in place to deliver their key infrastructure as it will enable development of sites critical to Districts' housing and employment growth. The Councils are proposing a nil CIL rate for strategic sites larger than a particular threshold of number of C3 dwellings or certain site area (hectares) – both to be confirmed.

3.13 The proposed CIL rates are shown in the table below which also lists strategic sites subject to nil CIL charges. These strategic sites are expected to contribute towards infrastructure through S106 agreements.

3.14 The Economic Viability Study assesses the viability of development in Chiltern and South Bucks. The Study shows that the ability of development to support a CIL charge varies by type of development. CIL will be charged in pounds sterling (£) at differential rates according to the type of development set out in the schedule below:

<b>Development type (Use Class)</b>	<b>CIL Rate/m2</b>
Retail (A1-A5)	£150
Employment (B1 Business, B2 General industrial, B8 Storage or distribution)	£35
Hotels and Residential Institutions (C1, C2 and C2a)	£35
Housing and HMOs (C3 and C4)	£150
Non-residential institutions and Assembly and leisure (D1-D2)	£35
All development types unless otherwise in this table	£35
Strategic sites - larger than a particular threshold of C3 dwellings or site area (tbc)	£0
C3 includes all self-contained accommodation, including elderly and sheltered accommodation	

CIL rates will undergo further sensitivity testing through the Economic Viability.

### ***CIL and Section 106 and the Regulation 123 List***

3.15 CIL is the Government's preferred method for collecting pooled contributions to fund infrastructure. There remains a need for S106 obligations, but they must be restricted to the

regulation of development and in particular site specific mitigation as their use relates to acceptability of a proposal in planning terms. S106 obligations continue to be the primary mechanism for securing affordable housing through the planning system.

3.16 The Regulation 123 list of the Community Infrastructure Levy (CIL) Regulations is a list of infrastructure that will be, or may be, wholly or partly funded by CIL. The effect of the list is to restrict the use of S106 Planning Obligations for infrastructure that will be funded in whole or in part by the CIL. This is to ensure no duplication or double charging towards the same infrastructure project.

3.17 The content of the Regulation 123 list will vary between authorities according to their circumstances and their requirements. For some authorities, where there are specific large scale pieces of infrastructure necessary to unlock development across the area, the Regulation 123 list could be very limited and focussed. In other areas where infrastructure requirements result from incremental increases in demand across the board, their list is likely to be more general in nature, enabling them to respond flexibly.

3.18 The Regulations require Authorities to publish a draft of their Regulation 123 list in advance of a CIL examination. Through the consultation on the PDCS, the Councils will be asking for opinions on the scope of the Regulation 123 list.

### ***CIL and Section 106 on strategic sites***

3.19 The PDCS proposes that on strategic sites S106 will be used rather than CIL. Such sites are likely to have major and expensive infrastructure demands which need to be delivered early to enable development to proceed. Where this is the case (and the statutory tests can be met) it is more likely that S106 obligations will be the appropriate delivery mechanism.

3.20 S106 could be used to fund specific transport works or other infrastructure such as educational and leisure needs arising as a result of the particular development. These contributions could be pooled with a maximum of four other S106 contributions to the same infrastructure project so careful application of S106 would be required. Contributions could not be combined with CIL spend or on other District wide infrastructure projects.

3.21 The case for excluding strategic sites from the CIL regime and using Section 106 procedures in its place will form part of the wider consultation on the PDCS. This reflects the nature of these large scale developments, the piecemeal way that large sites are developed over a number of years, and the need for the delivery of up front infrastructure.

3.22 The Regulation 123 list would therefore be reduced in scope to exclude specific strategic infrastructure associated with strategic sites and wider housing and economic growth. The emerging Local Plan will have a policy setting out that sites above a threshold (to be determined) would make contributions through S106 not CIL.

### ***The Neighbourhood Portion of the CIL receipts***

3.23 CIL receipts are split into 3 portions. 80% of the CIL receipts must be used for "*funding the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of the area*". 5% of the CIL receipts are spent on administration of the process.

3.24 The remaining 15% is known as the Neighbourhood Portion. Where the CIL receipt derives from a development within the area covered by a 'made' Neighbourhood Plan that proportion is up to 25%. There is a cap of £100 (indexed) per dwelling within the area per financial year.

3.25 The CIL regulations allow for the Neighbourhood Portion of levy receipts to be used for a slightly wider range of things than the rest of the levy, namely:

- the provision, improvement, replacement, operation or maintenance of infrastructure; or
- anything else that is concerned with addressing the demands that development places on an area.

3.26 All Councils must pass over the Neighbourhood Proportion of levy receipts from development where there is an accountable body. In Chiltern and South Bucks the areas are fully covered by Parish or Town Councils. In this circumstance the money (subject to the cap) would be passed to the relevant Parish or Town Council. The Planning Practice Guidance recommends that the District Council and the receiving Parish or Town Council should engage and work closely to agree with them how best to spend these funds.

3.27 There are provisions for the recovery of CIL monies by the District Council if a Parish or Town Council do not spend the Neighbourhood Portion of CIL receipts within 5 years of receiving it.

#### 4. Consultation

4.1 Consultation on the Preliminary Draft Charging Schedule will take place for 6 weeks and is likely to be in November / December 2018.

4.2 The Councils will consult groups including developers, planning agents, stakeholders, Parish Councils, Residents Groups, the County Council, adjoining Councils, infrastructure providers and other likely interested parties. The consultation will be undertaken in line with the Statement of Community Involvement (SCI).

4.3 Likely stages of the process:

Preliminary Draft Charging Schedule (PDCS) Consultation (Reg 15)	Nov/Dec 2018
Draft Charging Schedule (DCS) Consultation (Reg 16)	Feb/Mar 2019
Submit Charging Schedule (CS) to Secretary of State alongside the new Local Plan 2036 (Reg 19)	July 2018
Examination by an independent Inspector (PINS) alongside the Local Plan 2036	Jan 2019
Adopt CIL Charging Schedule	June 2020
Update / publish new Supplementary Planning Document	June 2020

#### 5. Options (*if any*)

5.1 Do not Introduce Community Infrastructure Levy. This is not recommended as it is important that infrastructure to support the sustainable growth of the Districts is provided in a

timely way. CIL is the only mechanism which allows funding for infrastructure to be collected from sites of up to 10 homes. It is also a clear and consistent mechanism for collecting developer contributions which provide certainty to the development industry.

## 6. Corporate Implications

6.1 If the CIL Charging Schedule is adopted this will create a revenue stream to allow the Councils to invest in the infrastructure necessary to support the growth of the Districts.

## 7. Links to Council Policy Objectives

7.1 The implementation of the Community Infrastructure Levy (CIL) will assist in the delivery of:

- Key Theme 1: Thriving Economy
- Key Theme 2: Sustainable Environment
- Key Theme 5: Cohesive and Strong Communities

Key Objectives available here:

<http://www.chiltern.gov.uk/Aims-and-Objectives>

<http://www.southbucks.gov.uk/prioritiesandperformance>

## 8. Next Step

8.1 This will move through to be signed off by both Cabinets and Joint Members Working Group and the key stage will be consultation in November 2018 as referred to in 4.3 above.

<b>Background Papers:</b>	None other than referred to in the report.
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<b>SUBJECT:</b>	Exemplary Planning Service Action Plan update
<b>REPORT OF:</b>	Cllr P Martin & Cllr J Read
<b>RESPONSIBLE OFFICER</b>	Steve Bambrick
<b>REPORT AUTHOR</b>	Mark Jaggard
<b>WARD/S AFFECTED</b>	All Wards

## 1. Purpose of Report

To provide an update on the progress of the implementation of the Exemplary Planning Service Action Plan.

### RECOMMENDATION

1. **That Members note the report.**

## 2. Content of Report

2.1 The Exemplary Planning Service Action Plan was approved by the SBDC cabinet on the 17<sup>th</sup> April 2018, and CDC Cabinet on 1<sup>st</sup> May 2018. The Plan sets out key principles for the delivery of an exemplary Planning Service and an Action Plan for doing so.

2.2 It set out a route map to take the Planning Service to that of an exemplary service. It sets out a series of short, medium and longer term actions. Several of the actions inevitably overlap with the on-going work around the implementation of a shared planning service.

2.3 The work on the shared planning service has identified a need for a long term vision within which the various process changes can be delivered. This work has also identified that there are opportunities to take the shared planning service from the current position in which it finds itself to an exemplary position. This approach builds on the long standing high performance of both Councils on the speed of processing planning applications.

2.4 Since that time, some of the short term actions have now either been delivered or have been started. The attached Appendix sets out how progress is being made against the targets in the Action Plan.

## 3. Consultation

3.1 No consultation has been undertaken as this is an update report.

## 4. Options (*if any*)

41 Do not pursue an exemplary service. This is not recommended as the service needs a range of improvements in any event. In making changes it appears best to strive for excellence.

## 5. Corporate Implications

### 5.1 Financial

There are no direct financial implications of this report. Major initiatives such as the production of the Joint Local Plan and the implementation of a shared planning registration system are already agreed within the Service's budget. Other initiatives are based around a different form or service delivery rather than actions which would require direct financial expenditure.

### 5.2 Legal

The delivery of an exemplary planning service does not, in itself, change the statutory or legal requirements within which the service operates.

### 5.3 Other Matters

This report has no direct implications for – Crime and Disorder, Environmental Issues, ICT, Partnership, Procurement, Social Inclusion, Sustainability.

## 6. Links to Council Policy Objectives

6.1 The delivery of an exemplary planning service will assist in the delivery of:

- Key Theme 1: Thriving Economy
- Key Theme 2: Sustainable Environment
- Key Theme 5: Cohesive and Strong Communities

Key Objectives available here:

<http://www.chiltern.gov.uk/Aims-and-Objectives>

<http://www.southbucks.gov.uk/prioritiesandperformance>

## 7. Next Step

7.1 The Action Plan sets out a series of actions in the short, medium and longer term. The implementation of the various actions will be incorporated into future service plans and will be monitored by the Head of Planning & Economic Development and the two Portfolio Holders. A further report will be provided to the PAG in 6 months' time.

<b>Background Papers:</b>	None other than referred to in this report
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## Exemplary Service Action Plan Update

Action	Date	Comments
<b>Short term</b>	<b>(December 2017 - March 2018)</b>	<b>Update September 2018</b>
Preparation of the Local Plan evidence base to be ready for submission and kept up to date	Now revised	See below
Local Plan arrangements for consultation	Now revised	See below
Local Plan draft	Now revised	See below
Introduction of updated CDC/SBDC pre- application advice service and associated charges (3.1/3.3/3.4/3.5)	March 2018	Introduction of a new pre-app and planning performance agreement (PPA) system and new charges through the budget setting process. This also includes charging for Listed Building Consent in CDC. Effective from 1 <sup>st</sup> April 2019 (in Fess and Changes as part of the Budget Book)
Re-establishment the Agents' Forum	First meeting held in March 2018	2 <sup>nd</sup> Planning Agents forum held 5 <sup>th</sup> June Next Agents forum to be el in October 2018
Prepare a Planning Performance Agreement protocol (3.5)	March 2018	See above
Prepare a protocol and practice guidance note for extension to time on planning applications (4.3/5.2)	March 2018	Extension of Time process is set up and working
Provide assurance on the Local Plan timetable/ dependencies/budget for examination prior to submission (6.2)	March 2018	Being reviewed as part of the new Local Development Scheme
Secure staffing to establishment levels and develop an open and accessible management team approach (7.1/7.4/7.6)	Staff now appointed. All fully in place by May 2018	All key roles now with permanent members of staff
Prepare clearly-documented working processes in general, and to allow accessible and effective remote working (8.1/8.4/8.5)	March 2018	Remote working is in place
Refine and update delegation and call in arrangements on planning applications (9.1/9.2/9.3) Delivery of refresher training to both Planning Committees (9.9)	Process started  Date agreed	Ongoing
Preparation and adoption of Local Enforcement Plan (10.1)	March 2018	Local Enforcement Plan approved

Action	Date	Comments
<b>Medium term</b>	<b>(April 2018 - March 2019)</b>	<b>Update September 2018</b>
Submission of Local Plan (1.1/1.2/1.3/1.4)	October 2018	Revision to Local Plan timetable as a result of concerns of Highways England. Revised timetable to be agreed as part of a new Local Development Scheme Autumn 2018
Preparation of supplementary guidance on strategic sites (2.2/2.4)	March 2019	Review Autumn 2018. As part of a new PPA process look for the development industry to fund the works to work collaboratively to ensure the new strategic sites are developed in an appropriate and sustainable way
Delivery of a customer-focused service with locally driven quality measures (5.1/5.3/5.4)	September 2018	Ongoing – milestones to be agreed
Delivery of a Service Financial Plan (6.1-6.4)	October 2018	Later – milestones to be agreed
Preparation and implementation of a resource management plan (7.2/7.3/7.5/7.6)	November 2018	Later – milestones to be agreed
Preparation and implementation of a process management guidance note for officers and members ( 8.2/8.3/8.6)	December 2018	To follow
Review officer/member working relationships in general and at committees in particular (9.4/9.5/9.7/9.8/9.10)	May 2018	November 2018 – Undertake a 360 style review to assess how relationships are working both in general and at planning committees in particular
Delivery of an efficient and customer-focused enforcement service (10.2-10.6) following approval of the Local Enforcement Plan (10.1)	June 2018	Local Enforcement Plan approved New Enforcement Manager starts 17 <sup>th</sup> September 2018 Significant increase in number of enforcement cases being considered at Planning Committees New scheme of delegation for enforcement matters also being considered at PAG

Action	Date	Comments
<b>Long term</b>	<b>(April 2019-March 2020)</b>	<b>Update September 2018</b>
Preparation of general supplementary design guidance (2.1/2.3) and measures to assess the effectiveness of approved schemes (2.5)	October 2019	Looking to improve design quality by different methods Introduction of Design Review Panel – first review 4 <sup>th</sup> September 2018 Implementation of a review of a Design Champion to assess and advice



		<p>Appointment of an in house Urban Designer – Autumn / Winter 2018</p> <p>Implement new Design Policies in the Local Plan which will ten shape the scope of any Design SPD</p> <p>Implement a process for reviewing Conservation Area Appraisals – appoint external consultants</p> <p>Publish Technical Advice Notes to advise applicant on Design Matters – eg Shop Fronts</p>
The implementation of an approved agent scheme (3.6)	April 2019	To follow
Publication of the direct and indirect effects of the operation of the Planning Service as part of an updated Financial Plan (6.3)	October 2019	Later – milestones to be agreed
Members playing an active part in Service planning and strategic budget decisions (9.6)	Largely on-going. Review in April 2019	To follow
Preparation and publication of protocol for pursuit of enforcement cases through the Proceeds of Crime Act (10.7/10.8)	April 2019	To follow

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<b>SUBJECT:</b>	S106 Review Update
<b>REPORT OF:</b>	Cllr J Read
<b>RESPONSIBLE OFFICER</b>	Mark Jaggard, Head of Planning and Economic Development
<b>REPORT AUTHOR</b>	Jane Law, 01494 586690, jane.law@southbucks.gov.uk
<b>WARD/S AFFECTED</b>	All

### 1. Purpose of Report

The purpose of this report is to update the Group on the current position in respect of those S106 Agreements that include either a developer contribution or a schedule of works and to give an update on the method proposed for implementing the process and procedures required to ensure effective S106 monitoring in the future.

### RECOMMENDATIONS

#### 1. To note the content of the update report.

### 2. Executive Summary

- The need for a robust, pro-active and effective process for the monitoring of Section 106 Agreements was recognised by Management Team in May 2016.
- An interim Monitoring Officer was recruited in July of this year and began an intensive investigation into the Council's S106 records to establish a comprehensive baseline position.

### 3. Content of Report

A phased approach is set out below:

#### 3.1 Phase One

- 3.11 To establish the current position including all active S106 Agreements, POA's and Deeds of Variation.
- 3.12 To record these in a spreadsheet this will enable the identification, amongst other things, of:
- Monies received monies due and monies outstanding in respect of commuted AHC sums.
  - Requirements of each agreement with relevant triggers
  - Clear identification of action required with relevant dates
  - Compliance with payment of commuted AHC
  - Compliance with on-site requirements such as affordable housing and open space
- 3.12 In total **581** S106 Agreements have been identified and a high level audit of these has been carried out. This audit has so far identified **41** agreements that are "live". Of these **2** agreements require further investigation.
- 3.14 A joint review has been carried out with finance and the results are as follows:

<b>SBDC s106 Agreements 2001-2018</b>	<b>£</b>
S106 payments received	9,500,000
S106 payments where trigger point has not been reached, requiring monitoring	2,360,000
S106 agreements being reviewed to determine whether payment is due	229,000

3.15 The process will continue until all S106 agreements have been fully audited and added to the Council's database, this process will run concurrently with Phases Two and Three outlined below.

3.16 Where the potential for non-compliance with the S106 Agreement has been identified contact has or will be made with the developers/landowners to resolve the situation.

3.17

<b>SBDC</b>	<b>Action</b>	<b>Timeline</b>	
	Identify Sites	18/07/18 – 03/08/18	Complete
	Confirm payment	13/08/18	Complete
	Carry out site visits	18/07/18 – 17/08/18	Complete
	Populate spreadsheet	18/07/18 – 17/08/18	Complete
	Position Report submitted	03/09/18	Complete

### **3.2 Phase Two – Establish Process and Procedures**

3.2.1 A new standardised process will enable a clear understanding of roles and responsibilities; improved systems and protocols will ensure that all parts of the process function more effectively and efficiently enabling regular reporting of performance; the corporate risk will be removed. This process is being reviewed and agreed.

3.2.2 It is anticipated that this phase will be completed by late-October.

### **3.3 Phase Three – Implementation**

3.3.1 During this phase the following will be developed and implemented:

- Standardised reports
- Individual monitoring logs
- Supplementary Planning Guidance for Developers
- Standardised letter templates
- Introduction of a S106 Register for public access
- Implementation of a formal reporting mechanism
- Creation of a web page
- Establish charging protocol for compliance requests

3.3.2 It is anticipated that this phase of the project will be completed by mid-December.

**4. Consultation**

Not applicable

**5. Options (if any)**

To note the report

**6. Corporate Implications****6.1 Financial**

The Council may be asked to repay S106 deposits which have not been used by their expiry date. A reactive rather than pro-active approach increases the risk of payments not being made.

**6.2 Legal**

There is a risk of challenge by and/or repayment to developers should the Council not be able to prove that monies have been spent in accordance with the relevant planning obligations.

**7. Links to Council Policy Objectives**

7.1 The proposal supports the objectives of conserving the environment and promoting sustainability as well as delivering cost-effective, customer-focused services.

**8. Next Step**

An update will be brought to a future meeting

<b>Background Papers:</b>	None other than referred to in the report.
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