

APPENDIX 1

1. The 'S106 Local Infrastructure Proposal Lists' and supporting process will be made digitally available to Councillors and will comprise of three main elements:

S106 Councillors Handbook

2. A handbook will be produced that provides a quick guide to Councillors about Planning Obligations (what they are, how they are secured, when / how contributions are paid etc.). It will identify where and how planning obligations fit into the planning application process, provide a guide as to how infrastructure needs are identified and how the S106 Local Infrastructure Proposal Lists can be used to contribute towards the process.

S106 Local Infrastructure Proposals Form

3. The following process is proposed to more effectively capture local infrastructure proposals from Councillors. The structure seeks to ensure that the process can be effectively co-ordinated by Officers and be capable of regular review / updating without becoming unwieldy and / or over resource intensive:

- Stage 1 - Defining Infrastructure Scope: Planning obligations are sought for a variety of infrastructure categories, including affordable housing and schools provision and there are a series of existing processes in place determining where and how these contributions are allocated. For the purpose of this project, the Proposal Lists will focus on three categories of local infrastructure works, namely: Public Open Spaces, Community Facilities and Local Highway Improvements.
- Stage 2 - Submitting local infrastructure proposals: The Councillors Handbook will provide further guidance as to the types of infrastructure that can be sought through S106 contributions (e.g. they can be used towards capital projects, but not revenue funding) and details of how any proposals will need to be considered against the 3 'legal tests'. Councillors will be able to submit their proposals using a dedicated Local Infrastructure Proposals Form, which will outline the information they need to provide. The Planning Department's S106 Officer will provide a point of contact for related queries.
- Stage 3 - Assessing Councillor Proposals: Once a proposal is received from a Councillor, it will be assessed by Planning Officers (against the relevant legal tests) to see whether it might be eligible for S106 funding. If a proposal is assessed as potentially eligible for S106 funding, it will be identified as such on the Local Infrastructure Proposal List and will be ready to be taken into consideration as part of the process of assessing future planning applications.

Proposals that are not considered within the scope for S106 funding (i.e. it do not meet the relevant legal tests), will still be included on the Lists in order to provide the opportunity for alternative funding sources to be explored.

S106 Local Infrastructure Proposal Lists

4. A series of 29 Ward Based Local Infrastructure Proposal Lists will be produced to capture information submitted by Councillors.
5. A copy of the Proposal Lists will be made available to Councillors and each of the relevant Council Service Areas, who will then be able to take proposals identified into consideration in the assessment of planning applications. Councillors will still be able to submit representations on individual planning applications as part of the statutory consultation process. Where the need arises as a result of a proposed development and an infrastructure proposal is consistent with the relevant planning policies, Service Areas will be able to use the Proposal Lists to help inform the contribution(s) sought, or the works that are requested be carried out by the developer.
6. It is intended that the Local Infrastructure Proposal Lists will be 'living documents' that are regularly updated and available to view via the Council's intranet. An annual review (summary sheet) for each Ward will also be provided.