

TMBC S106 Officer Monitoring Group – Terms of Reference

1. Purpose

The S106 Monitoring Group (“the Group”) is established to strengthen TMBC’s operational oversight of Section 106 (S106) planning obligations.

2. Objectives

- a) Monitor S106 obligations and negotiations.
- b) Review and coordinate allocation of funds.
- c) Support internal teams with accurate information
- d) Track expenditure and deadlines
- e) Review historic S106 matters.
- f) Promote transparency and consistency.

3. Membership

- Senior Development Obligations Officer (Chair)
- Development Management Majors representative
- Housing Strategy & Enabling Manager
- Leisure Services (Outdoors) Manager
- Senior Accountant
- KCC Development Contributions representative

4. Chairing and Administration

The Group will be chaired by the Senior Development Obligations Officer with administrative support from the Planning Obligations Team.

Meetings will take place monthly via Teams. Minutes will be produced and provided to the Group for review.

5. Standard Meeting Agenda

1. Previous issues raised
2. Current S106 negotiations
3. Development progress
4. Monies received/spent
5. Allocation of funds
6. Project updates
7. Historic S106 matters
8. Any other questions/queries

6. Reporting and Information Sharing

Records will be stored electronically and shared via email.

Should there be any confidential information that cannot be shared more widely, this will be made clear to group members when it is shared and noted in meeting minutes.

7. Review of Terms of Reference

These ToR will be reviewed annually or sooner if required.