

TMBC S106 Member Monitoring Group – Terms of Reference

1. Purpose

The S106 Member Monitoring Group (“the Group”) will provide oversight, transparency, and strategic direction on matters relating to Section 106 (S106) planning obligations within Tonbridge & Malling Borough Council (TMBC).

2. Objectives

- a) Monitor S106 income and expenditure.
- b) Review progress on large development schemes.
- c) Consider project allocations.
- d) Provide a forum for updates and discussion.
- e) Identify risks or issues and propose solutions.
- f) Provide a link to the wider Council membership and, where appropriate, a liaison with Parish and Town Councils.

3. Membership

- Cabinet Member for Infrastructure and Tonbridge Town Centre
- Chair of Housing & Planning Scrutiny Select Committee
- Conservative Group representative
- Liberal Democrat Group representative
- Green Group representative
- Labour Group representative
- Independent Group representative
- Director of Planning, Housing & Regulatory Services
- Head of Planning
- Senior Development Obligations Officer

The Member representatives are determined by the current political representation on the Council to ensure that each political group has a representative – this will therefore be reviewed following any elections to the borough Council.

4. Chairing and Administration

The Group will be Chaired by the Cabinet Member, or either of the Director of Planning, Housing & Regulatory Services or the Head of Planning in the absence of the Cabinet Member. Administrative support will be provided by Planning Services.

Meetings will take place quarterly via Teams. Relevant information will be sent out a week prior to the meetings.

5. Standard Meeting Agenda

1. Actions and issues from previous meeting
2. Updates on S106 negotiations
3. Progress on major developments
4. Review of allocations and spending plans
5. Summary of monies received and spent
6. Updates from external monitoring groups
7. AOB

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. Otherwise, there is an expectation that Members on the group will disseminate information relating to s106 monitoring to their political Group colleagues.

Minutes will be produced and provided to the Group for review. These will also be reported for noting to the Council's Housing & Planning Scrutiny Select Committee.

7. Review of Terms of Reference

These ToR will be reviewed by the group annually or sooner if required and proposed changes will be approved by Members.