Section 106 Protocol for Implementation

1. Monies received – Chief Executive, Director of Place, Head of Sustainable Development, Operational Manager for Planning and Building Control, Leader of the Council, relevant Cabinet Members and relevant service areas are notified in writing and consulted in order to highlight any potential opportunities for implementation, allowing for a **21 day** consultation period.

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2. Local Ward Members (including adjoining wards within 100m of application site) and the relevant Cabinet Members notified in writing of any proposed scheme(s) and allowing a **14 day** consultation period for comments.

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Note 1:
Where monies have already been specifically accounted for within the terms of the signed legal agreement this will be noted i.e. no scope for consultation on where the monies are spent.

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3. Local ward Members to comment on proposals for spends of money having regard to the broad term of the legal agreement during the **14 day** consultation period, unless further time is agreed.

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4. After 14 day period, the service area is notified of any representations made, which must be considered for feasibility and if dismissed valid reasons provided.

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5. Service area, in consultation with relevant Cabinet Members, recommends where the money is best spent.

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6. Final decision is made by Head of Sustainable Development (Ian Robinson) in conjunction with the relevant Head(s) of Service(s) subject to 'call in procedure'.

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7. Relevant Cabinet Members and Local member(s) notified. If aggrieved, any member has 14 days to request the decision is called in by Cabinet to determine.

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Note 2:
Where monies are going to fund a capital scheme, prior approval will be required from Cabinet, for the inclusion of the monies into the capital programme. Cabinet approval must be obtained before the scheme commences

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8. Service area notified and given authorisation to spend the Section 106 amount.

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9. Project Implemented.

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10. Annual Monitoring Report notes project implementation and contribution spent.