



***DRAFT* Section 106 Delivery
Working Group
– Terms of Reference & Scope**

Review Group Overview & Scrutiny Committee Member Lead	Chair Cllr David Rogers Vice-Chair Cllr Dom Vaitkus
Membership	Full Overview & Scrutiny Committee
Executive Member	Councillor Chris Aramini-Brant – Deputy Leader and PfH for Planning and Enforcement
Officer Support	Administration of working group: Principal Officer – Scrutiny & Democratic Lead, Emma Faulkner Democratic & Elections Officer, Martyn Surfleet Dedicated officer from Planning Department to provide ongoing technical support Specialist subject officers are detailed in Guest speakers/witnesses/experts section.
Background	Infrastructure (play parks, health facilities, community centres, rather than roads) is not being delivered, or being delayed in some areas, meaning that residents are not getting the facilities they are expecting.
Rationale	As a committee we would like to: • Review the current process and why it appears to not be working • Understand why there are unspent funds being held by Oxfordshire County Council (OCC) • Ensure appropriate level of contributions for all developments • Ensure appropriate distribution of s106 funds across the North of Cherwell, Banbury often left out • Understand Parish and Town Council involvement in s106 discussions- to what level and at what stage do discussions take place • Understand the handover process to Town and Parish Councils – is this process impacted by staff vacancies in the relevant departments • Understand the handover process to primary care, including how rent levels are determined (DVS) • Reduce the involvement and reliance on maintenance companies for green spaces, and the associated costs to residents alongside council tax.

Indicators of Success	Better understanding of the overall process and where/why issues can occur Residents getting the facilities referred to in the S106 agreements		
Out of Scope	Government policy.		
Method / Approach	- Hybrid meetings, with times and frequency to be arranged in line with majority availability of Committee members - Potential to record meetings for other members to view - First working group meeting to be explanation of current s106 process, including asset handover to Town and Parishes (latter element via Legal officers)		
Guest speakers / Witnesses / Experts	- Relevant CDC Officers, including planning, legal, health and wellbeing - Relevant OCC officers – highways, education - Integrated Care Board (ICB) Estates officers - Thames Valley Police Estates officers - Bus operators, such as Stagecoach and any others that operate services - District Valuer Service (DVS)		
Evidence required and documents	Relevant policies/methodology		
Site Visits	None anticipated.		
Risks	i) Availability of councillors and officers to progress the work. ii) Project scope drift. iii) Identification of evidence to support SMART scrutiny recommendations in time to inform report. iv) Reporting on time to OSC (complete finalisation in time to meet the deadline for OSC papers.		
Projected Start Date	Mid-October 2026	Draft Report Deadline	26 February 2027
Meeting Frequency	To be confirmed.	Projected Completion Date	23 March 2027 – final O&S municipal year

Approved by Overview & Scrutiny Committee	Date:
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Draft Outline of meetings

(Review Group members are reminded that they will be required to undertake evidence gathering and work outside of the meetings detailed below to ensure that the Review completion date is met)

Meeting 1 – Scene setting
Attendance by Planning and Legal colleagues to explain current process
Subsequent meeting details to be confirmed.