

PROPOSED METHODOLOGY

1. Charging Regime

An hourly rate of £27 was applied to establish the monitoring fee based officer salary including all overhead costs.

Development threshold	Monitoring fee*	Head of terms threshold*
1-9 dwellings	£450	Up to 2
10-19 dwellings	£820	Up to 3
20-50 dwellings	£1,100	Up to 5
50+ dwellings	Refer to calculator	
All others		

* Excluding the below additions

The following additions will apply:

- SANG and SAMMS – a fixed fee of £450 will be added.
If the deed solely contains SANG and SAMMS contributions, the monitoring fee for the deed will be a one-off £450.
- Travel Plan – a fixed fee of £280 will be added
- Highway Works – a multiplier of £100 will be added where required depending on the complexity of the agreement
- Local Labour Obligations – a separate monitoring fee in charged

To ensure the Council's costs are covered and based on the deed an additional £220 will be charged per additional head of terms (excluding the above additions).

Where the monitoring exceeds the estimated number of hours by 20% or more, it is proposed to further invoice developers to recoup the additional cost incurred at a rate of £27 per hour.

These charges will be reviewed periodically to ensure that the fee cover the costs of providing the monitoring. The Head of Planning Services will determine any changes to the charges which will be enacted every 6 months.

2. Supporting Evidence

This proposed charging regime is based on an analysis of the section 106 agreements signed since 1st April 2018 as shown in Table 1.

Table 1 Section 106 agreements signed since 1st April 2018

Application No.	Site Address	No. of Dwellings
LW/17/0608	Former School Site, Western Road, Newhaven	27

LW/16/0800	Newlands School, Eastbourne Road, Seaford	183
LW/18/0048	Land Adjacent to The Rough And Vernons Road, Newick	2
LW/18/0302	Land to The Rear of Sheffield Park Industrial Estate, East Grinstead Road, North Chailey	-
LW/17/0873	Land Adjoining Oakfield House, Station Road, Plumpton Green	20
LW/17/0779	The Glade, 14 Newick Hill, Newick	1
LW/17/0226	Lower Hoddern Farm, Peacehaven	450
LW/18/0808	Caburn Field, Anchor Field, Ringmer	77
LW/19/0171	Sharpsbridge Farm, Newick	1
LW/19/0354	85 Western Road, Newick	2
LW/16/0037	Land on The South Side of Sutton Drove, Seaford	12
LW/15/0034	Land Adjacent Fisher Terminal, East Quay, Newhaven	-
LW/16/0510	Street Record, Jackies Lane, Newick	-
LW/17/0205	Land Between Beach Road And Transit Road, Newhaven	39
LW/18/0472	Land At Western End of Riddens Lane, Plumpton	20
LW/19/0054	Glendene Farm , Station Road, North Chailey	11

The analysis included:

- An estimate of the number of hours for each monitoring task, based on practical experience of the current monitoring
- Setting development and head of terms threshold bands, based on the applications received which are subject to section 106 agreements and the type of obligations within the agreement
- Preparing a calculator tool for larger and more complex agreements

Table 2 Estimated time per monitoring task

Tasks	Estimated time (hour)
Agree items to monitor	1.5 per agreement
Prepare the agreement for use	0.5 per agreement
Input agreement in software	0.5 per agreement
Diarise each covenant	0.5 per covenant
Monitor site progress	1 per trigger
Cross reference with services/developer	1 per covenant
Calculate contribution	0.5 per contribution
Raise and issue demand notices, monitor and acknowledge receipt of payment, discharge obligation	2 per trigger
Working with partners to spend the S106 funds	3 per contribution
Compiling information for reporting	5 per agreement

If the suggested monitoring fees had been applied since 1st April 2018, it would have generated £23,831 in monitoring fees as per the Table 3. A comparison with the

regime currently applied by the South Downs National Park Authority (SDNPA) and Mid Sussex District Council (MSDC) has also been included for information (N.B. Please note that this is an estimate based on our understanding of their charging regime).

Under the South Downs National Park Authority monitoring fee regime, it is our understanding that a deed such as the one signed for Lower Hoddern Farm would have been charged over £31k. A charge over £35k would be applied in Mid Sussex District Council.

A smaller development such as 85 Western Road, Newick, would pay £880 in monitoring fee in the South Downs National Park and £300 in Mid Sussex District Council.

Table 3 Planning Obligation Monitoring Fees comparison

Application No.	Site Address	Proposed Fee	Estimate Fee under the SDNPA regime	Estimate Fee under MSDC regime
LW/17/0608	Former School Site, Western Road, Newhaven	£1,100	£1,320	£1,350
LW/16/0800	Newlands School, Eastbourne Road, Seaford	£3,593.50	£13,200	£15,000
LW/18/0048	Land Adjacent to The Rough And Vernons Road, Newick	£450	£880	£300
LW/18/0302	Land to The Rear of Sheffield Park Industrial Estate, East Grinstead Road, North Chailey	£378	£440	£150
LW/17/0873	Land Adjoining Oakfield House, Station Road, Plumpton Green	£1,100	£2,640	£2,700
LW/17/0779	The Glade, 14 Newick Hill, Newick	£450	£880	£300
LW/17/0226	Lower Hoddern Farm, Peacehaven	£6,896	£31,240	£35,500
LW/18/0808	Caburn Field, Anchor Field, Ringmer	£2,313	£6,600	£6,750
LW/19/0171	Sharpsbridge Farm, Newick	£450	£880	£300
LW/19/0354	85 Western Road, Newick	£450	£880	£300
LW/16/0037	Land on The South Side of Sutton Drove, Seaford	£820	£440	£150
LW/15/0034	Land Adjacent Fisher Terminal, East Quay, Newhaven	£1,768.50	£7,040	
LW/16/0510	Street Record, Jackies Lane, Newick	£761.50	£1,320	
LW/17/0205	Land Between Beach Road And Transit Road, Newhaven	£1,380	£6,160	£6,300
LW/18/0472	Land At Western End of Riddens Lane, Plumpton	£1,100	£3,520.	£3,600
LW/19/0054	Glendene Farm , Station Road, North Chailey	£820	£1,320	£450