

Meeting Cabinet Resources Committee

Date 25 February 2014

Subject West Hendon Regeneration Project

Report of Leader of the Council

Summary of Report Prior to the transfer of land required to deliver Phase

3a of the West Hendon Regeneration Scheme, the Principal Development Agreement requires the Council to appropriate the land to a planning purpose. Because of the short time available to complete the appropriation, between the receipt of Secretary of State consent to the disposal and handover of the phase this appropriation was completed through a Leader DPR. The land appropriated is shown shaded blue on the plan at Appendix 1. Such resolution is being reported to the Cabinet Resources Committee

for information only.

Members are also asked to note that the resolution to make CPO1 of the West Hendon Regeneration Scheme was granted by the Leader on 11 February

2014.

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Status (public or exempt) Public

Wards Affected West Hendon

Key Decision No

Reason for urgency / exemption from call-in

Not applicable

Function of Executive

Enclosures Appendix 1 - Plan 716 00 SK 099 attached to

Leader decision of 12 September 2013 authorising the appropriation of land required for Phase 3a

transfer to the Developer.

Appendix 2 – Secretary of State consent under

Section 25.

Contact for Further

Information:

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1. RECOMMENDATION

- 1.1 That the Committee note the decisions, taken by the Leader of the Council on 12 September 2013:
 - (i) That in accordance with the provisions of S.122 of the Local Government Act 1972, the land shown coloured blue on the attached plan, excluding the area shown coloured blue hatched red is hereby appropriated to planning purposes; and
 - (ii) That in accordance with the provisions of S.122 of the Local Government Act 1972, the land shown coloured blue hatched red on the attached plan shall be appropriated to planning and that delegated power is given to the Strategic Director Growth and Environment (formerly the Director for Place) to complete the appropriation upon implementation of the highway closure.
 - (iii) Subject to Secretary of State consent the transfer of the land shown coloured blue on the attached plan to Barratt Metropolitan LLP in accordance with the relevant provisions of the Principal Development Agreement
- 1.2 That the Committee note that the Leader of the Council made the following decision on 11th February 2014:
 - (i) The granting of the resolution to make CPO1

2. RELEVANT PREVIOUS DECISIONS

- 2.1 Planning and Environment Committee, 27 July 2005 (Decision item 8); Outline planning consent for the West Hendon Regeneration Scheme (W13937/04), subject to an agreed Section 106 Agreement.
- 2.2 Cabinet, 30 August 2005 (Decision item 5); West Hendon Regeneration Scheme Approval to enter into a Principal Development Agreement.
- 2.3 Cabinet, 11 October 2005 (Decision item 7); West Hendon Regeneration Scheme resolved that the final arrangements for entering into the Principal Development Agreement be subject to approval by the Leader of the Council.
- 2.4 Planning and Environment Committee, 25 January 2006 (Decision item 7) approved amendments to Outline Planning Consent (W13937/04), to vary the Section 106 Agreement Heads of Terms by inclusion of additional planning obligations relating to Energy Strategy and Accessibility and Inclusive Design.
- 2.5 Cabinet, 3 April 2006 (Decision item 8) approved the final arrangements for entering into the Principal Development Agreement for the West Hendon regeneration project.
- 2.6 Cabinet Resources Committee, 28 November 2006 (Decision item 15) resolved to make a Compulsory Purchase Order for the acquisition of all non-Council owned property and other proprietary interests in the West Hendon

- regeneration area as shown on the attached plan and that the appropriate Chief Officers be authorised to take all necessary action to secure the confirmation and implementation of the Compulsory Purchase Order.
- 2.7 Planning and Environment Committee, 19 March 2008 (Decision item 8) approved amendments to Outline Planning Consent (W13937/04) to vary phasing; reconfigure the central square; make general changes to the alignment of building blocks and vary the layout of block 'L' and surrounding road layout.
- 2.8 Planning and Environment Committee, 22 December 2008 (Decision item 8) approved Reserved Matters Application to develop Phase 2A of the development.
- 2.9 Delegated Powers Report, 7 August 2009 (number 870) the Leader of the Council approved and agreed a Deed of Variation to extend the expiry date on the Principal Development Agreement and to make amendments to the provisions for the TUPE agreement and information on the Master plan.
- 2.10 Delegated Powers Report, 15 February 2010 (number 993) the Leader of the Council approved the extension of the Principal Development Agreement expiry date by four months to 15 June 2010, and to enter the Deed of Variation to the Principal Development Agreement for commencement of the Initial Phase (Pilot and Phase 2A).
- 2.11 Delegated Powers Report, 16 June 2010 (number 1092) the Leader of the Council approved the extension of the Principal Development Agreement expiry date by six months to 15 December 2010.
- 2.12 Cabinet Resources Committee, 30 November 2010 (Decision item 7) approved the extension of the Principal Development Agreement by twelve months to 15 December 2011 and authorised officers to grant a further extension of up to twelve months to 15 December 2012 (which has now been granted see paragraph 2.13).
- 2.13 Delegated Powers Report, 3 October 2011 (number 1444) the Interim Director of Environment, Planning and Regeneration approved an extension of the West Hendon Principal Development Agreement expiry date by 12 months to 15 December 2012 to review feasibility options.
- 2.14 Delegated Powers Report, 22 December 2011 (number 1524) the Leader of the Council authorised that officers can undertake a mini tender competition to select external legal advisers for the West Hendon Regeneration Scheme. DLA Piper were the external legal advisors appointed under this tender exercise.
- 2.15 Cabinet Resources Committee, 28 February 2012 (Decision item 19) approved that the Deputy Chief Executive be authorised to negotiate revised terms for the West Hendon Principal Development Agreement to enable the West Hendon regeneration scheme to progress with a new master plan that guarantees scheme viability, consulting relevant stakeholders as necessary and to report back to the Committee later this year on the result of these negotiations and any proposed changes.

- 2.16 Cabinet Resources Committee, 7 November 2012 (Decision item 7) approved the extension to the Principal Development Agreement for a period of 6 months to June 2013.
- 2.17 Cabinet Resources Committee, 18 April 2013 approved the recommendation to conclude the Heads of Terms to the Principal Development Agreement and delegate authority to the Director of Place in consultation with the Leader for final approvals.
- 2.18 Planning and Environment Committee 23 July 2013; Approved Outline consent for construction of 2,000 homes, a two form entry primary school, nursery and new community facilities and detailed approval to phase 3a for the regeneration project.
- 2.19 On 12 September 2013, the Leader authorised the following action:
 - 1. The appropriation of the land shown coloured blue on the attached plan 716_00_SK_099, (excluding the area shown coloured blue with hatched red) to planning purposes in accordance with the provisions of S.122 of the Local Government Act 1972;and
 - 2. The delegation of authority to the Strategic Director Growth and Environment (formerly the Director for Place) to appropriate the land shown coloured blue and hatched red on plan 716_00_SK_099 for planning purposes following the closure of the highway in accordance with the provisions of S.122 of the Local Government Act 1972; and
 - 3. Subject to Secretary of State consent the transfer the land shown coloured blue on plan 716_00_SK_099 to Barratt Metropolitan LLP in accordance with the relevant provisions of the Principal Development Agreement.
- 2.20 Cabinet Resources Committee 16th December 2013 resolved the following:
 - 1. The making of 4 Compulsory Purchase Orders and necessary General Vesting Declarations to acquire all non-Council owned property and other proprietary interests (including as appropriate new rights over land) in the West Hendon Regeneration Scheme within phase 3a
 - Delegated authority for that the Director for Place or other officer as delegated by the Director for Place be authorised to transfer all properties and proprietary interests acquired pursuant to CPO1 to the relevant development partners in accordance with the terms of the Principal Development Agreement dated 11 August 2006 (or such variation to that Agreement as may be agreed between the Council and the Development Partners)
 - 3. Delegated authority for the Director for Place or other officer as delegated by the Director for Place to take any further necessary actions to secure the making, confirmation and implementation of CPO1
 - 4. Delegated authority for the Director for Place or other officer as delegated by the Director for Place to approve the service of demolition

notices to suspend and/or terminate the exercise of the Right to Buy on properties due for demolition (as required for the delivery of the regeneration scheme) within the West Hendon Regeneration Scheme, pursuant to sections 138A and 138B and schedules 5 and 5A of the Housing Act 1985 (as amended)

Delegated authority for the Director for Place or other officer as delegated by the Director for Place to appropriate to planning purposes any parcel of land within the red line planning application boundary for the scheme and/or the CPO Plan which is held by the Council for another purpose subject to obtaining any necessary statutory consents required and/or compliance with any statutory procedures for such appropriation.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 3.1 The regeneration of the West Hendon estate supports the Corporate Plan 2013-2016
 - To maintain a well designed, attractive and accessible place, with sustainable infrastructure across the borough.
 - To maintain the right environment for a strong and diverse local economy.
 - To create better life chances for children and young people across the borough.
 - To sustain a strong partnership with the local NHS, so that families and individuals can maintain and improve their physical and mental health.
 - To promote a healthy, active, independent and informed over 55 population in the borough to encourage and support our residents to age well.
 - To promote family and community well-being and encourage engaged, cohesive and safe communities.
- 3.2 The regeneration of the West Hendon regeneration estate also supports the Sustainable Community Strategy for Barnet 2010–2020 through the following objectives:
 - A new relationship with citizens the new developments will offer more choice and promote independence by providing a number of different housing options such as shared ownership to residents and to other people in the wider community.
 - A one-public-sector approach the Council is working together with other public sector partners to ensure the delivery of the schemes.
 - A relentless drive for efficiency the Council is working with development partners to ensure that the scheme is delivered in the most cost effective way.
- 3.3 The regeneration scheme also complies with strategic objectives in the Council's Housing Strategy 2010-2025 which include:
 - Increasing housing supply, including family sized homes

- To improve the range of housing choices and opportunities available to residents
- Promoting mixed communities and maximising opportunities available for those residents wishing to own their own home.

4. RISK MANAGEMENT ISSUES

- 4.1 Works to implement Phase 3a of the West Hendon Regeneration Scheme are due to commence this month with a proposed completion date in October 2015. In accordance with the Principal Development Agreement dated 11 August 2006 ("the PDA") as varied on 5 February 2014, the Council is required to appropriate land to a planning purpose in advance of transferring the land requirement to the Developer. Most of the land required for the Phase 3a transfer has already been appropriated (pursuant to the Leader action of 12 September 2013). Authority to appropriate the land shown hatched red on the attached plan was delegated to the Director of Place it is envisaged that this land will be appropriated to a planning purpose upon confirmation of an order authorising the stopping up of the Telford Road. The stopping up process will not be confirmed until the reconfigured Telford Road is complete and open to the public.
- 4.2 Officers have considered the issues involved and do not believe that they are likely to raise significant levels of public concern or give rise to policy considerations.
- 4.3 The decision to appropriate the land to a planning purpose was taken in order to enable the extinguishment of any private rights (once works are implemented on the appropriated land) that may exist.

5. EQUALITIES AND DIVERSITY ISSUES

- 5.1 The Council is committed to improving the quality of life and wider participation for all in the economic, educational, cultural, and social and community life of the Borough. The West Hendon Regeneration Scheme will provide a mix of affordable and private sale properties. The new mixed tenure housing will improve the community cohesion in an area with a highly diverse population. It will provide increased choice and opportunity for Barnet residents. This supports the overall aim of the Council's Equalities Policy and the Council's duties under the Equality Act 2010.
- 5.2 The public sector equality duty under section 149 of the Equality Act 2010 ("PSED") requires the Council to have due regard to: (i) the need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010; and (ii) the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it. 'Protected characteristics' are: gender, race and disability, sexual orientation, age, religion or belief, pregnancy and maternity and gender reassignment.

- 5.3 The Council will promote equalities and address the impact of inequality and discrimination on persons regardless of gender, sexual orientation, race, religion/brief, age, their social or economic status. We will offer a translation service when sending out our CPO literature; additionally we will advise all owners to seek independent legal advice so they fully understand the CPO process.
- 5.4 All residents but especially elderly people living on the estate may be sensitive to empty properties on the estate in fear of crime that empty properties can generate; this negative impact will be managed by using Guardians to occupy properties until demolition is necessary
- 5.5 Consideration has been given to the provisions of the Human Rights Act 1998 including Article 8 (respect for private and family life and home) and Article 1 of the First Protocol (right to peaceful enjoyment of possessions). A decision to make Compulsory Purchase Orders must strike a fair balance between the public interest in the regeneration of the land and interference with private rights
- 5.6 Extensive consultation has and will continue to be undertaken with the community to ensure that the scheme reflects local needs. In this regard, the Council and the Development Partners appointed an Independent Resident Advisor to work with the residents on the estate & a Partnership and homeowners board/group has been established who meet on a regular basis. Residents have had consultation bi monthly over the past 12 months.
- 5.7 As part of the planning application for the West Hendon regeneration programme an Environmental Statement dated March 2013 was submitted. Following consideration of the submission by the Council an addendum to the Environmental statement document was provided in June 2013. The equalities implications will be regularly reviewed and updated during the life of the project with the submission of Reserved Matters planning submissions.
- 5.8 Of particular relevance to Equality and Diversity issues is the chapter on Socio-economic factors and the Health impact assessment within the Environmental Statement.
- 5.9 The assessment established the baseline socio economic conditions for the application site and its surroundings, in order to identify possible receptors that may be impacted by the development proposals. This review highlighted a number of possible socioeconomic receptors, including the housing market, labour market and social infrastructure (for example: GP/dental surgeries, education facilities, community facilities).
- 5.10 The assessment identified the likely impacts of the development proposals on these receptors. Moderate adverse impacts were identified in relation to housing demolition during the construction stage, and provision of primary school and open space infrastructure in the operational stage. Mitigation measures have been proposed to alleviate the possible adverse impacts associated with these receptors during operation including the provision of a primary school on the site. The proposals will provide a number of beneficial impacts for other receptors, through an increase in affordable housing supply and opportunities for wider regeneration.

- 5.11 The aim of the health impact assessment was to assess the potential effects on the physical, social and mental health of current and future residents of the West Hendon estate, and the distribution of the health effects within those residents.
- 5.12 The baseline information shows that the health of people in Barnet is generally better than the England average. However, there are significant pockets of deprivation within Barnet and about 15,700 children live in poverty, which is significantly worse than the England average. The West Hendon estate is one of the most deprived areas of Barnet and this deprivation has an influence on health.
- 5.13 The assessment showed that there are likely to be negative health effects for some future residents of the estate, for example, related to the existing poor air quality and noise disturbance during construction and demolition. However, these will be effectively mitigated through the implementation of good site management during construction.
- 5.14 The health impact assessment found that there would be uncertain health effects on existing residents that will have their homes demolished as part of the redevelopment, with some people more content with their new accommodation than others. Existing residents who are secure tenants will be re housed on site, whereas non secure tenants will be re housed elsewhere in the Borough. However, continued communication with residents throughout the redevelopment should help to minimise any negative health outcomes.
- 5.15 The redevelopment is expected to have many positive health outcomes. Indoor housing conditions are likely to significantly improve from current conditions and there will be improvements to the communal areas, footpaths and road safety, in particular the removal of the current high traffic use of Perryfield Way. There will also be significant improvements to the quality of recreational and play space and much improved access to nearby recreation areas, such as the Brent Reservoir and West Hendon Playing Fields. A new on site primary school, nursery and community centre and increased retail provision will help maintain or improve social networks, provide job opportunities and increase the opportunities for walking and cycling.

6. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)

On the 11 August 2006, the Council entered into a Compulsory Purchase Order Indemnity Agreement with Barratt Metropolitan Limited Liability Partnership. Under the terms of the Compulsory Purchase Order Indemnity Agreement Barratt Metropolitan Limited Liability Partnership is required to cover all of the Council's costs in relation to the making and implementation of the Compulsory Purchase Order. This agreement was revised in 5 February 2014, to ensure that the terms of cost recovery applied to the making of up to four separate CPOs (the principal points on cost recovery remain the same). Relevant costs include the purchase price or any compensation for any land or interest which the Council has to acquire either pursuant to the Compulsory Purchase Order or in consequence of the service of valid blight notices, including all payments made pursuant to the Compulsory Purchase Act 1965

and the Land Compensation Acts 1961 and 1973; any statutory interest payable and the Council's reasonable and proper internal and external costs including legal and surveying and other professional costs covered by the indemnity agreement.

- 6.2 Officers have taken into consideration the obligations that are set out in the Principal Development Agreement which require the land to be appropriated for planning purposes. In order to facilitate the land disposal and obtain Secretary of State Consent the land needs to be valued as the Council will dispose of the land for less than best consideration. The land for the first development phase 3a was valued in July 2013 at £9,215,000. The Council will transfer the land across for nil value this was approved by the Secretary of State in October 2013.
- 6.3 The property implications are set out in paragraph 9 below
- 6.4 The Council and Barratt Metropolitan Limited Liability Partnership have agreed to adopt a transparent and open book approach to the management of the West Hendon Regeneration Scheme. The Council has the right to access management accounts and other relevant documentation to ensure that information being provided in connection with financial matters is accurate and accords with 'Value for Money' criteria.
- 6.5 The original Principal Development Agreement allows for the Council to appoint monitoring consultants to ensure performance and Value for Money of the regeneration project. This function will also be provided for in the Deed of Variation to the Principal Development Agreement dated 5 February 2014. A new monitoring consultant will be appointed through a procurement exercise when the new masterplan enters the implementation phase.

7. LEGAL ISSUES

- 7.1 Section 122 of the Local Government Act 1972 empowers a local authority to appropriate land held by it from one statutory purpose to another if the considers that the land is no longer required for the purpose for which it is currently held.
- 7.2 The Council has carried out an internal consultation with respective departments regarding the use and requirement of the land as Housing land, highways and public open space and has decided that the land is no longer required for these purposes and should now be appropriated to planning use.
- 7.3 On 4 July 2013, the Council made a Stopping-up Order (pursuant to section 247 of the Town and Country Planning Act 1990) to extinguish all public rights over the Perryfield Way car park land in order to enable the development of Phase 3a. This was advertised in the London Gazette and local press on 04 July 2013 from which a six week period commenced for appeals, if any, to be made via the Courts. No applications were made.
- 7.4 The Council is required to advertise its intention to appropriate the public open space at York Park. A Notice of intention to appropriate public open space under Section 122(2A) of the Local Government Act 1972 was placed on site and in the local press for a period of 2 weeks commencing 11th July 2013

- requesting any representations by 25th July. No representations were received. The Council also advertised its intention to dispose of the public open space, subject to the consent of the Secretary of State.
- 7.5 The consent required from the Secretary of State for the disposal of the land pursuant to s233 of the Town and Country planning Act 1990 was received on 25th September 2013 and consent under s25(2) of the Local Government Act 1988 (financial assistance) was received on the 21st October 2013.
- 7.6 Planning permission (hybrid) for the regeneration scheme was granted on 20 November 2013.

8. CONSTITUTIONAL POWERS (Relevant section from the Constitution, Key/Non-Key Decision)

- 8.1 Appropriation of land from one purpose to another is a function of the Council's Executive. Constitution, Part 3, Responsibility for Functions, paragraph 4.2 states the functions allocated to individual Cabinet Members and provides that "The Leader may discharge any function of the Executive"...
- 8.2 A Leader decision to appropriate the land to a planning purpose was required due to the time constraints which existed at the time. The appropriation needed to occur in advance of seeking Secretary of State's consent.

9. BACKGROUND INFORMATION

- 9.1 As reported to Committee in February 2012, the original masterplan for the West Hendon Regeneration scheme was not financially viable. With the agreement of the Council, Barratt Metropolitan Limited Liability Partnership undertook a review of the masterplan, led by a professional team appointed in September 2011. The team was appointed to produce a strategy that could be supported by the Council for the viable and complete regeneration of the West Hendon Estate.
- 9.2 The masterplan review considered five options, of which Option '3' was recommended as the favoured option to be taken forward. This option included 1,977 new homes, retention of Ramsey Close, minimum Compulsory Purchase Order costs, creating a new town centre focus (but not redeveloping The Broadway commercial space) and highways junctions, highways capacity and pedestrian improvements. Following the Committee meeting, a public consultation event was held on 27 March 2012 on Option '3', whereby approximately 70 local residents, business owners and community group members attended the exhibition. The details of this proposal were also presented to members of the West Hendon Residents' Regeneration Forum.
- 9.3 Since February 2012 the professional team, in consultation with the Council, developed the design further which enabled the submission of a hybrid planning application for the regeneration of the West Hendon estate comprising a detailed planning application for the next phase of the development (approximately 358 new homes) and an outline planning application for the remainder of the West Hendon Regeneration Scheme

(approximately 1,642 new homes). On the 15 March 2013 the Council received the hybrid planning application for the West Hendon estate REF H/01054/13

- 9.4 The 'Initial Phase' of the development as well as Phase 2, which will deliver 194 new dwellings including 43 affordable and 151 private homes, is nearing completion. The next phase, phase 3a, will deliver 216 new homes including 74 affordable units on land shown coloured blue on the attached plan 716_00_SK_099.
- 9.5 Planning permission (hybrid) for the scheme was granted on 20 November 2013, with a detailed consent for this phase 3a and all other phases receiving outline permission.
- 9.6 The required statutory consents (pursuant to s233 of the Town and Country Planning Act 1990 and s25 of the Local Government Act 1988) required in order to effect the transfer of land required to implement Phase 3a to the Developer have been granted by the Secretary of State (See Appendix 2).
- 9.7 The development partner may now serve the Council Notice calling for transfer of the land in accordance with the terms of the PDA and, prior to this transfer the Council must appropriate the land to planning which will extinguish any private rights over the land.
- 9.8 The land in phase 3a forms part of the West Hendon Housing Estate other than: (i) the area shown edged green which was formerly currently used as a public and commercial car park at Perryfield Way; (ii) the land edged in bold blue which is known as York Park open space; and (iii) the land edged red which is an area of amenity land and private car park associated with a Council owned commercial property known as the Marquine Centre.
- 9.9 The Marquine Centre land is subject to a commercial lease granted by the Council to Trustees for the Hanuman Community Centre with a formal break option to enable the area needed for phase 3a(iii) to be transferred. A break Notice was served on 13th January 2014. The land at the Marquine Centre required for phase 3a is an area of grass land not used by the lessee and the lessee have been offered the opportunity to vary the existing lease of the Centre without this grassed area on commercial terms so that they may remain in occupation. It is envisaged that negotiations to vary the terms of the lease will be concluded June 2014. by
- 9.10 Pursuant to the provisions of Section 247 of the Town and Country Planning Act 1990, as amended, the Council advertised its intention make the Stopping-up Order needed to close the highway areas in phase 3a (commonly known as Perryfield Way Car Park) and the Stopping-up Order was made on 4th July 2013. A replacement public car park has been created on the estate in Warner Close to ensure that public parking will be maintained at all times throughout the development of this phase.
- 9.11 A draft stopping up order in respect of Telford Road was published in August 2013. Telford Road provides access to some commercial units and must be maintained until a new access is created through part of phase 3a(i), which is one of the first elements of work to be undertaken. This strip of land shown hatched red will be appropriated to a planning purpose once all the highway

- rights have been stopped up in accordance with the relevant statutory provisions.
- 9.12 The proposals for the development of this phase, approved by the Planning and Environment Committee on n 25th July, include the redevelopment of a substantial part of York Park. The overall scheme includes the re-provision of open space in a later phase, but not in the current location. In compliance with sections122 and 123 of the Local Government Act 1972 the council has consulted on its intention to both appropriate and dispose of the York Park public open space through advertising on site and in the local press and no representations were received during the consultation period.
- 9.13 The appropriation of land is a property matter which would ordinarily be addressed at Cabinet Resources Committee. If the Council cannot hand over the land with vacant possession on program there is a risk that the development partner will be unable to meet the delivery program agreed for the grant funding of the affordable units in the phase.
- 9.14 In order to mitigate this risk, and so that the Council was able to transfer the land as soon as the outstanding conditions under the PDA had been met and Secretary of State approval received, the appropriation was completed under a DPR signed by the Leader of the Council on 12th September 2013.
- 9.15 At its meeting of 16 December 2013, the Cabinet Resources Committee resolved in principle the making of up to four separate Compulsory Purchase Orders (CPOs) to secure the delivery of the West Hendon Regeneration Scheme. It also delegated authority to the Leader for the approval of the resolution for the making of the first such CPO required to deliver Phases 3b and 3c (CPO1). The Leader approved the resolution to make CPO1 on 11th February 2014.

10. LIST OF BACKGROUND PAPERS

- 10.1 Leader Action Report dated 12 September 2013
- 10.2 Leader DPR dated 11 February 2014

Cleared by Finance (Officer's initials)	AD
Cleared by Legal (Officer's initials)	KH