



**BRENT CROSS CRICKLEWOOD**

**RESIDENTIAL RELOCATION  
STRATEGY - FINAL**

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# 1 INTRODUCTION

- 1.1 The Brent Cross Cricklewood scheme involves the re-development of a 151 hectares area of north London, providing a new town centre and thousands of new homes and jobs.
- 1.2 As part of the development, the current Whitefield Estate will be demolished and replacement units provided. Part of the Whitefield Estate, Part 1, falls within Phase 1A (North) which is required to deliver the Living Bridge and Claremont Avenue. The remainder, Whitefield Estate Part 2, falls within Phase 1C of the southern scheme. This will involve the acquisition of the necessary land through a Compulsory Purchase Order (CPO) process (where land is not acquired through private treaty). The plan provided at Appendix 1 shows how the Whitefield Estate Parts 1 and 2 related to the CPO processes – CPO1 and CPO2.
- 1.3 The Development Partners (comprising Hammerson, Standard Life Investments, Argent Related) and appointed Registered Providers are required to produce a ‘Residential Relocation Strategy’ before the commencement of the development (in line with Condition 1.10 of the planning permission). The scope of the Residential Relocation Strategy is principally set out within the S106 Agreement of the Planning Permission. The Residential Relocation Strategy is required to set out the details of the process of relocating residents of both the Whitefield Estate (Part 1) and also the guiding principles for the relocation of residents within Whitefield Estate (Part 2).
- 1.4 The purpose of this document is to set out the appropriate arrangements for the satisfactory relocation of the residents in the Whitefield Estate and the sheltered housing units at Rosa Freedman Centre to the Replacement Whitefield Units in accordance with the parameters and principles contained in paragraphs 2.91 to 2.93 in the RDS&F and relevant planning obligations contained in paragraph 1 of Schedule 2 and principles contained in Schedule 24 of the S106 Agreement. This document establishes the principles of how to facilitate there-provision of the replacement homes for eligible residents within the Whitefield Estate and their relocation, as defined in Section 1.6.
- 1.5 At the time of the preparation of this document, the process of relocating the existing residents of homes in the Whitefield Estate Part 1 and the Rosa Freedman Centre is well advanced. As such, many of the principles and actions set out within this Strategy have already been undertaken by the

Northern Developer (comprising Hammerson, Standard Life Investments) and the appointed Registered Provider but will continue to apply to the process of relocation required by the delivery of Phase 1C (S) by the Southern Developer (comprising Argent Related) and the appointed Registered Provider.

a) **Brent Cross Cricklewood North (Whitefield Estate Part 1)**

1.6 Brent Cross Cricklewood North will be delivered by the Northern Developer. Phase 1A (North) includes the demolition of the residential units comprising Whitefield Estate (Part 1) (including units in Dyson Court, Rawlinson Court, Anderson Court, Claremont Way, 1-16 Whitefield Avenue and the Rosa Freedman Centre). In line with Condition 1.11 and the S106 Agreement of the Planning Permission (application ref: F/04687/13), Phase 1A (North) is required to deliver replacement units in order to provide accommodation for residents displaced by the demolition of homes (see Appendix 2 and Appendix 9 for further details). As permitted by the Section 106 agreement, a commuted sum will be paid to replace the Rosa Freedman Centre as stated in the Principle Development Agreement dated 3<sup>rd</sup> March 2015. In paragraph 3.1.3A in the Section 106 agreement, the terms and conditions for this sum is set out as follows:

**‘In the case of the 25 units required to replace the sheltered housing units in the Rosa Freedman Centre as part of the Whitefield Estate Replacement Units (Part1) (if agreed in writing between the Brent Cross Partners, the LPA and the Council) the Brent Cross Partners may prior to commencement of Phase 1A (North) pay to the LPA a commuted sum in lieu of provision of these units (so as to discharge the obligations of the Brent Cross Partners under this Agreement in respect of the said 25 units and so that if built the 25 units within Phase 1 (North) that would have been required to be provided as part of the Whitefield Estate Replacement Units (Part 1) can be sold as market housing free from all affordable housing obligations in this Agreement) the reasonable amount of which is to be agreed in writing between the Brent Cross Partners and the Council prior to payment but which for the avoidance of doubt such payment will represent the full capital costs of delivering a scheme of 25 extra care units to replace the existing 25 units in the Rosa Freedman.’**

1.7 The Reserved Matters Application (RMA) relating to the delivery of Phase 1A (North) Plots 53 and 54 has now been approved. These plots are intended to provide the replacement units for those

residents requiring relocation from Whitefield Estate Part 1. Further details are provided in Appendix 7 and Appendix 9.

**b) Brent Cross South Cricklewood South (Whitefield Estate Part 2)**

1.8 Brent Cross Cricklewood South will be developed by the Southern Developer. In due course, Argent Related will appoint an RP in consultation with residents. Argent Related will be responsible for progressing the demolition of the remainder of the Whitefield Estate in Phase 1C (South) (comprising Norden Point, Clare Point and Wychocte Point) and they will be responsible for the redevelopment of land south of the A406. Further details on the relocation of these residents will be provided at a later date in an updated version of this strategy.

1.9 The document is structured as follows:

- **Section 2** sets out the background to the proposals and summarises the requirements of this strategy as set out in the Planning Permission and Section 106 Agreement.
- **Section 3** identifies the overarching principles guiding the relocation process as well as a range of guidance specifically relating to secure Council tenants and leaseholders/freeholders, including the timing and process of their moves. It also sets out how specific needs of individual residents have been identified and the approach to the re-house the residents of the Rosa Freedman Centre.
- **Section 4** sets out the process of relocating the residents in Whitefield Estate Part 1 as a result of Phase 1A (North).
- **Section 5** sets out the current indicative timetable for the delivery of various elements associated with Phase 1A (North), including the submission of detailed proposals ('Reserved Matters' applications), commencement and completion of development of replacement homes and demolition of existing properties
- **Section 6** sets out the consultation and engagement work that is required to inform existing Whitefield Estate residents of the relocation process. This is in line with what is proposed in the Section 106 agreement. Details of the engagement activities undertaken in relation to the

relocation of residents of Whitefield Estate Part 1 and the Rosa Freedman Centre are provided at Appendix 7.

- **Section 7** sets out how any additional needs of residents will be identified.
- **Appendix 1** is a plan of the Whitefield Estate
- **Appendix 2** provides relevant extracts from the Decision Notice, Revised Development Specification & Framework, and S106 Agreement of the Planning Permission in a tabulated format cross-referenced against the contents of this strategy, to demonstrate how all of the requirements have been met. It also provides the detailed breakdown of units within the existing estate as it appears in the S106 Agreement.
- **Appendix 3** provides examples of the information circulated to leaseholders and freeholders by the Northern Developer.
- **Appendix 4** provides a copy of the architect's brief for the Whitefield Estate (Phase 1A North) Replacement Units.
- **Appendix 5** sets out the detailed measurements of the Whitefield Estate (Part 1) Existing Units and the Rosa Freedman Centre and considers these in the context of the proposed floorspace of the Whitefield Estate (Phase 1A North) Replacement Units.
- **Appendix 6** provides the recent offer letters issued to leaseholders and freeholders on the Whitefield Estate.
- **Appendix 7** provides further details on RMA Phase 1A (North) consultation (Plots 53 & 54).
- **Appendix 8** sets out roles and responsibilities in a matrix.
- **Appendix 9** identifies current occupancy and future needs.
- **Appendix 10** sets out the delivery of the replacement homes.
- **Appendix 11** provides a summary of consultation events for the Rosa Freedman residents



- **Appendix 12** provides a summary of consultation events for the Whitefield Estate.

## 2 THE PROPOSED DEVELOPMENT AND REQUIREMENTS FOR THE RESIDENTIAL RELOCATION STRATEGY

### a) Overview

2.1 In 2010, planning permission (C/17559/08) was granted for a £4bn masterplan to create a new town centre including 7,500 homes, 27,000 jobs, three re-built schools, new parks and community facilities, an additional train station on the Midland Mainline, and major road and public transport improvements.

### b) Content and Scope of Residential Relocation Strategy

2.2 Condition 1.10 of the planning permission requires the developer of any phase or sub-phase to submit, and receive approval for a Residential Relocation Strategy which sets out appropriate arrangements for the satisfactory relocation of residents in the Whitefield Estate and the sheltered housing units in the Rosa Freedman Centre to the Replacement Whitefield Estate Units before any development of the phase/sub-phase can begin. The arrangements for relocation need to be in accordance with the parameters and principles set out in the RDSF which was part of the planning application and relevant parts of the S106 Agreement.

2.3 Condition 1.11 requires the relevant replacement homes to be delivered prior to the demolition of those units on the existing estate.

2.4 The relevant extracts from the Decision Notice, S106 Agreement and the Revised Development Specification & Framework (RDS&F) associated with the Planning Permission are contained in tabulated form in Appendix 2. The requirements include:

- i. The Development Partners will fund a Resident Independent Advisor who will consult with residents on the approach to residential relocation;
- ii. A 'project group' is to be established (referred to within this document as a 'Steering Group') as the main forum for communications between Whitefield Estate residents, the Development Partners, selected Housing Associations (Registered Providers) and Barnet Council. As the scheme



progresses, this forum will evolve into a Housing Partnership Board which will monitor progress of regeneration activities across the Site and particularly the delivery of homes. The Board should comprise representatives from the Whitefield Estate, Development Partners, RPs, Barnet Council;

- iii. The specification for the replacement residential units should be of equivalent size and tenure, subject to flexibility to increase or reduce the size of dwellings, within the existing residential floorspace. As part of this process, the Development Partners are required to provide detailed measurements of the existing homes prior to the submission of the Residential Relocation Strategy – see Appendix 5 of this report;
- iv. The processes for addressing the relocation needs of leaseholders, freeholders and tenants are set out in this strategy and in the RDS&F<sup>1</sup>;
- v. The Rosa Freedman Centre will be replaced off-site through a commuted payment to the Council of which the terms are referred to in paragraph 1.6 of this Strategy;
- vi. The development must be implemented in line with this Residential Relocation Strategy.

2.5 The Development Partners will work with the Council to facilitate the delivery of the re-provision of the new homes for the residents in the Whitefield Estate. This will include the acquisition of the necessary land through a Compulsory Purchase Order 1 and 2 (where land is not acquired through private treaty).

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<sup>1</sup> Volume BXC1 – Revised Development Specification and Framework (October 2013) pp.56-58

### 3 THE PRINCIPLES OF RELOCATION

- 3.1 There are a number of principles guiding the relocation of Whitefield Estate residents. These principles range from those which apply to the relocation process as a whole and those which are specific to different types of resident.
- 3.2 Those principles of relevance to the residents of Whitefield Estate Part 1 are set out in detail in the information circulated to tenants and leaseholders/freeholders in November 2014 (provided in Appendix 3).
- 3.3 These principles include those which are high level and are relevant to the relocation process as a whole and those which are bespoke to leaseholders/freeholders and to Council Tenants.
- 3.4 These overarching principles are set out below:
- i. The scheme requires the demolition of the Whitefield Estate and the Rosa Freedman Centre. The Development Partners will re-provide approximately 217 residential units<sup>2</sup> or equivalent floorspace for the residents in the Whitefield Estate.
  - ii. The Northern Developer will not re-provide a replacement facility for the Rosa Freedman Centre instead the Council will receive a commuted sum to go towards a replacement facility. The residents living in the sheltered housing units in the Rosa Freedman Centre will be re-housed by the Council in homes suitable for their individual needs elsewhere in the Borough.
  - iii. No demolition of existing housing to be replaced will take place until the relevant new property is ready for occupation.

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<sup>2</sup> Subject to residence-based tests and the S96A application (ref no. 15/01038/NMA) which seeks to vary the planning permission

- iv. To assist the process of relocation, a Whitefield Estate Resident Independent Advisor (RIA) will be appointed to represent the interest of all tenants (and homeowners) and provide an independent point of reference and advice.
- v. A 'Project Group' (aka Steering Group) will be established - made up of tenants, leaseholders and the resident advisor as the main forum for communications between Whitefield Estate residents, the applicants, the selected Housing Association and Barnet Council. This will enable residents to be consulted on the Reserved Matters Applications concerning Replacement Units and to be updated on progress in terms of the wider development and delivery of those units. There is an intention that this Group will evolve into a Housing Partnership Board to monitor and communicate progress on housing delivery and to continue to have an advisory role for Whitefield Estate residents in relation to the decant process.
- vi. Replacement units are to be provided based on the needs of households rather than based on current provision. This needs assessment and necessary occupational therapy assessments will be undertaken and will inform the design and mix of the proposed replacement units. The new homes will be built in accordance with the London Plan Standards.
- vii. If units are not taken up, the S106 requires that the units in question are made available to the RP as affordable housing units – either as social-rented or as intermediate tenures (e.g. shared equity) depending on whether they were intended for social tenants or leaseholders. The period which tenants have to take up the offer of a replacement unit on-site is 6 months from practical completion of the unit. For secure tenants, if necessary the Council will take the appropriate legal measures to facilitate occupation.
- viii. The Council will undertake Ground 10A consultation with secure tenants on the Whitefield Estate and apply to the Department of Communities and Local Government (DCLG) for these powers.

a) **Principles governing process of relocation of Council Tenants**

3.5 The relocation of Council Tenants will be subject to a number of specific principles including:

- i. All secure council tenants of the Whitefield Estate will be offered a new home and their specific needs will be taken into account in the unit mix proposed;

- ii. All of the homes proposed will be newly built and achieve high standards of design. The standard of homes will be informed by a clear design brief from the outset;
- iii. New homes will be within the regeneration area, so that residents directly benefit from all the improvements to the area being made. Residents will also be given some choices over the internal decorations and fixtures and fittings in their new home. The Development Partners, working with the RP and the Council will provide opportunities for residents to view samples and make such individual design choices.
- iv. There will only be one move. No one will be asked to move twice or into temporary accommodation;
- v. The Development Partners and the RP will consult with residents in respect of all appropriate aspects of the design and progress of the Development.
- vi. Rents for existing tenants will be Barnet rents and new tenants will be charged target rents.
- vii. Residents are entitled to the statutory Home Loss payment when they move. They will also be entitled to disturbance payments, paid by the relevant developer, which cover the reasonable costs (e.g. removal costs, legal fees etc.) incurred as a result of having to move home – these two payment plans are being offered to residents and part of the role of the relevant Development Partner and RP, Barnet Homes and the Council is to inform residents of the level of payments they may be entitled to. Residents will need to be in residence in their property as their only or main residence for at least twelve months;
- viii. There will be continued consultation with all tenants throughout this process – a range of consultation events will be undertaken. Details of these are provided later in this document.
- ix. Secure tenants and homeowners who were resident in the Whitefield Estate in March 2015 will be eligible for an offer of relocation. This date is when the Full Council and the Assets Regeneration and Growth Committee approved a resolution for a CPO1 and CPO2 on the scheme. The CPO processes are relevant for both Phase 1A (North) and Phase 1C (South). Non-resident homeowners and private tenants will not be eligible for re-housing on the new development.

- x. It is anticipated that secure tenants will pay a service charge equivalent to their final year service charge from the Council in the first year in their new home. This will then grow by no more than consumer price index (CPI) plus 1% for five years. Thereafter, the service charge will equate to the reasonable costs of reasonable services provided by the RP year on year.
- 3.6 The secure tenants will be offered a tenancy which is equivalent to their current tenancy. This tenancy will provide these tenants with security of tenure. The RPs will be required to assume that rents will increase by consumer price index (CPI) plus 1%, until they converge with the RPs own rent structure. Thereafter they will continue to grow in line with the RPs own rent structure. RPs will also be required to assume that all new tenants should be charged target rents and that LBB will require 100% nominations in perpetuity (taken in accordance with the Council's Allocation policy).
- 3.7 The secure tenants will be offered a 'Retained Right to Buy' which operates on similar terms as the 'Right to Buy' Scheme and in accordance with current Government Legislation. The terms and conditions are available on the Government website (<https://www.gov.uk/right-to-buy-buying-your-council-home/discounts>).
- 3.8 For tenants living in Whitefield Estate Part 1, Barnet Homes will assist in discussions with existing tenants but the Developers are responsible for leading the liaison process with tenants and will manage the interface between tenants and the appointed RP who will be responsible for constructing and managing the replacement homes.
- 3.9 For Part 2, as part of the delivery of Phase 1C (South), Barnet Homes will assist in discussion with existing tenants but the Southern Developer and the selected RP will be responsible for leading this process. They will be responsible for constructing and managing the replacement homes.
- 3.10 The relocation of residents will be largely governed by the principles set out within this Residential Relocation Strategy. A more detailed 'Tenants Moving Guide' will be developed by the Northern Developer and RP for the purposes of Phase 1A (North). This guide will provide tenants with the necessary information for moving into their new home. This will include information on who to contact, how to use new appliances, how read new meters etc.
- 3.11 The Council's Allocation Policy will allow for local lettings and scheme specific plans to be made. A local lettings plan or scheme specific plan may be used when the application of the general allocation

policy is not adequate to meet the requirements. A local lettings plan or scheme specific allocation plan is used to ensure that the scheme is delivered in a sustainable way.

**b) Principles Governing the Relocation of Resident Leaseholders and Freeholders**

3.12 Resident leaseholders and freeholders will be offered a new property in the development, either for outright sale or under a shared equity arrangement. The following principles will apply:

- i. All units will be delivered as Shared Equity;
- ii. A minimum entry requirement will be established at which a resident leaseholder can acquire a shared equity home. This will not be greater than 50% although purchasers will be expected to acquire more if they can afford to do so.
- iii. No rent will be charged on the unsold equity;
- iv. If a homeowner can afford to acquire more than 50%, either initially or at some point in the future, they can acquire equity of up to 100%.
- v. A full open market value will be paid for all properties. This value will be established assuming there is no regeneration scheme. Values will be established for each home individually, taking into account its size, location and condition;
- vi. In addition, resident owners will also be offered a statutory Home Loss payment calculated as 10% of the market value up to a maximum of £49,000. Non-resident homeowners are entitled to a Basic Loss payment calculated as 7.5% of the market value subject to a maximum of £75,000 (as of October 2014 and this is subject to statutory changes). In order to qualify for Home Loss compensation payment, a person must have been in residence in their property as their only or main residence for at least twelve months prior to the acquisition of their property. Only one Home Loss payment can be made per dwelling. Disturbance payments will all be made and will reflect the reasonable costs incurred as a direct result of moving home;
- vii. Full consultation with all homeowners on the Whitefield Estate throughout this process;

- viii. For those leaseholders and those freeholders living on the estate who wish to remain in the regeneration area, the Development Partners will put in place a scheme to allow the value of current homes to be 'rolled over' into the new property.. This will allow the value of existing properties to be invested in the new properties so that residents can own part of the new property. No rent will be paid on the part of the property which the resident does not own. The homeowner will have the potential to purchase the remainder of the home over time although they are not obliged to do so. This is known as a shared equity scheme.
  - ix. CPO1 (Phase 1A/1B) process – the developer/RP and the Council will reach agreement regarding the purchase of properties through private treaty where possible. The Council is expected to begin CPO proceedings and as the CPO process can take over a year to complete, the developer will be required to undertake negotiations to reach agreement while the CPO process is being undertaken. The CPO process will only be used in cases where an agreement cannot be reached by negotiation within the required timescale;
  - x. CPO2 (Phase 1C (South)) process – the Council will reach agreement regarding the purchase of properties through private treaty where possible.
- 3.13 Resident leaseholders will be entitled to a home in the new development, subject to reaching an agreement on the use of their equity from the purchase of their current property.
- 3.14 The details of arrangements for leaseholders and freeholders that are resident in their property will be agreed with the RP once they are appointed for each respective phase.
- 3.15 The arrangements will adhere to the information set out in the November leaflet (see Appendix 3) and the offer letters issued to leaseholders and freeholders (see Appendix 6) but details such as minimum equity shares and rules about who will qualify will be agreed with the RP in due course.
- 3.16 One-to-one discussions with all resident home-owners who would like to move into the new development will start once a site has been identified for re-provision. These discussions have already begun for Whitefield Estate (Part 1).

**c) Non-resident homeowners**

3.17 In accordance with practice on other estate regeneration schemes, non-resident leaseholders and freeholders will not be offered a shared equity property. The Development Partners will be required to undertake negotiations to reach agreement to purchase their properties whilst the CPO process is being undertaken. These acquisition costs will be funded by the Development Partners.

**d) Development Partner/RP Responsibilities**

3.18 The Development Partners (and appointed RPs) – either through the Steering Group (or the subsequent Housing Partnership Board) or directly with the necessary parties - will be expected to:

- i. Consult with residents on the detailed design of their new homes;
- ii. Consult with residents in respect of all appropriate aspects of the design and progress of the development, prior to the submission of the appropriate planning application.
- iii. Liaise closely with the Council and Barnet Homes on all matters relating to the decanting process.
- iv. Establish a decant programme aimed at ensuring that the existing homes are vacated in accordance target timescales.
- v. Work together to identify vulnerable residents of the existing homes or those with particular needs in order to plan and provide support during the decant programme.
- vi. Establish a decant team comprising representatives from the Council, RPs and the developers to deliver the decant programme for residents in the Whitefield Estate.
- vii. Ensure that consultative forums are set up for both existing tenants and homeowners so that the implications of the decant policies and options for homeowners can be explained. The Council will also be invited to participate in any sub-forums.
- viii. Regularly consult with residents scheduled to be re-housed into new homes in order that their housing needs and design preferences can be met as far as possible.



- ix. Provide support to residents when they are being moved comprising someone who can assist with basic handyman tasks, explaining how boilers etc. work and dealing with household issues such as assistance with utilities.
- x. Work closely with the decant team to co-ordinate and resource a comprehensive handover schedule including viewings and tenant's choice processes.
- xi. Ensure that services and accesses are maintained to existing properties during construction and that resident liaison staff is provided to help minimise disruption to residents during the consultation and following handover and lettings of the new homes.

e) **Council and Barnet Homes Responsibilities**

3.19 The Council and Barnet Homes will also have responsibilities, including (inter alia):

- i. Carry out the housing needs survey of residents and share this information with the Developer and RP about the resident housing needs. The RPs and Developers may also conduct further follow up surveys to update these details.
- ii. Nominate a Decant Officer to liaise with the RP on the decant programme.
- iii. Work with the Development Partners on the decant programme for each development phase, including the decanting the residents and the allocation and letting of the newly build homes in accordance with the matrix of responsibilities to be agreed, as shown in Appendix 8.

## 4 WHITEFIELD ESTATE REPLACEMENT UNITS

- 4.1 The preparation of this Residential Relocation Strategy has been undertaken as part of a process of ongoing engagement between the Northern Developer, the Council and residents. This process commenced with the consultation on the original Outline Planning Application in 2008, and has continued since that time.
- 4.2 Arrangements for the relocation of residents of the Whitefield Estate Part 1 who are affected by Phase 1A (North) are already well advanced. Those who wish to be relocated within the Site boundary have been taken into account in the design of the new homes expected to be delivered by Plots 53 and 54.
- 4.3 In line with the S106 Agreement, it is also necessary for this Strategy to consider the approach to the Whitefield Estate Part 2 units. The Replacement Units in Phase 1C (South) is defined by the S106 Agreement as:

**Whitefield Estate Replacement Units to be Delivered in Phase 1C (South) pursuant to the Residential Relocation Strategy for the purposes of re-housing the residents of the Whitefield Estate Existing Units (Part 2) and which replacement units shall be provided to an Occupation Finish Standard and any remaining assisted living units in the Rosa Freedman Centre that are not part of the Whitefield Estate Replacement Units (Part 1) and such replacement units shall be provided on an equivalent floorspace basis in accordance with the parameters and principles contained in a) the DSF and b) in accordance with Condition 1.10 of the S73.**

- 4.4 It is envisaged that the principles set out within the RDS&F and identified in Section 3 of this report will form the starting point for relocating residents of Whitefield Estate. This strategy may be updated to reflect programme and delivery strategies and therefore maybe be subject to alteration or amendments.
- 4.5 The principles established in this Strategy are expected to be followed by the Southern Developer as regards the relocation of residents in Part 2 of the Whitefield Estate.
- 4.6 The void costs of keeping properties empty or in occupation by guardians or security companies will be the responsibility of the relevant developer.

## 5 TIMETABLE AND COMPLIANCE FOR PHASE 1A (NORTH)

- 5.1 An indicative timetable for the implementation of the key parts of the Residential Relocation Strategy in order to achieve the requirement to deliver the Whitefield Estate Replacement Units is set out in the table below.
- 5.2 It should be noted that any timetable may be subject to change due to circumstances beyond the control of the Northern Developer, for example, due to any CPO process. The timetable will be monitored by the Steering Group on an on-going basis.
- 5.3 Any requirements and obligations that take effect under this Strategy will cease on the occurrence of an event set out in paragraph 1.7, Schedule 2 of the S106 Agreement.
- 5.4 The Southern Developer will prepare a separate timetable and compliance section for Whitefield Estate Part 2.



## 6 GOVERNANCE & CONSULTATION

- 6.1 In order to facilitate engagement with Whitefield Estate residents and in line with the overarching principles for the relocation of residents within the RDS&F submitted as part of the planning application, the Northern Developers have established a Steering Group (referred to as 'Project Group' within the RDS&F) and a Resident Independent Advisor has been appointed. It is expected that the Steering Group will evolve into a Housing Partnership Board at the point that Phase 1C (South) is in the process of being delivered in order to facilitate consultation with both Whitefield Estate Part 2 residents and if necessary, former residents of Whitefield Estate Part 1.
- 6.2 As noted previously in the document, the process for the relocation of Whitefield Estate Part 1 residents is well advanced with consultation having commenced in conjunction with the original Brent Cross Cricklewood application that was submitted in 2008. More recently, consultation has been undertaken specifically in relation to the emerging details of the Phase 1A (North) Reserved Matters Applications (RMAs). Details are set out in Appendix 7.
- 6.3 The Northern Developer has set up a Brent Cross Cricklewood website which provides information on the progress being made on the proposals which will give Whitefield Estate residents and other interested parties access to the latest news and allow them to monitor the progress on the development.
- 6.4 Details of the role of the Steering Group, the Housing Partnership Board and the Resident Independent Adviser are set out below.
- a) **Steering group**
- 6.5 A formalised steering group was established in 2011 and meets on a bi-monthly basis. The membership of this group includes tenants, leaseholders, freeholders and the resident advisor, is the main forum for communications between Whitefield Estate residents and the Northern Developer and Barnet Council. This group will continue to operate through the implementation of this relocation strategy as long as it is regarded as necessary by residents.

**b) Housing Partnership Board**

6.6 The Housing Partnership Board will evolve from the Steering Group as the development progresses and arrangements for the relocation of Whitefield Estate Part 2 need to be made. It is envisaged this Board will bring together the key parties involved in the re-provision of the new homes for residents in the Whitefield Estate. The Board will monitor progress on issues related to regeneration activities and it will have an advisory role. The Housing Partnership Board will provide their views on some of the key issues listed below:

- i. Masterplan and detailed design
- ii. Planning and design of public realm
- iii. Standards for resident involvement & consultation on proposals
- iv. Housing Management and the decant progress

6.7 The composition of the Housing Partnership Board will meet on a regular basis and consist of elected residents and representatives from the Developers , Registered Providers (Housing Associations), the Council and Barnet Homes

**c) Resident Independent Advisor**

6.8 A Resident Independent Advisor (RIA) from Priority Estates Partnership was appointed in 2011 and is expected to provide an active role in the relocation process associated with both Phase 1A (North) and Phase 1C (South).

6.9 The RIA has a key role to play in providing independent advice to all residents living within the Whitefield Estate relocation area particularly regarding their future and the options available to them. This advice is available to all residents through a range of engagement methods including: one-to-one surgeries, home visits, open meetings (facilitated by the RIA), a website, and free phone.

6.10 The RIA will continue to operate throughout the implementation of this strategy, providing ongoing advice to tenants and residents.

**d) Liaison with Council Tenants – Whitefield Estate**

- 6.11 To ensure the successful delivery of the new homes, the Development Partners have been and will continue to be required to involve residents not only during the design and construction phases but also in respect of the long term management of their new homes.
- 6.12 The Development Partners/RPs have been and will continue to provide appropriate resident liaison services for the duration of the relevant phases of the Development.
- 6.13 The Development Partners/RPs have been and will continue to work jointly with the Council and Barnet Homes to engage with the existing tenants on the Whitefield Estate. These activities have been and will continue to be supported by the RIA. All secure tenants have been/will be offered the option of a new home within the scheme. This offer is based on tenants' current needs rather than their current property.
- 6.14 The Development Partners/RPs have and will continue to work with the Council and Barnet Homes to engage with existing residents to undertake housing needs surveys and occupational therapy assessments (as required). This information will inform the design and mix of the replacement homes.
- 6.15 Tenants will be given the opportunity to state their preferences on where they would like to move to and the RP supported by Barnet Homes will be responsible for working out who gets what based upon needs and preferences (the allocations policy will help to prioritise households, those with impairments and the length of tenancy is likely to be a significant factor in the final decision). Formal offers will be made and tenants would be asked to sign acceptances. Tenants will be invited to attend "tenants' choice" sessions where they will have the opportunity to choose colours and finishes for the new properties.
- 6.16 The relevant RPs will work closely with the Council to engage with tenants to explain the tenancy agreements, which will be very similar to those they have now, and the RP will manage the new homes as future landlords.
- 6.17 Before Construction work begins, the Steering Group/Housing Partnership Board will organise an 'introduction meeting/day' to enable residents to come and meet the developer, the building

contractor and the resident liaison officer in an informal environment to find out about the upcoming works. This will also provide with an opportunity to hear about:

- i. The scope of works, key stages and the anticipated programme for completion
- ii. The site set up, access routes, road closures, location of hoarding etc.
- iii. Who residents can contact if they have any concerns when the works begin

6.18 During construction the Development Partners/RPs will implement following approach/procedures in order to successfully consult and liaise with residents:

- i. Visit residents and respond to queries
- ii. Updates on websites
- iii. Regular newsletters
- iv. Coffee mornings / surgeries will residents

**e) Liaison with Council Tenants – Rosa Freedman Centre**

6.19 The Council and Barnet Homes will be responsible for re-housing the tenants of the Rosa Freedman Centre. The Council and Barnet Homes will hold consultation meetings with the tenants to provide information on the development proposals and in particular on the relocation plans affecting them. Barnet Homes will assess the individual needs of these tenants and will find suitable alternative accommodation which suits their needs. Barnet Homes and the Council will be responsible for developing a separate decant strategy for these tenants.

6.20 It has been agreed between the Northern Developer and the Council, as permitted under paragraph 3.1.3A in the S106 Agreement, that the replacement of the Rosa Freedman Centre should be facilitated through a commuted sum paid by the Northern Developer. The S106 Agreement requires that this payment is made prior to the commencement of Phase 1A (North). Appendix 11 sets out details of the consultation that has already been undertaken with Rosa Freedman residents.



**f) Liaison with Leaseholders and Freeholders**

- 6.21 The Development Partners/RPs, in consultation with the Council, will be responsible for producing information briefings for the leaseholders and freeholders on the Whitefield Estate.
- 6.22 A leaflet entitled “Information for the Leaseholders and Freeholders on Whitefield Estate” dated November 2014 was sent to all residents and owners affected by the Phase 1A (North) by the Council in early November. That leaflet set out the principles that the Northern Developer will seek to adhere to throughout the CPO process. This is provided at Appendix 3.
- 6.23 The Development Partners or an agent acting on their behalf will liaise and negotiate with leaseholders and freeholders in Whitefield Estate. The Development Partners or an agent acting on their behalf will ascertain their preferred option for relocation with the development or receiving compensation.
- 6.24 The Development Partners or an agent acting on their behalf will offer meetings to each freeholder and leaseholder to discuss the purchase of their property, and for those residents in their property whether they want to move into the new development. Detailed engagement with the RP that will be appointed to manage the new property will begin upon their appointment.
- 6.25 On 25th March 2015, a letter was sent to all homeowners (both resident and landlord) offering an option to purchase (this letter is provided at Appendix 5) in relation to Phase 1A (North) of the Brent Cross Cricklewood development. The Northern Developer and their agent will continue to consult with all homeowners.

**g) Liaison with Private Tenants**

- 6.26 Private tenants of affected leaseholders and freeholders will need to present themselves to Barnet Homes when they have received an ‘eviction notice’ from their landlords. Barnet Homes will assess their needs and find them suitable alternative accommodation if eligible.

**h) Liaison with Illegal Occupants**

- 6.27 Illegal occupants will be offered housing advice from Barnet Homes. Illegal occupants are those who do not possess a tenancy.

**i) Approach to Squatters**

6.28 The approach taken to Squatters varies depending on whether the Council has vacant possession of the property at the point when squatting is identified. Where the Council has control of the property, it will endeavour to use its powers to remove squatters. If the property is still in the possession of the leaseholder and freeholder, it is the responsibility of the homeowner to take the necessary action. The Council will alert the leaseholder and leaseholder to the problem and if necessary action will be taken against the homeowner.

**j) Record of Consultation**

6.29 The outcomes of these, and other ad hoc meetings, have been recorded and detailed records retained in a web based format in-line with the requirements of the S106 Agreement (see Appendix 2).

**k) Consultation relating to the Compulsory Purchase Order and Ground 10A process**

6.30 Consultation and engagement will be undertaken in relation to the RMAs associated with Phase 1A (North) but also in conjunction with the CPO process. Key elements of that process, particularly in terms of the implications for Whitefield Estate residents, are set out below:

- i. Whitefield Estate residents will be consulted with on the CPO and Ground 10A, as part of the previous planning application process.
- ii. Information letters and factsheets will be sent to residents to inform them about the upcoming CPO and Ground 10A process.
- iii. Special surgeries and information sessions will be organised for residents to speak with the Development Partners and the Council about the CPO. The Development Partners or agents acting on their behalf will attend these events to leaseholders/freeholders and address any of their concerns.
- iv. The Development Partners/RPs and representatives from the Council will attend open meetings with Whitefield Estate residents.



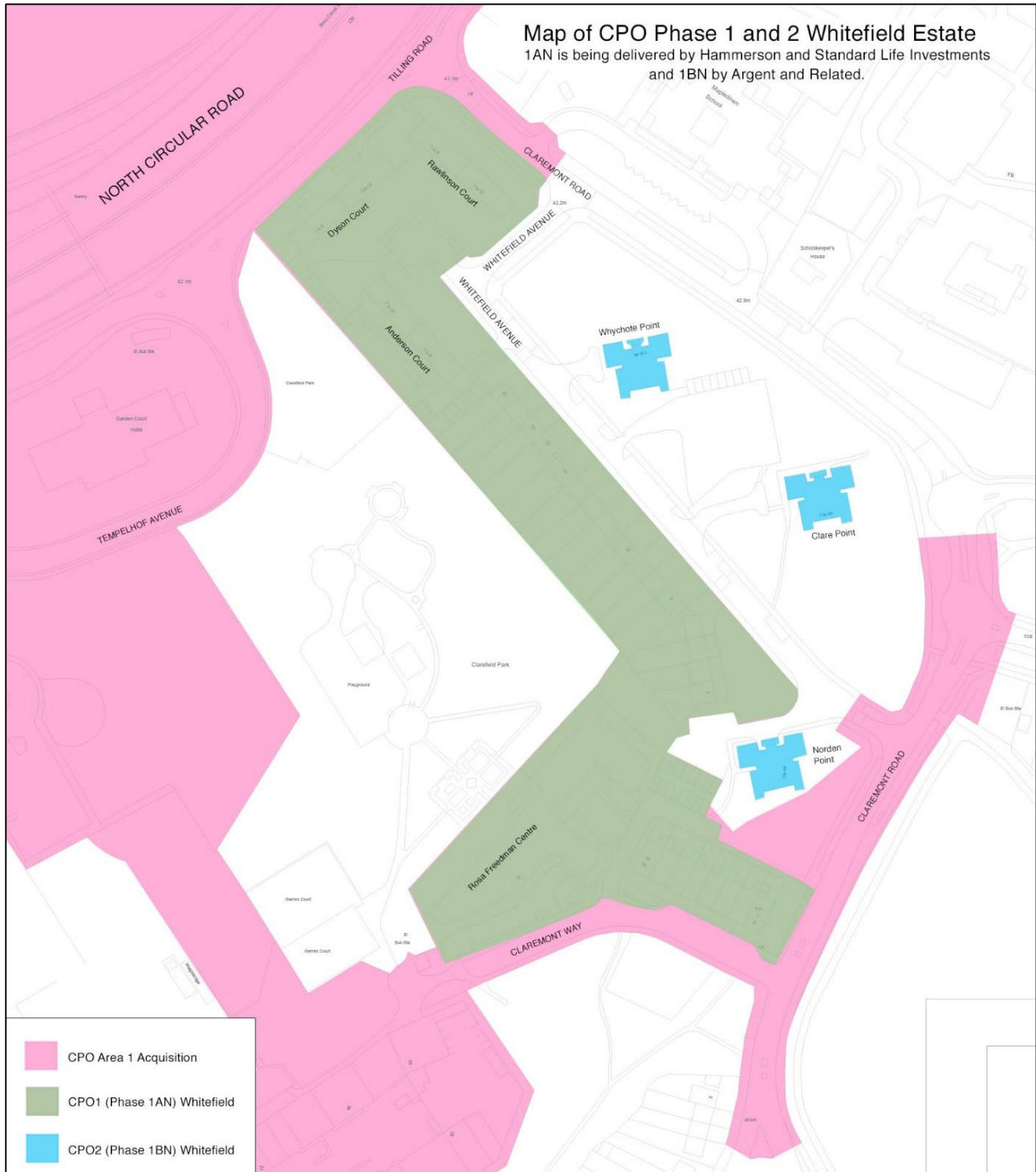
- v. Special workshops will be arranged to explain queries relating to CPO, Ground 10A, tenure and RP responsibilities.

6.31 The CPO notices were served in April 2015 and it is likely that there will be further updates and information sessions with residents around then.

## 7 ADDITIONAL NEEDS

- 7.1 The Development Partners recognise that some residents may require extra support through the relocation process. The Development Partners/RP will work closely with the Council and Barnet Homes to ensure that these tenants receive additional support.
- 7.2 For tenants living in Rosa Freeman Centre, the Council and Barnet Homes have and will continue to consult with them and their families on the timing and process for relocation to their new homes, at the cost of the Northern Developer.
- 7.3 The Development Partners will provide funding for an occupational health expert to identify whether any households have additional needs that need to be reflected in the offer of a new property within the development.

# APPENDIX 1: PLAN OF WHITEFIELD ESTATE UNITS



## APPENDIX 2: RELEVANT EXTRACTS FROM THE BXC APPLICATION DOCUMENTATION

a) **Decision Notice – Conditions<sup>3</sup>**

i) Condition 1.10

No part of the Development in any Phase or Sub-Phase (including Phase 1) shall begin unless and until the Developer shall have submitted and obtained approval of a Residential Relocation Strategy which shall set out appropriate arrangements (following detailed consultations with the residents themselves and with the Council’s social services and housing teams) for the satisfactory relocation of residents in the Whitefield Estate and the sheltered housing units in the Rosa Freedman Centre to the Replacement Whitefield Estate Units (including replacement units to replace the sheltered housing units in the Rosa Freedman Centre) in accordance with the parameters and principles contained in paragraphs 2.91 to 2.93 in the DSF and the relevant planning obligations contained in paragraph 1 of Schedule 2 and principles contained in Schedule 24 to the S106 Agreement.

ii) Condition 1.11

No demolition of existing housing to be replaced under Condition 1.10 shall take place until the relevant Replacement Whitefield Estate Units (including replacement units to replace the sheltered housing units in the Rosa Freedman Centre) for those existing housing units to be demolished have been Delivered in accordance with the Residential Relocation Strategy in accordance with paragraph 2.93 in the DSF.

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<sup>3</sup> An amendment to this condition is expected to be the subject of a future Section 96A application

b) Section 106 Agreement<sup>4</sup>

Item	Reference in RRS
<b>Definitions</b>	
<p><b>Residential Relocation Strategy:</b>            The strategy and arrangements for the satisfactory relocation of residents in the sheltered housing in the Rosa Freedman Centre for the purposes of the Brent Cross Partners constructing Claremont Avenue and from the first 60 of the Whitefield Estate Existing Units on the Whitefield Estate (for the purposes of accommodating the landing of the Bridge Structure B7 (Living Bridge) on land to the South of the A406 (together comprising the Whitefield Estate Existing Units (Part 1) to the Whitefield Estate Replacement Units (Part 1) (<i>including the time period or periods for which any of the Whitefield Estate Replacement Units will be offered to, saved for and made available to residents relocating from the Whitefield Estate Existing Units in accordance with the requirements of Schedule 2A</i>))</p>	<p>Whole document</p> <p>Barnet Homes/ RP responsibility</p>
<p>...residents in the accommodation contained in the Rosa Freedman Centre may be moved by the Council (or by persons other than the Brent Cross Partners and CRL) to other locations and such strategy is to be submitted to and approved pursuant to Condition 1.10 of the S73 Permission and paragraph 1 of Schedule 2 to this Agreement;</p>	<p>Sections 5 and 6</p>
<p><b>“Whitefield Estate Replacement Units”</b> means the Whitefield Estate Replacement Units (Part 1) and Whitefield Estate Replacement Units (Part 2) to replace the existing 217 units in the Whitefield Estate and sheltered housing in the Rosa Freedman Centre and which are to be made available to residents relocating from the said units in accordance with Condition 1.10 of the S73 Permission, paragraph 1 of Schedule 2 and Schedule 2A of this Agreement or (in respect of any such units not taken by relocating residents) to be made available as and occupied by those in Housing Need in accordance with paragraphs 2.1.1 and 3.1.3 of Schedule 2A;</p>	<p>Sections 5, 6, 7 and 8</p>
<p><b>“Whitefield Estate Replacement Units (Part 1)”</b> means 85 (eighty five) Whitefield Estate Replacement Units consisting of:            60 Whitefield Estate Replacement Units which are to be Delivered in Phase 1A (North) or (if approved by the LPA) in another part of the Site or off-site in the vicinity of the Site pursuant to the Residential Relocation Strategy for the purposes of re-housing the residents of the Whitefield Estate Existing Units (Part 1) and which replacement units shall be provided to an Occupation Finish Standard before the Brent Cross Partners shall be entitled to construct the relevant parts of Phase 1A (North) and such replacement units shall be provided on an equivalent floorspace basis in accordance with</p>	<p>Sections 5, 6, 7 and 8</p>

<sup>4</sup> See Footnote 3 above

Item	Reference in RRS
(a) the parameters and principles contained in the DSF at paragraphs 2.91-2.93 and (b) in accordance with Condition 1.10 of the S73 Permission, paragraph 1 of Schedule 2, Schedule 2A and Parts II and III of Schedule 24 to this Agreement; and	
<p>25 extra care units required to replace the sheltered housing units in the Rosa Freedman Centre which:</p> <p>are to be Delivered in Phase 1A (North) or (if approved by the LPA) in another part of the Site or off-site in the vicinity of the Site pursuant to the Residential Relocation Strategy for the purposes of re-housing the residents of the Whitefield Estate Existing Units (Part 1) and which replacement units shall be provided to an Occupation Finish Standard before the Brent Cross Partners shall be entitled to construct the relevant parts of Phase 1A (North) and such replacement units shall be provided on an equivalent floorspace basis in accordance with (a) the parameters and principles contained in the DSF at paragraphs 2.91-2.93 and (b) in accordance with Condition 1.10 of the S73 Permission, paragraph 1 of Schedule 2, Schedule 2A and Parts II and III of Schedule 24 to this Agreement; OR</p> <p>if it is agreed between the Brent Cross Partners, the LPA and the Council that a commuted sum is to be paid in lieu of the physical provision by the Brent Cross Partners of the said units in Phase 1A (North) may be "Delivered" through the payment of the requisite Affordable Housing Commuted Sum in accordance with paragraph 3.1.3A of Schedule 2A.</p>	Section 6
<b>Schedule 2</b>	
<p>The Brent Cross Partners (so as to bind the land for Phase 1 (North) and Phase 2 (North) separately) and CRL (so as to bind the land for the Southern Development in each Phase separately) respectively shall use all reasonable endeavours and proper diligence to ensure that (insofar as reasonably practicable) any Residential Relocation Strategy the Brent Cross Partners or CRL (as the case may be) submit is in accordance with condition 1.10 of the S73 Permission is also in accordance with the parameters and principles contained in Parts II and III of Schedule 24.</p>	Whole Document
<p>The Brent Cross Partners (so as to bind the land Phase 1 (North) and Phase 2 (North) separately) and CRL (so as to bind the land for the Southern Development in each relevant Phase separately) shall implement fulfil carry out and act in accordance with the Residential Relocation Strategy in respect of each relevant Phase or Sub-Phase of the Northern Development and Southern Development respectively approved pursuant to Condition 1.10 of the S73 Permission at no cost to the Council unless and to the extent that either:</p> <ul style="list-style-type: none"> <li>- The LPA shall agree otherwise (subject to clauses 4.7 to 4.9 above); or</li> <li>- There is a Force Majeure resulting in delay.</li> </ul>	Whole Document



Item	Reference in RRS
<p>It is hereby agreed and declared that if and to the extent that (acting in accordance with the Residential Relocation Strategy and in order to meet the reasonable and proper housing needs of the existing residents in the Whitefield Estate Existing Units (Part 1) and/or Whitefield Estate Existing Units (Part 2) the Brent Cross Partners or CRL (as the case may be) shall agree to provide or fund more than the equivalent replacement floorspace in the Whitefield Estate Replacement Units (Part 1) (taken in the aggregate and as a whole) or the Whitefield Estate Replacement Units (Part 2) (taken in the aggregate and as a whole) (as the case may be) than the floorspace that currently exists (as measured or determined in accordance with the paragraph 1.6 below in the relevant Whitefield Estate Existing Units (Part 1) or (Part 2) (as the case may be) that they are respectively replacing (which for the avoidance of doubt in the case of the Whitefield Estate Existing Units (Part 1) shall exclude the sheltered housing in the Rosa Freedman Centre if it is agreed that a commuted sum is payable in lieu of provision by the Brent Cross Partners in accordance with paragraph 3.1.3A of Schedule 2A) then the costs associated with providing such additional floorspace shall be taken into account in the relevant Affordable Housing Viability Testing Report for Phase 1 (North) or Phase 1 (South) (as the case may be) in accordance with Condition 1.13 and the provisions of Schedule 2A.</p>	<p>Section 5 and 6</p>
<p>Prior to submitting the Residential Relocation Strategy to the LPA for approval in accordance with Condition 1.10 the Brent Cross Partners and/or CRL (as the case may require) shall submit a detailed and precise measurement survey in relation to the gross external measurements of the Whitefield Estate Existing Units (Part 1) and/or the Whitefield Estate Existing Units (Part 2) (as the case may require) and shall agree these measurements in writing with the LPA and any dispute or difference shall be referred by the parties to Expert Determination in accordance with clause 16.</p>	<p>Section 6</p>
<p>Para 1.7 sets out the circumstances in which the obligations set out above will cease</p>	<p>n/a</p>

Schedule 24	
<b>PART II PRINCIPLES AND PARAMETERS OF RESIDENTIAL RELOCATION STRATEGY</b>	Section 5
The Brent Cross Partners and / or CRL (as the case may be) shall, following consultation with the LPA on the function and scope of the advisor, appoint an independent advisor to consider the needs of the relevant existing residential tenants / owners.	
The Brent Cross Partners (in relation to the Northern Development) and CRL (in relation to the Southern Development) will compile in conjunction with LPA a strategy for the residential properties or owners/leaseholders affected by the Northern Development or Southern Development and/or the S73 Permission and/or any proposed compulsory purchase order and any associated statutory orders (provided that if the Brent Cross Partners produce the Residential Relocation Strategy and compile (or are required to compile) any such information and/or strategy in respect of the Southern Development it may (if the circumstances so require) consist of such information and/or general principles for such information and / or strategy as CRL is able at that stage to provide). The Brent Cross Partners and / or CRL (as the case may be) will hold regular meetings with the LPA to review progress and review the data base information.	Whole Document
In respect of the Whitefield Estate Replacement Units (replacing the existing Whitefield Estate and the Rosa Freedman assisted living housing) (inter alia):	
The Brent Cross Partners in conjunction with LPA will use all reasonable endeavours to ensure that suitable replacement homes (comprising the Whitefield Estate Replacement Units (Part 1)) are provided within the Site or an appropriate proximity to it (either through funding or provision by the Brent Cross Partners);	Section 6, 7 and 8
Unless otherwise agreed in accordance with clauses 4.7 to 4.9 and paragraph 1 of Schedule 2 residents shall be re-provided with units that are of an equivalent size, number of habitable rooms and tenure provided that the re-provision of larger and smaller units may be agreed with the relevant owners and/or occupiers and the LPA as part of the Residential Relocation Strategy and further provided that there shall be no obligation for an overall increase in the gross floorspace to be re-provided in the Whitefield Estate Replacement Units (Part 1) (in the case of the Brent Cross Partners) or the Whitefield Estate Replacement Units (Part 2) (in the case of CRL) (as the case may be) when compared to the existing gross floorspace of the housing units within the Whitefield Estate Existing Units (Part 1) (which for the avoidance of doubt shall exclude the sheltered housing in the Rosa Freedman Centre if it is agreed that a commuted sum is payable in lieu of provision by the Brent Cross Partners in accordance with paragraph 3.1.3A of Schedule 2A) or Whitefield Estate Existing Units (Part 2) (as applicable) being replaced by the Whitefield Estate Replacement Units (Part 1) or Whitefield Estate Replacement Units (Part 2) (as the case may be) as	Section 6

recorded in Table 1 or Table 2 (as applicable) below and with regard to the approved detailed and precise measurement survey pursuant to paragraph 1.6 of Schedule 2;	
Pursuant to Condition 1.11 of the S73 Permission, no demolition of the relevant existing Whitefield Estate Units including the Rosa Freedman assisted living housing shall take place until the relevant new residential properties replacing such housing are Delivered in accordance with the Primary Development Delivery Programme (subject to paragraph 3.1.3A of Schedule 2A);	Section 3
Relocation to the Whitefield Estate Replacement Units (Part 1) and the Whitefield Estate Replacement Units (Part 2) shall be in accordance with the Residential Relocation Strategy unless and to the extent that the LPA otherwise agrees in writing in accordance with clauses 4.7 – 4.9.	Whole Document
<p><b>PART III: RELOCATION PRINCIPLES - OTHER PRINCIPLES FOR BOTH BUSINESS RELOCATION STRATEGY AND RESIDENTIAL RELOCATION STRATEGY</b></p> <p>Upon receipt of the S73 Permission, the Brent Cross Partners and/or CRL (as the case may be) in respect of Critical Infrastructure in relation to the Northern Development or Southern Development (as the case may be) shall establish a web based record of all communications relating to the discussions relating to acquisition or relocation issues with land owners / occupiers of the land required for each Phase of the Northern Development or Southern Development (as the case may be) whose property needs to be acquired or whose businesses are likely to be temporarily displaced for the purpose of carrying out the Development as the Phases are progressed. Access to such data shall be provided to the LPA on a private and confidential basis (unless and to the extent that it shall be unlawful to disclose such information as being contrary to privacy, data protection or other legal requirements).</p>	Section 4
The Brent Cross Partners and CRL will include in the database or databases, information compiled by the independent adviser and compiled in regard to businesses and non-residential properties make access available to LPA (unless contrary to privacy, data protection or other legal requirements).	Section 4

## SUMMARY OF TABLE 1 OF SCHEDULE 24 OF S106 AGREEMENT

### (Details of Existing Whitefield Estate Units Part 1)

Property		Freeholders				Leaseholders				Secure Tenants				Non-Secure Tenants			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Anderson Court	Actual	0	0	0	0	0	5	0	0	0	7	0	0	0	0	0	0
	Predicted									1	3	3	0				
Claremont Court	Actual	0	0	0	0	0	0	4	0	0	0	4	0	0	0	0	0
	Predicted									0	0	2	1				
Dyson Court	Actual	0	0	0	0	0	3	0	0	0	9	0	0	0	0	0	0
	Predicted									1	3	4	0				
Rawlinson Court	Actual	0	0	0	0	0	5	0	0	0	7	0	0	0	0	0	0
	Predicted									6	0	1	0				
Whitefield Avenue	Actual	0	0	12	0	0	0	0	0	0	0	4	0	0	0	0	0
	Predicted									1	2	1	0				
Rosa Freedman Centre (RFC)	Actual	0	0	0	0	0	0	0	0	25	0	0	0	0	0	0	0
	Predicted									25	0	0	0				
Total (ex RFC)	Actual	0	0	12	0	0	13	4	0	0	23	8	0	0	0	0	0
	Predicted									9	8	11	1				
Total (inc RFC)	Actual	0	0	12	0	0	13	4	0	25	23	8	0	0	0	0	0
	Predicted									34	8	11	1				

c) **Revised Development Specification and Framework**

Item	Reference in RRS
2.92 The need to relocate some activities and occupiers from the site to enable the development to reach its full potential was recognised as a fundamental element of the Development Framework. This explicitly provides for the use of Compulsory Purchase Order (CPO) in order to achieve the comprehensive redevelopment if agreement cannot be reached with all occupiers who have long-term interests in their premises.	Sections 3 and 4
2.93 It is anticipated that a condition will be imposed on the permission sought which will require a post-permission Relocation Strategy(s) to be submitted to the Local Planning Authority. The aim of the strategy is to ensure that the significant benefits of the comprehensive redevelopment can be delivered whilst minimising any adverse effects resulting from temporary or permanent relocation. The strategy will be based on the following broad parameters and principles	Whole document
<b>General Principles</b>	
The scheme will re-provide the 217 residential units in the Whitefield Residential Estate and sheltered assisted living units in the Rosa Freedman Centre. The Council intends to relocate the remainder of the Rosa Freedman Centre elsewhere in the Borough	Section 6
No demolition of existing housing to be replaced will take place until the new properties are ready for occupation and this will commence as part the Primary Development Package (PDP)	Section 3
To assist the process of relocation, a Whitefield Estate Residents' Tenant Advisor will be appointed to represent the interest of all tenants (and leaseholders) and provide an independent point of reference and advice	Section 4
A 'Project Group' will also be established made up of tenants, leaseholders and the resident advisor as the main forum for communications between Whitefield Estate residents, the applicants, the selected Housing Association and Barnet Council	Section 4
<b>Council Tenants</b>	
All secure council tenants of the Whitefield Estate will be offered a new home;	Sections 5 and 6
It will be a newly built, modern home	
New homes will be within the regeneration area, so that residents directly benefit from all the improvements to the area being made. Residents will be given some choices over the internal decorations and fixtures and fittings in their new home	
There will only be one move. No-one will be asked to move twice or into temporary accommodation	
Rents will continue to be affordable	

<p>Residents are entitled to the statutory Home Loss payment when they move. The rate at which Home Loss is paid is currently £4,700, a figure which is reviewed annually. They will also be entitled to disturbance payments which cover the reasonable costs incurred as a result of having to move home</p>	
<p>There will be full consultation with all tenants throughout this process</p>	
<p><b>Freeholders &amp; Leaseholders</b></p>	
<p>Residents who are leaseholders or freeholders will be offered a new property in the development, either for outright sale or under a shared equity arrangement. This will be subject to a number of principles</p>	<p>Sections 5 and 6</p>
<p>A full open market value will be paid for all properties</p>	
<p>Values will be established for each home individually, taking into account its size, location and condition</p>	
<p>In addition to any agreement entered into, there will also be compensation for home loss and for costs associated with moving</p>	
<p>There will be full consultation with all tenants and home-owners on the Whitefield Estate throughout this process</p>	
<p>If an agreement can't be reached, the Council will consider the use of the Compulsory Purchase process to purchase properties</p>	
<p>For those leaseholders and those freeholders living on the estate who wish to remain in the regeneration area, the BXC Partners will have in place a scheme to allow the value of current homes to be 'rolled-over' into the new property. As the new properties are likely to have higher values than existing properties on the Whitefield Estate, the applicants will put in place a scheme to ensure that existing home owners can afford to live in the new properties. This will allow the value of existing properties to be invested in the new properties so that residents own part of the new property</p>	



**APPENDIX 3 – INFORMATION CIRCULATED TO LEASEHOLDERS/  
FREEHOLDERS (NOVEMBER 2014)**

26 September 2014

**Brent Cross Cricklewood - update**

Dear Resident,

I am writing to update you on Brent Cross Cricklewood and how your home will be affected by the first phase of the regeneration of the local area.

As you are already aware, your property is required in order to deliver the first phase of the project and the Development Partners, alongside Barnet Council, are already consulting with residents on the designs for the new replacement homes that we propose to build on a series of sites running north to south along Brent Terrace.

I hope you have also received the recent letter from Barnet Council (dated 4 September 2014) explaining the latest developments on this project and the next steps of activity over the coming year.

To briefly summarise, the Brent Cross Cricklewood Development Partners have now gained approval from Barnet Council for the recent amendments to the project masterplan and a fresh planning permission has been issued which will allow the regeneration to progress towards delivery.

As you know, in order to deliver this masterplan it will be necessary to acquire certain land and property rights. Land will be required not only to construct the development but also for environmental improvements and to create the space for new roads, bridges and infrastructure which will be of benefit to local people and visitors alike.

In order to allow the regeneration delivery to get underway in a reasonable timescale, Barnet Council has stated that it will consider the use of compulsory purchase (CPO) powers to help secure the land required. The formal CPO process is likely to start later this year for the initial phase of development.

As part of the first step, Terraquest, a land referencing company acting for the Council, will be contacting all residents within the Whitefield Estate to establish the exact details of those who may be affected by any CPO that is made. It is important that the Council has the correct details for land ownership and occupation as this will ensure that all affected parties receive information at key points in the CPO process and fully understand their rights.

Let me reassure you that the regular dialogue that you have with the Development Partners and Barnet Council on these matters through the Whitefield Steering Group will continue up to and throughout any formal CPO process, which is likely to take at least 15-18 months to complete, and your advisor, Chris McConnachie, will be on hand throughout.



To help answer any questions you may have I have enclosed an Information Note that provides more detail about the context for the regeneration, the principles that the Development Partners will seek to adhere to and the next steps in the process.

As well as the forthcoming meetings of the Whitefield Steering Group and any consultation about your new homes, we will also shortly be in touch about a number of information sessions about the CPO process that we are hoping to hold later this year. These sessions will give you a chance to ask any questions or raise any concerns directly with the Brent Cross Cricklewood Development Partners.

The Development Partners are also now preparing to consult with local residents and the wider community on the detailed proposals for the first phase of the project (known as Phase 1A North) in October. This first phase will include detailed proposals for the new replacement homes, as well as information about the major improvements to local roads and junctions and the creation of three very special community parks at Clitterhouse Playing Fields, Claremont Park (on the site of Clarefield Park) and Brent Riverside Park, which will run along the improved and realigned River Brent.

Enclosed with this letter is an invitation to a separate meeting about the proposals for the first phase of Brent Cross Cricklewood.

In the meantime, if you have any questions or would like more information about this process, please do get in touch with the Resident Independent Advisor, Chris McConnachie on 0208 368 0468 or at [chris.m@pep.org.uk](mailto:chris.m@pep.org.uk).

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M. McGuinness', written over a light blue rectangular background.

Mike McGuinness  
Development Director



**November 2014**

For further information contact Chris McConnachie, the Resident Independent Advisor on 0208 368 0468 or [chris.m@pep.org.uk](mailto:chris.m@pep.org.uk).

## **RESIDENTIAL RELOCATION STRATEGY BRENT CROSS CRICKLEWOOD PHASE 1A NORTH**

- Residents within Phase 1A North on the Whitefield Estate may be asked to move home from late 2016 onwards. Phase 1A North comprises the roads and associated infrastructure required to support the development of the Shopping Centre and which will also enable the wider development south of the A406 to come forward.
- The homes affected by Phase 1A North are
  - Whitefield Avenue
  - Claremont Way
  - Anderson Court
  - Dyson Court
  - Rawlinson Court

### **Our Principles**

The Development Partners will seek to adhere to the following principles throughout the relocation process:

### **Leaseholders and Freeholders Living on the Estate**

- We will provide a home for all existing leaseholders and freeholders living on the Estate who wish to remain in the regeneration area, either by outright sale or under a 'shared equity' arrangement (see point 8. below).
- For those resident leaseholders and freeholders who wish to take advantage of this arrangement, the Brent Cross Cricklewood Development Partners will need to purchase the existing home before the relocation.
- We will be asking Barnet Council to consider making a CPO at the end of 2014 but the BXC Partners hope to reach amicable agreement with all leaseholders and freeholders without the need for the CPO to be used.
- If the Council makes a CPO in 2014 it will not be ready for use until the end of 2015. We do not expect to require residents to move until late 2016.
- One-to-one discussions with all home-owners will start once a housing association has been selected to partner with us in this process – expected Spring 2015, or earlier.
- We will seek to adhere to the following key principles through the whole process:
  1. Open market value will be paid for all properties.
  2. There will be no reduction in price due to the carrying out of the scheme.

3. Values will be established for each home individually, taking into account its size, location and condition.
4. Resident homeowners are entitled to full market value of their home plus a Home Loss payment calculated as 10% of the market value up to a maximum of £49,000. Non-resident homeowners are entitled to a Basic Loss payment calculated as 7.5% of the market value subject to a maximum of £75,000. These thresholds are subject to change by the Secretary of State, and the levels of payment will be the appropriate statutory amount at the date of sale. Disturbance payments will reflect the reasonable costs incurred as a direct result of moving home.
5. An independent Whitefield Estate Residents' Advisor has been appointed so that residents have expert support at all times.
6. There will be full consultation with all tenants and home-owners on the Whitefield Estate throughout this process.
7. The Development Partners and Barnet Council wish to reach an agreement with the owners regarding the purchase of the required properties where possible. As the CPO process can take over a year to complete, the CPO process and negotiations to reach agreement are likely to overlap, but the CPO will only be used in cases where an agreement cannot be reached by negotiation within the required timescale.
8. For those leaseholders and freeholders living on the estate who wish to remain in the regeneration area, the BXC Partners will have in place a scheme to allow the value of their current home to be 'rolled-over' into a replacement property built by the Development Partners or on their behalf. As the new properties are likely to have higher values than existing properties on the Whitefield Estate, the BXC Development Partners will put in place a scheme to seek to ensure that existing resident home owners can afford to live in the new properties.

This will allow the value of existing properties to be invested in the new properties so that the homeowner owns part of the new property. No rent is paid on the part of the property which the homeowner does not own. The homeowner will have the potential to purchase the remainder of the home over time although they are not obliged to do so. This is known as a "shared equity" scheme. The details of this scheme are still to be worked through and we will consult further on the shared equity scheme with Barnet Council and residents once a housing association has been selected.

9. The BXC Partners will be happy to discuss arrangements for purchase of the affected properties that allow resident owners time to find alternative accommodation or relocate into the replacement homes.

#### **Leaseholders and Freeholders that do not live in the property**

10. Non-resident leaseholders and freeholders will not be offered a replacement property but will receive a purchase price on the basis of market value, ignoring any effects of the scheme. The Basic Loss payment will replace the Home Loss payment (see point 4 above).

#### **Secure Council Tenants**

1. All secure council tenants of the Whitefield Estate homes affected by Phase 1A North will be offered a new home.
2. It will be a newly built, modern home.

3. The new home will be near to the current location of the Estate, within the regeneration area, so that tenants directly benefit from all the improvements to the area being made. Tenants will be given some choices over the internal decorations and fixtures and fittings in the new home.
4. There will only be one move. No-one will be asked to move twice or into temporary accommodation.
5. Rents will continue to be affordable.
6. Tenants will also receive compensation at the time of the move. Tenants will be entitled to a Home Loss payment which is a statutory payment. From 1 October 2014 the rate at which Home Loss is paid to qualifying tenants is £4900, a figure which is set by Government.
7. There will be full consultation with all tenants throughout this process.
8. An independent Whitefield Estate Residents' Advisor has been appointed so that tenants have expert support at all times.
9. Residents within Phase 1A North on the Whitefield Estate may be asked to move home from late 2016 onwards.



## APPENDIX 4 – ARCHITECT’S BRIEF FOR THE REPLACEMENT HOMES

# **Brent Cross Cricklewood Regeneration: Whitefield Residential Relocations Project**

## **Lead Architect**

**February 2014**

### **Rev -**

The tasks and outcomes required to be carried out during the preparation of RMA Submission for Relocation of the Whitefield Estate:

#### **1.00 Stakeholder Consultations**

Carry out consultations necessary for the development of the scheme to include:-

- Employer sustainability team
- Employer development and project team
- Employer planning team
- LBB Social Services team
- Brent Homes
- Selected RHP letting team.
- Selected RHP operations team
- Employer infrastructure team
- Employer's planning consultant
- Community Stakeholders to include workshops and open days.
- Future tenants

#### **2.00 Design Programme**

The Lead Architect will define a clear design programme for the design team to set clear objectives. The Lead Architect will review and develop the proposals subject to reference to the stakeholders.

The design programme should include the requirement to provide scopes and briefs to those other design consultants required to support the RMA submission. The architect will input into briefs and integrate the product of these studies into his final report and reserved matters submission.

The programme should include at least 2 of the following client based reviews at Stage C and Pre-RMA submission -

- CDM reviews
- Cost reviews
- RHP design reviews
- RHP design reviews
- Tenant design reviews
- Planning Requirement reviews

The design programme should reference at its end point the reserved matters submission.

### **3.00 Surveys**

Additional surveys and reports will be required to assist the design team to progress the design effectively and to eliminate risk. Where Lead Architectural requirements drive survey requirements, the Lead Architect will be expected to scope and tender the survey work.

The design report completed for RMA submission should identify where surveys have taken place and circumstances where they are required, or are outstanding for the further development of design.

### **4.00 Schedule of Accommodation**

The outline replacement units will be developed into a Schedule of Accommodation. The Architect will have to make due consideration of operational, servicing, plant and access areas.

The Architect shall maintain a schedule of use class areas for the development and compare such to the consented areas provided in the planning consent. Each residential unit will also need to demonstrate it meets relevant spatial standards.

The architect will also lead on space planning of car parking, vehicle servicing requirements, and maintenance and operational space requirements.

### **5.00 Architect's Proposals**

The Architect's proposals should be developed to include

- A reserved matters application for the replacement residential units.
- Comprehension of the existing buildings – relative to this brief
- Massing (particularly in relation to planning parameters)
- Internal space planning of residential units and common areas.
- The proposed works
- Car Parking
- Servicing for refuse and other required services.

The Architect will be required to provide drawn quarterly time slices of the intended development to assist in discussions on phasing, programming and deliverability.

## 6.00 Outline Specification

The outline specification will provide data on design intent, the pallet of materials and proposed design solution.

Separate specifications will be produced by each member of the consultant team to accompany any drawings produced.

The outline specification will provide an understanding of the operational requirements of the building including service and delivery areas, common areas, care provision, car park operations, tenant requirements.

### 6.01 Interiors as Required for RMA Submission/ RHP Procurement.

The following palette of outputs should be made for client approval in respect of:-

Quality / Benchmark overview of:

- Walls
- Ceiling
- Lift finishes
- Floor finishes
- Doors
- Back of house areas
- Staircases
- Common amenities/ care areas.
- Lighting
- Signage / wayfinding
- Acoustics
- Lobbies and common areas
- Bathrooms
- Kitchens

### 6.02 Exteriors:

- External elevations
- Roofscape
- Roof plant if required
- Public realm & landscaping
- Access and maintenance considerations
- Access, transport links and highways connections



## **7.0 Specialist Consultants' Reports**

Reports will be produced by any specialist consultants recommended by the Architect where required by the Employer. Specialist consultants will include acoustic, environmental, access, engineering and other design.

The Lead Architect will integrate these with his main report and identify where the requirements are not included within their service.

## **8.0 Additional Requirements**

The following additional requirements will be required to be provided by the Lead architect.

9.01 Provide architectural support to satisfy procurement of an RHP partner.

9.02 Identify a CGI budget and the anticipated outputs from the budget.

9.03 Attend planning briefings and public consultations in respect of the reserved matters application.

9.04 Identify drawing distributions both in paper and digitally and include within fee.

9.05 Liaison with the Employer's planning consultant.

9.06 Liaison with the Employer's programming consultants

9.07 Liaison with the Employer's project extranet consultant on taxonomy and document control.

9.08 Other requirements set out elsewhere in this document.



Hammerson

**Standard Life**  
Investments &

**Competition Brief**  
**BRENT CROSS**  
**CRICKLEWOOD**  
**REGENERATION**  
**Residential Relocations: Architect**

February 2013

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## **APPENDICES**

### **APPENDIX A REFERENCE DOCUMENTS**

- **HAMMERSON CORPORATE POLICIES**
- **SIP**
- **SITE IDENTIFICATION PLAN**

### **APPENDIX B SCHEDULE OF SERVICES**

### **APPENDIX C GENERIC FORM OF APPOINTMENT**

- **PRO FORMA LONG FORM APPOINTMENT FOR PARTNERSHIP**

## **1. FOREWORD**

### **1.1 Brent Cross Shopping Centre**

Brent Cross Shopping Centre represents a key property in the British retail landscape. On its original opening it introduced a dynamic form of retail into the UK as the first covered, out of town shopping centre. It is the intention of the Development Partners to reposition the centre, diversify its offer, and create a truly world class example of retail and mixed use regeneration. In its current form before extension, the centre remains a key asset for the Development Partners.

The associated works will include the relocation of residents of the Whitefield Housing Estate affected by the Development.

### **1.2 The Whitefield Housing Estate**

The Whitefield Housing Estate currently occupies a site south of Tilling Road and west of Claremont Road. This location is required for the construction of a new pedestrian and cycle crossing to the A406 North Circular (the Living Bridge) and current residents will be relocated.

It incorporates:

25 Assisted Living Units within the Rosa Freedman Home – (re-provision in abeyance. Tendering Architects to include separately identified fee/ resource for these works).

8 Maisonettes above local retail units.

A total of 52 units: 16 houses and 36 flats on Whitefield Avenue.

Of the 60 maisonettes, flats and houses, the following replacement units are anticipated:

9 no.	1 bed units
26 no.	2 bed units
27 no.	3 bed units
1 n	4 bed units

These will be developed and operated by a Registered Provider which is yet to be selected. A long list of RPs has been agreed between CRL and LBB:

- i London & Quadrant
- ii Catalyst
- iii Network
- iv Genesis
- v Notting Hill
- vi Peabody
- vii Circle

The Assisted Living Units are to be replaced with 25 Extra Care Apartments which will be owned and operated by Barnet Homes. (Requirement in abeyance – tendering Architects to include a separately identified resource/ fee for these works).

All new housing will comply with the Mayor of London’s space standards, as set out in Policy 3.5 and Table 3.3 of the London Plan 2011, and the residential quality standards set out in the Mayor’s Housing SPG.

These units will be re-provided from the plots identified on the enclosed Site Plan (904\_SK\_00\_036): 30; 53; 54; 58 (in abeyance).

## **2. BRENT CROSS BACKGROUND**

### **2.1 Planning History**

The Development Partners have a consented 73 application for the intended works. This has permitted the separation of the Southern site from the Northern site.

As part of the planning obligation, a series of infrastructure obligations will remain with the developer. **This includes the provision of new residential units to relocate residents affected by the works – for which the Development Partners are seeking an Architect through this appointment.** These works are generally part of reserved matters Phase 1 A (RMA 1 A).

The Development Partners are targeting making submissions in June of 2014 (RMA 1 A).

### **2.2 Infrastructure Works**

The Development Partners obligations include substantial undertakings both on and off site. The offsite works include amendments to the A406, a new Templehof Bridge, a new Living Bridge, works to the junction with the M1, other road works, and commitments to improve open space.

This list is not exhaustive, however, in principal these works will coincide with and significantly inform the programme for residential relocations.

### **2.3 Shopping Centre**

The main extension of the Shopping Centre and associated works will form a separate RMA Submission (RMA 1B). Infrastructure works, including necessary residential relocations must be complete to facilitate the shopping centre delivery.

### 3. PROGRAMME

#### 3.1 Tender Requirements

Following pre-tender meetings carried out 28 January 2014 you are invited to submit a tender in line with the following programme/ criteria:

For the tender the following criteria will be reviewed-

- Comments on proposed services
- Absolute confirmation of acceptance of appointment terms and conditions
- Novation matters
- Professional Indemnity confirmation (£5 million each and every claim)
- Review of compliance with Hammerson corporate policies
- **Proposed design programme and fee with supporting resource schedule.**

It should be noted that the consultants will be expected to complete final submissions which include separately identified costs for:

- Completion of Stage C+/D for submission of RMA
- Completion of Stage D + Employer's Requirements (may be novated to RHP)
- Cost to novation to Contractor
- Costs for a full service to making good of defects (post novation)
- Hourly rates by discipline and seniority
- Intended elements of work for subcontract
- Soft Landings

### 3.2 Overall Programme

The overall programme for the extension is set out below.

The programmes should be treated as indicative and the potential for alterations. Alternative phasing is very much a possibility.

In the wider interest of the Development, it is essential that all deadlines are tracked and that **full sign off from various stakeholders is achieved** at key points in the process. The Project Design Team will need to propose a programme and structure for workshops for sign off of deliverables as part of their submission, ensuring that they are able to meet the delivery dates set out in the programme below.

<b>Key Timings</b>	
Resolution to grant consent for section 73 application	30 January 2014
<b>Submission of Architects' Tenders</b>	<b>Noon 19 February 2014</b>
Selection/ Appointment/ Mobilisation complete by	03 March 2014
Completion of design for RMA submission	06 June 2014
<b>Submission of RMA</b>	<b>23 June 2014</b>
Completion of design for ERs	4Q2014
Procure Main Contractor	1Q2015
Construction	1Q2016
Decant of Residents	2Q2016
Vacant Possession of Whitefield Estate	3Q2016

### 3.3 Project Budget



The Construction Budget for all residential units is £14,000,000 excl. fees & surveys.

#### **4. DESIGN STRATEGY**

##### **4.1 Design Procurement Strategy**

This project falls within, but is a key early component of, a much larger scheme:

Phase 1A: Road, Infrastructure & Utilities

Lead design – infrastructure: URS.

Phase 1B: Shopping Centre Extension.

Lead design – Chapman Taylor

It is anticipated that the residential units to be replaced as part of the Whitefield Estate relocations will be developed, owned and operated by a Registered Housing Provider which the Development Partners and LBB are procuring.

The Development Partners expect to appoint a design team for the completion of RMA submission with an option to novate the incumbent design team into the RHP for progression of the developments. It is foreseen that the RHP will procure the works on a Design and Build basis. Tendering Architects are therefore asked to separately identify their fee for:

- Works to RMA submission.
- Works to completion of ERs.
- Full Employer's monitoring service to making Good Defects.

##### **4.2 Proposed Design Team**

The Project Architect is to be selected through this invited competition – the first stage being complete and a short list being invited to set out fee proposals and associated information.

Architects are also invited to set-out their requirements for supporting design team members (if any) including an outline of anticipated scope/input to submission of RMA.

OBLIGATION	Architect	Civil/ Structural Engineer	Building Services Consultant	Other	Notes
Lead Consultant					
Planning/RM					
Public Consultation					
CDM Compliance					
Building Regs					
Design Standards					
RHP Brief					
Substructure					Ensuring coordination
Thermal calcs					
U Values etc.					
Energy					40% improvement on 2010 Part L
CSH					
Interiors/space planning					
Fire engineering/smoke					
Cost management					
Acoustics					
Site surveys					
Geotech survey					
Landscape design					
Transport engineering					
Parking					
Document Control					
Programming					
Other:					

### **4.3 Consultations & Approvals**

The Project Architect must be fully aware of the design implications of key legal agreements in place between the Development Partners existing residential tenants, as well as with adjacent property owners and users, and any other party with an interest in the Sites. In particular, the Project Architect will need to understand and comply with the requirements of obligations with the key commercial stakeholders (LBB & RHP), Planning conditions and local community.

The Project Architect shall treat all information in connection with these works as confidential unless released by the Development Partners, or as necessary for the function of their services, or otherwise in the public domain.

The design team will have direct interactions with the Council and RHP and will be responsible within their RMA design for completing specifications for the Agreement with an RHP.

A programme of interaction meeting with the wider project delivery team will be expected as required.

### **4.4 Project Extranet/ FTP Sites**

The intention is that the project will use an Internet based collaboration tool, but the details on this are still to be advised. The management of this will be budgeted for separately from this appointment.

## **5. RISK**

There are a number of risks to the works, which will be the subject of a formal Risk Management process to feed into the wider project. The initial Risk Management Workshop for the Development is shortly to be arranged shortly after the commencement of services.

The Project Design Team will be expected to attend and participate in this process in so far as it impacts on the wider Site.

The Project Design Team will need to develop and manage a risk register specific to the residential elements and feed the key risks from this register in to the Development risk management process.

## **6. BUDGET**

The current construction budget for the scheme excluding fees, contingency and indexing is £14,000,000.

# **APPENDIX A**

## **REFERENCE DOCUMENTS**

# **APPENDIX B**

## **SCHEDULE OF SERVICE**

## **APPENDIX C**

# **GENERIC FORM OF APPPOINTMENT**





**APPENDIX 5 – MEASUREMENT SURVEY OF THE WHITEFIELD  
ESTATE (JANUARY 2015)**



GL Hearn

# Measurement Survey of the Whitefield Estate

Hammerson (Brent Cross) Ltd  
Standard Life Investments (UK)  
Shopping Centre Trust

27th January 2015

## **Prepared by**

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## Quality Standards Control

The signatories below verify that this document has been prepared in accordance with our quality control requirements. These procedures do not affect the content and views expressed by the originator.

This document must only be treated as a draft unless it has been signed by the Originators and approved by a Business or Associate Director.

DATE

27 January 2015

ORIGINATORS

David Conboy  
CPO and Regeneration Associate  
Director

APPROVED

Paul Astbury  
CPO and Regeneration Director



### Limitations

This document has been prepared for the stated objective and should not be used for any other purpose without the prior written authority of GL Hearn; we accept no responsibility or liability for the consequences of this document being used for a purpose other than for which it was commissioned.

## 1 INTRODUCTION

- 1.1 This report sets out the measurements of Whitefield Estate Existing Units (Part 1) (paragraph 1.5, Schedule 2, S106 Agreement dated 22 July 2014).

This report contains the Gross External Area (GEA) and Gross Internal Area (GIA) of the residential units at;

- 1-12 Anderson Court
- 1-12 Dyson Court
- 1-12 Rawlinson Court
- 1-16 Whitefield Avenue
- 2-16 Claremont Way (even numbered properties only)

- 1.2 Sections 3 to 5 of this report show the calculated areas for three sub-areas being the three storey blocks at Anderson, Dyson and Rawlinson Courts, the residential units above retail at Claremont Way and the houses on Whitefield Avenue respectively. All of the units within each sub area have identical floor spaces with the exception of Whitefield Avenue. Some of the properties within Whitefield Avenue have extensions on the ground floor which have resulted in additional floor space. These additions are accounted for in section 5 of this report.

- 1.3 The Rosa Freedman Centre (RFC) consists of two parts; the Day Centre and Sheltered Accommodation. The Sheltered Accommodation is part of the Whitefield Estate Existing Units (Part 1) (paragraph 1.6, Schedule 2, S106 Agreement dated 22 July 2014) and is located on Claremont Way. It has been agreed that the sheltered accommodation within the RFC will be re-provided off site by way of a commuted sum. The obligation for re-provision will therefore be met and the existing floor areas are not included in our calculation. However, we have shown the calculations for the Rosa Freedman centre for reference purposes in Appendix A.

## 2 MEASUREMENT PRACTICE

- 2.1 In preparing this report we have followed the guidelines set out in the RICS code of measuring practice (6<sup>th</sup> edition). This code of practice defines GEA and GIA as follows,

Gross External Area (GEA) – (See Appendix A for the full list of inclusions and exclusions)

“Gross External Area is the area of a building measured externally at each floor level.”

Gross Internal Area (GIA) – (See Appendix A for the full list of inclusions and exclusions)

“Gross Internal Area is the area of a building measured to the internal face of the perimeter walls at each floor level.

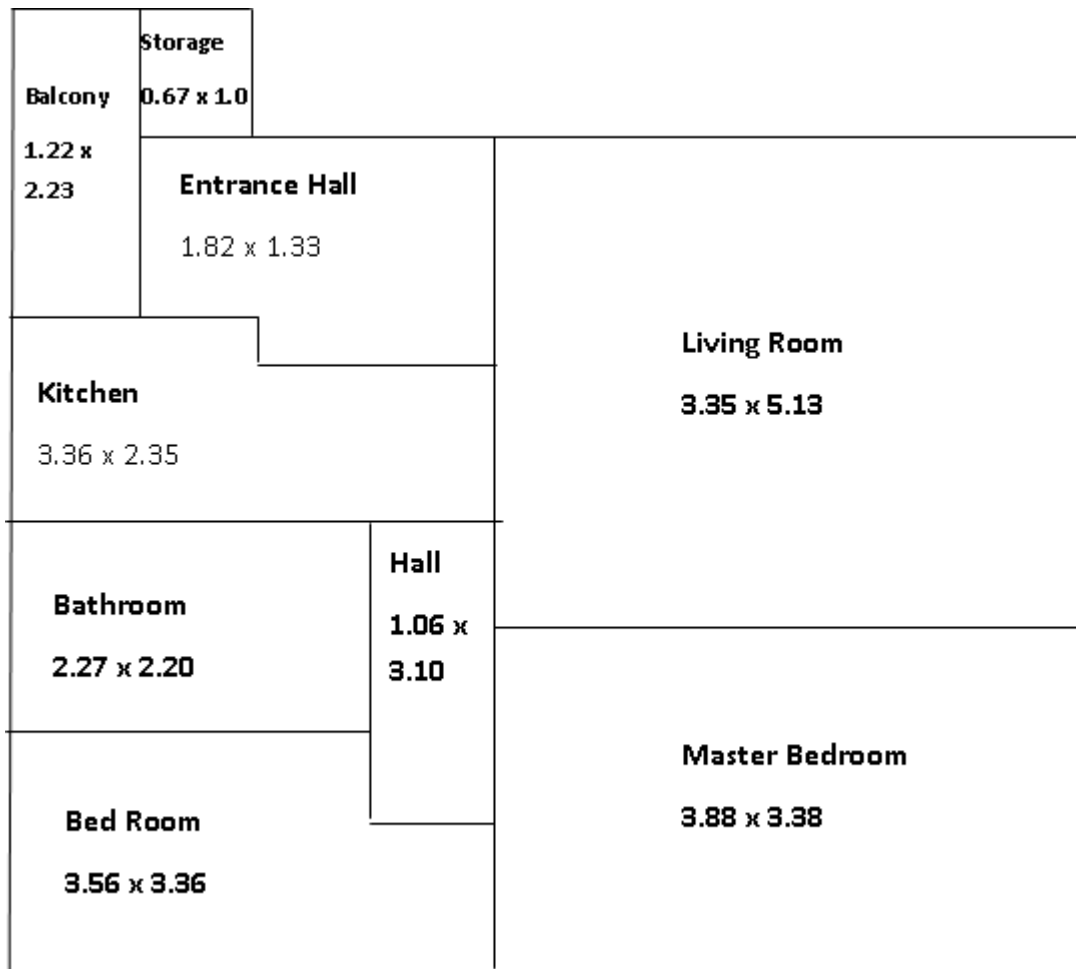
The Internal face – means the brick/block work or plaster coat applied to the brick/block work, not the surface of internal linings installed by the occupier.”

### 3 ANDERSON COURT, DYSON COURT & RAWLINSON COURT

#### 3.1 Gross Internal Area (Standard unit)

3.2 Within the Whitefield Estate there are three separate blocks of flats known as Anderson Court, Dyson Court and Rawlinson Court. Each of these blocks has 12 units consisting of two bedrooms giving a combined total of 36 units. The units in each block are arranged over three storeys with four units per floor. The units in each block are arranged over three storeys with four units per floor. The above ground units have a slightly larger GIA as the ground floor units have a storage area instead of a storage area and balcony. This is to accommodate front/rear block entrance door recesses on the ground floor.

3.2.1 The following diagram shows the measured internal dimensions of a single above ground unit. The diagram is not to scale and all measurements are shown in metres.

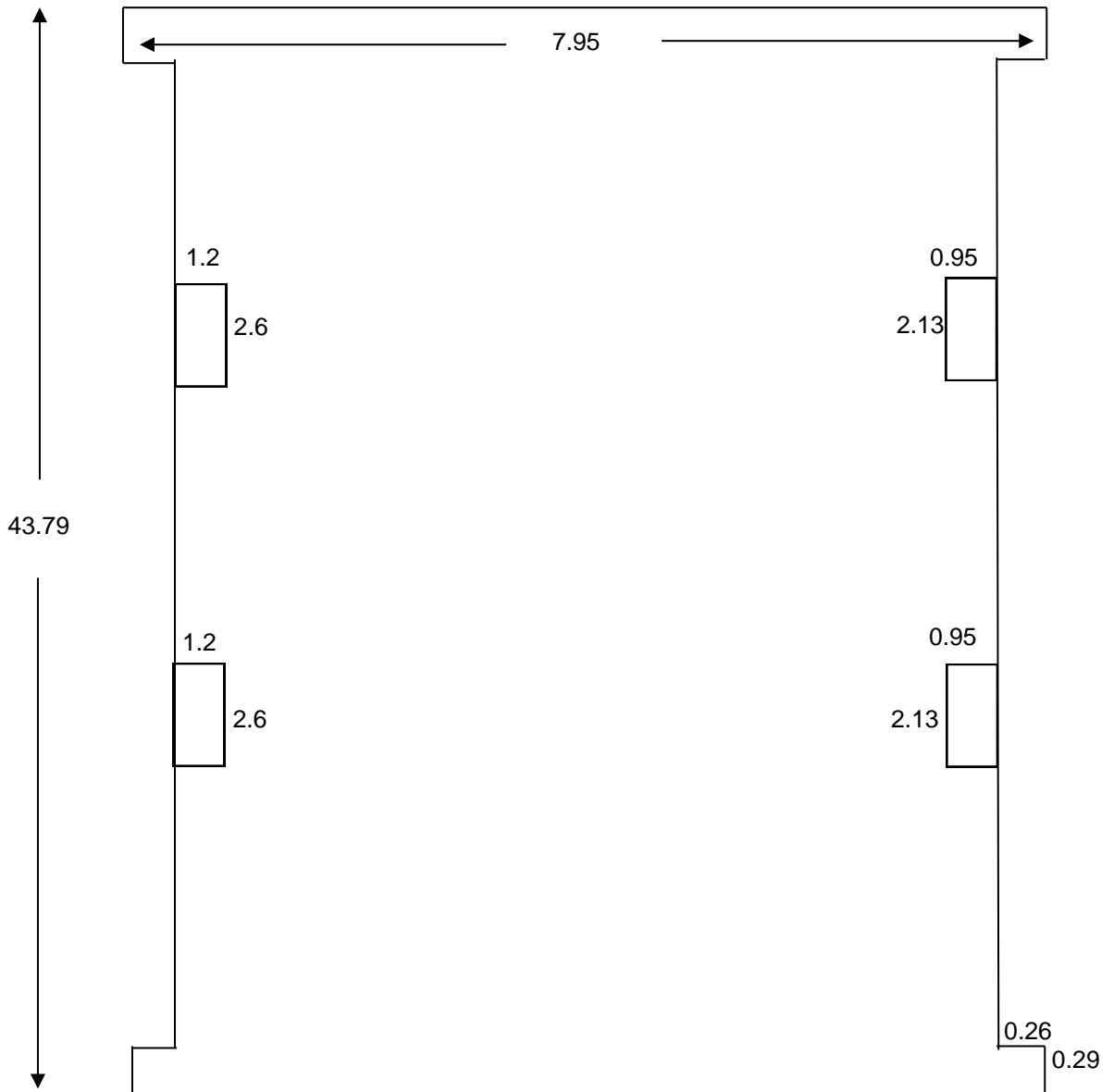


GIA (above ground unit)	64.31 m <sup>2</sup> (24 units)
GIA (ground floor unit)	63.09 m <sup>2</sup> (12 units)
Average GIA per unit	63.90 m <sup>2</sup>

### 3.2.2 Gross External Area

To determine the GEA of each building, the external dimensions of the building were measured. The RICS code of measuring practice states the GEA figure will exclude any outbuildings such as pram stores and garages which have therefore not been included in this GEA.

3.2.3 The following diagram shows the measured external dimension of a single block. The diagram is not to scale and all measurements are shown in metres.





Recessed entrance door lobbies have been included in the GEA of the buildings. There are two front and two rear doors per block.

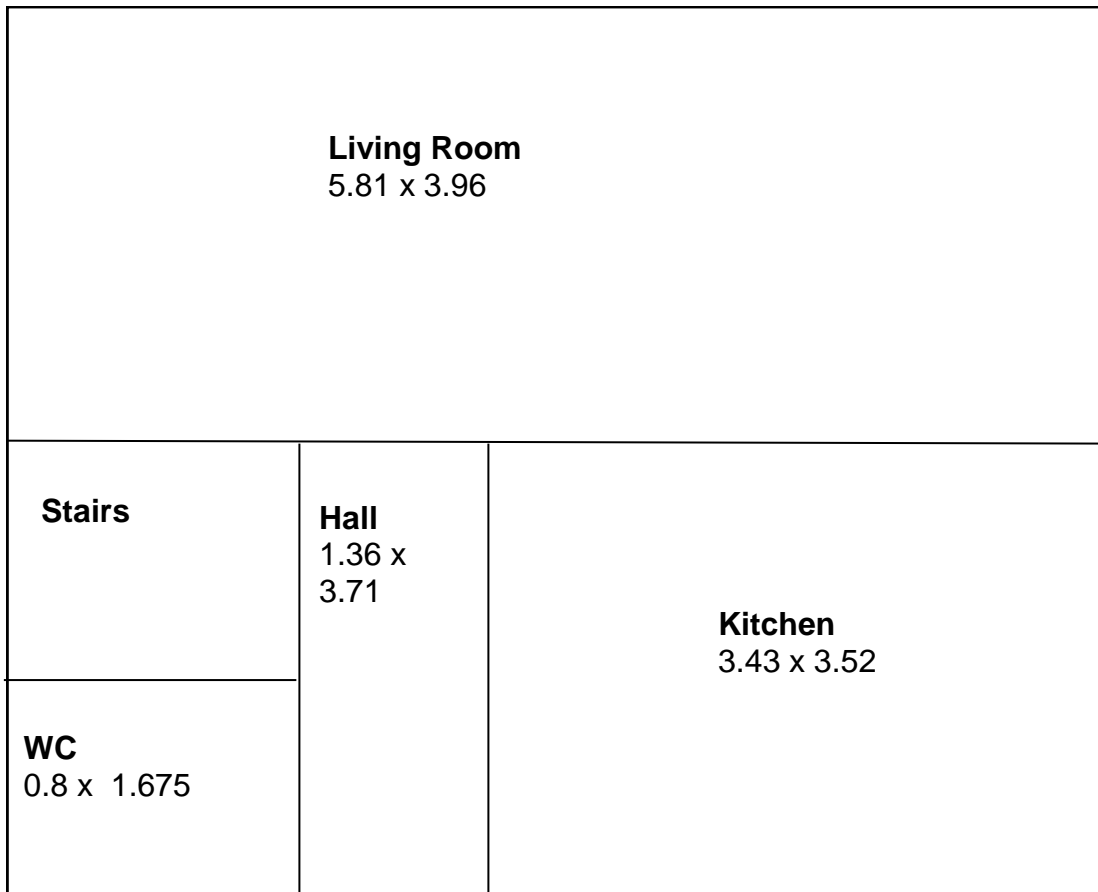
GEA per block	976.98 m <sup>2</sup>
<b>Total GEA of three blocks</b>	<b><u>2930.94 m<sup>2</sup></u></b>

#### 4 CLAREMONT WAY

##### Gross Internal Area (Standard unit)

- 4.1 Within the Whitefield Estate there is one block of 8 residential units above retail premises located on Claremont Way. Each of these units is arranged across first and second floor and has 3 bedrooms. Each unit has the same GIA.
- 4.2 The following diagram shows the measured internal dimensions of a single unit. The diagram is not to scale and all measurements are shown in metres.

##### Ground Floor



First Floor

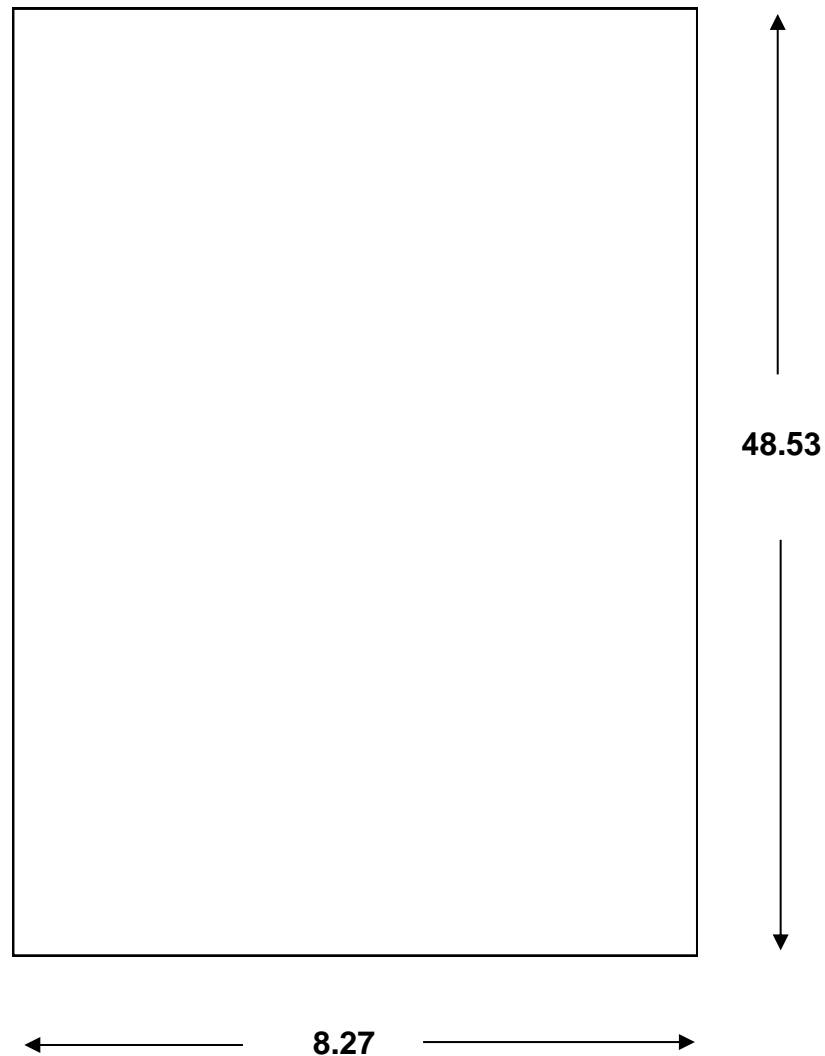


Ground Floor GIA	45.32 m <sup>2</sup>
First Floor GIA	45.32 m <sup>2</sup>
<b>Total GIA per unit</b>	<b>90.64 m<sup>2</sup></b>

4.3 **Gross External Area**

4.4 To determine the GEA of each building the external dimensions of the building were measured. The units situated in Claremont Way are in located in one block which is shown below.

4.5 The following diagram shows the measured external dimensions of the first floor of the block. The second floor of the block has the same dimensions. The diagram is not to scale and all measurements are shown in metres.



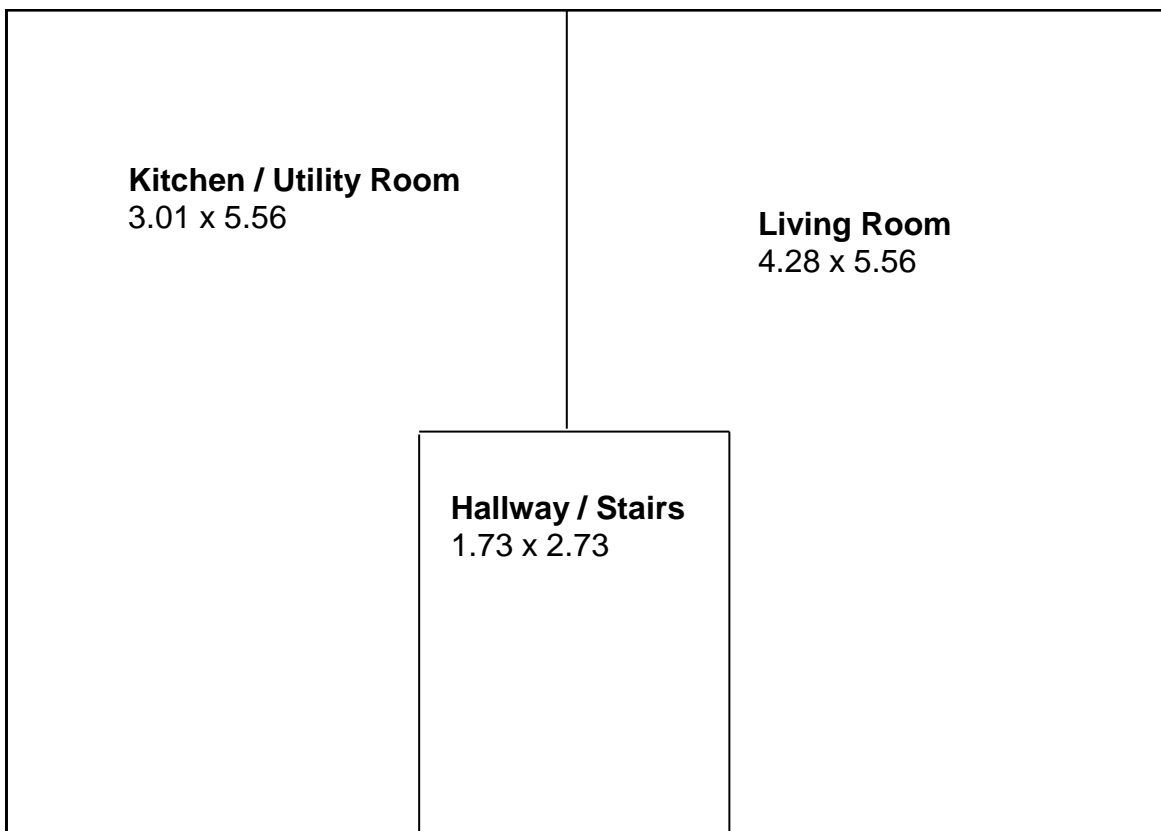
GEA first floor	401.34 m <sup>2</sup>
GEA second floor	401.34 m <sup>2</sup>
<b>Total GEA</b>	<b><u>802.68 m<sup>2</sup></u></b>

## 5 WHITEFIELD AVENUE

### Gross Internal Area (standard unit)

- 5.1 Within Whitefield Avenue there are 16 houses separated into four blocks of four. Within each block of four units, there are two middle terrace and two end terrace houses. All units have the same GIA.
- 5.2 Four of the houses have been extended at the rear. We have calculated the GIA and GEA of the houses as originally built, ignoring these improvements as a starting point and have addressed the extensions and added them to the final totals at section 5.8 below.
- 5.3 The following diagram shows the measured internal dimensions of a single unit. The diagram is not to scale and all measurements are shown in metres.

#### Ground Floor



First Floor

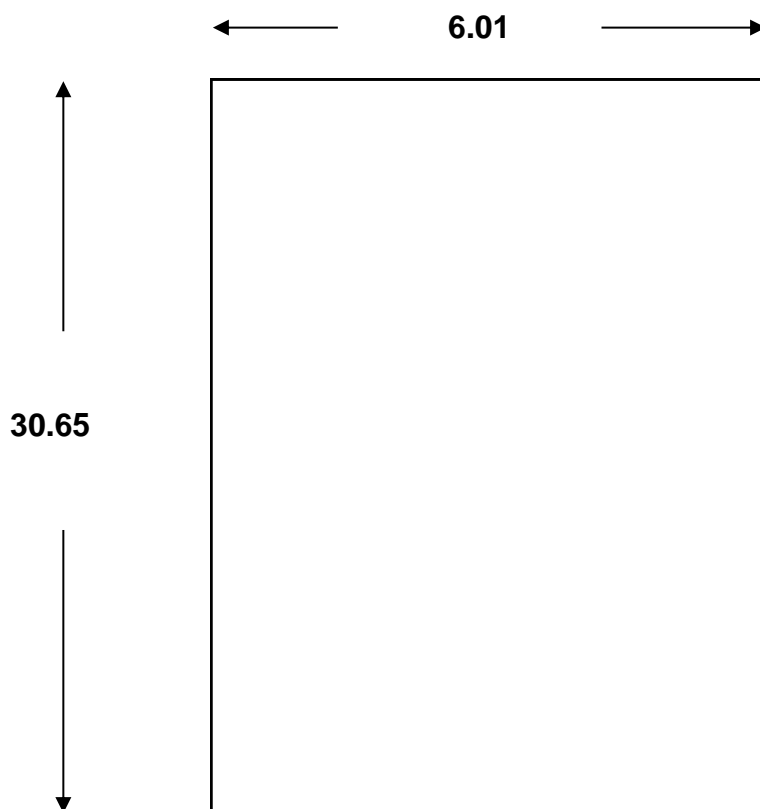


Ground floor GIA	40.96 m <sup>2</sup>
First Floor GIA	40.96 m <sup>2</sup>
GIA per unextended unit	<u>81.92 m<sup>2</sup></u> see section 5.8 for overall total GIA

5.4 We have not calculated the GIA of the extensions as they are not uniform and only a small number of units have been extended.

### Gross External Area

- 5.5 To determine the GEA of each building the exterior dimensions of the building were measured. The 16 houses on Whitefield Avenue are situated in four blocks each of which consists of four houses.
- 5.6 Four of the houses have been extended at the rear. We have calculated the GEA of the houses as originally built, ignoring these improvements as a starting point and have addressed the extensions and added them to the final totals as section 5.8 below.
- 5.7 The following diagram shows the measured external dimension of one of the four blocks of houses in its unextended form. The diagram is not to scale and all measurements are shown in metres.



4.3 The following figure shows the GEA of each block as a standard unit;

Total GEA of units 1 -4	368.41 m <sup>2</sup>
Total GEA of units 5 – 8	368.41 m <sup>2</sup>

Total GEA of units 9 – 12	368.41 m <sup>2</sup>
Total GEA of units 13- 16	368.41 m <sup>2</sup>
Total GEA of standard units	<u>1473.64 m<sup>2</sup></u> see section 5.8 for overall total

## 5.8 Extensions

Four of the units within Whitefield Avenue have ground floor extensions added onto the rear of the properties. These are as follows;

<u>Address</u>	<u>GEA of extension (m<sup>2</sup>)</u>
1 Whitefield Avenue	19.0
6 Whitefield Avenue	18.2
7 Whitefield Avenue	19.4
11 Whitefield Avenue	9.7
Total GEA of extensions	<u>66.3 m<sup>2</sup></u>

**Therefore the total GEA for the Whitefield Avenue units are as follows;**

Total GEA Standard units	1473.64 m <sup>2</sup>
Total GEA of extensions	66.3 m <sup>2</sup>
<b>Total GEA of Whitefield Avenue</b>	<b><u>1539.94 m<sup>2</sup></u></b>

**6 TOTAL GEA OF THE MEASURED PART OF THE WHITEFIELD ESTATE**

6.1 The total combined Gross External Area of that part of the Whitefield Estate falling under the definition of Whitefield Estate Existing Units (Part 1) (paragraph 1.6, Schedule 2, S106 Agreement dated 22 July 2014) excluding the RFC for the reasons given in para 1.3 above is as follows;

GEA of Anderson, Dyson & Rawlinson Courts	2930.94 m <sup>2</sup>
GEA of Claremont Way	802.68 m <sup>2</sup>
GEA of Whitefield Avenue	1539.94 m <sup>2</sup>
<b>Total GEA</b>	<b>5273.56 m<sup>2</sup></b>

6.2 The GIA of the residential units is as follows;

GIA of Anderson, Dyson & Rawlinson Courts – average single unit	63.90 m <sup>2</sup>
GIA of Claremont Way single unit	90.64 m <sup>2</sup>
GIA of Whitefield Avenue unextended single unit	81.92 m <sup>2</sup>



**APPENDIX A: The Rosa Freedman Centre (RFC) – Sheltered Accommodation**

**Gross External Area**

- A1 The RFC consists of two parts; the Day Centre and Sheltered Accommodation. The Sheltered Accommodation is part of the Whitefield Estate Existing Units (Part 1) (paragraph 1.6, Schedule 2, S106 Agreement dated 22 July 2014) and is located on Claremont Way. It has been agreed that the sheltered accommodation within the RFC will be re-provided off site by way of a commuted sum. The obligation for re-provision will therefore be met and the existing floor areas are not included in our calculation. However, we have shown the calculations for the RFC for reference purposes here.
- A2 The sheltered accommodation second floor has a pitched roof at the eastern end of the building which results in four smaller storage rooms running along the eastern side of the building on the second floor. On the eastern side on the ground and first floors, this space consists of a larger residential room which is not affected by the pitched roof, this results in a lower GEA figure for the second floor.
- A3 The RFC Sheltered Accommodation GEA has been calculated for reference purposes and is outlined below.

Sheltered Accommodation

GEA Ground Floor Total	699.6 m <sup>2</sup>
GEA First Floor Total	699.6 m <sup>2</sup>
GEA Second Floor Total	581.58m <sup>2</sup>
<b>Total GEA of the RFC Sheltered Accommodation</b>	<b><u>1980.78 m<sup>2</sup></u></b>

**APPENDIX B: GEA and GIA Definitions**

In preparing this report we have followed the guidelines set out in the RICS code of measuring practice (6th edition). This code of practice defines the GEA and GIA and sets out inclusions and exclusions for each measurement practice.

**Gross External Area (GEA)**

Gross External Areas is the area of a building measured externally at each floor level. The following table demonstrates the inclusions and exclusions in the GEA.

<u>Including</u>	<u>Excluding</u>
1.1 Perimeter wall thickness and external projections	1.16 External open-sided balconies, covered ways and fire escapes
1.2 Areas occupied by internal walls and partitions	1.17 Canopies
1.3 Columns, piers, chimney breasts, stairwells, lift-wells, and the like	1.18 Open vehicle parking areas, roof terraces and the like
1.4 Atria and entrance halls, with clear height above, measured at base level only	1.19 Voids over or under structural, raked or stepped floors
1.5 Internal balconies	1.20 Greenhouses, garden stores, fuel stores, and the like in residential properties
1.6 Structural, raked or stepped floors are to be treated as a level floor measured horizontally	
1.7 Horizontal floors, whether accessible or not,	

below structural, raked or stepped floor	
1.8 Mezzanine areas intended for use with permanent access	
1.9 Lift rooms, plant rooms, fuel stores, tank rooms, which are houses in a covered structure of a permanent nature, whether or not above the main roof level	
1.10 Outbuildings which share at least one wall with the main building	
1.11 Loading bays	
1.12 Areas with headroom of less than 1.5m	
1.13 Pavement Vaults	
1.14 Garages	
1.15 Conservatories	

### **Gross Internal Area (GIA)**

Gross Internal Area is the area of a building measured to the internal face of the perimeter walls at each floor level.

The Internal face – means the brick/block work or plaster coat applied to the brick/block work, not the surface of internal linings installed by the occupier. The following table demonstrates the inclusions and exclusions of the GEA.

<u>Including</u>	<u>Excluding</u>
------------------	------------------

2.1 Areas occupied by internal walls and partitions	2.18 Perimeter wall thicknesses and external projections
2.2 Columns, piers, chimney breasts, stairwells, lift-wells, other internal projections, vertical ducts, and the like.	2.19 External open-sided balconies, covered ways and fires
2.3 Atria and entrance halls, with clear height above, measured at base level only	2.20 Canopies
2.4 Internal open-sided balconies walkways and the like	2.21 Voids over or under structural, raked or stepped floors
2.5 Structural, raked or stepped floors are to be treated as level floor measured horizontally	2.22 Greenhouses, garden stores, fuel stored, and the like residential property
2.6 Horizontal floors, with permanent access, below structural raked or stepped floors	
2.7 corridors of a permanent essential nature (e.g. fire corridors, smoke lobbies)	
2.8 Mezzanine floors areas with permanent access	
2.9 Lift rooms, plant rooms, fuel stores, tank room which are houses in a covered structure of a permanent nature, whether or not above the main roof level	
2.10 Service accommodation such as toilets, toilet lobbies, bathrooms, showers, changing rooms, cleaners rooms and the like	
2.11 Projection room	

2.12 Voids over stairwells and lift shafts on upper floors	
2.13 Loading bays	
2.14 Areas with a headroom of less than 1.5m	
2.15 Pavement vaults	
2.16 Garages	
2.17 Conservatories	

**APPENDIX C: Whitefield Estate Replacement Units (Part 1)**

Whitefield Estate Replacement Units (Part 1) is a defined term in the S106 Agreement dated 22 July 2014.

The definition is:

**"Whitefield Estate Replacement Units (Part1)"**

means:

- (a) Whitefield Estate Replacement Units (Part 1A), and
- (b) Whitefield Estate Replacement Units (Part 1B),

**"Whitefield Estate Replacement Units (Part 1A)"** means replacement units to be provided or funded by the Brent Cross Partners pursuant to their Residential Relocation Strategy for the purposes of re-housing the residents of up to 25 units in the Rosa Freedman Centre (for the purposes of the Brent Cross Partners constructing Claremont Avenue as part of Phase 1A (North)) on an equivalent floorspace basis in accordance with the parameters and principles contained in the DSF at paragraphs 2.91-2.93 and in accordance with

Condition 1.10 of the S73 Permission and paragraph 1 of Schedule 2 to this Agreement;

**"Whitefield Estate Replacement Units (Part 1B)"**

means replacement units to be provided or funded by the Brent Cross Partners pursuant to their Residential Relocation Strategy for the purposes of re-housing the residents of up to 60 units of the Whitefield Estate (for the purposes of accommodating the Southern landing of the Bridge Structure B7 (Living Bridge) as part of Phase 1B (North)) on an equivalent floorspace basis in accordance with the parameters and principles contained in the DSF at paragraphs 2.91-2.93 and in accordance with Condition 1.10 of the S73 Permission and paragraph 1 of Schedule 2 to this Agreement;



**APPENDIX 6 – OFFER LETTERS TO LEASEHOLDERS AND  
FREEHOLDERS (MARCH 2015 AND MAY 2015)**

Our ref: J027749/Whitefield

«Name»  
«Address\_line\_1»  
«Address\_line\_2»  
«Address\_line\_3»  
«Address\_line\_4»

25 March 2015

Dear «Salutation»

**Your Property at «Property\_Address»**

You will have received letters from GL Hearn, the Development Partners and the Council regarding the Brent Cross Cricklewood Regeneration and you will be aware that the Council is about to start the Compulsory Purchase Order (CPO) process which includes your property. The CPO process is a precaution and the Development Partners would like to reach an agreement with you to purchase your property without using the CPO if possible.

The Development Partners have asked GL Hearn to contact you with an offer and to see if we can reach an agreement. In this letter “we” refers to the Development Partners and GL Hearn acting as their agents.

**Managing important changes**

Moving all the residents in a community is a big undertaking and it is important that we take steps to try and manage the process to reduce the impact where we can.

The Council’s secure tenants will be moving towards the end of the process, when the replacement homes on Brent Terrace are ready. Resident owners who wish to relocate to Brent Terrace will also move once the replacement homes are ready.

To maintain the amenity of the estate for all residents, we would like to encourage owners to remain on the estate for as long as reasonably possible. We recognise that owners will need time to consider a relocation and find an alternative property so we have taken this into account.

We have designed an offer package that we believe will give resident and non-resident owners the time and flexibility to relocate whilst providing an incentive to remain on the estate until it is time to move. We believe this will benefit individual home-owners and all other residents on the estate.

**Our offer to you**

The offer we have designed consists of an advance payment now of part of the financial package, plus a year’s notice before you need to move (six months notice for landlords). The advantage is that you receive an advance payment but remain living in your current home until it is required for the regeneration. This also means that the Whitefield Estate community stays together longer and the impact of vacant properties on the estate is reduced.



The financial package we are offering is made up as follows:

- An immediate advance payment of **£5,000.00** on entering an agreement with us

Then, when we purchase your property;

- The individually assessed **market value of your property** (ignoring the regeneration)
- **A Loss Payment**
  - For resident owners – a Home Loss payment of 10% of the market value or
  - For landlords – a Basic Loss payment of 7.5% of the market value
  - In either case, less the £5,000 already received
- **Reasonable costs** incurred in moving home including, for example:
  - Removals costs
  - Stamp Duty Land Tax (SDLT) on your new home\*
  - Solicitor's costs in transferring your existing home and purchasing your new home
  - Other reasonable costs that we would be happy to discuss

\*provided the purchase price of the new property is similar to the price of the existing property.

This package reflects the compensation you would receive under the CPO. We have offered this so that there is no disadvantage to you in reaching an early agreement with us.

### **A practical solution for residents**

We have set out the detail of the offer in the attached note but we would like to explain how it is designed to work for resident owners.

For residents, entering into an agreement with us means that you will receive a cash payment of part of your compensation now but will remain living in your home until it is time to move. The agreement will state how much we have agreed to buy the property for, so that you will be able to make plans in advance knowing exactly where you stand financially.

When it comes time to sell, we will give you one year's notice so that you have plenty of time to think about moving and to find a new home. If you are a resident owner considering moving to the new replacement homes on Brent Terrace, you can enter in to the agreement and make your decision about Brent Terrace later.

If you find a home between six months and a year after we give you notice, we will buy your home at a time that fits in with the purchase of your new home.

This means that, once we give you notice that it is time to sell your home, you will have a year to think about moving home; you will know the sale price you will receive in advance; and you will be able to sell your home any time over a six month period to match in with your new purchase. You will also receive part of your compensation as soon as you enter into the agreement.

Because we would like owners to remain on the estate until the property is needed, part of the agreement is that you will not sell your home until we give you notice under the agreement. In the unlikely event that we do not give notice before the agreement runs out, you will keep the advance that you will have received on signing the agreement.

### **A practical solution for landlords**

We have set out the detail of the offer in the attached note but we would like to explain how it is designed to work for landlord owners.

The agreement is similar for both landlords and resident owners except that instead of receiving one year's notice to sell, you will receive six months notice. We believe that this will suit landlords as it means that you will be able to let the property on six month ASTs and still be able to sell when required under the agreement.

You can therefore agree the price of your property now, receive part of the compensation in advance, and maintain the income until such time as we need the property for the regeneration. By keeping the property let it also avoids vacant property affecting the other residents on the estate.

As with the resident agreement, we ask that you do not sell the property until we give notice under the agreement. We will require vacant possession when you do sell.

### **Moving forward**

Please look at the details of our offer, including the amount we are offering for your property, in the attached notes. We would be happy to discuss the offer with you and answer any questions you may have.

«Sign\_off»

A handwritten signature in black ink, appearing to read 'Paul', with a long horizontal flourish extending to the right.

**Paul Astbury**

**GL Hearn**

Email [paul.astbury@glhearn.com](mailto:paul.astbury@glhearn.com)

Tel 020 7851 4979

# Purchase Agreement Details

We have set out below the details of the agreement the Development Partners would like to enter into with owners on the Whitefield Estate within the CPO 1 area.

The agreement is in the form of an "Option". This is a binding legal contract under which you promise to sell your property at an agreed price if we ask you to do so within a set period of time. The period of time will be **from now until October 2018**.

Please see the section below relating to professional advice and consider whether you would like to seek advice before entering into an agreement.

These are the commitments that each side will make under the option if you agree to enter into it:

## What we will do:

- We will make a down payment of £5,000.00 to you when you sign the agreement.
- If we buy the property, we will deduct the £5,000.00 you have already had from the financial package.
- If we do not ask to buy the property within the agreement period, you keep the £5,000.00 down payment.
- The financial package we are offering is the same as you would get under the CPO, except that you receive £5,000.00 early as a down payment.
- If you live in the property as your only or main home and have done so for at least six months, we will give you at least 12 months advance notice if we ask to buy the property during the agreement so that you have plenty of time to find a replacement property.
- If we have asked to buy the property and you find somewhere to move to before the 12 months' notice is up, we will bring forward the purchase date by up to six months if you ask us to. This gives you flexibility over exactly when you move. Please note that we cannot guarantee to be able to delay the purchase date beyond the 12 months.
- If you live in the property and would like to move to one of the replacement units to be built on Brent Terrace, choosing this agreement won't affect that. There will be plenty of time to discuss the purchase of your new home with the Registered Provider.
- If you do not live in the property we will give you at least six months advance notice if we ask to buy the property during the agreement.
- If we buy the property from you we will pay you the financial package. The financial package will be;

The individually assessed market value of your property (ignoring the regeneration)

## Loss Payment

- For resident owners – a Home Loss payment of 10% of the market value or
- For landlords – a Basic Loss payment of 7.5% of the market value
- In either case, less the down payment already received

Reasonable costs incurred in moving home including, for example;

- Removals costs
- Stamp Duty Land Tax (SDLT) on your new home\*
- Solicitors costs in transferring your existing home and purchasing your new home
- Other reasonable costs we would be happy to discuss

\*provided the purchase price of the new property is similar to the price of the existing property

### **What you will have to do:**

- You must sell the property to us if we ask you to during the agreement period, and you must accept the financial package.
- You must move out of the property when we buy it. If you are renting the property out, you must make sure your tenants move out before the sale is completed.
- You must agree not to sell or seek to sell the property during the agreement period unless we ask you to.
- You must not borrow more money against the property during the agreement period. You must not rent out the property, rent rooms or let anyone new live in the property unless we agree in writing. We won't object without good reason.
- You must not grant any rights over the property during the agreement period.
- You must look after the property and keep it in reasonable repair, insure it and ensure that any community charge, utility bills etc. are paid during the agreement period.
- The property must be in a reasonable condition when we buy it and be cleared of any rubbish or stored items.
- You must continue to pay your mortgage if you have one. If we ask you to sell, you must discharge the mortgage fully when we complete the sale.

### **Seeking professional advice**

The agreement we are proposing is an important contract affecting your property. Please consider taking professional advice.

At this stage in the CPO process there is no obligation on the Council or the Development Partners to pay for the cost of professional advice. However, we do wish to reach an agreement with you and we do want to ensure that you have been properly advised in doing so. To protect you, the Council and the Development Partners please take note of these important points – otherwise you may not be able to recover all the costs that you incur.

- We will pay for reasonable legal and surveyor advice incurred in reaching agreement on the sale of your property, including our proposed option agreement.
- Your chosen adviser(s) must agree their fee basis in writing with the Development Partners (via GL Hearn) before they incur any costs. If they do not do this, you may not receive back all the costs you have to pay.
- The solicitor or surveyor will be employed by you and not the Development Partners or the Council. You will be responsible for paying any fees. We will pay you the amount of costs we agree to reimburse. If costs are agreed with the adviser before they start work, relate only to successfully reaching agreement to sell your property, and are reasonable, we will agree to reimburse them.
- We will only reimburse professional fees when you sign an agreement for the sale of your property. You must make sure that your adviser understands this and you should agree with your adviser what happens if an agreement is not reached.
- We will not pay any costs that are incurred in objecting to the CPO or any other matters not directly relating to an agreement to sell your property.

## **Purchase Price for Your Property**

We have assessed the value of each property individually. For your property at

«Property\_Address»

We have assessed the market value of the property as

**«Market\_price\_figure»**

**«Market\_price\_words»**

To ensure that the value is kept up to date until the property is purchased we will use an index to track local property values and adjust the price in line with the index at the time of the purchase.

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[Name]  
[Address 1]  
[Address 2]  
[Address 3]  
[Post Code]

1<sup>st</sup> April 2015

Dear [Name]

## **Your property at [Property Address]**

You will have received letters from Capita, the Development Partners and the Council regarding the Brent Cross Cricklewood Regeneration and you will be aware that the Council has now started the Compulsory Purchase Order (CPO) process which includes your property. The CPO process is a precaution and the Development Partners would like to reach an agreement with you to purchase your property without using the CPO if possible.

The Development Partners have asked Capita to contact you with an offer and to see if we can reach an agreement. In this letter “we” refers to the Development Partners and Capita acting as their agents.

## **Managing important changes**

Moving all the residents in a community is a big undertaking and it is important that we take steps to try and manage the process to reduce the impact where we can.

The Council's secure tenants will be moving towards the end of the relocating process, when the replacement homes on Brent Terrace are ready. Resident owners who wish to relocate to Brent Terrace will also move once the replacement homes are ready.

To maintain the amenity of the estate for all residents, we would like to encourage owners to remain on the estate for as long as reasonably possible. We recognise that owners will need time to consider a relocation and find an alternative property so we have taken this into account.

We have designed an offer package that we believe will give resident and non-resident owners the time and flexibility to relocate whilst providing an incentive to remain on the estate until it is time to move. We believe this will benefit individual home-owners and all other residents on the estate.

## **Our offer to you**

The offer we have designed consists of an advance payment now of part of the financial package, plus a year's notice before you need to move (six months notice for landlords). The advantage is that you receive an advance payment but remain living in your current home

## **Property and infrastructure**

65 Gresham Street, London EC2V 7NQ  
Tel +44 (0)20 7709 4500 Fax +44 (0)20 7709 4501 [www.capita.co.uk/property](http://www.capita.co.uk/property)  
Capita Property and Infrastructure Ltd

Registered office: 71 Victoria Street, Westminster, London SW1H 0XA. Registered in England and Wales No. 2018542.  
Part of Capita plc. [www.capita.co.uk](http://www.capita.co.uk)

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until it is required for the regeneration. This also means that the Whitefield Estate community stays together for longer and the impact of vacant properties on the estate is reduced.

The financial package we are offering is made up as follows:

- An immediate advance payment of **£5,000.00** on entering an agreement with us

Then, when we purchase your property;

- The individually assessed **market value of your property** (ignoring the regeneration)
- **A Loss Payment**
  - For resident owners – a Home Loss payment of 10% of the market value or
  - For landlords – a Basic Loss payment of 7.5% of the market value
  - In either case, less the £5,000 already received
- **Reasonable costs** incurred in moving home including, for example:
  - Removals costs
  - Stamp Duty Land Tax (SDLT) on your new home\*
  - Solicitor's costs in transferring your existing home and purchasing your new home
  - Other reasonable costs that we would be happy to discuss

\*provided the purchase price of the new property is similar to the price of the existing property.

This package reflects the compensation you would receive under the CPO. We have offered this so that there is no disadvantage to you in reaching an early agreement with us.

## **A practical solution for residents**

We have set out the detail of the offer in the attached note but we would like to explain how it is designed to work for resident owners.

For residents, entering into an agreement with us means that you will receive a cash payment of part of your compensation now but will remain living in your home until it is time to move. The agreement will state how much we have agreed to buy the property for, so that you will be able to make plans in advance knowing exactly where you stand financially.

When it comes time to sell, we will give you one year's notice so that you have plenty of time to think about moving and to find a new home. If you are a resident owner considering moving to the new replacement homes on Brent Terrace, you can enter in to the agreement and make your decision about Brent Terrace later.

If you find a home between six months and a year after we give you notice, we will buy your home at a time that fits in with the purchase of your new home.

This means that, once we give you notice that it is time to sell your home, you will have a year to think about moving home; you will know the sale price you will receive in advance;

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and you will be able to sell your home any time over a six month period to match in with your new purchase. You will also receive part of your compensation as soon as you enter into the agreement.

Because we would like owners to remain on the estate until the property is needed, part of the agreement is that you will not sell your home until we give you notice under the agreement. In the unlikely event that we do not give notice before the agreement runs out, you will keep the advance that you will have received on signing the agreement.

## **A practical solution for landlords**

We have set out the detail of the offer in the attached note but we would like to explain how it is designed to work for landlord owners.

The agreement is similar for both landlords and resident owners except that instead of receiving one year's notice to sell, you will receive six months notice. We believe that this will suit landlords as it means that you will be able to let the property on six month ASTs and still be able to sell when required under the agreement.

You can therefore agree the price of your property now, receive part of the compensation in advance, and maintain the income until such time as we need the property for the regeneration. By keeping the property let it also avoids vacant property affecting the other residents on the estate.

As with the resident agreement, we ask that you do not sell the property until we give notice under the agreement. We will require vacant possession when you do sell.

## **Moving forward**

Please look at the details of our offer, including the amount we are offering for your property, in the attached notes. We would be happy to discuss the offer with you and answer any questions you may have.

Yours sincerely,

**Rosie Moore MRICS**  
**Associate – Compulsory Purchase and Valuation**  
**CAPITA**  
**Tel: 020 7544 2055**  
**Email: [rosie.moore@Capita.co.uk](mailto:rosie.moore@Capita.co.uk)**



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## Purchase Agreement Details

We have set out below the details of the agreement the Development Partners would like to enter into with owners on the Whitefield Estate within the CPO 2 area.

The agreement is in the form of an “Option”. This is a binding legal contract under which you promise to sell your property at an agreed price if we ask you to do so within a set period of time. The period of time will be **from now until October 2018**.

Please see the section below relating to professional advice and consider whether you would like to seek advice before entering into an agreement.

These are the commitments that each side will make under the option if you agree to enter into it:

### What we will do:

- We will make a down payment of £5,000.00 to you when you sign the agreement.
- If we buy the property, we will deduct the £5,000.00 you have already had from the financial package.
- If we do not ask to buy the property within the agreement period, you keep the £5,000.00 down payment.
- The financial package we are offering is the same as you would get under the CPO, except that you receive £5,000.00 early as a down payment.
- If you live in the property as your only or main home and have done so for at least six months, we will give you at least 12 months advance notice if we ask to buy the property during the agreement so that you have plenty of time to find a replacement property.
- If we have asked to buy the property and you find somewhere to move to before the 12 months’ notice is up, we will bring forward the purchase date by up to six months if you ask us to. This gives you flexibility over exactly when you move. Please note that we cannot guarantee to be able to delay the purchase date beyond the 12 months.
- If you live in the property and would like to move to one of the replacement units to be built on Brent Terrace, choosing this agreement won’t affect that. There will be plenty of time to discuss the purchase of your new home with the Registered Provider.
- If you do not live in the property we will give you at least six months advance notice if we ask to buy the property during the agreement.
- If we buy the property from you we will pay you the financial package. The financial package will be;

The individually assessed market value of your property (ignoring the regeneration)

### Loss Payment

- For resident owners – a Home Loss payment of 10% of the market value or
- For landlords – a Basic Loss payment of 7.5% of the market value
- In either case, less the down payment already received

Reasonable costs incurred in moving home including, for example;

- Removals costs

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- Stamp Duty Land Tax (SDLT) on your new home\*
- Solicitors costs in transferring your existing home and purchasing your new home
- Other reasonable costs we would be happy to discuss

\*provided the purchase price of the new property is similar to the price of the existing property

## What you will have to do:

- You must sell the property to us if we ask you to during the agreement period, and you must accept the financial package.
- You must move out of the property when we buy it. If you are renting the property out, you must make sure your tenants move out before the sale is completed.
- You must agree not to sell or seek to sell the property during the agreement period unless we ask you to.
- You must not borrow more money against the property during the agreement period. You must not rent out the property, rent rooms or let anyone new live in the property unless we agree in writing. We won't object without good reason.
- You must not grant any rights over the property during the agreement period.
- You must look after the property and keep it in reasonable repair, insure it and ensure that any community charge, utility bills etc. are paid during the agreement period.
- The property must be in a reasonable condition when we buy it and be cleared of any rubbish or stored items.
- You must continue to pay your mortgage if you have one. If we ask you to sell, you must discharge the mortgage fully when we complete the sale.

## Seeking professional advice

The agreement we are proposing is an important contract affecting your property. Please consider taking professional advice.

At this stage in the CPO process there is no obligation on the Council or the Development Partners to pay for the cost of professional advice. However, we do wish to reach an agreement with you and we do want to ensure that you have been properly advised in doing so. To protect you, the Council and the Development Partners **please take note of these important points** – otherwise you may not be able to recover all the costs that you incur.

- We will pay for reasonable legal and surveyor advice incurred in reaching agreement on the sale of your property, including our proposed option agreement.
- Your chosen adviser(s) must agree their fee basis in writing with the Development Partners (via Capita ) before they incur any costs. If they do not do this, you may not receive back all the costs you have to pay.
- The solicitor or surveyor will be employed by you and not the Development Partners or the Council. You will be responsible for paying any fees. We will pay you the amount of costs we agree to reimburse. If costs are agreed with the adviser before

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they start work, relate only to successfully reaching agreement to sell your property, and are reasonable, we will agree to reimburse them.

- We will only reimburse professional fees when you sign an agreement for the sale of your property. You must make sure that your adviser understands this and you should agree with your adviser what happens if an agreement is not reached.
- We will not pay any costs that are incurred in objecting to the CPO or any other matters not directly relating to an agreement to sell your property.

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## Purchase Price for Your Property

We have assessed the value of each property individually and have assessed your property at [property address] as:-

**£ Market Price [in figures]**

**Market Price [In words]**

To ensure that the value is kept up to date until the property is purchased we will use an index to track local property values and adjust the price in line with the index at the time of the purchase.

## APPENDIX 7 – RMA PHASE 1A NORTH CONSULTATION EVENTS (PLOTS 53 & 54)

Plots 53 and 54 – the two development sites along Brent Terrace which are required to provide replacement homes for those households that qualify on the Whitefield Estate (Part 1) affected by construction of the Living Bridge.

Engagement events, which have specifically involved Whitefield Estate residents, have taken place on a number of dates and covered a range of aspects as set out below:

- i. 11<sup>th</sup> June 2014 – introduction to the design process for new homes;
- ii. 14<sup>th</sup> June 2014 – design workshop on the new homes for Whitefield Estate residents;
- iii. 12<sup>th</sup> July 2014 – second design workshop to feed back on the design principles for the new homes that were agreed at the first workshop;
- iv. 9<sup>th</sup> October 2014 – invitation only preview, briefing and Q&A session for Whitefield Estate residents ahead of public exhibitions. These engagement sessions are in addition to the various public consultation events held over nine days during October 2014 (from 10<sup>th</sup> to 18<sup>th</sup> October) which Whitefield Estate residents (amongst others) were invited to attend. These events were publicised through: adverts in local papers, letters to key stakeholders, flyer drop to surrounding area (c.34,000 households and businesses), flyers at Brent Cross Shopping Centre, utilising Brent Cross Shopping Centre social media channels including Facebook and the News section of the Centre’s website, and an e-newsletter to 28,000 subscribers.
- v. The Steering Group has met several times since Summer 2014. These have been attended by Whitefield Estate residents, the Northern Developer, Barnet Homes and Barnet Regeneration Officers, and the Resident Independent Advisor (RIA). It should be noted that members of the Steering Group have also been in attendance at the Whitefield Estate-specific events identified above. Meetings of the Steering Group have taken place on: 5th June 2014, 11th September 2014, 23rd September 2014, and 9th October 2014. In addition, a progress letter was sent out on 2nd September 2014.



- vi. During October and November 2014, three information 'surgeries' were organised for residents to speak to the Northern Developer and the Council about the CPO. These took place on 22nd October, 25th October, and 11th November.

## APPENDIX 8 – RESPONSIBILITIES MATRIX

a) **Re-housing tasks and responsibilities (NB - this is not an exhaustive list):**

Task	Development Partners	RP	LBB /BH
Agree decant principles	Yes	Yes	Yes
Agree Common appeals procedure	Yes	Yes	Yes
Communication Strategy for Whitefield Estate	Yes	Yes	Yes
Communication Strategy for Rosa Freedman Centre	No	No	Yes
Undertake initial needs assessment - Whitefield Estate Part 2	Yes	Yes	Yes
Undertake needs assessment for Rosa Freedman	No	No	Yes
Identify vulnerable tenants / Special Needs Assessment	No	No	Yes
Maintain database of household needs following initial needs assessment - Whitefield Estate Part 2	Yes	Yes	No
Undertake detailed needs Assessment/verification	Yes	Yes	No
Establish decant team	Yes	Yes	Yes
Develop and agree housing options for residents	Yes	Yes	No
Choice of fittings and finishes	Yes	Yes	No
Decant residents - Whitefield Estate	Yes	Yes	Yes
Decant residents - Rosa Freedman Centre	No	No	Yes
Set up Consultative Forums for residents	Yes	Yes	No
Serve pre-emptive Notice seeking possession (NoSPs) on secure tenants	No	No	Yes
Arrange mass court dates	No	Yes	Yes
Administration of Home Loss and Disturbance	Yes	Yes	Yes
Arrange for removals disconnections/reconnections	No	Yes	Yes
Co-ordinate and resource handover schedule including viewings e.g. snagging list	Yes	Yes	No

## APPENDIX 9 - IDENTIFYING CURRENT OCCUPANCY AND FUTURE NEEDS OF WHITEFIELD ESTATE (PART 1)

### a) Current Occupancy and Needs for Phase 1A North

Table 1 to Schedule 24 of the S106 Agreement includes a baseline assessment, undertaken by the Council, of the existing homes on the Whitefield Estate Part 1 (Phase 1A North) and within the Rosa Freedman Centre by tenure and size of dwelling. This information is set out in detail in Appendix 2 of this report and has been used by the Northern Developer as the starting point for identifying the required mix for replacement dwellings for this phase.

As of mid-December 2014, 12 occupational health assessments of existing occupiers had been undertaken to identify specific needs. Further assessments are likely to be undertaken. The findings of these assessments in terms of the specific requirements of residents, have been taken into account in the design and provision of the replacement units.

Table 1 below summarises the total figures in each category.

#### i) Table 1

Type	Number of units
Council Tenant (Assured Tenant)	31
Leaseholder	17
Freeholder	12
Total Whitefield Estate (Part 1)	60
Rosa Freedman Centre	25

Source: Barnet Homes - correct at July 2014

The total measured floor area of the homes comprising Whitefield Estate (Phase 1A North) is estimated at 5,273.56sqm (GEA). The Northern Developer has used reasonable endeavours to provide these measurements (in line with the requirements of the S106 Agreement) accurately but do not have the right to access freehold and leasehold properties. The Replacement Units (Phase 1A North) as currently proposed, exceed the existing floorspace by 182.44sqm (see Appendix 5 for Measurements Report).



As part of a review of current properties, the Northern Developer has identified that, of the 29 leaseholders and freeholders, 14 are currently not resident in their property and are, therefore, not entitled to be re-housed within the development. On that basis, 46 replacement units are required to be provided.

The Northern Developer proposes to provide a total of 47 units. This will ensure that all secure tenants and all owner-occupiers can be re-housed should they wish to be relocated within the new development. These 47 units will include an additional shared equity unit that will be provided to the RP.

The 47 social rented or shared equity units have a floorspace that equates to the existing 60 Whitefield Estate units which fall under the definition of the “Whitefield Estate Existing Units (Part 1)”. The resultant necessary changes to the Planning Permission (including the definition of Whitefield Estate Replacement Units (Part 1) are expected to be secured through a Section 96a application<sup>5</sup>, as well as agreed updates to the S106 Agreement.

**b) Quantum and Mix of Homes**

The mix of the Part 1 replacement homes is set out in Table 2 below. This mix formed the basis of the Reserved Matters Applications submitted in February 2015.

*i) Table 2*

Tenure	2 bed	3 bed	4 bed	TOTAL
Social Rented	15	12	4	31
Shared Equity (for Leaseholder/Freeholders)	5	10	0	15
Other (Shared Equity unit)	1	0	0	1
<b>Total</b>	<b>21</b>	<b>22</b>	<b>4</b>	<b>47</b>

As mentioned earlier in the Strategy, it has been agreed with the Council that the Rosa Freedman Centre homes will be transferred off-site and that the Northern Developer will make a commuted

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<sup>5</sup> At the time of preparation of this RRS, a S96a Application was due to be submitted imminently

payment for these.

**c) Rehousing Existing Secure Tenants and Owner Occupiers from 'Whitefield Estate Existing Units (Part 1)'**

Table 2 of this Appendix identifies the tenure and size mix agreed with the Council in late 2014. These units will be re-provided on Plots 53 and 54 of the Brent Cross Cricklewood Regeneration Scheme (as approved under S73 application F/04687/13).

Reserved matters application (15/00720/RMA) was submitted on 10 February 2015 for:

**“Reserved Matters application within Phase 1a (North) of the Brent Cross Cricklewood Regeneration Scheme relating to Layout, Scale, Appearance, Access and Landscaping, for the residential development of Plots 53 and 54 comprising 47 Residential Units**

**Submission is pursuant to conditions 1.2.1.A, 2.1 and for the part discharge of condition 13.1 of Planning Permission F/04687/13 dated 23 July 2014 for the comprehensive mixed use redevelopment of the Brent Cross Cricklewood regeneration area.**

**Application is accompanied by an Environmental Statement Further Information Report.”**

This application has now been approved.

The proposal will accommodate the Whitefield Estate Replacement Units (Part 1) in accordance with the requirements identified in Table 2 above.

A further needs assessment will be undertaken either by the Northern Developer or by the Registered Provider prior to the occupants of the Whitefield Estate being relocated to Plots 53 and 54 in order to ensure that any changes in needs that have occurred since the 2014 assessment, which informed the design of the reserved matters application (15/00720/RMA), are reflected as far as reasonably practicable in the units delivered. The appropriate timing of this final assessment will be agreed with the Council. Any changes in resident needs shall not require the Northern Developer or Registered Provider to make changes to the external envelope of the building or to the mix of shared equity/social rented units.

## APPENDIX 10 - DELIVERY OF REPLACEMENT HOMES

The architect's brief for the 'Replacement Units' is provided at Appendix 3 of this report. This has informed the Reserved Matters Applications for Plots 53 and 54 which was submitted in February 2015 and has subsequently been approved.

The Replacement Units will be developed and owned by a Registered Provider (RP). The developer, in consultation with the Council and the Steering Group, is currently involved in a process of appointing a RP.

This process has involved:

- i. Agreeing with the Council a long-listing of potential providers
- ii. Shortlisting based on 'hurdles' identified by the Council, and Key Performance Indicators
- iii. Developing a Pre-Qualification Questionnaire (PQQ) to shortlist – this has produced a shortlist of four providers

The developer is now going through a process of selecting a preferred bidder on the basis of financial and non-financial criteria, in consultation with residents. The chosen RP is likely to be formally appointed in Spring 2015.

The legal agreement with the preferred bidder will be agreed in consultation with LB Barnet and will include requirements to ensure that commitments made to Council tenants (on rents and tenancy agreements) and to freeholders and leaseholders (on shared equity) are delivered.

It is currently anticipated that development will commence in Q1 2017 and be completed by Q1-Q2 2018. Residents will be consulted on the detailed finishes of their new homes.

A separate exercise will be undertaken by Argent Related to procure an RP for Phase 1C. Further details will be provided in the updated strategy.

## APPENDIX 11 – ROSA FREEDMAN CONSULTATION

Communication Events/Deliverables	Description & Purpose	Audience/Target group or individuals	Media/Delivery Method	Delivery Frequency	Led by	Dates
Rosa Freedman Consultation Meeting	To provide residents with progress updates on the scheme.	Rosa Freedman tenants	Briefing	Special Meeting	BH /LBB	16 <sup>th</sup> September 2013 at RFC from 2:30pm to 4:30pm.
Rosa Freedman Consultation	Minutes of meeting, Q&A, Home loss & Disturbance info.	Rosa Freedman tenants	Hand delivery by SHO & discussion	Once	BH	25 <sup>th</sup> September 2013
	Letter to update of meeting with LBB due to be held in March	Rosa Freedman tenants	Hand delivery by SHO & discussion	Once	BH	21 <sup>st</sup> February 2015
	Letter with information regarding Whitefield's Consultation	Rosa Freedman tenants	Hand delivery by SHO & discussion	Once	BH	2 <sup>nd</sup> September 2014
	Letter re Exhibition and meeting.  Postpone meeting pending update	Rosa Freedman tenants	Hand delivery by SHO & discussion	Once	BH	7 <sup>th</sup> October 2014  10 <sup>th</sup> November 2014
	Update about Residential Unit move to Apthorpe Lodge	Rosa Freedman tenants	Hand delivery by SHO & discussion	Once	BH	30 <sup>th</sup> October 2014
Rosa Freedman - Consultation Meeting	Update on scheme and on the decant process.	Rosa Freedman tenants	Briefing and Q&A	Special Meeting	LBB/BH	19 <sup>th</sup> March 2015
Rosa Freedman – CPO Notices	Served CPO Notices on individual tenants	Rosa Freedman tenants	Hand Delivery of CPO Notices and talking to each tenant	Once	LBB/BH	30 <sup>th</sup> April 2015
Rose Freedman Day Care Centre Meeting	Update on scheme and on re-location arrangements for the users at the Day Care Centre	Rosa Freedman – users at the Day Care Centre	Briefing and Q&A session	Special Meeting	BH/LBB	21 <sup>st</sup> May 2015
Rosa Freedman	Decant Process commenced	Rosa Freedman tenants	1-1 meetings with each tenants	On-going	BH	1 <sup>st</sup> May 2015

## APPENDIX 12 – WHITEFIELD ESTATE CONSULTATION

Communication Events/ Deliverables	Description & Purpose	Audience/Target group or individuals	Media/Delivery Method	Delivery Frequency	Led by	Dates
<b>Development Framework/ Outline Planning/ General Consultation with residents</b>						
Cricklewood Brent Cross and West Hendon Development Framework	To develop a set of principles for governing the development of the Cricklewood Brent Cross and West Hendon Area	All Stakeholders	consultation events and exhibitions	Series of Events	CBX Project Director / Planning Director	June to July 2003
Cricklewood & Brent Cross Regeneration Scheme	Eastern Lands Proposals	All Stakeholders	Exhibitions and presentations; newsletter; postal survey; internet survey; open / public meeting;	N/A	LBB, BXC DPs	May 2005
Clitterhouse Fields consultation	Public consultation on the redesign of Clitterhouse Fields (located in the Cricklewood, Brent Cross regeneration area)	All Stakeholders	Exhibitions and Events	N/A	BXC DPs	April 2006 to March 2007
Cricklewood & Brent Cross Regeneration Scheme – Delivery Strategies	Consultation on Health, Education, Open Spaces, Leisure & Culture, Employment & Training and Transport	Council Service Providers	Workshop/ community Events	N/A	LBB / Planning / BXC DPs	April 2005 to March 2006
Cricklewood & Brent Cross Regeneration Scheme – Delivery Strategies	Consultation on Health, Education, Open Spaces, Leisure & Culture, Employment & Training and Transport	Council Service Providers	Workshop/ community Events	N/A	LBB / Planning / BXC DPs	April 2006 to March 2007

Communication Events/ Deliverables	Description & Purpose	Audience/Target group or individuals	Media/Delivery Method	Delivery Frequency	Led by	Dates
Cricklewood / Brent Cross Pre- application consultation:	To inform the drafting of the planning application	All Stakeholders	Online survey, postal survey	N/A	BXC DPs	April 2006 to March 2007
Pre-application consultation (Phase 2)	To provide stakeholders with a chance to feed back on proposals	Residents and businesses	Consultation events and mail- outs in preparation of the Brent Cross Cricklewood partners' planning application.	One off	LBB / Planning	April 2007
Accessibility Workshop	Brent Cross Cricklewood Development partners ran an Accessibility Workshop in order to inform the preparation of their planning application with regard to issues that affect disabled people	All Stakeholders	Workshop	One off	BXC DPs	May 2007
Outline planning application consultation (phase 1)	To provide stakeholders with opportunity to provide feedback	All Stakeholders	Consultation exhibition and mail-outs	One off	LBB / Planning/ BXC DPs	6/7 <sup>th</sup> May 2008 and Consultation ran throughout May/June 08
Outline planning application consultation (phase 2 – focus on transport assessment)	To provide stakeholders with opportunity to provide feedback	All Stakeholders	Consultation exhibition and mail-outs	One off	LBB / Planning/ BXC DPs	2 <sup>nd</sup> /3 <sup>rd</sup> Dec 08 and consultation to run throughout Dec 08.
Homeowners Surgeries (2013)	To identify hardship and advanced acquisition cases.	Estate Residents	Surgeries	As and when required	LBB / BXC DPs	29 <sup>th</sup> April 2013 and 8 <sup>th</sup> May 2013 at Whitefield School.
BXC Exhibition (2013)	To provide stakeholders with opportunity to provide feedback	All Stakeholders	Consultation exhibition and mail-outs	One off	LBB / Planning	12 <sup>th</sup> /13 <sup>th</sup> November 2013 at Hendon Leisure Centre from 11:00am to 8:00pm

Communication Events/Deliverables	Description & Purpose	Audience/Target group or individuals	Media/Delivery Method	Delivery Frequency	Led by	Dates
CPO Surgeries	To provide information on the process to affected parties	Estate Residents	Surgery x 3	As and when required	LBB, BXC DPs	22 <sup>nd</sup> October 2014 – 5:00pm to 9:00pm, 25 <sup>th</sup> October 2014 – 10:00am to 2pm, 11 <sup>th</sup> November 2014 - 9am to 12.30pm
Design Training	Whitefield Residents Design Training Workshop	Estate Residents – Phase 1A North	Training Session	As and when required	LBB / PEP	11 <sup>th</sup> June 2014 at Leisure Centre Studio 2 from 6:30pm to 9:30pm
Design Consultation Event	Design Consultation Event with Residents in Phase 1 North	Estate Residents – Phase 1A North	Session	As and when required	BXC DPs	14 June 2014 from 11:00am to 1:00pm and 12 <sup>th</sup> July 2014 from 11:00am to 1:00pm at Hendon Leisure Centre.
Residents Meeting	A special preview event for residents. A presentation of all the exhibition materials and the opportunity for Q&A with DPs and architects	Brent Terrace and Clitterhouse Crescent Residents	Briefing	As and when required	BXC DPs	9 <sup>th</sup> October 2014, 8pm-9.30pm at Hendon Leisure Centre
Resident Surgery	To provide information on the process to affected parties	Estate Residents	Surgery	As and when required	BXC DPs	17 <sup>th</sup> March 2015, 6:00pm to 7:00pm at the Whitefield School
Resident CPO Surgery	To provide information on the process to affected parties	Estate Residents	Surgeries x 3	As and when required	BXC DPs	9 <sup>th</sup> May (11:00-13:00), 12 <sup>th</sup> May 2015 (10:00-14:00), 13 <sup>th</sup> May (17:00- 20:45) at the Hendon Leisure Centre
<b>Whitefield Estate Relocation Meetings</b>						
Whitefield Open Public Meetings (2012)	To provide residents with progress updates	Estate Residents	Open Meeting	Quarterly or as and when required	LBB, BXC DPs	17 <sup>th</sup> January 2012 at Whitefield School from 7:00pm to 8:45pm, 10 <sup>th</sup> July 2012 at Whitefield School from 7:00pm to 8:45pm
Whitefield Open Public Meetings (2013)	To provide residents with progress updates	Estate Residents	Open Meeting	Quarterly or as and when required	LBB, BXC DPs	11 <sup>th</sup> June 2013 7.00pm - 8.45pm Whitefield School Main Hall

Communication Events/ Deliverables	Description & Purpose	Audience/Target group or individuals	Media/Delivery Method	Delivery Frequency	Led by	Dates
Whitefield Open Public Meetings (2014)	To provide residents with progress updates	Estate Residents	Open Meeting	Quarterly or as and when required	LBB, BXC DPs	26 <sup>th</sup> March 2014 – 7:00pm to 9:30pm Whitefield School Main Hall
Whitefield Open Public Meetings (2015)	To provide residents with progress updates on CPO and RP presentations	Estate Residents	Open Meeting	Quarterly or as and when required	LBB, BXC DPs	17 <sup>th</sup> March 2015 – 7:00pm to 9:30pm Whitefield School Main Hall
Whitefield Steering Group – (2012)	To provide residents with progress updates	Estate Residents	Closed Meetings	Bi-monthly	Residents Steering Group	20 <sup>th</sup> June 2012 at Hendon Leisure Centre from 7:00pm to 8:45pm
Whitefield Steering Group – (2013)	To provide residents with progress updates	Estate Residents	Closed Meetings	Bi-monthly	Residents Steering Group	15 <sup>th</sup> April at Whitefield School from 7:00pm to 8:45pm, 17 <sup>th</sup> October at Whitefield School from 7:00pm to 9:00pm, 14 <sup>th</sup> November at Whitefield School from 7:00pm to 9:00pm
Whitefield Steering Group	Preview of Phasing and Whitefield Estate Relocation - Whitefield Estate Residents Steering Group/PEP	Estate Residents	Closed Meetings	Bi-monthly	Residents Steering Group	4 <sup>th</sup> June 2013 from 6:00pm to 8:00pm
Whitefield Steering Group – (2014)	To provide residents with progress updates	Estate Residents	Closed Meetings	Bi-monthly	Residents Steering Group	7 <sup>th</sup> January 2014 – 7:00pm to 9:00pm at Hendon Leisure Centre, 11 <sup>th</sup> March – 6:30pm to 8:30pm at Hendon Leisure Centre, 5 <sup>th</sup> June, 11 <sup>th</sup> September 2014 6:30pm to 8:30pm Whitefield School
Whitefield Steering Group – (2015)	To provide residents with progress updates on relocation, CPO, RP selection process.	Estate Residents	Closed Meetings	Bi-monthly	Residents Steering Group	10 <sup>th</sup> March 2015 – 6:30pm to 8:30pm – Whitefield School



Communication Events/ Deliverables	Description & Purpose	Audience/Target group or individuals	Media/Delivery Method	Delivery Frequency	Led by	Dates
Tour of Sites	Whitefield Estate Steering Group - Tour of relocation sites	Estate Residents	N/A	Site Tour	LBB / BXC DPs	15 <sup>th</sup> March from 9:30am to 12:00pm
	Progress Update Letter	Estate Residents	As and When Required	Letter	LBB/ BXC DPs	2 <sup>nd</sup> September 2014
BXC Whitefield Steering Group Meeting with BXC Partners	To provide residents with progress updates on relocation plans	Estate Residents	Meetings	Special Meeting	BXC DPs	23 <sup>rd</sup> September 2014 at Holiday Inn, Brent Cross.
BXC Whitefield Steering Group Meeting	A special preview event for Whitefield Residents. A presentation of all the exhibition materials and opportunity for Q&A with DPs and architects	Estate Residents	Meeting	Special Meeting	BXC DPs	9 <sup>th</sup> October, 6pm-7.30pm at Hendon Leisure Centre