

Submitted to Traveller Site Fund 2022/23  
Submitted on 2022-06-10 10:17:27

## 1. Applicant information

### 1.1 Lead Local Authority

Please enter your Local Authority name::  
London Borough of Barking and Dagenham

### 1.2 Add names of Joint Local Authorities (If applicable)

If applicable, please enter the name of the other local authorities involved::

N/A

### 1.3 Contact name and job title

Please enter your name::  
Alex Philpott

Please enter your job title / role (what is your position in the organisation?) :  
Principal Planning Officer

### 1.4 Address (including postcode)

Please enter your office address::

Be First,  
9th floor, Maritime House,  
1 Linton Rd,  
Barking  
IG11 8HG

### 1.5 Contact telephone no:

Please enter your contact number:  
[REDACTED]

### 1.6 Contact email address:

Please enter your email address::  
[REDACTED]

### 1.7 Do you have any funding from any other sources? (e.g. Affordable Housing Programme)

No

### 1.8 If applicable, please give details, including the amount of funding received.

Please enter further details (source of grant and amount)::

Please enter the month and year the grant was received. :

### 1.9 Please outline who within the local authority will lead and manage this capital grant project?

Please enter details::

Marlon Bruce  
Head of Housing and Assets Strategy  
[REDACTED]

### Core team

Abi Gbago – Strategic Director of Inclusive Growth  
Marlon Bruce – Head of Housing and Assets Strategy  
Tim Thomas – Head of Transport, Infrastructure and Policy Planning  
Alex Philpott – Principal Planning Policy Officer

1.10 What is the status of your board/committee approval to deliver this project? (Please select from the options).

Still to obtain

If committee approval is still to be received, please indicate the timescales and any further information below::

The Project and the Council's funding contribution has been agreed by senior officers in the Council and endorsed by the lead Portfolio Member. Following confirmation of the bid outcome, a decision will be sought from Cabinet at the next available committee meeting and Planning Application prepared.

## 2. Scheme summary

### 2.1 Type of scheme(s)

New permanent site for travellers, Improvements to the standard of accommodation on an existing permanent site through renovation works

### 2.2 Site details / geographical coverage (if a joint bid)

Please enter details::

The site is located solely within the London Borough of Barking and Dagenham. The existing site sits within Eastbrookend Country Park -The Chase, Dagenham, Romford RM7 0SS. Maps and photos are provided under separate cover.

### 2.3 Please set out the size of a pitch and what it will accommodate.

Please enter details::

Up to 12 additional pitches and accompanying utilities. Our current design proposals suggest the inclusion of 3 pitch sizes: Plot 1 (20.5 x 15.75m) Plot 2 (16.75 x 9.4m) and Plot 3 (15.75 x 16.5m)

### 2.4 Please confirm this is a standalone transit site / temporary stopping place?

No

### 2.5 Please provide a summary of your bid that may be used for a funding announcement.

Please enter details::

The London Borough of Barking and Dagenham is planning an extension and refurbishment to its current traveller site at Eastbrookend Country Park which is in urgent need of modernisation and expansion. This will create a new space for up to 12 extra pitches to help meet the needs of the Gypsy and Traveller community as part of the Council's Housing and Vulnerable needs strategy.

## 3. Project details

### 3.1 Project Title

Please enter details::

Extension and refurbishment of LBBD Traveller Site

### 3.2 Project Overview and Timescale – Short descriptor up to 200 words

Please enter details::

The Council propose to extend the current traveller site at Eastbrookend Country Park in order to help meet the housing needs of the Gypsy and Traveller community. It also seeks to refurbish the existing site as it is in significant need of modernisation and repair. This would ensure that the existing residents have suitable accommodation whilst also meeting the future need for traveller sites which has been identified in the draft Barking and Dagenham Local Plan (2020-2037).

The Council already has a firm commitment to deliver the site by the end of the financial year 2022/23 should funding be received.

## 4. Criteria 1: Strategic case

Please explain how the project will deliver on the fund's strategic objectives (section 2 of the prospectus).

Please enter details::

The Borough's Gypsy and Traveller Accommodation Needs Assessment (<https://yourcall.befirst.london/13753/widgets/39553/documents/21248>) identified a need for 25 new pitches up to 2037, with 19 in the first 5 years. The Borough's draft Local Plan proposed 3 sites within our second Regulation 19 consultation document which would have sufficient land available to meet the full need of 25 pitches throughout the Plan period. However, following

the second regulation 19 consultation the landowners for 2 of the sites confirmed that the land is no longer available and have therefore been removed from the Plan. The Borough is currently proposing to meet part of the identified need of 25 pitches through the extension of the existing publicly owned site to deliver 12 new pitches and the refurbishment of the existing 12 pitches. Further details can be found here:  
<https://yourcall.befirst.london/13753/widgets/39553/documents/21646>

The current structure was erected 20 years ago and was last refurbished more than 10 years ago.

Residents on the site have major concerns and there are a number of significant challenges on the site.

- The original building structure is built with breeze blocks and the structure is subject to on-going issues with rising damp. This has been treated but consistently returns and needs damp proofing.
- The bath/ washroom utility area on the site are very small in comparison to the number of residents (and subsequent plans for additional pitches). The building is dilapidated and cannot cater for residents with big families.
- The site does not have a day room / sheltered communal space where meals can be prepared outside of caravans and residents can socialise.
- There is a drain on the site that has collapsed underground and is causing water to flow back through drains and deposit on the site. This pool of water settles in the centre of the site and often becomes stagnant and foul smelling.
- Due to the collapsed drain, during heavy rain, the site often floods, becomes overflowed with water.
- The road leading to the pitches needs to be tarmacked so residents with cars / caravans can travel to pitches.
- The concrete base on existing pitches are cracked / damaged and in need of repair.

Residents are deeply frustrated with the current site and lack of amenities and the poor living standards.

If the Borough were unable to act now to deliver this site, LBBDD would fall further below the required pitch expectation of Gypsy and Traveller site provision.

Long term effects for the residents on the site would be,

- A continued sense of lack of belonging to the wider community (if basic living standards are not met)
- Residents feeling they have a lack of control and influence over their future.
- Feeling further disconnected from other communities who are having living standard issues addressed.
- Perception of low levels of safety (for residents and their families) and a lack of accessibility to affordable housings

An extension to the existing site is a strong positive addition to the local community.

The expanded site will benefit from the local services such as schools, healthcare (increased access to healthcare) and open space (to allow animals to graze).

It will also enable LBBDD to empower the residents of Eastbrookend to envelope a strong sense of community empowerment (communities being given power to do things for themselves). Residents will be directly involved in decisions about where they live work and play.

An extension of the Eastbrookend (current site) will include benefits such as, a discreet location limiting impact on the character and openness on the Green Belt.

In addition, the proposal seeks to upgrade/ improve and add additional;

- Toilets and showers (including portable for temporary stopping places)
- Provision of broadband/WIFI services for both site managers and residents
- Visual and acoustic privacy – both for people living on the site and those living nearby
- Safe play park and facilities for children
- Grazing space for animals
- Office and /or living amenity block for warden / caretaker (Space to wash clothes and prepare meals for bigger families)
- Community room - for example - somewhere for children to do homework or for local authority staff or partners to support residents with access to health, education and employment services.

This project will address the impacts of the wider community via enhancing a more socially cohesive environment. Where a community-centred approach that mobilises assets within gypsy and traveller communities can be fostered. Encouraging equity and social connectedness and increase our traveller and gypsy control over their health and lives and living spaces.

Through this project the anticipation is that LBBDD increase trust and dialogue leading to increased;

Access to health care (Patient access)- Where LBBDD are able to bring health services directly to Eastbrookend.

Patient access: due to the high mobility of the traveller community patients, accessible records and interoperability of care records software will be of great benefit to the continuity of care

Outreach- using outreach to establish a connection to local communities, in order to build the initial relationship and raise awareness among travellers on the range of services available

Peer-education: is valuable in gaining the trust of community leaders and role models. Enabling LBBDD to reach the wider Traveller and Gypsy community gradually challenging health beliefs and behaviours

Cultural awareness training: as Gypsies and Travellers are often targeted by traditional forms of racism, the cultural competence of all frontline staff, including receptionists, is crucial to accommodate their specific needs

Through consultation process – LBBDD have built a strong relationship with our traveller community and this will allow us to further build trust with the wider community gaining a deeper understanding of traveller needs. This will then allow us to help / support historically challenges Health and Education.

The approach to the expand the Eastbrookend site will be delivered in tandem with current residents and key partners (COMSOL, housing services, Resident services, Health and safety and the police. (Working as a team from design to delivery)

To date we have worked with the self-appointed key resident stakeholders who have held consultations (With Eastbrooke End residents) to gather the key issues / challenges being experienced on the site and relay this back to LBBB staff.

In legal terms, Gypsy and Irish Travellers are recognised as an ethnic group under the Race Relations Act 1976 (as amended by the Race Relations (Amendment) Act 2000) (Commission for Racial Equality v Dutton, 1989 and O'Leary and others v Punch Retail, 2000). A person's occupation of their caravan is part of their ethnic identity. In LBBB we believe it is our public duty to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out our activities.

Our vision for Barking and Dagenham is to create places where people understand, respect, and celebrate each other's differences a place where all people can enjoy full equality and fulfil their potential.

It's important that our Gypsy and Traveller community feel connected to this ethos and feel they are valued members that belong to the sustainable community. We believe in fostering communities where everyone has the opportunity to live in a decent home at a price they can afford. In a 'thriving community' with a diverse local economy that is 'well-served' by public, private, community and voluntary agencies, and that is 'fair for everyone' recognising individual's rights and responsibilities

## 5. Criteria 2: Management case

Please outline details of your proposal, including site design plans, amenities, and utilities - including but not limited to the following:

Please enter details::

The proposed site will include all amenities that the current existing site has including amenity rooms, access roads, hardstanding, toilets, showers, washer and dryer machines, waste and sewage disposal and gas and electricity supply. The proposed extension of the site will include the same amount of screening as the current site through soft landscaping, fencing and gates and will utilise an existing boundary of trees and shrubs to assist screening. The proposed new site also includes a large community room to allow existing residents to utilise as required for events, children's play area and a space to do homework. The site is located within an existing country park with easy access to outdoor play space.

### 5.1 Does the local authority own the land?

Yes

If so, which local authority?:

The bidding authority (London Borough of Barking and Dagenham)

### 5.2 Is the site freehold or leasehold?

Freehold

### 5.3 Please outline the current use of land.

Please enter details::

Part of the site is a well-established Gypsy and Traveller site with 12 pitches located within Eastbrookend Country Park. The proposal is to extend to the land at the east of the site, which is currently vacant with some trees and bushes located along the edge of the site.

### 5.4 Please outline the existing condition of the land.

Please enter details::

The existing site is in a poor condition and needs extensive work. The land for the proposed expansion of the existing site currently has trees and shrubbery which will be retained as much as possible in order to provide soft landscape screening around the new site.

### 5.5 Please detail the overall site Area (Ha)

Please enter details::

1.4ha including existing site

### 5.6 Is the project proposed on land that is brownfield, greenfield or has a special designation (e.g. Green Belt)?

greenfield, special designation (e.g. Green Belt)

### 5.7 Are there any potential barriers to development on the site e.g. land ownership, boundary disputes, flooding, contaminated land?

Yes

If yes, please enter further details::

The land currently falls within the Green Belt. We are currently seeking to amend to amend our Green Belt boundaries through the Local Plan process (currently at examination).

#### 5.8 Is Planning Permission required?

Yes

If yes, please state position with obtaining planning permission (including anticipated timescales and any conflict with your local plan) or provide evidence that planning permission has been granted (link to the decision notice):

As part of the Local Plan process, we are proposing to amend Green Belt boundaries so that this site is no longer located within the Green Belt. Our Local Plan is currently at examination. Our internal planning consultants are currently in the process of developing a planning application ahead of funding being received.

#### 5.9 Does the land require remediation?

No

5.10 Please include a project plan for your bid using the project plan tab on the traveller site fund budget table (link above Q7.1) and annex any further information.

5.11 Please describe any engagement already undertaken or proposed with both the local community and stakeholders such as:

Please enter details::

The Council has regularly engaged with the traveller community on the existing site and is aware of the current issues on the site such as the need to refurbish and upgrade existing utility rooms and on-site infrastructure. The Council has also been in regular contact with existing residents throughout the Local Plan process in order to find suitable alternative sites to meet the projected future need for pitches.

Should the Council receive additional funding to deliver the refurbishment of the existing site and expansion, it will fully engage with existing residents to ensure that it is designed and built to meet all of their requirements and will be suitable for future needs. This will also involve local ward councillors and local residents to ensure that any future development takes into account their needs as well.

To date we have worked with the self-appointed key resident stakeholders who have held consultations (With Eastbrookend residents) to gather

5.12 Please provide any evidence of how the engagement has shaped the proposal (if already undertaken) and describe the attitude of the community members to the project.

Please enter details::

The proposed expansion of the site has incorporated the elements of the existing site which existing residents have confirmed meets their needs, and will also ensure that any new utility blocks and community rooms are built to a high specification to future proof any additional needs that residents may need.

5.13 If the proposal relates to renovation works, how will residents be accommodated while work is carried out?

Please enter details::

The new site will be built ahead of the refurbishment of the existing site. This will ensure that residents on the existing site can be relocated to the new site once it has been completed.

What are their views on this?:

Existing residents have repeatedly informed us that the existing site requires significant improvement works and would be happy for refurbishment works to take place.

5.14 Please detail any organisations you will work with to deliver the project. Outline the key attributes of your partners.

Please enter details::

The Council will deliver the site with the assistance of Be First, an organisation which works independently on behalf of the Council to deliver its planning services and build its affordable housing schemes.

There is already a well established working and governance arrangement between the Council and Be First with regular meetings to discuss progress.

Once the site is completed it will be run by the Council and will provide a source of income back to the Council.

5.15 Please outline your procurement strategy and timescales for any goods, works, or services that you intend to source to implement this project.

Please enter details::

Open Market competition via full tender.

## 6. Criteria 3: Site management and amenities

### 6.1 Who currently manages the site?

Local Authority

### 6.2 If other, please enter further details.

Please enter details::

### 6.3 Who will manage the site once the project is complete?

Local Authority

### 6.4 If other, please provide further details.

Please enter details::

### 6.5 Please explain, with reference to your site plan provided for Criteria 2, how your proposal meets the site design standards set out in Annex A of the prospectus.

Please enter details::

The proposed site will include all amenities that the current existing site has including amenity rooms, access roads, hardstanding, toilets, showers, washer and dryer machines, waste and sewage disposal and gas and electricity supply. The proposed extension of the site will include the same amount of screening as the current site through soft landscaping, fencing and gates and will utilise an existing boundary of trees and shrubs to assist screening. The proposed new site also includes a large community room to allow existing residents to utilise as required for events, children's play area and a space to do homework. The site is located within an existing country park with easy access to outdoor play space.

### 6.6 Please describe how you will manage the site.

Please enter details::

Weekly site visits are carried out by the Landlord Services Officers, however as per our tenants the residents have access to a 24/7 repairs contact centre. The site does not have control access.

### 6.7 What will be the approach to maintenance?

Please enter details::

This site is treated in the same way as the Council stock and is maintained through our repairs and maintenance contract.

### 6.8 Please describe how you will ensure people using the sites can access education, health, welfare, employment, and public transport infrastructure?

Please enter details::

As this is an extension of an existing site, much of the necessary local infrastructure is already in place in the surrounding area and accessible. Further to the east of the site there are a number of services such as a retail centre, schools and employment opportunities. There is also a bus stop near to the site with access to Dagenham and Romford. It has access to a large open space within the Country Park with good environmental quality.

### 6.9 Please describe how any welfare concerns for site residents, especially children, will be considered and addressed (include website links to any existing protocol documents).

Please enter details::

Children on the new expanded site will have the same support and access to education and healthcare as the existing site. There is a wide range of primary and secondary schools in close proximity to the site a wide range of local shops and public transport.

## 7. Criteria 4: Value for Money

### 7.1 Please explain how the project will deliver on the fund's strategic objectives (section 2 of the prospectus).

Please enter details::

The proposed expansion of the existing publicly owned traveller site will meet an identified need for traveller pitches which emerged following the Barking and Dagenham GTAA 2020. The Council is currently proposing the site within the draft Barking and Dagenham Local Plan 2020-2037. All the identified need is emerging from household growth of the travellers on the existing site. Should funding not be received to expand the existing site, it is

likely that the existing site will suffer from overcrowding or future unauthorised encampments may occur should existing residents decide to leave the existing site. The expanded site will benefit from the wide range of existing local services that the existing site benefits from, and will also ensure that any families that choose to live on the new part of the site will still have close access to family and friends on the existing site.

What is your total amount of capital funding requested? - Financial year 2022/23 (Bids are capped at £1 million per site):

£1,000,000

If applicable, you will need to provide justification in the box below if your bid exceeds the £1 million threshold:

7.2 Is this the full capital costs of the project?

No

7.3 If not, please set out the details of any funding contribution you are providing, its source and whether it has been secured. If secured, please provide written evidence of this.

Please enter details::

Local planning authority to contribute £1,686,603.93 to the overall capital cost of the project of £2,686,603.93 through the Housing Revenue Account funding. Funding will be secured following the confirmation of the funding bid.

7.4 Please provide a breakdown of all capital costs you are bidding for in the Traveller Site Fund Budget Table (link above Q7.1).

7.5 What is the projected annual rental income of the site? Will this cover the management / running costs?

Please enter details::

The total projected amount of rental income expected is 154k

The anticipated running costs are 54k

The anticipated lifecycle costs are in region of 540k over 10 years (This is when we anticipate the site will need a refurbishment review / minor refurb work)

The maintenance costs are in the region of 20k (This is the cost of remedial works to on-going repair issues). The maintenance costs are subsumed into LBBB existing housing management / repairs contract.

7.6 Please outline the proposed daily and weekly rent that will be charged to travellers.

Please enter details::

Weekly charge: Double = £192.60 / Single = £75.20

7.7 What is the approach to rent setting for residents? And how has affordability been considered?

Please enter details::

Rent setting is in line with the rest of our Council tenants, if applicable the charges are covered by full HB. If there are issues with affordability the residents have access to our support services of the Homes and Money Hub, Tenancy Sustainment Teams and access to our Discretionary Housing Payments.

7.8 What are the service charges?

Please enter details::

Everything is included in one overall weekly payment outlined above.

7.9 Please outline how the project delivers value for money.

In the Traveller Site Fund Budget Table (link above Q7.1), please include any financial or economic assessment you can make of the benefits that the proposal will deliver, with reference to the strategic case you set out in Criteria 1. Please include any wider benefits to traveller wellbeing, the wider community or local services. :

The investment of £2.6m will be a one off investment for additional pitches that provide cashable savings (via invest to save) and minimise risks and increase living standards and economic well being our Gypsy and Traveller community.

LBBB could potentially save in the region of £50k in revenue against additional maintenance works and over £500k in life cycle budget costings should the bid become successful.

These figures above would represent a non-cashable saving as it would mitigate existing spending pressures across the service fixing areas of the site that often fall into disrepair very quickly.

There are a number of socio-economic benefits that will help our Gypsy and Traveller community to grow and thrive, these greatly outweigh the cashable savings.

Akin to the strategic case this project will address

- Enhancing a more socially cohesive environment. Where a community-centred approach that mobilises assets within Gypsy and Traveller communities can be fostered.
- Encouraging equity and social connectedness and increase control over their health and lives and living spaces.
- Build trust and dialogue between the Gypsy and Traveller community and LBBDD
- Increase access to health care (Patient access)- allowing LBBDD to understand health needs / gaps and bring health services directly to Eastbrookend.
- Gain the trust of community leaders and role models in the locality. Enabling LBBDD to reach the wider traveller communities to gradually challenge health beliefs and behaviours
- Bring cultural dexterity to front line services, as Gypsies and Travellers are often targeted by traditional forms of racism. This working partnership will accommodate specific needs and understand how LBBDD can be more accommodating and understanding.
- Health and Safety – Bring the site up to high standard that accommodates larger families and responds to all the needs (damp, flooding, over crowding, structural refurbishment) and concerns that the traveller communities are experiencing

## 8. Declaration

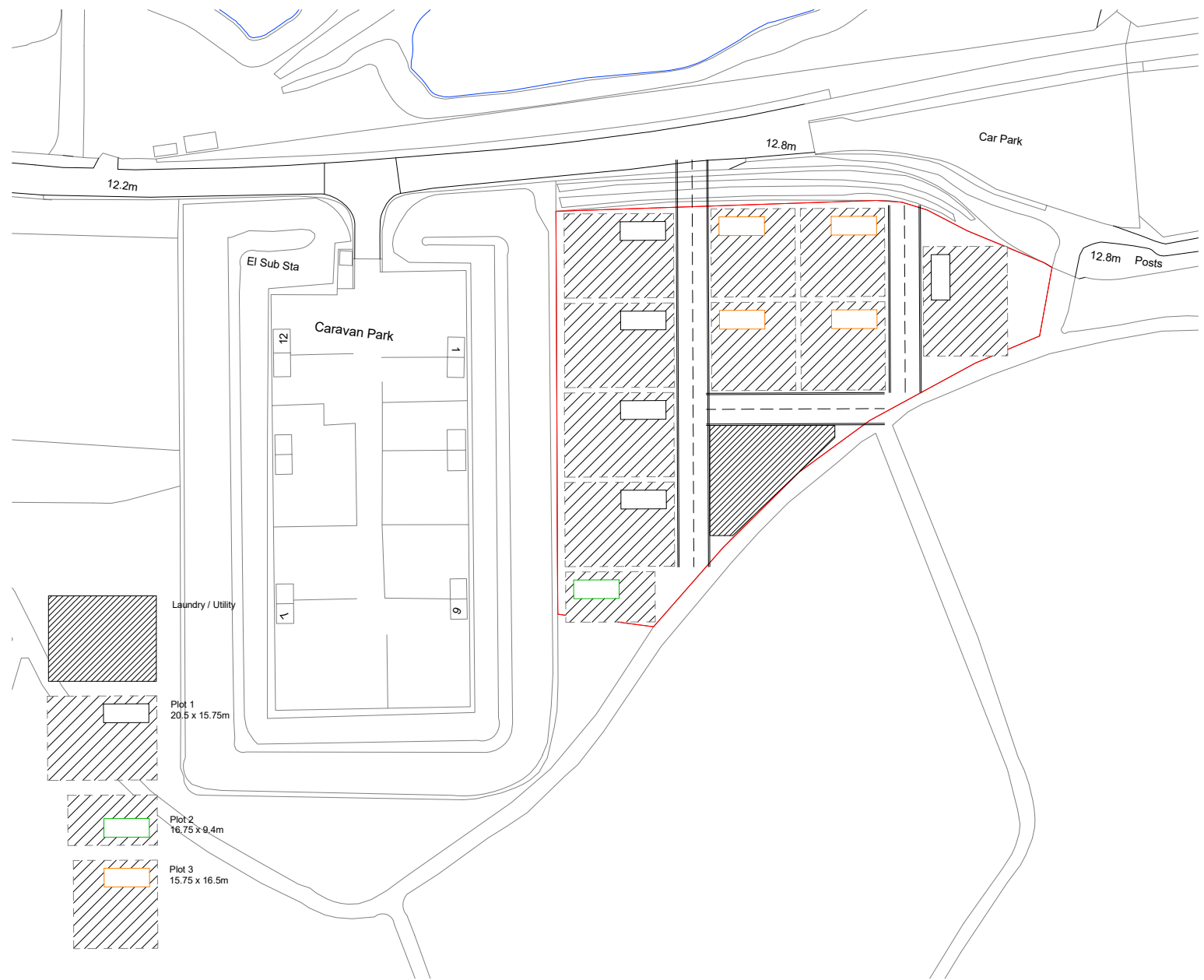
Please confirm below that, if successful, you agree to:

Yes

FULL NAME::  
ALEX PHILPOTT

DATE::  
10/06/2022





**1 Site Plan 03**  
1 : 500

Existing site and land proposed for expansion. This will utilise existing soft landscape screening through retention of trees and shrubbery on boundary.



Image of existing site which is in need of refurbishment. Existing hardstanding holds water and will require replacement.



Boundary of proposed extension with existing trees and shrubbery which will be retained for additional screening.





## Traveller Site Fund Budget Table

Please email the completed Traveller Site Fund Budget Table to [REDACTED]

Name of Local Authority:	London Borough of Barking and Dagenham
Title of Project:	Extension and Refurbishment of LBBD Traveller Site

### Project Costs Table

Please enter all costs associated with setting up and implementing your project in the tables below. The grant funds are restricted to capital expenditure only, you are able to match fund any of the capital costs. All revenue costs must be covered by you, as well as any capital costs that exceed the maximum grant value (£1m). If your application is successful you will be required to confirm you have secured any match-funding at the point of acceptance, this must be signed and agreed by your S151 officer or equivalent. You may insert additional rows if required.

Value Added Tax (VAT) If your authority is eligible to reclaim the cost of VAT back from HMRC, the grant that we will award you will exclude VAT. If there are costs within your budget that include unrecoverable VAT - you may include this in your grant request. You may wish to liaise with a member of your finance team before completing this document. Once confirmed please update the red font in column accordingly and declare the VAT status under section 3 using the drop down

#### 5.4 - CAPITAL COSTS - Please provide a breakdown of all the capital costs you are bidding for.

Capital expenditure comprises the buying, constructing or improving of physical assets, such as buildings, land, purchase of equipment, machinery etc. Please set out costs for the whole of your bid and include breakdown in the description outlining the site/scheme, if more than one.

Line ref	Cost Description	Quantity	Total Cost (Exc/Inc VAT)	Grant Contribution
C1	Removal of trees and bushes	1	£40,000	
C2	Break up and clearance of existing concrete	2850m2	£42,750	
C3	Excavation to reduce levels	9141m2	£45,705	
C4	Demolition of existing amenity structures	6	£18,000	
C5	Concrete Base 100mm	9141m2	£639,870	£639,870
C6	Tarmac Road	745m2	£59,600	
C7	Soft Landscaping, bushes, plants	1	£10,000	
C8	Fence between plots including gates	432m2	£38,880	
C9	Boundary fence including gates	410m2	£36,900	
C10	Metal entrance gates	3	£24,000	
C11	Replace existing amenity blocks	6	£301,824	
C12	Proposed amenity blocks	6	£301,824	
C13	Laundry/Community Room	1	£112,980	
C14	Water, electric, sewer, drainage	1	£215,000	
C15	Contractor, Design and Risk	1	£799,271	£360,130
<b>TOTAL:</b>			<b>£2,686,604</b>	<b>£1,000,000</b>

[>CLICK HERE TO COMPLETE PROJECT PLAN](#)

### Project Costs Summary

Total Capital	£2,686,604	
Total Revenue Costs		
<b>Total Project Costs</b>	<b>£2,686,603.93</b>	<b>100%</b>

<b>Total Grant Value</b>	£1,000,000	37%
<b>Total Match Funding</b>	£1,686,603.93	63%

### 3. VAT Declaration

GRANT REQUESTED DOES NOT INCLUDE VAT

Supporting comments here (where applicable)

Project Activity Plan: Please provide a project plan listing all key activities / milestones you intend to complete to deliver your project. You must include adequate time to monitor and evaluate the impact of your project. Grant recipients will be required to complete and return project monitoring reports if successful. You may insert additional rows or columns if required. You may annex further information to set out risks and issues and potential mitigations for the project and dependencies on other organisations.

<b>Name of Applicant:</b>	
<b>Title of Project:</b>	

Line ref	Activity description	Description of Activity	Name of Lead	Target Date	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
1	Project planning/intial commission	Design project plan of activity and commission Be First to deliver associated planning and works for expansion	LBBB																
2	Pre-feasibility	Approve resources/funds for feasibility	Be First/LBBB																
3	Bidding/Application/costings	Production of Bid Department for Levelling Up, Housing and Communities (Traveller fund opportunity) costings of the project scoped (secure match funding via LBBB)	Be First/LBBB/Commissioned QS																
4	Feasibility	Validate that a project is feasible and an investable proposition - Commitment to fund pre-development costs to Gateway 4 Award of Contract.	Be First																
5	Initial design of site	Develop detailed design of site	Be First																
6	Pre-application discussions	Discuss with Be First development management team																	
7	Design freeze	Finalise design following DM team comments and allow compilation and approval of planning application																	
8	Planning application and Procurement	LBBB to fund planning application. Be First to develop a project that is optimal in terms of costs, benefits and risks and approve it, approve planning application submission, approve PSCA if two-stage or procurement commencement if one-stage. Negotiate the planning application and secure a decision notice. Approve main contract award sum, Full development fund release to facilitate start on site and development work	Be First																
9	Construction and delivery	Confirm that the project is complete, approve final account (or similar)	Be First																
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