

ACTION PLAN - Bringing Sites Forward Programme (A3 Copy to be circulated at meeting)

Initial Set up

1.1	Group meeting to identify task, timescale and process.	
1.2	Identify the key deliverable sites.	
1.3	Prepare report for Place Shaping Working Group	
1.4	Report to Place Shaping Working Group	
1.5	Prepare Policy Finance and Development Committee report	
1.6	Policy Finance and Development Committee pre meeting	
1.7	Policy Finance and Development Committee approval.	
1.8	Obtain approval from private owners to include in Investor Prospectus.	
1.9	Draft brochure inserts for additional sites for Investor Prospectus.	
1.10	Approval to wording of new Investor Prospectus brochure inserts.	
1.11	Print new brochure inserts.	
1.12	Investor Prospectus launch at South Wigston College 12 March 2015.	
1.13	Action plan to AMG. For ongoing monitoring (Monthly or as necessary)	

Generic actions for OWBC sites including HRA

2.1	Consult Departments on proposals. (1 month)	
2.2	Check proposal supports Council Corporate objectives.	
2.3	SMT approves proposals from 2.1. (1 Month)	
2.4	Check deeds for any covenants on each site plus any site restrictions including service apparatus. (1 month)	
2.5	Declare sites surplus or resolve to develop. (1 month)	
2.6	Seek approval of AMG. (1 month)	
2.7	Consult Ward Councillors and publicise to neighbours and community (as necessary) and update to Place Shaping Working Group. (1 month)	
2.8	Draft brochure inserts for additional sites for Investor Prospectus.	
2.9	Approval to wording of new Investor Prospectus brochure inserts.	
2.10	Print new brochure inserts.	
2.11	Compile information for pre contract enquiries.	
2.12	If POS then use Section 123 LGA 1972 disposal process (2 adverts and consider any objections)	
2.13	Check planning issues, agree S106 approach (not for HRA sites, where appropriate) and planning application if appropriate.	
2.14	Negotiations over any additional issues ie access, party walls etc.	
2.15	Consider and initially approve offer subject to Committee approval.	
2.16	Recommendation for sale to members.	
2.17	Member approval for terms of disposal. Remove from website and Investor Prospectus.	
2.18	Heads of terms agreed which will include timescales for development.	
2.19	Heads of terms documented.	
2.20	Instruct and liaise with legal and pre contract enquires and trouble shooting.	
2.21	Take final service readings.	
2.22	Completion - Hand over keys – inform statutory undertakers: rates, water, phone etc	
2.23	Update property records and e PIMS.	

Generic actions for privately owned sites

3.1	Site is identified from Town Centres Area Action Plan.	
3.2	Contact owner.	
3.3	Draft brochure inserts for additional site for Investor Prospectus.	
3.4	Approval to wording of new Investor Prospectus brochure inserts.	
3.5	Print new brochure inserts.	
3.6	Include in Investor Prospectus.	
3.7	Interested party comes forward and contacts private owner to acquire the site.	
3.8	Heads of Terms proposed by the owner.	
3.9	Terms for disposal are agreed.	
3.10	Site is sold.	
2.11	OWBC remove brochure insert from Investor Prospectus.	

Potential future sites.

4.1	Oadby Public House site (Old Library).	
4.2	Bell Fountain Public House.	
4.3	Kilby Bridge.	
4.4	Horsewell Lane.	
4.5	Oadby Swimming Pool Site (Post 2015)	
4.6	Sites from Town Centres Area Action Plan	

Site Specific 41 Canal Street South Wigston

	CPO and Developer	
5.1	Council approve the making of the CPO.	
5.2	Inform developers of their success and send draft HOT for agreement.	
5.3	Start to draft statement of reasons.	
5.4	Meet developers.	
5.5	Legal investigate wording for indemnity agreement.	
5.6	Negotiate draft heads of terms for development agreement and indemnity.	
5.7	Title investigation at Land Registry to confirm last known owners.	
5.8	Carry out any other investigations to trace owners	
5.9	Write to the two owners.(Recorded delivery and by hand). Place advert in London Gazette and Leicester Mercury.	
5.10	Draft CPO schedule and plan.	
5.11	Agreement of heads of terms for development agreement and indemnity. (3 months)	
5.12	Developer commences Pre application discussions with Planning.	
5.13	Complete documentation of development agreement and indemnity. (1 month)	
5.14	Developer submits submit planning application. (1 month)	
5.15	Enquiries with statutory undertakers as to whether they have interests over/under land to be acquired and to adjoining owners to establish extent of their rights over the land. (ongoing and up to 3 months)	
5.16	Finalise CPO schedule and Plan and statement of reasons. (ongoing and up to 3 months)	
5.17	Pre submission consultation with Government Office. (max 2 months)	
5.18	Notification and publicity of the order – 2 successive weeks in local press and fix notice on property. (1 month to include statutory 21 days)	
5.19	Developer receives decision on planning application.	

	Option 1 NO OBJECTIONS	
	Obtain an independent valuation of the property (District Valuer).	
	Submit order to Secretary of State for approval.	
	Secretary of State decision on whether to confirm CPO (with or without modification).	
	Pay money equivalent to independent valuation into court.	
	Six week challenge period.	
	Commence Vesting of Land if CPO confirmed.	

	Option 2 OBJECTION(S) Assume by written reps.	
	Consideration and advice on objection(s) from legal.	
	Agreement with objector(s) to use written representations.	
	Letter confirming start date.	
	OWBC Submit written representations in addition to Statement of reasons	
	Additional submission from objector(s)	
	OWBC review further submission from objector(s)	
	Further submission by OWBC	
	OWBC negotiate with objectors to resolve objections	
	Confirmation of CPO by Secretary of State.	
	Possible costs procedure.	

	Option 2 OBJECTION(S) Assume by Public Inquiry	
	Notification of inquiry – start letter	
	OWBC submit statement of case	
	Meet with OWBC legal to prepare proofs of evidence	
	Exchange of evidence	
	OWBC negotiate with objectors to resolve objections.	
	Pre-Inquiry Meeting (Procedural meeting in advance of the CPO Inquiry)	
	CPO Inquiry (Hearing of objections to CPO before an Inspector)	
	Secretary of State decision on whether to confirm CPO (with or without modification)	
	Possible costs procedure	