

COMMUNITY INFRASTRUCTURE LEVY: AMENDMENT TO THE REGULATION 123 LIST

Committee: Full Council

Date: 16 October 2014

Author: Emma Grima - Corporate Unit Manager

[P98]

1.0 **ISSUE**

1.1 To consider an amendment to the Community Infrastructure Levy ('CIL') Regulation 123 list ('R123 list'), namely; the inclusion of the Ely Southern Bypass.

2.0 **RECOMMENDATION(S)**

2.1 It is recommended that:

The draft R123 list, as set out in Appendix 1, is approved.

3.0 **BACKGROUND**

3.1 East Cambridgeshire District Council ('the Council') introduced CIL on 1 February 2013. CIL is a levy that is charged on most new development in the District. The contributions raised through this levy are used to fund, in whole or in part, the necessary infrastructure required to support growth and development in the District.

3.2 As part of the CIL Regulations 2010 (as amended), the Council is required to produce a list of infrastructure projects that could potentially benefit from CIL funding; this list is known as the R123 list. The Council adopted the current R123 list on 8 January 2013. At present the list consists of Ely Leisure Village, Littleport Secondary School and Soham Railway Station.

4.0 **CONSIDERATION**

4.1 One of the Council's Corporate Priorities is to facilitate the commencement of the Southern Link Road by 2015. In addition to being a Corporate Priority, the Southern Link Road is a strategic objective of the Draft Local Plan and is a key piece of infrastructure that would enable the Council to achieve the vision set out in the Draft Station Gateway Supplementary Planning Document. The Southern Link Road is essential to facilitate the delivery of growth, not just in Ely but for the entire District.

4.2 In October 2013 a consultation was carried out with the local Town/Parish/City Council ('the Local Council's').The Consultation sought the

comments of the Local Council's about the possible inclusion of the Ely Southern Bypass on the R123 list. Of the 35 Local Council's consulted the Council received 8 responses; 5 in favour, 3 against. A summary of responses is provided in the table below.

Local Council	Support/Object	Summary of Comments
Mepal	Support	No specific comments
Little Downham	Object	It should have national funding
Wicken	Support	Will have a positive impact effect locally in alleviating congestion around Ely
Haddenham	Support	No specific comments
City of Ely	Support	It is vital for the economical infrastructure of Ely
Burwell	Support	No specific comments
Witchford	Object	CIL monies should be allocated to the three existing projects that benefit the local community
Dullingham	Object	The far south of the County should equally benefit from CIL funding

4.3 The County Council has recently issued planning permission for the construction of the bypass. The County Council are supportive of this scheme being added to R123 list.

4.4 Ely Southern Bypass is a scheme which will benefit the District as a whole. It is a scheme that is supported locally and by Cambridgeshire County Council. With the benefit the scheme will bring to the District it is considered appropriate that the R123 list be amended to include Ely Southern Bypass so that it may benefit from CIL funding in the future.

5.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT

5.1 There are no financial implications arising from this report.

5.2 An Equality Impact Assessment (INRA) is attached as Appendix 2.

6.0 APPENDICES

6.1 Appendix 1- Draft Regulation 123 list
 Appendix 2 – Consultation responses
 Appendix 3 - Equality Impact Assessment (INRA)

Background Documents

Regulation 123 list
 Annual Delivery Plan
 (2014/15)
 Consultation Responses

Location

Room 21
 The Grange,
 Ely

Contact Officer

Emma Grima
 Infrastructure Programme Manager
 (01353) 665555
 E-mail:
emma.grima@eastcambs.gov.uk

**East Cambridgeshire District Council
Community Infrastructure Levy: Regulation 123 List**

Introduction

The Community Infrastructure Levy ('CIL') Regulation 123 provides for a CIL charging authority to publish a list of infrastructure likely to be funded from CIL on its website.

CIL can be used to fund the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of the charging authority's area.

The CIL Regulation 123, however, restricts the use of Section 106 Planning Obligations for infrastructure that will be funded in whole or in part by the CIL. This is to ensure no duplication or 'double funding' between the two types of developer contributions towards the same project.

The Regulation 123 list can be reviewed and updated regularly. The inclusion of a project or type of infrastructure does not signify a commitment from the Council to fund the project (either in whole or in part).

East Cambridgeshire Regulation 123 List

The East Cambridgeshire CIL Regulation 123 list is set out in the table below. The table is in no particular order and no priorities have yet been identified.

The East Cambridgeshire Charging Schedule came into effect on 1 February 2013. CIL is payable on commencement of development and, due to the time lag between granting of planning permission and commencement of development, only limited CIL income was expected to be received during the first year. In view of this, the Council's CIL Annual Delivery Plan 2013/14 proposed that no CIL funds would be spent on CIL projects during the 2013/14 financial year; instead funds were banked until a reasonable level of funding had accumulated. Similarly, due to the projected income for 2014/15 and the uncertainty of self-build relief, the CIL Annual Delivery Plan 2014/15 provides that no CIL funds would be spent and CIL will be banked for the financial year of 2014/15.

Discussions on infrastructure projects to be delivered from CIL are ongoing with Cambridgeshire County Council and other key stakeholders. These discussions will include prioritisation of projects. This Regulation 123 list will therefore be reviewed and other projects added once this work is complete.

The Council currently has three categories of Infrastructure Projects to be funded from CIL receipts:

- Strategic Projects costing over £4 million;
- Major Projects costing between £100,000 and £4 million; and
- Minor Projects to support small local infrastructure projects

This initial Regulation 123 list sets out only potential strategic projects which may benefit from CIL funding. This reflects the Council's decision to focus expenditure in the initial years on strategic projects only, in view of the limited income to date. Major projects and minor projects may be added to the list over the course of the next year once consultation with key stakeholders is complete.

East Cambridgeshire CIL Regulation 123 List

Infrastructure Type	Proposed Scheme
Strategic	
Education	Littleport Secondary School
Sport	Ely Leisure Centre
Transport	New Soham Railway Station
Transport	Ely Southern Bypass
Major	
	Projects to be identified
Minor	
	Projects to be identified

Consultation Responses

Proposed amendment to R123 list

DULLINGHAM PARISH COUNCIL

Clerk: Mrs Yvonne Rix, 49 Ness Road, Burwell, Cambs. CB25 0AA

Tel: 01638 602597

E Mail: dullinghamparishcouncil@ntlworld.com

www.dullingham.org.uk

15th November 2013

Emma Grima
Infrastructure Programme Manager
East Cambridgeshire District Council
The Grange
Nutholt Lane
Ely
CB7 4EE

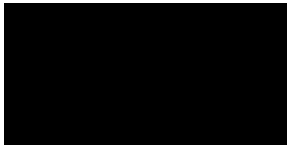
Dear Ms Grima

Re: Community Infrastructure Levy - Consultation

Having given both projects consideration, Dullingham Parish Council feels that neither the A14 Improvement Project nor the Ely Southern Bypass should be added to the District Council's Regulation 123 list for possible CIL funding.

The Council believes that the far south of the county should equally benefit from CIL funding.

Yours sincerely



Signature Redacted

Clerk to the Council



Witchford Parish Council

CLERK: Mrs A Hodges, 88 West Fen Road, Ely, Cambs CB6 3AA

Telephone: Ely (01353) 664427

witchfordparishcouncil@eastcambs.gov.uk

7th November 2013

Ms Emma Grima
Infrastructure Programme Manager
East Cambridgeshire District Council
The Grange
Nutholt Lane
Ely
Cambs
CB7 4PL

Dear Ms Grima,

Community Infrastructure Levy Regulation 123 List Consultation

At its meeting on 6th November 2013 Witchford Parish Council discussed your letter of 29th October 2013 relating to the proposal to allocated District Council CIL monies to the A14 Improvement Project and the Ely Southern Bypass.

Witchford Parish Council's comments on these proposals are as follows:

Ely southern bypass: Witchford Parish Council does not agree that District Council CIL monies should be allocated to this project. The Parish Council considers that CIL monies should be allocated to the three existing projects that benefit the local community.

A14 improvements: Witchford Parish Council does not agree that District Council CIL monies should be allocated to this project. The Parish Council considers that CIL monies should be allocated to the three existing projects that benefit the local community.

Yours sincerely,

Mrs Alysoun Hodges
Clerk to Witchford Parish Council

Emma Grima

From: Burwell Parish Council [burwellpc@btconnect.com]
Sent: 18 November 2013 10:02
To: cil
Subject: Community Infrastructure Levy - Consultation

Dear Emma

With regards to your letter of 29 October 2013 requesting Parish Council views on the inclusion of the Ely Southern Bypass and A14 Improvements on the Regulation 123 List, Burwell Parish Council would like to make the following comments:

The Council are agreeable to the Ely Southern Bypass being added to the Regulation 123 list.

The Council are agreeable to the A14 Improvements being added to the Regulation 123 list on the condition that the road does not become a toll road.

Kind regards

Yvonne Rix
for Lesley Reader (Mrs)
Parish Clerk

Burwell Parish Council Jubilee Reading Room 99 The Causeway
BURWELL Cambridge CB25 0DU Tel/Fax: 01638 743 142

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Emma Grima

From: City of Ely Council [cityofelycouncil@tiscali.co.uk]
Sent: 21 November 2013 13:26
To: Emma Grima
Subject: RE: CIL- Update and Consultation

Dear Emma

Members of the City of Ely Council considered the A14 Improvement Plan and the Ely Southern Bypass for inclusion in ECDC's Regulation 123 list at the Full Council meeting on the 18th November.

Members fully supported the inclusion of the A14 Improvement project and the Ely Southern Bypass within the Regulation 123 list. The City of Ely Council recently, unanimously, supported the Ely Southern Bypass and have written a letter of support for the project, as it was felt to be vital for the economical infrastructure of Ely. Therefore, it is considered a priority for ECDC's Regulation 123 list.

Tracey Coulson
Clerk to the City of Ely Council

From: Emma Grima [mailto:Emma.Grima@eastcambs.gov.uk]
Sent: 29 October 2013 11:31
To: Parish Councils (All)
Subject: CIL- Update and Consultation

A HARD COPY OF THE INFORMATION BELOW HAS BEEN POSTED TO THE INDIVIDUAL PARISH/TOWN CLERK

Re: Community Infrastructure Levy- Update and Consultation.

East Cambridgeshire District Council introduced the Community Infrastructure Levy (CIL) on 1 February 2013. CIL is a levy that is charged on most new development in the District. The money raised through this levy will be used to pay for strategic infrastructure required to support development in the District. CIL is governed by the Community Infrastructure Regulations 2010 (as amended).

Funding received to date

The table below identifies payments received by the Council to date and how they have been allocated, in accordance with the requirements of the CIL regulations. :

Income	Parish	15% Parish Element	5% ECDC Admin Cost	Balance for allocation by ECDC
£24,822.00	Sutton	£3,723.29	£1,241.10	£19,857.61
£7,974.00	Coveney	£1,196.10	£398.70	£6,379.20
£700.00	Ely	£105.00	£35.00	£560.00
£2,236.00	Soham	£335.40	£111.80	£1,788.80
£9,450.00	Sutton	£1,417.50	£472.50	£7,560.00
£7,840.00	Ely	£1,176.00	£392.00	£6,272.00
£53,022		£7,983.29	£2,651.10	£42,417.61

The Council is currently preparing to transfer the 15% Parish funding to the relevant Parishes, and I enclose a guidance note that explains why the Parish is receiving funds and the reporting obligations of the relevant Parish when applying these funds.

Regulation 123 List

Under the Regulations the Council is required to prepare a list of infrastructure that may benefit from CIL contributions; this is known as the Regulation 123 list. Inclusion on this list does not commit the District Council to spend funds on the project – it simply indicates that this is a potential scheme for receiving CIL funding. At present the Regulation 123 list consists of the following infrastructure projects:

- Ely Leisure Centre
- Littleport Secondary School
- Soham Railway Station

So far, the District Council has chosen not to allocate CIL funding to any project, because income in the first year of operation of the CIL scheme is expected to be low. Instead receipts are being 'banked' to build up funding to a meaningful level to be able to assist strategic infrastructure projects in future years. More information can be found in the Council's Annual Delivery Plan 2013/14 (available on the Council's website).

This Regulation 123 list will be further developed and expanded over the months ahead, following discussions with partner agencies about the infrastructure requirements of the District and how best these should be funded, and we will keep you advised as this work progresses. Currently the two following schemes are being considered for inclusion on the Regulation 123 list:

A14 Improvement Project

On 17 October 2013 the District Council decided to contribute £1million toward the proposed A14 Improvement scheme. The contribution will be required to be paid from 2020 onwards, and will be an annual payment of £40,000. The District Council is currently considering the use of CIL funding to assist with this commitment towards the A14 scheme, and officers have been instructed to consult on this option. The scheme will need to be added to the Regulation 123 list so that it may benefit from CIL contributions.

1. Your Local Council views/comments are invited as to whether the District Council should include the A14 Improvement Project on the Regulation 123 list, so that it may benefit from CIL funding.

Ely Southern Bypass

A planning application has now been submitted by Cambridgeshire County Council for the Ely Southern Bypass. The District Council consider this project to be of significant importance to the District as a whole, key to supporting growth in the area. The Council is therefore also considering applying CIL funding to assist with delivery of this infrastructure. The Ely Southern Bypass scheme would also need to be added to the Regulation 123 list so that it may benefit from CIL contributions.

2. Your Local Council views/comments are invited as to whether the Council should include the Ely Southern Bypass on the Regulation 123 list, so that it may benefit from CIL funding.

On 3 December 2013, the District Council's Development and Transport Committee will be formulating recommendations to make to Full Council in January 2014 about projects which are to be included on the Regulation 123 list. Should you wish to make representations on (1) and (2) above please do so by 4pm on 2 December 2013.

If your Council wish to make representations, but will have difficulty in doing so before this deadline, please contact me to discuss the position.

Emma Grima

From: HPC [clerk@haddenhamparishcouncil.org.uk]
Sent: 15 November 2013 10:48
To: cil
Subject: Re: CIL Consultation

Hello Emma,

Further to your letter dated 29th October 2013 I write in response to (1) & (2).

(1) A14 Improvement Project: Haddenham Parish Council would **not** support this project being included on the Regulation 123 list and benefiting from the CIL funding.

(2) Ely Southern Bypass: Haddenham Parish Council **would** support the scheme being included on the Regulation 123 list and benefiting from CIL funding.

Best wishes

Jenny
Clerk To Haddenham Parish Council
8 Aldreth Road
Haddenham
Ely, Cambs
CB6 3UB
Tel: 01353 749919
Website: www.haddenham.org.uk

Emma Grima

From: Jack White [whites@wickenfen.freemove.co.uk]
Sent: 20 November 2013 15:56
To: Emma Grima
Subject: Re: CIL- Update and Consultation

Dear Ms Grima,

Thank you for the update on the CIL. As far as the consultation on the regulation 123 list is concerned, the Wicken Parish Council discussed the two proposals at their meeting last week and has instructed me to pass on their view.

They were strongly against the inclusion of the A14 improvement project on the list. It was felt that as a large national government project it was not a suitable vehicle for spending local money. Indeed, there is growing disquiet about the possible detrimental effect a toll road could have on several rural villages (including Wicken) caused by motorists finding ways to avoid paying the toll.

In the case of the Ely Southern Bypass the Council supported the inclusion of this project on the list since it will have a much more positive effect locally in alleviating congestion around Ely.

Yours sincerely,

Jack White

Parish Clerk
Wicken Parish Council
24 Lode Lane
Wicken
Ely
CB7 5XP
Tel: 01353723342
Mob: 07880647382
e-mail: wickenparishcouncil@eastcambs.gov.uk

----- Original Message -----

From: Emma Grima
To: Parish Councils (All)
Sent: Tuesday, October 29, 2013 11:31 AM
Subject: CIL- Update and Consultation

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- Littleport Secondary School
- Soham Railway Station

So far, the District Council has chosen not to allocate CIL funding to any project, because income in the first year of operation of the CIL scheme is expected to be low. Instead receipts are being 'banked' to build up funding to a meaningful level to be able to assist strategic infrastructure projects in future years. More information can be found in the Council's Annual Delivery Plan 2013/14 (available on the Council's website).

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1. *Your Local Council views/comments are invited as to whether the District Council should include the A14 Improvement Project on the Regulation 123 list, so that it may benefit from CIL funding.*

Ely Southern Bypass

A planning application has now been submitted by Cambridgeshire County Council for the Ely Southern Bypass. The District Council consider this project to be of significant importance to the District as a whole, key to supporting growth in the area. The Council is therefore also considering applying CIL funding to assist with delivery of this infrastructure. The Ely Southern Bypass scheme would also need to be added to the Regulation 123 list so that it may benefit from CIL contributions.

2. Your Local Council views/comments are invited as to whether the Council should include the Ely Southern Bypass on the Regulation 123 list, so that it may benefit from CIL funding.

On 3 December 2013, the District Council's Development and Transport Committee will be formulating recommendations to make to Full Council in January 2014 about projects which are to be included on the Regulation 123 list. Should you wish to make representations on (1) and (2) above please do so by 4pm on 2 December 2013.

If your Council wish to make representations, but will have difficulty in doing so before this deadline, please contact me to discuss the position.

Should you require any further information please do not hesitate to contact me.

Yours sincerely,

Emma Grima
Infrastructure Programme Manager

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Emma Grima

From: Little Downham Parish Council [ltdownhampc@btinternet.com]
Sent: 29 November 2013 22:15
To: Emma Grima
Subject: Re: CIL- Update and Consultation

Dear Emma

In reply to your email below regarding the use of CIL and the Regulation 123 List, Little Downham Parish Council wishes to make the following comments:

1. A14 Improvement Project - *Your Local Council views/comments are invited as to whether the District Council should include the A14 Improvement Project on the Regulation 123 list, so that it may benefit from CIL funding.*

Little Downham Parish Council objects to East Cambs District Council pledging £1 Million to the A14 Improvement Project. It strongly feels that the money from CIL should be used to improve the local area.

2. Ely Southern Bypass - *Your Local Council views/comments are invited as to whether the Council should include the Ely Southern Bypass on the Regulation 123 list, so that it may benefit from CIL funding.*

Little Downham Parish Council strongly disagrees with funds going to the A14 and the Southern Bypass as it should have national funding.

Yours sincerely

Jackie Wardle

Mrs J Wardle

Clerk to Little Downham Parish Council

Tel. 01353 649499

From: Emma Grima <Emma.Grima@eastcambs.gov.uk>
To: Parish Councils (All) <ParishCouncilsAll@eastcambs.gov.uk>
Sent: Tuesday, 29 October 2013, 11:31
Subject: CIL- Update and Consultation

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1. Your Local Council views/comments are invited as to whether the District Council should include the A14 Improvement Project on the Regulation 123 list, so that it may benefit from CIL funding.

Ely Southern Bypass

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assist with delivery of this infrastructure. The Ely Southern Bypass scheme would also need to be added to the Regulation 123 list so that it may benefit from CIL contributions.

2. Your Local Council views/comments are invited as to whether the Council should include the Ely Southern Bypass on the Regulation 123 list, so that it may benefit from CIL funding.

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If your Council wish to make representations, but will have difficulty in doing so before this deadline, please contact me to discuss the position.

Should you require any further information please do not hesitate to contact me.

Yours sincerely,

Emma Grima
Infrastructure Programme Manager

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Emma Grima

From: Mepal Parish Council [mepalparishcouncil@msn.com]
Sent: 17 November 2013 20:50
To: cil
Subject: Community Infrastructure Levy - Comments

Dear Emma,

Following out Parish Council Meeting, held last Monday (11th November), Mepal Parish Council would like to state that they are in favour of the District Council including the A14 Improvement Project on the Regulation 123 Lost, so that it may benefit from CIL funding.

Please let me know if there is anything else that you require from us.

Many Thanks,

Victoria Fowler
Clerk to Mepal Parish Council
142 The Row,
Sutton,
Ely,
Cambridgeshire
CB6 2PB
Tel: (07899) 797577
www.mepalparish.org.uk

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Appendix 2 - Impact and Needs/Requirements Assessment (INRA)

Name of Policy:	Regulation 123 List
Lead Officer (responsible for assessment):	Emma Grima
Department:	Infrastructure & Economic Development
Others Involved in the Assessment (i.e. peer review, external challenge):	
Date INRA Completed:	17/09/2014

'Policy' needs to be understood broadly to include all Council policies, strategies, services, functions, activities and decisions.

(a) What is the policy trying to achieve? i.e. What is the aim/purpose of the policy? Is it affected by external drivers for change? What outcomes do we want to achieve from the policy? How will the policy be put into practice?

The policy sets out a list of infrastructure that could benefit from CIL funding. This is an amendment to an existing policy.

(b) Who are its main beneficiaries? i.e. who will be affected by the policy?

Infrastructure providers and users of the infrastructure provided through CIL funding

(c) Is the INRA informed by any information or background data (quantitative or qualitative)? i.e. consultations, complaints, applications received, allocations/take-up, satisfaction rates, performance indicators, access audits, census data, benchmarking, workforce profile etc.

Key elements of the policies are prescribed by the CIL regulations 2010, as amended 2011, 2012, 2013 & 2014

(d) Does this policy have the potential to cause an impact (positive, negative or neutral) on different groups in the community, on the grounds of (please tick all that apply):

Ethnicity
Gender
Disability

<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>

Age
Religion and Belief
Sexual Orientation

<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Please explain any impact identified (positive, negative or neutral): i.e. What do you already know about equality impact or need? Is there any evidence that there is a higher or lower take-up by particular groups? Have there been any demographic changes or trends locally? Are there any barriers to accessing the policy or service?

There is potential that the projects funded through CIL income may benefit one sector of the community above others – this will need to be monitored on an ongoing basis in the Annual Delivery Plan to ensure that the infrastructure provided through CIL funding benefits all sections of the community.

- (e) Does the policy have a differential impact on different groups?
- (f) Is the impact *adverse* (i.e. less favourable) on one or more groups?
- (g) Does it have the potential to disadvantage or discriminate unfairly against any of the groups in a way that is unlawful?

NO
NO
NO

- (h) What additional information is needed to provide a clear picture of how the activity is impacting on different communities and how will you collect this information, i.e. expert groups, further research, consultation* etc? Where there are major gaps in information that cannot be addressed immediately, these should be highlighted in your recommendations and objectives at the end of the INRA.

Monitoring of projects assisted through CIL funding as part of the Annual Delivery Plan to ensure all sectors of the community are benefiting, and that one group is not being prioritised above others.

* The Consultation Register is available to assist staff in consulting with the Council's stakeholders. If you are consulting on a new or revised policy contact the Principal HR Officer.

- (i) Do you envisage any problems with these methods of information collection? i.e. not accessible to all, timescale not long enough to obtain all of the necessary information, translation facilities not available, insufficient resources etc.

No

- (j) If it has been possible to collect this additional information, summarise the findings of your research and/or consultation (please use a separate sheet if necessary).

N/A

- (k) What are the risks associated with the policy in relation to differential impact and unmet needs/requirements? i.e. reputation, financial, breach of legislation, service exclusion, lack of resources, lack of cooperation, insufficient budget etc.

Service exclusion, reputation

- (l) Use the information gathered in the earlier stages of your INRA to make a judgement on whether there is the potential for the policy to result in unlawful discrimination or a less favourable impact on any group in the community, and what changes (if any) need to be made to the policy.

Option 1:	No major changes, the evidence shows no potential for discrimination.	X
Option 2:	Adjust the policy to remove barriers or to better promote equality.	
Option 3:	Continue the policy despite potential for adverse impact or missed opportunity to promote equality.	
Option 4:	Stop and remove the policy – if the policy shows actual or potential unlawful discrimination it must be stopped and removed or changed.	


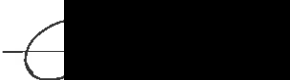
(m) Where you have identified the potential for adverse impact, what action can be taken to remove or mitigate against the potential for the policy to unlawfully discriminate or impact less favourably on one or more communities in a way that cannot be justified? Include key activities that are likely to have the greatest impact (max. 6). Identified actions should be specified in detail for the first year but there may be further longer term actions which need to be considered. To ensure that your actions are more than just a list of good intentions, include for each: the person responsible for its completion, a timescale for completion, any cost implications and how these will be addressed. It is essential that you incorporate these actions into your service plans.

N/A

This completed INRA will need to be countersigned by your Head of Service. **Please forward completed and signed forms to Nicole Pema, Principal HR Officer.**

All completed INRAs will need to be scrutinised and verified by the Council's Equal Opportunities Working Group (EOWG) and published on the Council's Intranet to demonstrate to local people that the Council is actively engaged in tackling potential discrimination and improving its practices in relation to equalities. Please be aware that you will be asked to attend a half-an-hour session to summarise the findings of the INRA to the EOWG Verification panel.

Signatures:

 Signatures Redacted
Completing Officer: _____ **Date:** 19/09/2014
Head of Service:  _____ **Date:** 19/09/2014