

Lynne Stinson
Leicestershire County Council

27th February 2020

Dear Lynne,

Re: Melton Mowbray Distributor Road

As you may be aware the above Business Rates Pool application, submitted in Autumn 2019, has been conditionally approved with £4,000,000.00 awarded towards project costs. There were, however, a number of issues that were identified during the appraisal which need to be determined so that we can progress to contract. The information requested will be required so we can complete the contract documentation.

Regarding this proposal the appraisal identified the following where additional information and / or clarification is required, namely:

- **Timeline for Compulsory Purchase Order**
- **A copy of the Benefits Realisation Plan**
- **Detailed risk assessment needed**
- **Confirmation of cabinet approval**

In addition, in completing the contract there will be a number of key requirements which will feature in the agreement. These will be as follows:

- **Key milestones to delivery and monitoring requirements**
- **A granular level budget that outlines the areas of spend**
- **An indicative spend profile with drawdown dates for each year**
- **Confirmation of project start and completion dates**
- **Assurance that match funding is in place**
- **Verification of which outputs and outcomes will be generated.**
- **Quantifiable and measurable outputs and outcomes**
- **Written confirmation that State Aid advice has been sought and that the project is compliant.**

It would be helpful if you could address the issues raised during appraisal together with the core contract information, above, by the **1st April 2020**. Upon receipt we will invite you to attend a project inception meeting which reviews the information which will included in a Funding Agreement and provides an opportunity to discuss delivery processes etc..

If you have any queries regarding this matter please contact Andy Rose andy.rose@llep.org.uk (077101 48323) or Ebyan Abdullahi ebyan.abdullahi@llep.org.uk (0116 454 4836).

Yours sincerely,



Mandip Rai – LLEP Chief Executive

