

Meeting not open to the public

**East
Devon**

District Council

Date: 2 April 2014
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Our Reference: AMH

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Karen Jenkins, Rachel Pocock, Steve Pratten

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Office Accommodation Project Executive Group Wednesday 2 April 2014 – 2.00pm – Room 1

AGENDA

Page/s

1. Apologies.
2. Approval of previous meeting notes.
3. Matters arising
4. Relocation Managers Report
 - a. Project Costs to date
 - b. Project Programme, including key milestone dates
 - c. Risk review
5. Skypark
 - a. Short term actions to Cabinet / Council Meeting
 - b. Procurement
6. Marketing of Knowle
 - a. Update on tendering for the Commercial Land Agent role
 - b. Draft Local Plan
 - c. TVG

7. Heathpark site sale discussion
 - a. Progress achieved
 - b. Anticipated programme
 - c. Consideration for replacement of EDBC
 - d. Replacement site for Knowle and Manstone Depot update

8. Other matters
 - a. Equalities and best value
 - b. Provision of services within the District away from Skypark
 - c. IT
 - d. Communications
 - a. Member presentation
 - b. Staff Liaison
 - c. East Devon Extra
 - d. Stakeholders Meetings
 - e. Council procedures – finance, legal, procedural propriety

9. Future Cabinet and Council Meetings
 - a. Deliverables required and expected

9. Any other business

10. Date of next meetings:
 - Possible extraordinary meeting 17 April following the Preliminary Enquiry re TVG and Inspectors comments re the Draft Local Plan
 - 7 May 2014 at 3.00pm Richards Room

**Notes from Executive Working Group meeting.
14:00 Wednesday, 2nd April 2014.**



Present: Cllr David Cox
Cllr Andrew Moulding
Richard Cohen
Simon Davey
Karen Jenkins
Cllr Ray Bloxham
Cllr Paul Diviani
Henry Gordon Lennox
Steve Pratten

Apologies: Mark Williams
Rachel Pocock

<p>Minutes of previous meeting</p> <ul style="list-style-type: none"> Noted and approved. 	
<p>Relocation Managers Report</p> <p>Costs</p> <ul style="list-style-type: none"> At the end of February 2014 there is a spend of £375 k from the budget of £501 k leaving £126 k to be spent by end of July 2014. <p>Project Programme</p> <ul style="list-style-type: none"> The tender for the marketing of the Knowle has now been discussed with several companies. The general consensus of these meetings and the advice of the property professionals is to wait until the outcome of the Town and Village Green one day hearing on 10th April is known before proceeding further. HGL advised that we may have to wait for a decision from the Supreme Court although he expected to hear from DCC by mid-summer. HGL advised that the Knowle Depot was no longer part of the TVG Application. A final decision on office accommodation is now likely to be September or later rather than July. Matters might be dealt with through an extraordinary Cabinet and Council meeting being held on the same day. RC to prepare a paper for earliest Cabinet meeting with an update and revised timeline on the project. RC advised that a meeting of officers is scheduled to take place on Tuesday 8th April to discuss risk issues and register for the project. <p>Skypark</p> <ul style="list-style-type: none"> Initial advice has now been received from Eversheds regarding EU procurement procedure. This information is currently with the Legal Team. The initial advice is that if EDDC wishes to proceed on a 'no risk' basis then it will need to carry out procurement for the developer.. Further contact is underway with Eversheds to clarify understanding and a meeting is being arranged. 	RC

- SP has met with St Modwen on Tuesday 25 March and they advised of a [REDACTED] [REDACTED] SP has provided contact details to Legal Team. HGL to discuss further with RP.
- SP to investigate further 'Teckal exemption'.
- If the move to Skypark progresses then better presence will be needed in Honiton and Exmouth. These locations will require full connectivity, including the ability for mobile working. Will need to be mindful of equalities issues and best value consultations and additional costs. It was noted that these costs would be likely to be incurred wherever the Council relocated to. Ongoing discussion with St Modwen and programme being detailed and developed.
- Once outcome of TVG is known, SP to meet with Ian Guy to discuss issues such as European Procurement and Local Plan.

HGL
SP

SP

Marketing of Knowle

- SP confirmed that tenders from the Commercial Land Agents were due to be formally returned on Thursday 3 April
- **Public Rights of Way**
 - Signposts are now displayed at points in the grounds of the Knowle reflecting the County Order.
 - Objections to this need to be made by 9th May 2014. HGL is minded to object before the deadline as a precaution at the very least.

Heathpark

- The sale of Heathpark is progressing and the contract is anticipated to be signed in approximately two weeks' time with a planning application likely to be submitted in October 2014.
- Nigel Harrison has prepared a report for April's Cabinet meeting re the Business Centre
- Streetscene, Property Services and Estates Team are currently evaluating the existing alternative depot site on Heathpark and options for its use alongside other lands for relocation of Manstone and Knowle depots.

Other matters

Open for Business Web Channel

- KJ has taken paper to SMT identifying 17 types of enquiry which have been recommended for web transaction development in the first instance; will take ICT approximately 12 months to develop. KJ has obtained approval from SMT for additional staff resources if required in order for this work to be completed more quickly.
- Open for Business could help with offering more services to customers online; there is no service that is uniquely specific for customers requiring a visit to the Knowle offices.

ACTION: Open for Business Web Channel to be included as a permanent agenda item

Work Smart

- KJ updated on work already completed on Work Smart; culturally not in full mind

Protective Marking: PROTECT

set of everyone.

- CoCo implications with working from home and requirement to provide officers only with council provided devices.

Exmouth Town Hall

- A discussion was had about the future of the Town Hall. Devon County are likely to leave the premises at some point in the future. Most visitors to Town Hall were for housing advice or CAB, or Town Council enquiries. Appointments are necessary if seeing Social Services.

Communication

- It was agreed to try to communicate in one announcement, as close to the 10th April TVG inspection outcome as possible and cover any decision to reschedule relocation progress, the Local Plan decision and the TVG outcome.

ACTION: Karen Jenkins to draft a response

- Cllr Moulding advised that at the last Overview and Scrutiny Meeting Cllr Claire Wright had suggested a presentation on the relocation progress prior to the Council's decision in July.

KJ

Overview and Scrutiny

- Cllr Diviani enquired if a ruling had been made about including extra meetings, changing meeting timetable.
- Cllr Bloxham said the role of Overview and Scrutiny was to scrutinise process and not to reverse Council's decisions.

Employers requirement

- KJ asked SP if the employers requirement to staff had been pushed back. SP confirmed that there now be a longer review period, but that it would be sensible to continue.
- KJ to discuss timetable with Matt and provide internal communication to staff.

KJ

Stakeholders

- KJ advised she would like to hold another Stakeholder meeting at an appropriate future point.
- KJ advised that ED Alliance currently have a Freedom of Information request in with regard to staff numbers and job titles.

Finance

- SJ confirmed advice had now been received from LA VAT in respect of VAT for the new office. . He also confirmed that LA VAT had advised on the Option to Tax for Heathpark. Wrap up into press release/timetable re Local Plan

Any other business

- Extraordinary meeting planned for 17th April if required to discuss the appointment of Commercial Land Agent for marketing Knowle / Manstone Depot, though this will be entirely dependent upon the initial TVG enquiry of 10 April. Confirmation of the meeting will be advised in due course.

Date of Next Meeting

- 3pm, 7 May, 2014 – Room 67 Knowle.