

# Meeting not open to the public

**East  
Devon**

District Council

Date: 5 March 2014  
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To: Councillors: Paul Diviani, Andrew Moulding, Ray Bloxham  
David Cox

Officers: Mark Williams, Richard Cohen, Simon Davey,  
Karen Jenkins, Rachel Pocock, Steve Pratten

## **Office Accommodation Project Executive Group Wednesday 5 March 2014 – 3.00pm – Richard's Office**

### **AGENDA**

Page/s

1. Apologies.
2. Approval of previous meeting notes.
3. Relocation Managers Report:
  - a) Project Costs to date
  - b) Project Programme, including key milestone dates
  - c) Risk review
4. Skypark:
  - a) Short term actions to July 2014
  - b) Procurement
  - c) Risk review
5. Marketing of Knowle:
  - a) Agreement of tenderers for Commercial Land Agent role
  - b) Agreement of the tender documentation
  - c) Risk review
6. Heathpark site sale discussion:
  - a) Progress achieved
  - b) Anticipated programme
  - c) Alternative sites for new EDBC
  - d) Risk review
7. Other Matters:
  - a) Equalities
  - b) Provision of services within the District away from Skypark

Protected Marking: Protect

Chief Executive: Mark Williams  
Richard Cohen – Deputy Chief Executive  
Denise Lyon – Deputy Chief Executive and Monitoring Officer

- c) ICT
- d) Communications:
  - i. Member presentation
  - ii. Staff Liaison
  - iii. East Devon Extra
  - iv. Stakeholders Meetings
- e) Council procedures – finance, legal, procedural propriety

- 8. Future Cabinet and Council Meetings – July 2014:
  - a) Deliverables required and expected
- 9. Any other business
- 10. Date of next meeting:
  - Wednesday 2 April 2014 at 3.00pm – Room 1



	<p>planned at some stage to take groups of staff to Skypark and the offices at West Dorset to give them the opportunity to see what can be achieved and what is on offer. KJ/SP to discuss setting up staff engagement groups.</p> <ul style="list-style-type: none"> <li>• Risk Review: a meeting of officers to be set up to do a full risk review. To be discussed by the Officer Accommodation Group and then reported back to this group.</li> </ul>	
4.	<p><b>Skypark:</b> Conditional negotiations ongoing with St Modwen. RP advised of issue to be clarified and resolved around European Procurement and the structure of the development proposition ie the key factors of the process in terms of site acquisition, design and build.</p>	RP/SP
5.	<p><b>Marketing of the Knowle:</b> Tenders for the marketing of the Knowle are due to be sent out next week with informal interviews of interested firms to follow within 2 weeks. The agents to be invited to bid for this role are:</p> <p>Vickery Holman Thomas Lister Chesterton Humber's JLL Savilles Neil Atkinson</p> <p>They have been chosen on type of work they can handle and knowledge of the local area etc. SP to complete exemption form as part of process.</p>	SP
6.	<p><b>Heathpark site sale update:</b></p> <ul style="list-style-type: none"> <li>• Heads of Terms nearing agreement. Contract will be Terrace Hill (Honiton) Ltd, with parent company Terrace Hill as Guarantor – Grant Thornton are checking the accounts. Once the Contract has been agreed between the parties the planning process will be started.</li> <li>• Programme on track – next key date is vacant possession of the Business Centre. NH to prepare a report for Cabinet recommending a study to consider business support and business space oppoprunities in the distirct as succession to EDBC. NH to also look into what business space is available in Honiton.</li> <li>• Meeting to be held with Executive Group members at the request of Hallam Land to discuss why Cranbrook was not the chosen site. An offer on similar terms to JLL, the agents for the other unsuccessful bid will also be made.</li> </ul>	SP  NH
7.	<p><b>Other Matters:</b></p> <ul style="list-style-type: none"> <li>• Equalities – paper being prepared on Equalities and Best Value for SMT to discuss and then back to this group.</li> <li>• Provision of Services within the District - need to look at the demand/service level/customer level for each town. Also cost implications of providing this service provision. The equality analysis includes arguments of access for various groups to access Skypark and if not then access that</li> </ul>	KJ  KJ

	<p>service provision in their nearest town. Need to look at what services people come into the council offices for and make these services more available.</p> <ul style="list-style-type: none"> <li>• ICT – plan needed to be in place now for the roll-out of mobile devices. Work on the 'open for business has been delayed on the transactional side due to staff working on Plan C. KJ now managing this side of thing.</li> <li>• Comms – Member presentations went down very well and staff were grateful for the opportunity to speak to Members face to face. Intranet being kept up to date and there are now photos of the West Dorset offices for staff to look at. KJ to meet with Unison to talk about travel plan to be put in place for staff who will incur a longer journey to work. Staff are asking lots of questions about their involvement in the new building i.e. design/furniture chosen etc. This will happen but at a later stage in the project.</li> <li>• Council Procedures – a paper needs to be prepared and be very clear and concise and needs to show that all procedures have been followed correctly. For the next meeting SP will prepare a short table that will simply identify key Project figures (cost, value, etc) as it was considered the message needed to be short and sharp rather than becoming embroiled in too much detail. Need to prepare a list of costs to the Council associated with the TVG etc and show the extra expense because of protesters.</li> </ul>	<p>CP</p> <p>KJ</p> <p>SP</p>
8.	<p><b>Future Cabinet and Council Meetings:</b> RC preparing report with the aim of Cabinet in July. Next meeting to agree what is needed in the form of reports/presentations for future meetings.</p>	RC
9.	<p><b>AOB:</b> None.</p>	
10.	<p><b>Next meeting to be held on:</b> Wednesday 2<sup>nd</sup> April in Room 1</p>	

