

Date: 6 June 2013
 Contact number: 01395 517480
 E-mail: wharris@eastdevon.gov.uk
 Direct Fax: 01395 517507
 Our Reference: Officer working Group/RC/wh



To: Members of the Office Accommodation Officer Working Group
 (Richard Cohen, Donna Best, Simon Davey, John Golding,
 Karen Jenkins, Denise Lyon, Rachel Pocock, Chris Powell,
 Steve Pratten, Colin Slater, Henry Gordon Lennox, Andrew
 Ellins)

East Devon District Council
 Knowle
 Sidmouth
 EX10 8HL
 DX 48705 Sidmouth
 Tel: 01395 516551

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Office Accommodation – Officer Working Group
Thursday 11 July 2013
10.00 am Room 67 / 68 (Richards)

AGENDA

		Page/s	
1.	Introductions and apologies		
2.	Matters arising from previous Meeting		
3.	Review of Office Accommodation Cabinet Paper; <ul style="list-style-type: none"> • Cabinet Paper • PowerPoint presentation • Viability Report • Cabinet Paper – associated documents 		
4.	Office Accommodation; <ul style="list-style-type: none"> • Cost • Programme 		
5.	Update on communications / FOI / complaints issues		
6.	External Organisation Briefing update; <ul style="list-style-type: none"> • Stakeholder Meeting 26 July 2013 		
7.	Exmouth – update		
8.	Mobile/agile working Karen Jenkins – update on Work Smart project Chris Powell – update on ICT developments which can underpin mobile/agile working.		

9.	Chris Powell - update on the document management project, including confirmation of performance against timetable Update on Basement / Offsite Storage and size of fireproof safe in new office accommodation.		
10.	Risk Review		
11.	Rachel Pocock updates re; <ul style="list-style-type: none"> • TVG • DL Appointment 		
12.	Any other business <ul style="list-style-type: none"> • Draft Local Plan – adjustment of Knowle Development boundary. 		
13.	Date of next Meetings <ul style="list-style-type: none"> • 1000 hrs 8 August 2013, Richard's Office • 1000 hrs 5 September 2013, Richard's Office 		

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OFFICE RELOCATION OFFICER WORKING PARTY MEETING NOTES FROM 11 JULY 2013

Present:

Richard Cohen	RC	Deputy Chief Executive
Steve Pratten	SP	Relocation Manager
Denise Lyon	DL	Deputy Chief Executive
Colin Slater	CS	Procurement Officer
Karen Jenkins	KJ	Corporate Manager – Organisational Development
Andrew Ellins	AE	SWAP – Audit Manager
Chris Powell	CP	Corporate Manager ICT
Rachel Pocock	RP	Corporate Legal & Democratic Services Manager
Simon Davey	DS	Head of Finance
John Golding	JG	Head of Housing

Item	Notes/Decisions	Action
1	Apologies received from: Donna Best Henry Gordon Lennox	
2	Matters arising from previous meeting	Amend attendance list to include John Golding.
3.	Review of Office Accommodation Cabinet Paper:	<ul style="list-style-type: none"> ➤ Report now ready for Cabinet. ➤ PowerPoint presentation to take place to Members on 17 July which will include particulars of the overall costs– members will be given the opportunity to ask questions at this briefing. Concern was expressed at the confidentiality of the report and to make members aware of this. It was decided that no papers would be circulated prior to the Members briefing and the Leader would make it very clear that members would be expected to keep any discussions at the briefing confidential until the report went to Cabinet. RP could provide RC with some wording on a confidential clause for the briefing. ➤ Report will show what costs are involved in staying at the Knowle, moving to a new building etc. Both Heathpark and Manstone costs have been factored into the report. ➤ Need to make it clear in the report that it is not financially viable to stay at the Knowle. Council are committed to keeping council tax low which if we did would cost the council tax payer more in the end.

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		<ul style="list-style-type: none"> ➤ Risks around market factor will be out of our control. If Heathpark is not sold for food retail then the value for the land will drop dramatically. ➤ Disruption to services during any move is another risk but this is something that will have to be managed possibly by internal Project Manager. ➤ Equality Impact Assessment – Risk (put 'key' in front) and make it 'key risks'. ➤ Political commitment to do – needs to be more visible in report. ➤ Cranbrook Site 1 & 2 – west of the District so presence could be required in other towns (do not need to make this a risk as we should already be providing services in other areas). ➤ Shared Services issue – nearer Exeter. ➤ Question raised about affordable figures used – RP to speak to Ed Freeman re planning issues. ➤ We need to be satisfied that we have a viable solution for Knowle if we move. Report back to Cabinet/Full Council with update following stakeholder event etc 	
4.	Update on communications / FOI / complaints issues	Deferred to next meeting.	KJ
5.	Exmouth update	Discussions still ongoing.	
6.	<p>Mobile/agile working Karen Jenkins – update on Work Smart project</p> <p>Chris Powell – update on ICT developments which can underpin mobile/agile working</p>	Deferred to next meeting.	KJ/CP
7.	Update on the document management project	Deferred next meeting.	CP

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8.	Risk Review	Deferred next meeting.	RC/SP
9.	Rachel Pocock updates	Deferred next meeting	RP
10.	Any other business	None.	ALL

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KNOWLE	BREEAM Very Good		BREEAM Excellent		Value based upon
	Not affordable	Net figure after capital receipt £	N/A	Net figure after capital receipt £	
Option 1 Refurbishment of part of Knowle Hotel, demolition of the Office Extensions and provision of new car parking <i>NOTE: To be able to refurbish the Knowle to BREEAM Excellent standard would be potentially prohibitively expensive. It is therefore considered Not Applicable</i>	Not affordable	£10,117,759	N/A		37 dwellings 25 apartments in the Knowle Hotel
Option 2 Demolition of EDDC's existing Knowle Offices, construction of new office and car parking facilities	Not affordable	£10,432,956	Not affordable	£11,875,529	41 dwellings
Option 3 Construction of new Office on the existing Upper Car Park with replacement car parking facilities	Not affordable	£7,408,112	Not affordable	£8,855,156	46 dwellings

HONITON FORMER RAIL YARD, CHURCH HILL	Based upon Knowle Zones B,C & D with 90 Dwellings plus a minimum 40% affordable moved to Marston with Heathpark values as required				Based upon Knowle Zones B,C & D with 90 Dwellings and 25% of Bldmouth's (infill) allocation plus a minimum 40% affordable moved to Marston with Heathpark values as required			
	BREEAM Very Good		BREEAM Excellent		BREEAM Very Good		BREEAM Excellent	
	Not affordable	Net figure after capital receipt £	Not affordable	Net figure after capital receipt £	Not affordable	Net figure after capital receipt £	Not affordable	Net figure after capital receipt £
Option 1 Relocate EDDC's Office to Church Hill, Honiton. Move current	Not affordable	£8,629,664	Not affordable	£10,076,760	Not affordable	£5,284,664	Not affordable	£6,731,750
Option 2 Relocate EDDC's Office to Church Hill, Honiton. Move current	Not affordable	£8,790,862	Not affordable	£10,237,949	Not affordable	£5,445,862	Not affordable	£6,892,949
Option 3 Relocate EDDC's Office to Church Hill, Honiton. Incorporate <i>But if Heathpark is not sold for Food Retail</i>	Not affordable	£5,013,505	Not affordable	£6,676,445	Affordable *2	£1,668,505	Affordable *2	£3,331,445
	Not affordable	£9,838,105	Not affordable	£11,501,045	Not affordable	£6,493,105	Not affordable	£8,156,045

HEATHPARK								
Relocate EDDC's Office to former Site Depot Site	Affordable *2	£ 3,229,918	Affordable *2	£ 4,677,604	Affordable *1	£ 81,101	Affordable *2	£ 1,332,004

CRANBROOK								
Option 1 Relocate EDDC Office to Cranbrook High Street as Hallam Land Proposal. EDBC remaining at Heathpark	Not affordable	£5,811,052	Not affordable	£7,021,368	Affordable *2	£7,256,052	Affordable *2	£3,676,368
Option 2 Relocate EDDC Office to Cranbrook High Street as Hallam Land Proposal, incorporating EDBC <i>But if Heathpark is not sold for Food Retail</i>	Affordable *2	£2,178,883	Affordable *2	£4,084,719	Affordable *1	£680,984	Affordable *2	£739,719
	Not affordable	£7,203,283	Not affordable	£8,909,319	Affordable *2	£3,858,283	Not affordable	£ 5,564,319
Option 3 Relocate EDDC Office to Cranbrook High Street East. EDBC remaining at Heathpark	Affordable *2	£3,824,760	Not affordable	£ 5,316,913	Affordable *2	£478,760	Affordable *2	£1,971,913
Option 4 Relocate EDDC Office to Cranbrook High Street East, incorporating EDBC <i>But if Heathpark is not sold for Food Retail</i>	Affordable *2	£21,547	Affordable *2	£1,729,553	Affordable *1	£ 2,342,110	Affordable *1	£ 1,138,440
	Not affordable	£4,846,147	Not affordable	£8,554,153	Affordable *2	£1,501,146	Affordable *2	£3,209,153

NOTES

- Affordable *1** (Black font) *The Option is affordable based simply upon the sale of identified EDDC land assets without the need for additional Funding*
- Affordable *2** (Green font) *The Option is affordable based upon the sale of identified land assets plus additional Funding of up to £ 4,800,000 inclusive of interest charges, borrowed over a twenty year period. The £ 4,800,000 is the additional sum that EDDC would need to pay out over the next twenty years for annual running costs without any upgrade / essential repair works being carried out as compared to a new purpose built office of 3,332 m2*
- Not affordable** (Red font) *The Option is not affordable based upon the sale of identified land assets plus additional Funding of up to £ 4,800,000 inclusive of interest charges, borrowed over a twenty year period. The Option would cost more than the £ 4,800,00 threshold, and therefore would be in excess of the*



KNOWLE

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Not affordable (Red font) The Option is not affordable based upon the sale of identified land assets plus additional Funding of up to £ 4,800,000 inclusive of interest charges, borrowed over a twenty year period. The Option would cost more than the £ 4,800,00 threshold, and therefore would be in excess of the existing budget. It could therefore potentially result in an increase of Council Tax or a reduction in services

HONITON

FORMER RAIL YARD, CHURCH HILL

	Based upon Knowle Zones B,C & D with 50 Dwellings plus a minimum 40% affordable moved to Manstone with Heathpark values as required		Based upon Knowle Zones B,C & D with 50 Dwellings and 25% of Sidmouth's infill allocation plus a minimum 40% affordable moved to Manstone with Heathpark values as required	
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