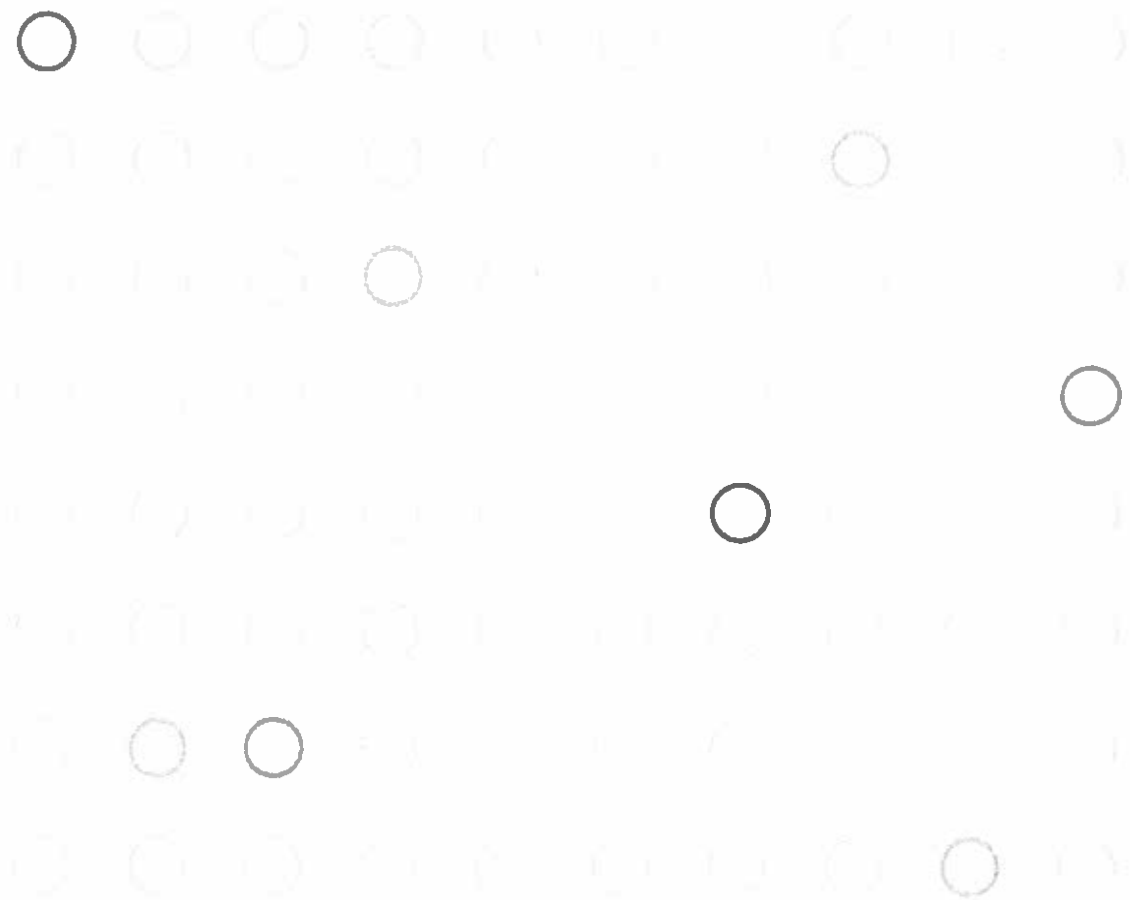


EAST DEVON DISTRICT COUNCIL OFFICE ACCOMMODATION PROJECT

Project Report No 7 Rev - | 31 July 2013



Document Issue Sheet

| Issue Nr. | Document | File Path | Issue Date | Parties Sent to | Prepared By | Checked By | Reviewed By |
|-----------|----------|--------------------------------------|------------|-----------------|-------------|------------|-------------|
| 7 | Report | C:/DL/60267227/EDDC/Progress Report/ | 19/08/13 | EDDC | SJP | | |

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| Authorised by (Director) | Darren Talbot |
| Date | 19 August 2013 |

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1.0 EXECUTIVE SUMMARY

- 1.1 This is the first formal Project Progress Report since Report Nr 6 for the period to January 2013. The publication of these reports was suspended by consent pending the Development Management Committee's consideration of the Knowle Outline Planning Application on 1 March 2013. This Executive Summary provides a short review of events that have occurred during the period.
- 1.2 On 1 March 2013 the Council's Development Management Committee (DMC) rejected the Outline Planning Application for Knowle, citing four reasons for their decision –
 - parts of the proposed development was on public open space,
 - caused the loss of employment land and the existing park and walk facility,
 - would be harmful to the visual amenity and character of Station Rd
 - would have a harmful impact on the setting of Balfour Lodge (listed)
- 1.3 Following the DMC decision the Office Accommodation Project Team carried out a thorough review of the various options that had been considered throughout the process, including those which had been previously dismissed. The opportunity was also taken to reconsider the potential options including those associated with Knowle – either refurbishment of the existing buildings or new build. Further, and reflecting the comments advised by DMC, two of the original five land parcels have been omitted from the draft Local Plan. Thomas Lister was requested to consider land values at Knowle based on a series of differing development scenarios and the reduced land areas.
- 1.4 In parallel, Davis Langdon had prepared a report examining the maintenance and energy costs for EDDC's continued presence at Knowle. Summary particulars from this Report were incorporated into the Viability Report.
- 1.5 The principal observations identified in the Viability Report were that;
 - the overall floor area at Knowle exceeded EDDC anticipated requirements by some 57% or 4,370m²
 - the annual running costs, including inflation, over the next twenty years would be £ 4.8 million more than similar costs for a new purpose built office.
 - similarly Knowle energy use produces 401 tonnes of CO₂, whilst this could be reduced to 136 tonnes for a new purpose built office.
 - financial viable options to relocate the offices to sites in Honiton Cranbrook were identified. All the options for Knowle were proven to be financially unviable.
- 1.6 Elements from the Viability Report were subsequently incorporated into the Cabinet Paper prepared for the meeting on 17 July 2013. This document further confirmed that;
 - the existing Knowle buildings are not fit for purpose
 - required essential Knowle repairs could be carried out at a cost of £ 1.57 million, but that the savings resulting would only be £ 29, 929 pa.
 - the Knowle offices are outdated and this places an unjustified burden of costs on residents and prevents staff delivering best value
 - addressing the issues is not without risk, but that an unacceptable risk is to do nothing.

- 1.7 Further, the Cabinet Report asked Cabinet to agree a course of action leading to a full Council decision as follows;
- Agree that remaining at the Knowle is not cost effective noting that steps have been taken to address local concerns as to the extent of proposed redevelopment of the site
 - Authorise the Deputy Chief Executive – Development, Regeneration and Partnerships, to begin formal negotiation on options for alternative HQ sites.
- 1.8 The Cabinet voted unanimously in favour of the Report recommendations during their meeting of 17 July 2013. The decision was ratified by Full Council during the meeting of 24th July 2013.
- 1.9 A Stakeholder meeting to advise parishes and other interested parties of the current situation regarding the Councils office ambitions was held at the Flybe Training Academy on 26 July. The meeting was constructive and considered a success. It is anticipated that further Stakeholder meetings will be arranged in due course.
- 1.10 With regard to the "Town or Village Green". Application, EDDC's Legal Department have forwarded a formal objection. It is understood that Devon County Council (DCC) have now decided to appoint a barrister to review the application and objections. No time scales have been advised.
- 1.11 The Legal Department also prepared formal objections to two applications to "Modify the Definitive Map & Statement" – requests for Public Rights of Way across the Knowle grounds. DCC have considered this matter and have advised that no Public Rights of Way across Knowle exist. It is anticipated that the respective applicants may appeal against this decision.
- 1.12 The formal application to English Heritage for a Certificate of Immunity was granted on 8 May 2013, This effectively prevents any further requests to list the current Knowle buildings for a period of five years from that date.
- 1.13 Communications with Members, Press and Members of the Public have continued during the period, with the main topics primarily associated with the Knowle Outline Planning Application, the reasons for EDDC moving away from Sidmouth, the effect of the draft Local Plan on the Office Accommodation Project and discussions regarding the floor area of the Knowle Offices. A Project specific Officers Communication Meeting now takes place on a two weekly basis
- 1.14 The Programme has continued to be regularly reviewed, refined, updated and revised as necessary. A copy of Programme Rev Q, dated 2 August 2013, is annexed to this report. This identifies the 7 key gateway decisions that EDDC need to consider. The programme confirms 5 July 2016 as being the date when EDDC will have fully relocated to their new office.
- 1.15 The Programme has been developed upon a generic new build office of 3, 352 m2. It is noted that pending the choice of site and form of construction, the programme will need to be revised to reflect actual circumstances.

- 1.16 Following Cabinet Approval on 5 September 2012 the amended Relocation Budget to the Financial Viability Gateway totalled £ 314, 354. A further sum of £ 95,333 was approved at the Cabinet Meeting of 17 July 2013 to fund the further services through to December 2013 necessary to continue the project and secure the most advantageous development agreement. Consequently the Office Accommodation Budget now totals £ 409,687.
- 1.17 The costs to 5 August 2013 are £ 303,134 (incorporating an accrual of £ 13,505), leaving a balance of £ 106,553, including a contingency of £ 12,513. Particulars of costs to date are attached to this Report.
- 1.18 Meetings with Members and Officers during the period have continued on both a formal and ad hoc basis.
- 1.19 Meetings in the period have been held with Mercian Developments. An unsolicited "informal tender" has also been received for Knowle from Retirement Life. The value of this offer was substantially below the RICS Red Book value advised by Thomas Lister. Retirement Life has been advised accordingly and no further response has been received.

2.0 Progress Update Particulars and Key Project Issues

- 2.1 Following detailed submissions, including several updates of the Economic Impact Assessment, in respect of the Knowle Outline Planning Application, the Development Management Committee (DMC) Meeting reviewed the submission at a special dedicated meeting on 1 March 2013. After consideration, and submissions from a significant number of Members of the Public (a second room needing to be provided to accommodate numbers), DMC refused the application.
- 2.2 It is noted that the number of DMC Members considering the application was less than normal since Members whom had been associated with the project had been asked not to attend this particular meeting due to perceived conflicts of issues / probity issues.
- 2.3 In the formal notice of refusal dated 8 March 2013, DMC Members identified the following reasons for their decision;
- 1) "The proposed development incorporates the construction of dwellings on parts of the site currently used as an area of open space which forms an important amenity for residents of Sidmouth and should be retained for the benefit of the community. The proposal does not include alternative provision of equivalent community benefit and it has not been demonstrated that sports and recreation facilities can best be retained and enhanced through the development. Furthermore the Local Planning Authority is not satisfied that the open space is surplus to requirements and the development is therefore considered to be contrary to Policy RE1 (Retention of Land for Sport and Recreation) of the adopted East Devon Local Plan and the guidance of paragraph 74 of the National Planning Policy Framework.
 - 2) The proposed development by virtue of the loss of a large area of current employment land and the loss of an existing park and walk facility which provides an important car parking facility used by visitors to the town and its businesses would have a significant detrimental impact on the economy of Sidmouth. It has not been adequately demonstrated that all options for the retention of the site for employment uses have been fully explored or that there is a surplus of employment land in the locality. It is therefore considered that the proposed development would be contrary to the requirements of Policy E3 (Safeguarding Employment Land and Premises) of the adopted East Devon Local Plan.
 - 3) The proposed development as a result of its close relationship with Station Road and prominent position on the entrance to the town would be harmful to the visual amenity and character of Station Road which forms an important approach to the town through which many tourists and other visitors to the town pass. The loss of amenity and character to this area would be contrary to policy D1 (Design and Local Distinctiveness) of the adopted East Devon Local Plan.
 - 4) The proposed development would have a harmful impact on the setting of the listed building known as Balfour Lodge which formed one of the original gatehouses to Knowle by virtue of its close relationship and the form of development proposed. The development would therefore be contrary to policy EN9 (Extension, Alteration or Change of Use of Buildings of Special Architectural and Historic Interest) of the adopted East Devon Local Plan".

- 2.4 Following this refusal, the Project Team carried out a thorough review of all the potential options for the office accommodation. This included an examination of possibilities for Knowle – in particular whether the existing buildings could be economically refurbished or new offices built upon the existing areas identified. In the event, none of the options proved to be financially viable, simply because there was insufficient money available to properly fund the project arising from the sale of land together with a further sum of £ 4.8 mill attributable to the additional running costs of the Knowle over the next 20 years. Whilst the value of Knowle without the Council's presence was attractive, the value dropped substantially when options were considered with EDDC remaining on site. This is understood to be due to the unattractive nature of sharing the site and facilities.
- 2.5 Associated with Knowle was the review of the five parcels of land identified within the OPA Masterplan / Draft Local Plan. EDDC reflect on the comments made by DMC and concluded that Zone A (grasscrete car park) and Zone E (southern end of the formal gardens) should be omitted. A minor amendment to the Draft Local Plan has been made. In addition, Thomas Lister has also re-evaluated their Red Book Valuations for the remaining parcels. In the final Viability Report value has been considered on the basis of either 50 or 63 dwellings at Knowle and in both cases the associated affordable dwellings being location the adjacent Manstone Depot site.
- 2.6 An initial review of other potential sites for potential office location within the District was also carried out. This exercise recognised Cranbrook, which had been originally dismissed due a mismatch in Cranbrook's progress and the early requirement for EDDC to occupy a new office. With EDDC office ambitions being delayed and progress at Cranbrook accelerating the two were now able to be dovetailed in terms of potential programme.
- 2.7 The final list of identified options for a building built either BREEAM Very Good or Excellent standard were;
- Church Hill, Honiton – on the former rail yard
 - Heathpark Honiton
 - Cranbrook Town Centre
 - Cranbrook – an identified plot close to the Town Centre with the overall Cranbrook Development area.
- 2.8 Detailed evaluations of the all the options considering refurbishment, adaption and new build costs compared to the associated land valuations were prepared and integrated. Costs associated with EDDC own costs for temporary accommodation fitting out and ITC were also incorporated, as appropriate.
- 2.9 In parallel to the review of the available options, Davis Langdon was commissioned to prepare a report regarding energy use and maintenance costs at Knowle. The report revealed disturbing information, with the executive summary advising;
- 1) The current total annual running cost at March 2013 base date for the Knowle Site is £431,487 with energy costs are £75,070 producing 401 tonnes of CO₂.
 - 2) It is estimated that if no essential works were carried out, and the Knowle site was to remain in the state of repair which it is in today, running costs at March 2015 would be £458,170 with energy costs £83,901 producing 401 tonnes of CO₂.

- 3) The total approximate cost for the carrying out of "essential priority" works at March 2013 to halt and rectify building deterioration, remedy health and safety issues and reduce energy consumption is £1,566,000
- 4) It is anticipated that as a result of carrying out the "essential priority" works to Knowle, the revised total annual running cost at March 2015 would be £431,239 energy costs are £61,784 producing 291 tonnes of CO₂.
- 5) This represents a saving as at March 2015 base date of £26,929 overall, with energy cost reducing by £22,117 and carbon reducing by 110 tonnes. In terms of energy / carbon savings this represents very poor value on the money spent.
- 6) In comparison a 3,352 m² purpose built office the revised total annual running cost at March 2015 base date is anticipated to be £269,424. Energy costs being £29,064 producing 136 tonnes of CO₂.

2.10 Information from the energy use and maintenance reports was integrated into Davis Langdon's Viability Report together with other particulars, including risk and programme. This latter element being based upon a generic site with the confirmation that once a site and method of construction had been chosen the programme would be refined to reflect the actual site / design particulars.

2.11 The Viability Report Executive Summary advised;

- 1) East Devon District Council's office at Knowle is not fit for purpose. In operational and cost terms it is unsuitable for the running of an efficient modern Public Authority.
- 2) Knowle provides an overall floor area of 7,722m², whilst the EDDC's assessment to date for the size of a new HQ to provide Council's services identifies a requirement for an overall area of 3,352m².
- 3) Knowle's annual running costs, allowing for inflation, over the next twenty years are £ 4.8m more than similar costs for a new purpose built office
- 4) Knowle Offices have a considerable ongoing financial liability in respect of planned and unplanned maintenance. Essential repairs and upgrades to the Knowle have been identified that have an overall estimated cost of £ 1,566,000. However, even if all these works were to be carried out, the running costs would only be reduced by £ 26,929 per annum – including an energy cost reduction of £ 22,117 and a lowering of carbon by 110 tonnes.
- 5) Notwithstanding the Knowle Office's current Display Energy Certificate (DEC) rating of C, the building is considered as providing poor value in terms of energy costs. During the last financial year energy costs totalled £ 75,069. A new purpose built office to suit EDDC's anticipated floor area requirement could cost £ 29,064 per annum.
- 6) Production of CO₂ is correspondingly excessive – currently the Knowle Office energy use produces 401 tonnes, whilst for a new office it could be reduced to 136 tonnes.
- 7) The layout of the buildings is generally cellular creating an insular working environment which, as a consequence, provides a poor working and Customer environment. The current nature of the building also effectively prevents interaction between Departments and hampers any cultural transformation in the way that staff work and behave. The buildings lack proper full accessibility and adaption would be expensive and piecemeal due to the design of the building.

- 8) It is apparent that the current situation cannot continue since financially it is a significant drain on the monetary resources of the Council. Financial liability is likely to increase for maintenance and other issues in the future. The Council will need to consider whether these costs should be handed to the Public through increases in Council Tax or result in a reduction in services or both.
- 2.12 In association with the Viability Report, EDDC prepared a Part A Cabinet Report for consideration at the Cabinet Meeting of 17 July. This document reaffirmed that;
- the existing buildings are not fit for purpose
 - the offices are outdated and places an unjustified burden of costs on residents and prevents staff delivering best value
 - addressing the issues is not without risk, but that an unacceptable risk is to do nothing.
- 2.13 Further, the Cabinet Report asked Cabinet to agree a course of action leading to a full Council decision as follows;
- Agree that remaining at the Knowle is not cost effective noting that steps have been taken to address local concerns as to the extent of proposed redevelopment of the site
 - Authorise the Deputy Chief Executive – Development, Regeneration and Partnerships, to begin formal negotiation on options for alternative HQ site
- 2.14 Immediately prior to the Cabinet Meeting, a confidential meeting with all Members invited was arranged during which financial particulars were advised. This enabled Members to be aware of the magnitude of the financial differences of cost compared with value applicable with the several options.
- 2.15 The Cabinet voted unanimously in favour of the Cabinet Report recommendations and that EDDC should move from Knowle during their meeting of 17 July 2013. The decision was ratified by Full Council during the meeting of 24th July 2013.
- 2.16 During this meeting the Project Team was asked to further examine any other potential sites within the District. This exercise has commenced and the target completion date is late September 2013.
- 2.17 A Stakeholders Meeting was held at the Flybe Training Academy on 26 July. Invitees were County, local parishes, local Chambers of Commerce, business groups and other relevant stakeholders including East Devon Alliance and Save our Sidmouth. This was not a consultation in respect of the Council decision to move from Knowle; rather it sought opinion on what stakeholders wanted from the Council and suggestions of location.
- 2.18 Devon County Council had previously received two separate applications to Modify the Definitive Map & Statement – requests for Public Rights of Way across the Knowle. EDDC made representations to County why both applications should be rejected. DCC considered the matter on 21 June, at which time both applications were rejected. It is expected that applicants will consider their positions and lodge an appeal. They have 28 days from the date of the formal decision.

- 2.19 In addition, a Town or Village Green Application has also been made to DCC. Again EDDC have lodged their objection. Although DCC could have reviewed and considered the application themselves, it is understood that possibly because of the sensitive nature of the site, they will be appointing an external barrister to consider the matter. It should be noted that any decision will be open to appeal or Judicial Review – so the overall process may be extended.
- 2.20 Following Department for Culture, Media and Science's (DCMS) decision last year not to list Knowle, an application was submitted with English Heritage for a Certificate of Immunity. This certificate effectively prevents any further listing applications on the building for a period of five years. In their letter of 8 May 2013 English Heritage confirmed that DCMS had advised that they were content in granting this certificate.
- 2.21 EDDC have been asked to reaffirm by the end of September 2013 the exact number of desks that will be required in the new building. This exercise dovetails into the Council's WorkSmart policy regarding more mobile / agile working. Exact numbers will be governed, inter alia, by the Councils ITC capabilities. Once the figure has been defined, it will enable the cost of the new office to be evaluated with greater certainty.
- 2.22 It is noted that Exmouth Town Hall can currently accommodate some 100 desks without any major refurbishment. Whilst DCC occupies the majority of the floorspace, it is understood that there is a possibility that they could surrender their current lease. Should this occur, it would give the opportunity to consider again what staff and / or departments this building could accommodate.
- 2.23 Meetings with Officers and Members have continued during the period on both an ad hoc and formal basis.
- 2.24 Following the approval of the recommendations at Cabinet on 17 July, a Project Executive Board will be organised. This Board will enable important decisions to be made at quicker intervals than either Cabinet or Council. It will also be necessary for both the Chief Executive and or Deputy Chief Executive to be provided with specific Delegated Powers to authorise instructions which will prevent delays. A change control policy will be introduced for specific use with this Project.
- 2.25 During the period DL have assisted with the provision of responses to both Press and Members of the Public's enquiries primarily associated with the Knowle Outline Planning Application, the reasons for EDDC wishing to move and other associated matters. A specific Officers Communication Planning Meeting is now being held on a circa two weekly basis.

3.0 Knowle Progress

- 3.1 Following the DMC's rejection of the Knowle Outline Planning Application on 1 March 2013, it is understood that EDDC are not anticipating submitting any future planning application for prescribed development at Knowle. Rather it is expected that such will be submitted by a Developer or their Agent to the LPA.
- 3.2 Expressions of interest have continued, albeit slowed, during the period. It is anticipated that a lack of confidence in respect of DMC's decision and Draft Local Plan could be influencing opinion.
- 3.3 Retirement Life have submitted an unsolicited "informal tender" for a scheme on the site in June 2013. The value suggested was considerably less than the Red Book valuation. The Developer was advised of this fact and nothing further has been advised.

4.0 Honiton Progress

- 4.1 During the period, Mercian have submitted a further formal offer for the whole of the EDDC Heathpark site. This offer involves a sum in cash and a parcel of land upon which a replacement EDBC could be constructed. Opinion was sought on this matter from EDDC's Legal department and Procurement Officer.
- 4.2 Whilst there is some legal precedent that would have allowed EDDC to negotiate with this Developer, it was concluded that EDDC would need to demonstrate a transparent open book policy – and that this could best be achieved by an open tender. It is noted that the Red Book valuation of the whole Heathpark site has been valued at a lesser sum than the OJEU threshold.
- 4.3 A Cabinet Paper will be provided requesting permission to proceed with the tender of the land – which is proposed will be handled by Thomas Lister. Any agreement to actually sell the land will be dealt with separately by either Cabinet or Council. A further meeting with [REDACTED] and their Agent has also been held during the period, during which some clarity was provided in respect of their requirements.
- 4.4 As an aside it is known that another developer has confirmed his interest in a parcel of land behind the current Lidl store – a field owned by [REDACTED]. This developer has suggested that their site could be used for food retail. Should their proposal for a supermarket commence, then the value of the EDDC Heathpark site could reduce by some 92.5% and as a consequence reduce the number of options for the Council's new office.

5.0 Risk Management

- 5.1 Project risks have continued to be reviewed throughout the period. This has taken the form of internal discussions and debates with Officers and SWAP. A formal Risk Review Workshop has also been held, with more anticipated in the future.
- 5.2 A summary version of the then Risk Register was incorporated into the Part A Viability Report

- 5.3 It is confirmed that the Project Risk Register will continue to be update on at least a monthly basis.
- 5.4 A copy of the current Risk Register, dated 7 August is annexed to this report – Appendix C. This document identifies a total of 28 current risks, of which 7 are red, 8 orange and 13 amber.

6.0 Programme and Key Milestones

- 6.1 DL have continued to review programme particulars during the period. As a result the latest iteration, Rev Q, dated 2 August 2013, is annexed to this report within Appendix A
- 6.2 Whilst by necessity this programme includes generic elements in terms of office location and type of construction, it is considered that this is sufficiently accurate at this stage. Once a location has been decided upon and in turn the particulars of design and construction agreed the programme will be amended and allowed to evolve.
- 6.3 One key consideration has been the need to ensure the Council is protected from undue risk such as committing themselves to building a new office before the value of land sales has been concluded. The programme currently identifies seven key gateway decisions. These are identified as follows, together with other key milestones
 - i. Council Meeting – 4 December 2013 – Consideration whether to proceed with a single Option for the Office Accommodation Project
 - ii. Gateway decision 1 – 5 May 2014 – Approval of appointments for a Design Team and Commercial Land Agent
 - iii. Gateway Decision Nr 2 – 18 July 2014 – Agreement of Design Team deliverables to RIBA Stage C. Approval to proceed to RIBA Stage D
 - iv. Gateway Decision Nr 3 – 5 September 2014 - Agreement of Design Team deliverables to RIBA Stage D. Approval to proceed to RIBA Stage E
 - v. Gateway Decision Nr 4 – 6 November 2014 - Agreement of Design Team deliverables to RIBA Stage E. Approval to proceed to RIBA Stage F / G
 - vi. Gateway Decision Nr 5 – 23 January 2015 – Agreement of Design Ream deliverables to RIBA Stages F / G.
 - vii. Gateway Decision Nr 6 – 13 February 2015 – Approval of contractors' tender information. Agreement to issue tenders
 - viii. Gateway Decision Nr 7 – Agreement of sale of EDDC Land Assets. Agreement to appoint Contractor.
 - ix. Works on site commence
 - x. Works on site achieve Practical Completion
 - xi. EDDC fully relocated to the new office.

7.0 Cost Report

- 7.1 In the period DL have continued to review and manage the costs for the Project.
- 7.2 Cabinet Approval had previously authorised the budget to the Project Viability Gateway of £ 314,354.00. At Cabinet on 17 July 2013 it was agreed to increase the budget to £ 409,687 (ex VAT) to allow for the further expenditure to December 2013 for the investigation and identifying options, preparing an updated report and sundry associated tasks
- 7.3 Posted expenditure plus accruals, to 5 August 2013 is £ 303,134. This leaves a balance of £106,553, of which the current Contingency allowance is £ 12,513. All costs exclude VAT. Particulars are advised in Appendix B

APPENDICES

- Appendix A | Programme – Initial Overview Programme Rev Q
- 2 August 2013
- Appendix B | Relocation Budget to Financial Gateway – 5 August 2013
- Appendix C | Project Risk Register Analysis – 7 August 2013

DAVIS LANGDON, AN AECOM COMPANY
EDDC – OFFICE ACCOMMODATION PROJECT
PROGRESS REPORT Nr 7

APPENDIX A

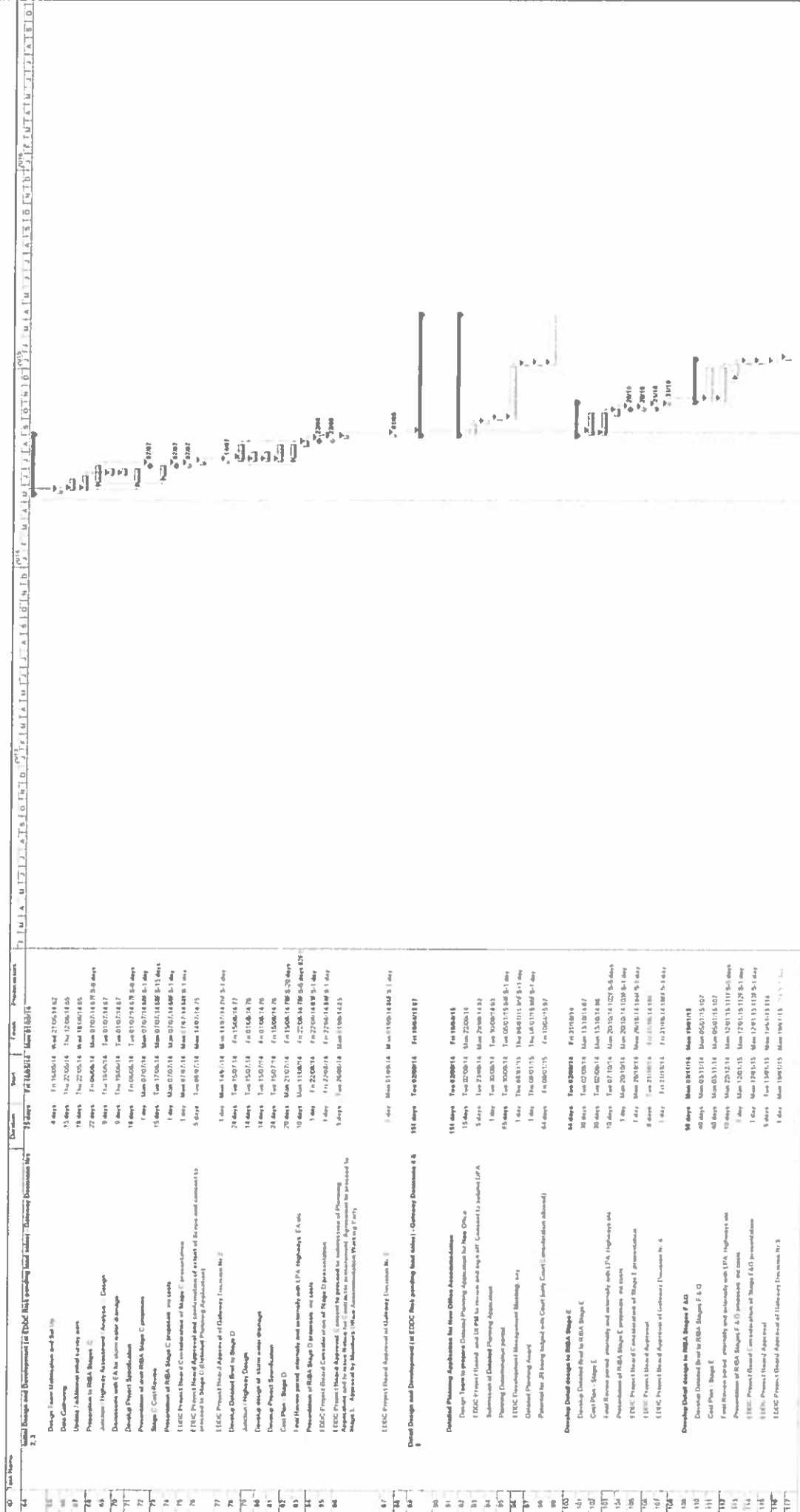
Programme – Initial Overview Programme Rev Q,
2 August 2013

| ID | Task Name | Description | Start | Finish | Predecessors |
|----|--|-------------|--------------|--------------|--------------|
| 1 | EAST DEVON DISTRICT COUNCIL OFFICE ACCOMMODATION PROJECT | 100 days | Mon 16/06/13 | Wed 24/07/13 | |

| ID | Task Name | Description | Start | Finish | Predecessors |
|----|--|-------------|---------|--------------|--------------|
| 2 | ESTABLISHMENT OF THE PROJECT VARIABILITY | | 17 days | Mon 18/06/13 | Wed 24/07/13 |
| 3 | Preparation for Cabinet Meeting 17 July 2013 | | 23 days | Mon 18/06/13 | Wed 24/07/13 |
| 4 | Preparation of Cabinet Paper | | 17 days | Mon 18/06/13 | Tue 19/06/13 |
| 5 | Meeting with Core EDDC Members | | 1 day | Wed 26/06/13 | Wed 26/06/13 |
| 6 | Submission to Cabinet Paper and V&V to legal / finance | | 2 days | Tue 18/06/13 | Tue 18/06/13 |
| 7 | Meeting with Core EDDC Members | | 1 day | Fri 05/07/13 | Fri 05/07/13 |
| 8 | Final amendments to Cabinet Paper and V&V | | 5 days | Wed 03/07/13 | Tue 02/07/13 |
| 9 | Submission of final reports to Democratic Services | | 1 day | Tue 02/07/13 | Tue 02/07/13 |
| 10 | Cabinet Briefing with Leader and Chairman | | 1 day | Wed 03/07/13 | Wed 03/07/13 |
| 11 | AGENDA 18 JULY 2013 | | 1 day | Wed 17/06/13 | Wed 17/06/13 |
| 12 | AGENDA 18 JULY 2013 | | 1 day | Wed 24/07/13 | Wed 24/07/13 |
| 13 | AGENDA 18 JULY 2013 | | 1 day | Fri 19/06/13 | Wed 03/07/13 |
| 14 | AGENDA 18 JULY 2013 | | 1 day | Fri 26/07/13 | Wed 03/07/13 |
| 15 | AGENDA 18 JULY 2013 | | 1 day | Fri 26/07/13 | Fri 26/07/13 |
| 16 | AGENDA 18 JULY 2013 | | 1 day | Mon 29/07/13 | Mon 29/07/13 |
| 17 | AGENDA 18 JULY 2013 | | 14 days | Tue 02/07/13 | Fri 05/07/13 |
| 18 | AGENDA 18 JULY 2013 | | 24 days | Mon 18/06/13 | Mon 18/06/13 |
| 19 | AGENDA 18 JULY 2013 | | 18 days | Mon 07/06/13 | Wed 20/06/13 |
| 20 | AGENDA 18 JULY 2013 | | 7 days | Tue 22/06/13 | Wed 20/06/13 |
| 21 | AGENDA 18 JULY 2013 | | 1 day | Wed 20/06/13 | Wed 20/06/13 |
| 22 | AGENDA 18 JULY 2013 | | 1 day | Wed 06/07/13 | Wed 06/07/13 |
| 23 | AGENDA 18 JULY 2013 | | 1 day | Wed 27/06/13 | Wed 27/06/13 |
| 24 | AGENDA 18 JULY 2013 | | 1 day | Wed 27/06/13 | Wed 27/06/13 |
| 25 | AGENDA 18 JULY 2013 | | 1 day | Wed 27/06/13 | Wed 27/06/13 |
| 26 | AGENDA 18 JULY 2013 | | 1 day | Wed 27/06/13 | Wed 27/06/13 |
| 27 | AGENDA 18 JULY 2013 | | 1 day | Wed 27/06/13 | Wed 27/06/13 |
| 28 | AGENDA 18 JULY 2013 | | 1 day | Wed 27/06/13 | Wed 27/06/13 |
| 29 | AGENDA 18 JULY 2013 | | 1 day | Wed 27/06/13 | Wed 27/06/13 |
| 30 | AGENDA 18 JULY 2013 | | 1 day | Wed 27/06/13 | Wed 27/06/13 |
| 31 | AGENDA 18 JULY 2013 | | 1 day | Wed 27/06/13 | Wed 27/06/13 |

| Activity Name | Start | Finish | Predecessor |
|---|----------|----------|-------------|
| POST VIABILITY PROVING GATEWAYS | 13/08/13 | 13/08/13 | |
| NEW OFFICE WORKS - Based upon Design & Build with Revised Design Team | 14/08/13 | 14/08/13 | |

| Activity Name | Start | Finish | Predecessor |
|--|----------|----------|-------------|
| Preparation of Design Team - Gateway Decision by CLEU Member for Design Team (Without PFI) | 14/08/13 | 14/08/13 | |
| EDDC Full Council Decision for pre-work with Design of New Office | 14/08/13 | 14/08/13 | |
| Preparation of CLEU Report and Recommendations and POCS | 14/08/13 | 14/08/13 | |
| EDDC Project Board Approval to issue Notice to Proceed | 14/08/13 | 14/08/13 | |
| Issue Notice | 14/08/13 | 14/08/13 | |
| CLEU Public Notice expiry | 14/08/13 | 14/08/13 | |
| Notice period (20 calendar days) using a notice | 14/08/13 | 14/08/13 | |
| Completion of tender process | 14/08/13 | 14/08/13 | |
| POCS issued and returned | 14/08/13 | 14/08/13 | |
| POCS & evaluation period. Report prepared | 14/08/13 | 14/08/13 | |
| Finalize Minutes and recommendations | 14/08/13 | 14/08/13 | |
| Report and Recommendations of Tenderers | 14/08/13 | 14/08/13 | |
| EDDC Project Board Approval of recommended tenders | 14/08/13 | 14/08/13 | |
| Preparation of tender documents | 14/08/13 | 14/08/13 | |
| EDDC Project Board Review and Approval of Tender Documents | 14/08/13 | 14/08/13 | |
| Issue tender docs | 14/08/13 | 14/08/13 | |
| Tender period (20 Calendar Days) | 14/08/13 | 14/08/13 | |
| Min tender returns | 14/08/13 | 14/08/13 | |
| Final Tender Period | 14/08/13 | 14/08/13 | |
| Final Tender Evaluation and Tender Report including interview of relevant | 14/08/13 | 14/08/13 | |
| EDDC Project Board Review of Tender Recommendations and approval of | 14/08/13 | 14/08/13 | |
| Recommendations. Approval by Member Office Accommodation Working Party | 14/08/13 | 14/08/13 | |
| EDDC Project Board Approval of Gateway Decision No 1 - Approval of | 14/08/13 | 14/08/13 | |
| Appointments for Commercial Land Agent and Design Team | 14/08/13 | 14/08/13 | |
| Prepared Design Team awarded | 14/08/13 | 14/08/13 | |
| "Stand Still Period" | 14/08/13 | 14/08/13 | |
| Design Team Consultant Contract awarded and returned signed | 14/08/13 | 14/08/13 | |
| Design Team commences. Submit to Consultancy Documents Substantively Signed | 14/08/13 | 14/08/13 | |



EAST DEVON DISTRICT COUNCIL
OFFICE ACCOMMODATION PROJECT

| Q | Task Name | Duration | Start | Finish | Predecessors |
|-----|--|----------|--------------|--------------|--------------|
| 118 | Contractor Procurement Process - O&E Works with PM - Gateway Deliverables Nov 8 & 7 | 11 days | Mon 05/08/13 | Tue 20/08/13 | |
| 119 | EDEC Project Board Decision to proceed with Contractor procurement | 1 day | Mon 05/08/13 | Mon 05/08/13 | |
| 120 | Procurement of O&E Procurement Documents | 20 days | Tue 06/08/13 | Mon 19/08/13 | |
| 121 | EDEC Project Board Approval to start works | 3 days | Tue 13/08/13 | Mon 26/08/13 | |
| 122 | Work Initiation | 1 day | Tue 20/08/13 | Tue 20/08/13 | |
| 123 | C&E Public Notice immediately | 1 day | Wed 21/08/13 | Wed 21/08/13 | |
| 124 | Notice period (20 calendar days) | 20 days | Wed 21/08/13 | Wed 27/08/13 | |
| 125 | Expression of Interest received | 15 days | Thu 01/09/13 | Mon 24/09/13 | |
| 126 | POI's evaluation period. Report prepared | 15 days | Thu 01/09/13 | Mon 24/09/13 | |
| 127 | POI's evaluation period. Report prepared | 15 days | Thu 01/09/13 | Mon 24/09/13 | |
| 128 | POI's evaluation period. Report prepared | 15 days | Thu 01/09/13 | Mon 24/09/13 | |
| 129 | POI's evaluation period. Report prepared | 15 days | Thu 01/09/13 | Mon 24/09/13 | |
| 130 | POI's evaluation period. Report prepared | 15 days | Thu 01/09/13 | Mon 24/09/13 | |
| 131 | POI's evaluation period. Report prepared | 15 days | Thu 01/09/13 | Mon 24/09/13 | |
| 132 | POI's evaluation period. Report prepared | 15 days | Thu 01/09/13 | Mon 24/09/13 | |
| 133 | POI's evaluation period. Report prepared | 15 days | Thu 01/09/13 | Mon 24/09/13 | |
| 134 | POI's evaluation period. Report prepared | 15 days | Thu 01/09/13 | Mon 24/09/13 | |
| 135 | POI's evaluation period. Report prepared | 15 days | Thu 01/09/13 | Mon 24/09/13 | |
| 136 | POI's evaluation period. Report prepared | 15 days | Thu 01/09/13 | Mon 24/09/13 | |
| 137 | POI's evaluation period. Report prepared | 15 days | Thu 01/09/13 | Mon 24/09/13 | |
| 138 | POI's evaluation period. Report prepared | 15 days | Thu 01/09/13 | Mon 24/09/13 | |
| 139 | POI's evaluation period. Report prepared | 15 days | Thu 01/09/13 | Mon 24/09/13 | |
| 140 | POI's evaluation period. Report prepared | 15 days | Thu 01/09/13 | Mon 24/09/13 | |
| 141 | POI's evaluation period. Report prepared | 15 days | Thu 01/09/13 | Mon 24/09/13 | |
| 142 | POI's evaluation period. Report prepared | 15 days | Thu 01/09/13 | Mon 24/09/13 | |
| 143 | POI's evaluation period. Report prepared | 15 days | Thu 01/09/13 | Mon 24/09/13 | |
| 144 | POI's evaluation period. Report prepared | 15 days | Thu 01/09/13 | Mon 24/09/13 | |
| 145 | POI's evaluation period. Report prepared | 15 days | Thu 01/09/13 | Mon 24/09/13 | |
| 146 | POI's evaluation period. Report prepared | 15 days | Thu 01/09/13 | Mon 24/09/13 | |
| 147 | POI's evaluation period. Report prepared | 15 days | Thu 01/09/13 | Mon 24/09/13 | |
| 148 | POI's evaluation period. Report prepared | 15 days | Thu 01/09/13 | Mon 24/09/13 | |
| 149 | POI's evaluation period. Report prepared | 15 days | Thu 01/09/13 | Mon 24/09/13 | |
| 150 | POI's evaluation period. Report prepared | 15 days | Thu 01/09/13 | Mon 24/09/13 | |
| 151 | POI's evaluation period. Report prepared | 15 days | Thu 01/09/13 | Mon 24/09/13 | |
| 152 | POI's evaluation period. Report prepared | 15 days | Thu 01/09/13 | Mon 24/09/13 | |
| 153 | POI's evaluation period. Report prepared | 15 days | Thu 01/09/13 | Mon 24/09/13 | |
| 154 | POI's evaluation period. Report prepared | 15 days | Thu 01/09/13 | Mon 24/09/13 | |
| 155 | POI's evaluation period. Report prepared | 15 days | Thu 01/09/13 | Mon 24/09/13 | |
| 156 | POI's evaluation period. Report prepared | 15 days | Thu 01/09/13 | Mon 24/09/13 | |
| 157 | POI's evaluation period. Report prepared | 15 days | Thu 01/09/13 | Mon 24/09/13 | |
| 158 | POI's evaluation period. Report prepared | 15 days | Thu 01/09/13 | Mon 24/09/13 | |
| 159 | POI's evaluation period. Report prepared | 15 days | Thu 01/09/13 | Mon 24/09/13 | |
| 160 | POI's evaluation period. Report prepared | 15 days | Thu 01/09/13 | Mon 24/09/13 | |

DAVIS LANGDON, AN AECOM COMPANY
EDDC - OFFICE ACCOMMODATION PROJECT
PROGRESS REPORT Nr 7

APPENDIX B

Relocation Budget to Financial Gateway – Assessment 5 August 2013

Office Accommodation
Budget to December 2013

| Anticipated Expenditure | | | |
|-----------------------------|---|-----------|-----------|
| Consultants | | | |
| Davis Langdon | PM Services | | |
| | Project Management Services - Apr 12 - Dec 13 | £ 182,742 | |
| | QS Services | | |
| | Review of Maintenance and Energy Costs | £ 3,000 | |
| | | | £ 185,742 |
| Kensington Taylor | Architectural Services | | |
| | Agreed Final Fee | £ 70,450 | |
| | | | £ 70,450 |
| Thomas Lister | Commercial Land Agent | | |
| | Agreed Fee to date | £ 16,324 | |
| | Contingency for further involvement | £ 10,325 | |
| | | | £ 26,649 |
| Bell Cornwell | Planning Consultant | | |
| | Agreed Fee to date | £ 11,512 | |
| | | | £ 11,512 |
| Peter Brett Ass | Economic Impact Assessment | | |
| | Agreed Fee to date | £ 13,899 | |
| | | | £ 13,899 |
| Veale Wasborough Vizards | Legal advice and assistance | | |
| | Agreed Fee to date | £ 4,269 | |
| | | | £ 4,269 |
| James Harper | PR Consultant | | |
| | Agreed Fee to date | £ 1,600 | |
| | Balance from budget | £ 3,400 | |
| | | | £ 5,000 |
| Deborah Hallet | Facilitator | | |
| | Agreed Fee to date | £ 4,950 | |
| | | | £ 4,950 |
| Designed by Soap | Infographic | | |
| | Agreed Fee to date | £ 499 | |
| | | | £ 499 |
| Initial Survey Costs | | | |
| | Topographical Survey - AP Land Surveys | £ 3,700 | |
| | Tree Survey and Constraints Plan - Advanced Arboriculture | £ 3,922 | |
| | Ecological Impact Assessment - Devon Wildlife | £ 7,499 | |
| | Flood Risk Assessment - Sands Consulting | £ 2,210 | |
| | Ground Conditions / Geo Environmental Desk Study - AECOM | £ 2,700 | |
| | Transport Statement, including affect on Car Parks - Sands Consulting | £ 4,670 | |
| | | | £ 24,701 |
| Others | | | |
| | Allowances for Independent Market Research and Stakeholder Meetings | £ 14,550 | |
| | | | £ 14,550 |
| | | | £ 362,221 |
| | Carried Forward | | £ 362,221 |

| Brought Forward | | | £ | 362,221 |
|---|------------------------------|----|--------|------------------|
| Client Costs | | | | |
| Cost to date | | | | |
| EDDC Total Employment Costs | | £ | 3,512 | |
| EDDC Total Premises Costs, including Planning App Fee | | £ | 8,777 | |
| Transport Costs | | £ | 125 | |
| Equipment and plant purchases | | £ | 319 | |
| Equipment Hire | | £ | 250 | |
| Catering supplies | | £ | 143 | |
| Furniture purchase | | £ | 210 | |
| Stationary | | £ | 342 | |
| Internal document printing | | £ | 254 | |
| Legal Costs (Prev Budget £ 36,000.00) Considered minimal during Verification Period. Revised to | | £ | 1,925 | |
| IT Hardware purchase | | £ | 96 | |
| | | | | £ 15,953 |
| Anticipated Costs | | | | |
| EDDC Internal disbursements costs | Estimated | £ | 3,000 | |
| EDDC - Provision of internal resource | Estimated | £ | 6,000 | |
| Legal Costs | Estimated | £ | 6,000 | |
| Public Consultation / Engagement Costs | Estimated | £ | 4,000 | |
| | | | | £ 19,000 |
| Contingency Allowances | | | | |
| Allow 10 % Contingency on External Consultant Costs | | £ | 36,222 | |
| Allow 10 % Contingency on Internal EDDC Costs | | £ | 3,495 | |
| | | | | £ 34,953 |
| Reduction to balance approved budget of £ 409,687 (Cabinet 17 July 2013) | | -£ | 27,205 | |
| | | | | £ 12,513 |
| | Current Contingent allowance | £ | 12,513 | |
| Total estimated costs to December 2013 | | | | £ 409,887 |
| Costs posted to date including accruals(as attached Worksheet) | | | | £ 303,134 |
| Balance available still to be expended | | | | £ 106,553 |
| Note | | | | |
| All costs identified above exclude VAT | | | | |
| Amount of Contingency as this Report - £ 12,513 | | | | |

East Devon District Council

Relocation Budget to December 2013

Assessment Review - 5 August 2013

COSTS POSTED to - end of Period 04 2013

| Account | Description | FY 12/13 Period 1 - 12 | FY 13/ 14 Period 1 - 4 Including Accruals | Cumulative |
|---------|--|---------------------------|---|------------|
| 0010 | Wages | £ 1,739 | | £ 1,739 |
| 0110 | Overtime | £ 61 | | £ 61 |
| 0260 | Ni Era Rev Exp | £ 44 | | £ 44 |
| 0500 | Recruitment Advertising | £ 1,668 | | £ 1,668 |
| | Total Employment Costs | £ 3,512 | £ - | £ 3,512 |
| 1242 | Room Hire | £ 45 | | £ 45 |
| 1420 | Planning Fees | £ 8,585 | | £ 8,585 |
| 3015 | Room Hire | £ 57 | £ 90 | £ 147 |
| | Total Premises Costs | £ 8,687 | £ 90 | £ 8,777 |
| 2600 | Transport Costs | £ 125 | £ - | £ 125 |
| | | £ 125 | £ - | £ 125 |
| 3010 | Equipment & Plant Purchases | £ 319 | £ - | £ 319 |
| 3030 | Equipment Hire | £ 250 | £ - | £ 250 |
| 3081 | Catering Supplies Food | £ 143 | £ - | £ 143 |
| 3100 | Furniture Purchase | £ 210 | £ - | £ 210 |
| 3250 | Stationery | £ 268 | £ 74 | £ 342 |
| 3254 | Internal Doc Centre Printing | £ 254 | £ - | £ 254 |
| 3300 | Non Property Contractors | £ 34,292 | £ 38,402 | £ 72,694 |
| 3450 | Fees | £ 6 | £ - | £ 6 |
| 3460 | Consultancy - Advice | £ 97,556 | £ 7,233 | £ 104,789 |
| 3464 | Technical Support | £ 93,529 | £ - | £ 93,529 |
| 3480 | Legal Fees (VWV) | £ 4,583 | £ - | £ 4,583 |
| 3480 | Legal Fees (Counsel) | £ - | £ - | £ - |
| 3991 | IT Hardware Purchase | £ 96 | £ - | £ 96 |
| | Total Supplies and Services | £ 231,506 | £ 45,709 | £ 277,215 |
| | Accruals (Consultant Ledger) | £ - | £ 13,505 | £ 13,505 |
| | Other adjustment | £ - | £ - | £ - |
| | | £ - | £ 13,505 | £ 13,505 |
| 5461 | PC Support Recharge | £ - | £ 2,090 | £ 2,090 |
| 5511 | Estates & Econ Dec Recharge | £ - | £ 3,070 | £ 3,070 |
| | | £ - | £ 5,160 | £ 5,160 |
| | TOTAL | £ 243,830 | £ 64,464 | £ 308,294 |
| | Adjustments | | | |
| 5461 | PC Support Recharge Reversed as agreed MW 17 6 13 | £ - | -£2,090 | |
| 5511 | Estates & Econ Dec Recharge Reversed as agreed MW 17 5 13 | £ - | -£3,070 | |
| | | £ - | -£5,160 | -£5,160 |
| | TOTAL | £ 243,830 | £ 59,304 | £ 303,134 |

APPENDIX C

Project Risk Register Analysis – 7 August 2013