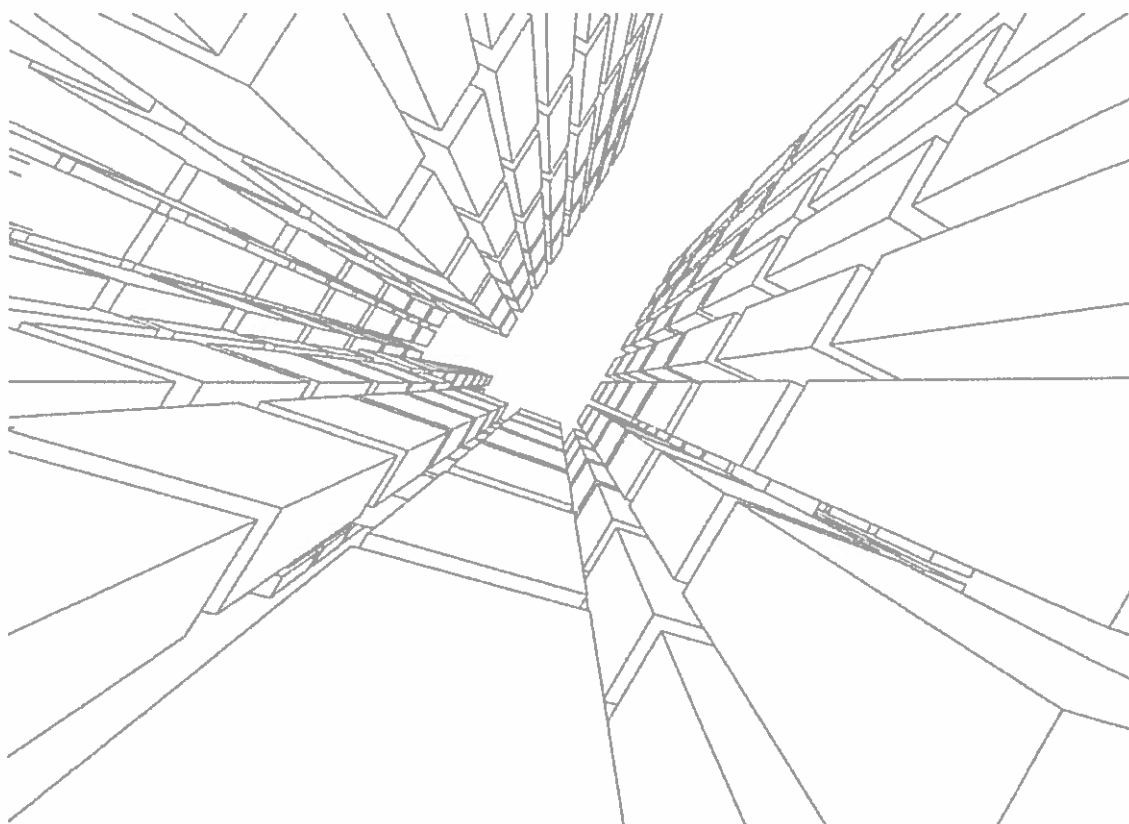


EAST DEVON DISTRICT COUNCIL OFFICE ACCOMMODATION PROJECT

Project Report No 8 Rev - | 30 June 2014

ISSUED UNDER PART B



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APPENDICES

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1.0 Executive Summary

- 1.1 This is the first formal Project Progress Report since Progress Report Nr 7 which issued on 19 August 2013. The preparation and publication of these reports had been required to be suspended following the refusal of the Knowle Outline Planning Application. It is now anticipated that as progress of the Project accelerates, the publication of such Progress Reports will resume on a regular monthly basis.
- 1.2 A resume of significant matters that have occurred during the period between 19 August 2013 and 30 June 2014 is included within Chapter 2 of this Report –. Current progress and key Project Issues including a resume of progress and relevant particulars since the previous Project Report. This Executive Summary identifies current Project matters and issues.
- 1.3 The Cabinet and Council meetings during February 2014 confirmed Skypark to be the preferred choice for the Council's relocated office. Members expressed their requirement that better certainty was provided in respect of the actual market values for both Knowle and Manstone Depot. The Project Team was also asked to further negotiate with the Developer for Skypark, St Modwen, in respect of outline design / specification, programme and cost for the new Office. It was anticipated that report would be brought back to Cabinet / Council during July 2014
- 1.4 Consequently, as a result of the Members requirement, a procurement process for the appointment of a Commercial Land Agent to handle the marketing and bidding process for Knowle and Manstone Depot / ATC site has been carried. Savills were identified by the Members Executive Project Board, on 7 May 2014, as their preferred choice and their appointment was subsequently ratified at the Cabinet Meeting on 4 June 2014.
- 1.5 The preparation of the marketing material is now underway, and proofs of the sales brochures are anticipated to be issued to EDDC for review towards the end of July 2014.
- 1.6 Whilst there have been some limited discussions with St Modwen regarding design and programme, there is a significant issue which was identified after the Cabinet meeting of 5 February that relates to procurement of the Office at Skypark.
- 1.7 With regard to this issue, EDDC Legal Department have been consulting with specialists Eversheds. Currently, there are three main potential procurement routes that will prevent risk of challenge to the Council. These alternatives are presently being reviewed. One of these routes involves the purchase from St Modwen of the site at Skypark. A meeting has been arranged with St Modwen, Lawyers and EDDC in London for w/c 21 July.

- 1.8 If negotiation of the purchase of the site fails, then it is understood that it may be necessary for a full EU Procurement process to be undertaken to appoint a Developer who can then take forward the construction of the new Council Office. The risk to St Modwen is that the preferred Developer may not be S Modwen and the site may no longer be Skypark.
- 1.9 The matter of the local resident's Town or Village Green (TVG) application to Devon County Council (DCC) has now concluded in favour of the Council. Following an initial Public Inquiry held on 10 April, the Inspector issued his report dated 5 June 2014 to Devon County Council (DCC). A copy of this report was subsequently received by EDDC. Following their consideration, DCC advised on 3 July 2014 that the Town or Village Green Application for Knowle was rejected.
- 1.10 This decision is a key milestone for the Project and allows the marketing of Knowle to now proceed, the process having been previously suspended since the market value of the Knowle would have been otherwise adversely affected by the TVG. The lack of certainty regarding the TVG has delayed the critical path of the programme. Originally, it had been anticipated that a report to Cabinet / Council, would be submitted in July 2014. Because of the knock on effect of the TVG Application it is now anticipated that submission will be achieved during the latter part of this year, possibly the December Council Meeting.
- 1.11 Further, it is confirmed that during the period, the Project Programme has continued to be regularly reviewed, updated, refined and revised as necessary taking into consideration the many issues and matters, particularly the TVG, which have had programme implications. A copies of Programme Rev AL (Rev -), dated 9 July 2014, are annexed to this report in both detail and summary formats. This document continues to identify the 6 key gateway decisions that EDDC need to consider. The programme suggests 30 May 2017 as the date when EDDC will have fully relocated to their new office. The programme is discussed in detail with Chapter 9 of this report.
- 1.12 The Members Executive Project Board considered several key decisions during their June meeting. Perhaps, the most important for the Project was the agreement of the method of overall Project procurement. This matter is discussed within Chapter 3, with the recommendation that procurement follows a quasi Design and Build route.
- 1.13 Associated with this issue there was also a need to identify the associated method of procurement for the Client's Design Team. Currently this can be achieved by either using the EU route or by the use of a Framework, which itself had been the prepared using EU Procurement. The latter route appears to be the Council's preference due to relative simplicity and programme duration.

- 1.14 Following Cabinet / Council's decision in February 2014 to sell the Heathpark site to Terrace Hill, the agreement of the Contract between the parties continues to be negotiated. It is anticipated that the exchange of contract will occur during July 2014. It is understood that the Developer still intends to submit their planning application for a Food Retail store during October / November 2014.
- 1.15 Following Cabinet Approval on 4 June, the revised approved Project budget through to the end of March 2015 now totals £ 705,568. The costs to the end of June 2014 (Period 3 / 2014) were £ 436,247 leaving a balance of £ 269,321 including a contingency of £ 40,351. Particulars of these costs are more fully discussed in Chapter 9 and a copy of the Monthly Cost Report is attached to this Report.
- 1.16 Communications with Members, Press and Members of the Public have continued during the period.
- 1.17 Meetings with Members and Officers during the period have continued on both a formal and ad hoc basis.

2.0 Current progress and key Project Issues - including a brief resume of progress and relevant particulars since the issue of the previous Progress Report

- 2.1 This short review identifies not only current Project progress and issues, but also identifies several key significant events which have occurred during the intervening period since the last Project Progress report – Nr 7 (31 July 2013).
- 2.2 Following the Cabinet Meeting of 17 July 2013, when it was decided that EDDC would be moving from Knowle, the Project Team were asked to review not only the previously identified viable sites, but also to explore and examine other suitable sites within the District that could be considered for the relocated Office.
- 2.3 The PM advised the Executive Project Board in his report of 1 October 2013, titled "Report identifying potential sites for the office relocation", of a total of fifteen potential sites in the centre or west of the District. Despite many enquiries no sites or properties were identified within the east of the District.
- 2.4 The Members Executive Project Board met on 2 October 2013, during which they carefully considered the identified sites and, following a detailed scoring exercise based upon nineteen criterion, confirmed five sites that were considered worthy of further detailed investigation. These sites were Heathpark Sita Depot, Heathpark Moshulu site, Cranbrook, Skypark and Clyst House.
- 2.5 Subsequently, further enquiries and investigations into each of the five selected sites were carried out, with discussions and meetings taking place with Developers, Agents and site owners as appropriate. For comparison purposes, the earlier identified Knowle options were also reconsidered.
- 2.6 Visits were also arranged for Members and Senior Officers to visit the five identified sites, as well as a visit to West Dorset District Council's new offices at Dorchester – which allowed Members and Officers to see, and help appreciate, what a new office could provide in terms of working environment and overall better facilities.
- 2.7 Comprehensive programmes for each option (on either a specific or generic basis) were prepared not only of the works associated with the office, but also incorporating tasks associated with selling identified EDDC land assets. Further, where relevant, particulars relating to the rebuilding of the East Devon Business Centre (EDBC) and replacement Manstone and Knowle depots were also identified.

- 2.8 Similarly cashflows, based on the detailed programmes, were also prepared for the several permutations associated with each site option. These cashflows included allowances for short term development funding as well as (where applicable) long term project borrowing. Consideration was also given to the identification of delays to the Client receiving capital receipts for the land sales as a result of Judicial Reviews, Secretary of State Call In and similar.
- 2.9 Valuations for the several EDDC Land assets to be sold were re-evaluated, including for Knowle the option of either a total of 50 dwelling (as per the Draft Local Plan) – or 63 dwellings.
- 2.10 The respective cost and values were then reconciled to ascertain the overall financial viability result for the initial project costs.
- 2.11 In order to provide a full financial appraisal, consideration was given to the anticipated annual running costs for the Office over a twenty year period, including allowances for likely inflation. The period of twenty years was chosen, as this is the normal period for the use of new office before major refurbishment is necessary.
- 2.12 A detailed spreadsheet advising of the detailed costs relevant to each site relocation option, and sub option, as well as a detailed SWOT analysis was submitted for consideration to the Members Executive Project Board at a meeting on 14 January 2014.
- 2.13 Members reviewed this information, and based upon detailed criterion proceeded to score each of the options. Accordingly, Members of the Executive Project Board identified that their preferred choices for the location of the new office were Clyst House and Skypark.
- 2.14 This matter was further considered by EDDC Cabinet on 5 February 2014, at which time Members were provided with a confidential briefing that included summarised details of both potential site values and office costs. The subsequent Cabinet Meeting identified Skypark as their final choice for the new Office location.
- 2.15 In addition, as part of the decision process, Members advised that before the site could be purchased at Skypark, better certainty with regard to the cost of St Modwen's Key Turn proposal was required, and that although it was appreciated that Red Book Valuations had been received for Knowle and Manstone Depot site, the actual commercial value of the sites now needed to be understood through actively marketing the properties.

- 2.16 In respect of the former matter there has been some limited discussion and negotiation with St Modwen. However all communications with the Developer have currently been suspended pending the resolution of the EU procurement concerns that were identified internally only after Cabinet had advised of their decision.
- 2.17 Legal opinion and assistance is being obtained from Eversheds, and it is hoped that a way forward will be found following a meeting between EDDC, St Modwen and respective Lawyers during w/c 21 July 2014.
- 2.18 With regard to the market value for Knowle and Manstone Depot, the role of Commercial Land Agent to handle the marketing a bidding process has been tendered, a tender report with recommendations submitted and Members of the Executive Project Board have recommended the appointment of Savills which Cabinet on 4 June have subsequently ratified.
- 2.19 Pending the resolution of the TVG application, Savills have only been able to prepare the marketing / bidding information and not commence the marketing process.
- 2.20 The decision by DCC not to accept the TVG Application, advised on 3 July 2014, now enable Savills to consider when best to commence the marketing and bidding process. It is understood that whilst this process could potentially commence at the end of July, this date also coincides with the start of the annual summer school holidays. Savills have suggested that marketing from this date would not necessarily enable the Council to receive best value from the sale of the properties. They are recommending that the marketing exercise now be delayed until the beginning of September 2014. Pending Members agreement with this date, Programme Rev AL, identifies 1 September as the date for the commencement of the marketing process.
- 2.21 The Application to amend the Definitive Map has been dismissed by County. This decision was then been appealed by one of the Applicants. The Inspector for the appeal considered the request and has advised that he recommended that two of the routes should be made legal. EDDC had appealed and the final decision is now awaited from County.
- 2.22 During the period the PM has continued to assist with the provision of responses to both Press and Members of the Public's enquiries, including Freedom of Information requests.

3.0 Procurement Strategy and possible procurement routes

3.1 Introduction

3.2 The procurement strategy and suggested possible procurement route has been formulated on the basis of EDDC purchasing a site at Skypark from St Modwen / DCC and these parties subsequently having no further involvement directly with the Project other than being associated with the provision of infrastructure, including services / utilities, to the site of the new Office. Following the site purchase, EDDC would proceed with the project including the procurement of their design team and contractor.

3.3 *The following Procurement Strategy particulars are as submitted to the Members Executive Project Board June 2013.*

3.4 There is rarely a clear-cut choice for the best procurement option, particularly for a project of this nature. The procurement strategy needs to consider the best way of achieving the objectives of the Project including obtaining the best value of money after consideration of both risks and constraints. With this in mind the assumed (in the absence of a finalised Client's Brief) Client's objectives need to be considered, namely;

- Speed of the Works – It is anticipated that the overall period of the works on site will be circa one year. The speed of works will also reflect in the inflation allowances within the final costs. There is also a risk that issues could occur at Knowle that could immediately cause additional maintenance costs to be incurred
- Complexity – The construction of the EDDC's office building is basically straightforward. It is the design of the office specifically for the Council's many needs and requirements that is perhaps the issue.
- Quality – The Council will require standards of workmanship and materials to be as specified, for which the Contractor will be entirely responsible. There will be a need to ensure the quality of the build is monitored on behalf of the Council
- Flexibility – It is assumed that the Council will wish to control the overall detailed design and have the ability to issue variations
- Certainty – Again it is assumed that EDDC will need certainty both in terms of cost and time prior to the issue for the commitment to enter in a contract. It is also acknowledged that transparent accountability and cost monitoring will be required at all times
- Competition – By virtue for the value for this Contract requiring an OJEU Notice, competitive tenders will be required. Tenders will also provide the Council with evidence of best financial value

- Responsibility – It is assumed that the Council will require a clear cut division between early design and subsequent construction. This can be achieved by handing the final design over to the successful Contractor for his review in terms of buildability before the construction costs are finalised
- Risk – It is assumed that the Council will wish to transfer as much risk as possible onto the Contractor

3.5 Having endeavoured to identify the Councils objectives, the PM now has to formulate a comparison between the three primary forms of procurement – Traditional, Design and Build and Management.

- In summary, a Traditional procurement route will provide benefits in both cost and quality but at the expense of time. Mindful of the concerns in respect of inflation, and the time related issues incurred to date, this method of procurement is not recommended for this Project.
- Design and Build (D&B) will provide benefits in both cost and time, but potentially at the expense of quality unless proper controls are in place.
- Management contract benefits in time and quality but at the expense of cost. As a high level of cost certainty is required, this method of procurement is rejected for this Project.

3.6 Further, with a D&B procurement route it is normal that the project team is responsible for both the design and construction of the works. However, discussions with EDDC have suggested that an initially appointed Client Design Team is preferred to enable the development of the design to the Council's specific requirements through to RIBA Stage E. The majority of the Client's Design Team could be novated across to the successful Contractor following Stage E, thus ensuring the Client has had control of design to a very high level, with subsequently refinements potentially being restricted to buildability and production issues.

3.7 One of the significant advantages of D&B is that many if not all construction related risks (Client changes excepted) including design development risks are transferred to and priced by the Contractor. Whilst this procurement route will potentially attract an overall higher tender price, the Client has better certainty of the level of financial liability. It should also be remembered that as the construction package will be tendered there will be a commercial "restriction" that will not allow Contractors to take advantage.

- 3.8 The disadvantages with D&B are that the costs are overall higher due to the transfer of risk from the Client to the Contractor. There is also reduced flexibility of the Clients control of design and ability to issue instructions during the construction phase due to the potential high levels of punitive costs.
- 3.9 D&B has significant benefits and advantages over the Traditional procurement route, and on the basis that the number of Client Variations during the course of the post contract stage are strictly controlled / limited / managed, the primary advantage of risk transfer can prevail, this method of procurement is on balance recommended as the most appropriate for the Council's new office construction as it potentially provides the best fit for the assumed Clients objectives above.
- 3.10 So, should a D&B procurement route be acceptable as the preferred way forward for the Project to Members, how would this work in practical terms.
- 3.11 As noted earlier, it is understood that the Council would want to ensure control of the design of the office up to RIBA Stage E – detailed technical design. To achieve this, it would be necessary for EDDC to procure a Design Team, led by an Architect. Procurement could be carried out either via the EU procurement route or from a Framework (which itself had been subject to EU procurement) to which the Council subscribes. The Design Team would tender on the basis that it would be eventually novated across to the successful Contractor.
- 3.12 Once appointed the Design Team would be responsible for not only developing the design of the office but also the Client's Brief. Both deliverables would be developed through the several RIBA stages, with each being formally approved through Gateway Decisions by the Members Executive Project Board, or for the more significant stages possibly Cabinet / Council. In association with each RIBA Stage a detailed cost plan would be provided advising on the overall potential cost of the Project. It is important that the Designers Consultancy document enabled the appointment to be suspended or determined at any particular Gateway, should the Council for whatever reason not wish to continue with the Project.
- 3.13 When RIBA Stage D had been achieved there would be a requirement to submit a planning application for the Office to the LPA. Once submitted there would be a thirteen week period before the application was considered.
- 3.14 During this period the Design Team would prepare and finalise the design to RIBA Stage E - detailed design. This information together with the finalised Clients Brief and specifications would be incorporated into the Contractors tender documentation.

- 3.15 As with the Design Team, the Contractor could be procured either through a EU procurement process or a framework (which had been prepared on the basis of the EU Procurement rules). A key requirement of the tender would be that the majority of the Client's Design Team would be employed on a novated basis by the Contractor once appointed. It is recommended that the Council should retain the services of the Architect's Practice to provide a monitoring role – there would need to be a "Chinese" wall between the other Architects in the Practice who would be working for the Contractor. Similarly, the roles of the CDM coordinator and QS would also be retained by the Client.
- 3.16 The tender period for the Contractor would be coordinated so that it concluded after the LPA's Planning Application decision – thus allowing any particular design changes or conditions to be advised to the tenderers during the tender period as a tender amendment. On this basis a competitive tender for the Contractor, based upon a planning approval, would be received.
- 3.17 Following the selection process the novated Design Team would be passed to the successful Contractor. The Design Team together with the Contractor's own specialists would then review the design and consider such aspects as buildability and site production. The design would progress through to RIBA Stages F/G/H – Production Information. As before, there would be liaison with the Council and Members of the Executive Project Board. Once the final design stage had been achieved the Contractor and Client's QS would agree the final Project costs, which would be based upon the rates etc. that had been identified in the Contractor's tender. The final Contract Sum would need to be formally considered and approved by the Council before the Contractor's Contract could be finalised.
- 3.18 The above procurement strategy was discussed and reviewed during the Members Executive Project Board Meeting of 4 June 2014, at which time approval was advised to the prescribed D&B procurement route, including the procurement process of the Client's Design Team.
- 3.19 In association with the Project's procurement route is the matter of deciding the Form of Contract that would be used to employ both the Client's Design Team and the Contractor. It is understood that EDDC intend to use external legal resources to assist with the preparation of these documents. Clearly there will be a need for the Project Manager to liaise with this party in due course, but as an interim recommendation, it is suggested that the NEC 3 suite of contracts are actively considered.

4.0 Skypark progress

- 4.1 Following the decision by Cabinet and Council in February 2014 that Skypark was the preferred location for the Council's new Office there has been a limited amount of discussion and negotiation with the Developer, St Modwen.
- 4.2 These discussions have centred upon programme, specifically the co-ordination between the Council's requirement to review design and the timetable for St Modwen's Designers.
- 4.3 Immediately following the Cabinet / Council's decision in February 2014, it was advised that to simply employ St Modwen to provide their Key Turn proposal would contravene EU procurement – which, as a result, would leave EDDC exposed to challenge.
- 4.4 In order to better understand the issue, and to ensure that procurement was being correctly carried out without risk of challenge, EDDC have employed Eversheds. Following a meeting with the Solicitor on 14 May 2014, and based upon their recommendation no further discussion with St Modwen have been carried out since. This leaves unresolved outstanding matters needing conclusion in respect of their Key Turn proposal.
- 4.5 There are two key options available for procurement of the new Office from this stage. The first is the purchase the site from St Modwen and to then for the Council to procure the Design Team and Contractor. A meeting has been arranged during w/c 21 July 2014 with St Modwen, EDDC and respective Lawyers to discuss this possibility further.
- 4.6 The second option is to carry out an EU Procurement process for the Developer to provide the new EDDC Office. This process would cause the Project to be further delayed, and may result in Skypark being no longer the Councils best option.
- 4.7 The Project Manager has also asked EDDC to review and confirm their space requirements for the new office and comment upon St Modwen's suggested layout. From comments received it is apparent that further design details will be required to inform EDDC. This will only occur once the Design Team has been formally appointed and are engaged with the Project.
- 4.8 One of the returned comments involved the further requirement for the inclusion of a 200 m2 print room / associated task area. This area was not originally requested and it will be necessary to review this requirement with the Design Team once appointed. It is likely that this requirement can be accommodated, although other areas such as the cafeteria may need to be adjusted.

- 4.9 Comments from Senior Staff regarding St Modwen's early proposed layout have also been received, identifying such matters as the need to move the Council Chamber and associated ancillary areas to the ground floor, the requirement for kitchenettes / break out areas on the first floor and the confirmation of the particular requirement of the Home Safeguard Team.
- 4.10 Senior Staff were also asked to comment upon the juxtaposition of the Council's departments to one another. Following consideration it has been decided to review this matter again with new drawings that reflect the relevant comments already suggested. The date for this review will depend upon whether it is relevant to instruct St Modwen's Designers or the Council's Design Team. In any event it is unlikely that such drawings will be available until later this year / early next.

5.0 Knowle / Manstone Depot (including ATC site) progress

- 5.1 Following the requirement from Cabinet / Council in February 2014 that, inter alia, better certainty should be provided in respect of the commercial value of Knowle and the Manstone Depot the role of Commercial Land Agent has been tendered, candidates interviewed and a Tender Report issued to the Members Executive Project Board.
- 5.2 Accordingly, following Members consideration of the report and associated recommendation, Savills were identified as the preferred Consultant. Their appointment was ratified during the Cabinet Meeting of 4 June 2014.
- 5.3 It is anticipated that Savills will fully commence their role during early June 2014 with the preparation of the background material in readiness to commence the marketing of Knowle and Manstone depot.
- 5.4 During the interviews with all the candidates for the Commercial Land Agent role, it was confirmed that the matter of the TVG needed to be resolved in favour of the Council, before any meaningful marketing could commence, otherwise there was a risk of EDDC not receiving best value.
- 5.5 Devon CC have now received the Inspectors report following the Initial Public Enquiry on 10 April, and in turn have now issued their decision not to approve the TVG Application.
- 5.6 This now enables the marketing of Knowle and Manstone / ATC Site to commence. However, in their e-mail of 9 July, Savills advise that;

"In terms of timing, we are all of the view that launching the marketing on 28/07 is not a good idea. This is the first/second week of the school holidays and there is a real danger that the big launch will end up being a damp squib. It's unfortunate that the TVG application has resulted in a delay but I think we simply need to accept that we have missed the pre silly season window and defer the launch until the first week of September. I think we should undertake the direct mailing during the week commencing the 1st September and book the EG / Property Week adverts for the following weekend. I think the 7 week period should run from Wed 3rd Sept which means that the deadline for submission of offers would be 22nd October."

- 5.7 As a consequence of Savills advice the programme has been amended, the current version now being Revision AL, dated 9 July 2014. This programme indicates a commencement of the marketing on 1 September leading to the submission of the bid report on, or about, 21 November 2014.

- 5.8 There has also been two applications for Public Rights of Way (PRW) across the Knowle grounds. These applications were originally rejected by DCC but following an appeal against that decision the Inspector directed the County to make Orders for two routes. EDDC has subsequently appealed against this decision. It is understood that the market will potentially not consider the inclusion of a PRW on Knowle as a major issue, and therefore marketing will not be dependent upon the resolution of this issue.

6.0 Honiton progress

- 6.1 Following the bidding process for the EDDC Heathpark site, in February 2014 Cabinet / Council confirmed that Terrace Hill was the preferred developer.
- 6.2 As a consequence, EDDC's Legal Team, Thomas Lister and PM have been discussing /negotiating with the Developer and his Solicitor initially the Heads of Terms and subsequently the Conditional Contract.
- 6.3 It is anticipated that an exchange of contract will occur during July, following which the Developer will commence the preparation of their planning application for a food retail store on the site. It is observed that the exchange of contracts has been delayed initially through the purchasers solicitors making unreasonable requests, objections and enquiries and subsequently because of liaison taking place between Terrance Hill and their end user – a Food Retailer. It is currently anticipated that the planning application will be submitted late October / early November 2014.
- 6.4 Whilst the conditional contract recognises a Vacant Possession (VP) date of 11 May 2015, the details also advise that VP will be provided six months after planning determinatuion – whichever date is the later.
- 6.5 EDDC have appointed Carter Jonas to provide a review of business space and support across the district. This report, anticipated to be submitted for consideration by Cabinet / Council in September 2014, will enable EDDC to decide how best to provide, if applicable a replacement facility for the East Devon Business Centre.

7.0 Risk Management

- 7.1 Since commencement of the Project, the PM has provided and been responsible for a live Project Risk Register document.
- 7.2 Project Risks are regularly reviewed and updated as necessary following weekly discussions between Mr Richard Cohen and the Project Manager. a specific risk review agenda item.
- 7.3 Further during the regular monthly meetings of the Members Executive Project Board and Relocation Officer Working Group, with SWAP in attendance, have specific agenda items for risk. During these meetings Project Risks are considered and reviewed. Further the PM also updates the Risk Register on an ad hoc basis when a new risk becomes apparent or an identified risk is no longer applicable.
- 7.4 The latest Risk Review was carried out on 10 July 2014, and follows receipt of the formal advice from DCC confirming the rejection of the Knowle TVG Application. This issue had been identified as a potentially significant risk to the Project, and as a result of DCC confirmation two risks were omitted, the narrative of several risks amended and two risks re classified.
- 7.5 In summary, and with specific reference to the Risk Register dated 10 July 2014, the following is a short summary
- 7.6 Risks are identified under three categories;
- Red Risks - Medium to long-term effect and expensive to recover
 - Orange Risks – Medium term effect, which may be expensive to recover.
 - Blue Risks – Short to medium term effect
- 7.7 Currently there are 38 Open Risks (previously 40), comprising of 6 Red Risks (9), 25 Orange Risks (22) and 7 Blue Risks (9). 2 previous Risks have been closed (0)
- 7.8 No new Risks have been incorporated
- 7.9 It can be confirmed that the following risks are among others that are currently identified:
- Market conditions
 - Government legislation
 - EDDC IT and associated matters
 - Potential for additional unplanned maintenance being incurred whilst EDDC remains at Knowle
 - Legal objections to the Council's relocation
 - Planning decision outcomes
 - New Office requirements
- 7.10 .A copy of the Risk Register dated 10 July 2104 is annexed to this Report.

8.0 Programme and Key Milestones

- 8.1 During the period since the last Progress Report (Report Nr 7) there have been twenty one iterations of the Overview Programme, each reflecting issues at the time of preparation and issue of the programme. The Overview Programme which was current in August 2013 was Revision Q. The current Overview Programme at the date of writing this report is Revision AL (-).
- 8.2 This programme should be read in association with Chapter 3 - Procurement strategy and possible procurement routes
- 8.3 As there is some uncertainty at the time of writing this report on how EDDC's new Office at Skypark will be procured due to issues associated with the requirements of EU Procurement, the following two alternatives have been identified;
- Alternative 1 - EDDC negotiates with St Modwen / DCC for the sale of the site and then procure their own design team and contractor
- OR
- Alternative 2 - EU procurement is required to appoint a Developer for EDDC's Office at Skypark. The procurement of the design team and contractor for the building works will be jointly carried out by the Developer and EDDC. EDDC will procure their own Fit Out design team and fit out contractor
- 8.4 Due to significant differences in approach, it is not possible to illustrate both of the Alternatives within a single programme. Consequently, this report relates exclusively with Programme AL (-) – Alternative 1 - whereby the Council buy the site from St Modwen / DCC, and the Council then appoints their own Design Team to develop the scope, design and specification for the new building. The Design Team will also submit a Planning Application to the LPA for the new premises. Following the appointment of the Contractor the majority of the Client's Design Team will be novated across to the Contractor, so that the design can be further developed including for buildability and site production.
- 8.5 A key consideration integrated throughout the pre-construction phase of the programme has been the need to ensure the Council is protected from undue risk such as commitment to costs when, for whatever reason, there is a need to postpone or even cancel the Project. To achieve this mitigation a series of "gateways" have been identified. Further, the programme has been structured to ensure that there is certainty of land sale values (based upon conditional offers) so far as is reasonably possible before there is commitment to large scale expenditure. If a totally risk adverse approach were to be used, the Council would potentially need to wait for the conditional offers to become unconditional after any Judicial Review hearings. Such an approach would have the effect of potentially considerably extending the programme and increasing costs not only for the management of the project but also for inflation associated with construction.

- 8.6 The programme currently identifies six key gateway decisions. These are identified during the following review of the programme in red font.
- 8.7 Programme Rev AL (-) is available in two formats. A detailed version which advises on details of the individual tasks and allows the critical path to be tracked. The second format is a summarised version of the detailed programme which identifies the headline key milestones. Both version of Programme Rev AL (-) are annexed to this report.
- 8.8 The following short narrative identifies the Key Gateway Decisions, particulars and milestones confirmed within Programme AL (-);
- a) **Gateway Decision Nr 1 – EDDC agreement to purchase the site at Skypark, to agree to the procurement of a design team for the new office, to agree the conditional sale of Knowle and Manstone Depot**
 - a) Overall period – 5 June – 10 December 2014
 - b) Site purchase negotiation dates – 16 June – 19 September 2014
 - c) Procurement of Design Team using EU procurement or Framework route – 1 September – 14 November 2014 (with sundry associated tasks to 10 February 2015)
 - d) Knowle marketing and bidding process, including preparation – 1 September – 21 November 2014
 - e) Gateway Decision Nr 1 – considered and decided at Extraordinary Cabinet & Council Meeting – 10 December 2014 – date to be confirmed
 - b) **Gateway Decision Nr 2 – EDDC Members Executive Project Board approval and confirmation of extent of scope and agreement to proceed to RIBA Stage D - design and Planning Application**
 - a) Overall period 22 December 2014 – 9 March 2015
 - b) Design process – 22 December 2014 – 2 March 2015
 - c) Gateway Decision Nr 2 – considered and approved by the Members Executive Project Board on 9 March 2015
 - c) **Gateway Decision Nr 3 – Submission of Planning Application, Notice for Contractor Appointment and agreement for design to proceed to RIBA Stage E – detailed design**
 - a) Overall period 3 March – 13 May 2015
 - b) Design Process – 3 March – 20 April 2015
 - c) Gateway Decision Nr 3 – considered and approved by the Members Executive Project Board 13 May 2015

- d) **New Office Planning Application**
 - a) Overall period 14 May – 23 September 2015 (excluding any JR implications)
 - b) Determination, date subject to confirmation – 23 September 2015
- e) **Gateway Decision Nr 4 – Approval of design to RIBA Stage E and agreement to proceed to RIBA Stages F & G**
 - a) Overall period 14 May – 25 June 2015
 - b) Design Process – 14 May – 11 June 2015
 - c) Gateway Decision Nr 4 – considered and approved by the Members Executive Project Board 25 June 2016
- f) **Gateway Decision Nr 5 – Agreement to appoint the Contractor subject to final agreement of cost**
 - a) Overall period – 14 May 2015 – 22 March 2016
 - b) Procurement process – to submission of tender report – 14 May – 9 November 2015
 - c) Gateway Decision Nr 5 – Appointment of Contractor - considered and decided at Cabinet 1 December 2015 and Council 20 January 2016 – both dates to be confirmed.
- g) **Gateway Decision Nr 6 – Approval of final design and associated Final Construction Costs. Agreement for the Contractor to proceed on site**
 - a) Overall period 15 December 2015 – 22 March 2016
 - b) Contractor & Novated design Teams review of design and amendments for buildability reasons – 26 November – 21 January 2016
 - c) Cost Plans, negotiation of outturn costs and final agreement – 2 December 2015 – 17 February 2016
 - d) LPA consider and determine planning applications for Knowle and Manstone – 9 March 2016 (potential for site offers to become unconditional at this stage subject to any JR proceedings).
 - e) Gateway Decision Nr 6 – Approval of Final Design and associated Final Construction Costs. Agreement for Contractor to proceed on site - considered and decided at Cabinet 15 March 2016 and Council 22 March 2016 – both dates to be confirmed
- h) **Construction Phase through to new office being opened**
 - a) Overall period 23 March 2016 – 30 May 2017
 - b) Contractor involvement – 23 March – 7 April 2017
 - c) Finalisation of Client fit out – 10 April – 5 May 2017
 - d) Phased decant from Knowle to New Office – 8 May – 26 May 2017
 - e) EDDC fully relocated to New Office – 30 May 2017

- i) Potential dates for capital receipts from land sales**
 - a) Heathpark**
 - i. No JR – 11 May 2015
 - ii. Application for JR, but application refused – 22 July 2015
 - iii. JR Application accepted, but High Court dismisses – allowing for a 24 month period from the date of planning determination – 18 April 2017
 - b) Knowle & Manstone Depot**
 - i. No JR – would have been 10 March 2016, but is very likely to be delayed either entirely or in part until the Vacant possession date – 30 May 2017.
 - ii. Application for JR, but application refused – would have been 14 June 2016, but is very likely to be delayed either entirely or in part until the Vacant possession date – 30 May 2017.
 - iii. JR Application accepted, but High Court dismisses – allowing for a 24 month period from the date of planning determination – 9 March 2018, although this actual period may vary considerably.

9.0 Project Cost Report

- 9.1 In the period DL have continued to review and manage the costs for the Project
- 9.2 The current approved budget totals £ 705,568 is for the period until the end of March 2015, and is built up as follows;
- | | |
|--|-----------|
| • Original budget prior to Aecom's appointment | £ 200,000 |
| • Uplift approved by Cabinet 5 September 2012 | £ 114,354 |
| • Uplift approved by Cabinet 17 July 2013 | £ 95,333 |
| • Uplift approved by Cabinet 5 February 2014 | £ 92,000 |
| • Uplift approved by Cabinet 4 June 2014 | £ 203,881 |
- 9.3 Posted expenditure including accruals, to 30 June 2014 (Period 3 / 2014) totals £ 436,247 leaving a balance of £ 269,321, of which the Contingency allowance is £ 40,351. All costs exclude VAT. The Monthly Cost Report is annexed to this Report.

10.0 Consultants reports

10.1 Savills, report received 11 July 2014

10.1.1 We have provided below a status/progress update in respect of the above instruction:

- The appointment agreement has been finalised and signed by both parties.
- Two photographers have been instructed to take aerial and ground level photographs and these have been issued and forwarded to you.
- We have inspected the sites in order to update the draft brochure, identify any issues and constraints and to assess whether the ATC hall should be included as part of the sale of Manstone Depot.
- We are collating the various technical, planning and legal information and will provide a list of outstanding information early next week. The various documents will be uploaded to the bespoke micro site on Savills web site once this has been set up.
- We are well advanced in preparing the draft brochure text for the sites subject to agreeing the exact site area for the Knowle and whether the ATC Hall will be included with the Manstone Depot site.
- We are in the process of creating the micro site which will be accessed via the savills.com web site.
- We are liaising with our PR department in respect of the draft press release.
- We believe that an EPC is required for Manstone Depot and we can instruct an EPC Assessor to undertake the assessment once we have received further instructions.
- We have commented on the draft programme and recommended that the marketing is launched on 1st September 2014.

APPENDICES

- | | |
|-------------------|--|
| Appendix A | Programme – Overview Programme Rev AL (-) – 9 July 2014 – Both in summary and detailed format |
| Appendix B | Statement of Relocation Costs as posted to the end of period 03 – 2014 (30 June 2014) |
| Appendix C | Project Risk Register Analysis Rev M (Rev 0) 10 July 2014 |

APPENDIX A

**Programme – Overview Programme Rev AL (-) – 9 July May 2014 –
Both in summary and detailed format**

(IDENTIFYING ALTERNATIVE PROCUREMENT OPTION 1)

ID	Task Name	Duration	Start	Finish	Predecessors
227	SALE OF LAND & ASSET - HEATHPARK	905 days	Thu 05/09/13	Tue 18/04/17	
243					
257					
268	CONFIRMATION OF KNOWLE AND MANSTONE LAND VALUES	1015 days	Tue 18/02/14	Fri 09/03/18	
259					
260	Land Agent Consultancy Appointment	108 days	Tue 18/02/14	Wed 23/07/14	
275					
276	GATEWAY DECISION NR 1 - Inter alia, Sale of Land & Asset - Knowle, Manstone & ATC site	935 days	Mon 16/06/14	Fri 09/03/18	
277					
278	The Knowles - on the basis that the TVG Application has been refused by DCC	127 days	Mon 16/06/14	Wed 10/12/14	
289					
290	Realisation of monies from sale of Knowle, Manstone & ATC Site	808 days	Thu 11/12/14	Fri 09/03/18	

(IDENTIFYING ALTERNATIVE PROCUREMENT OPTION 1)

ID	Task Name	Duration	Start	Finish	Predecessors	2012	2013	2014	2015	2016	2017	2018
1	EDDC OFFICE RELOCATION TO SKYPARK - BASED ON EDDC BUYING A SITE AT SKYPARK & DESIGNING / CONSTRUCTION THEIR OWN PURPOSE BUILT OFFICE	1189 days	Mon 10/06/13	Fri 09/03/18		Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4
2												
3	ESTABLISHMENT OF THE PROJECT VIABILITY & APPRAISAL OF RELOCATION OPTIONS	181 days	Mon 10/06/13	Wed 26/02/14								
4												
5	Preparation for Cabinet Meeting 17 July 2013	33 days	Mon 10/06/13	Wed 24/07/13								
6												
16	Assessing selected Viable Options - Council Meeting 26 February 2014	147 days	Fri 26/07/13	Wed 26/02/14								
17												
31												
32	POST VIABILITY PROVING GATEWAYS	1127 days	Thu 05/09/13	Fri 09/03/18								
33												
34	Resolution of Procurement issues associated with land, Developer, Design Teams and Contractors (Main Build and Fit Out)	88 days	Thu 20/02/14	Fri 27/05/14								
41												
42	GATEWAY DECISION NR 1 - Inter alia, Purchase site from St Modwen / DCC at Skypark	134 days	Thu 05/09/14	Wed 10/12/14								
43	Eventhubs instructed to proceed with negotiations with St Modwen / DCC to purchase office site at Skypark	2 days	Thu 05/09/14	Fri 05/09/14								
44	Eventhubs preparation for the negotiation, including liaison with EDDC and associated others	5 days	Mon 09/09/14	Fri 13/09/14	43							
45	Period of negotiation to ascertain whether purchase at a realistic price is possible	10 days	Mon 16/09/14	Fri 27/09/14	44							
46	Eventhubs to report to EDDC on the outcome of their negotiations with St Modwen / DCC and to advise whether the alternative route of procuring a Developer will now need to proceed.	1 day	Fri 27/09/14	Fri 27/09/14	45							
47	If purchase is possible, period for further negotiations to agree a price for the land based upon a conditional sale	59 days	Mon 30/09/14	Fri 19/09/14	45							
48	Preparation of report recommending purchase of Skypark	15 days	Mon 22/09/14	Fri 10/10/14	47							
49	FLOAT	24 days	Mon 13/10/14	Thu 13/11/14	48							
50	EDDC Executive Project Board Review of Tender Recommendation and approval of Recommendation	10 days	Fri 14/11/14	Thu 27/11/14	49							
51	EDDC Approval of Gateway Decision Nr 1 Extraordinary Cabinet Meeting - Agreement to purchase Site OR Appointment of Developer, Appointment of EDDC Design Team (A Agreement to sell Knowle / Nanstone)	1 day	Wed 10/12/14	Wed 10/12/14	50FS+6 days							
52	EDDC Approval of Gateway Decision Nr 1 Extraordinary Council Meeting - Agreement to purchase Site OR Appointment of Developer, Appointment of EDDC Design Team (B Agreement to sell Knowle / Nanstone)	1 day	Wed 10/12/14	Wed 10/12/14	50FS+8 days							
53												

(IDENTIFYING ALTERNATIVE PROCUREMENT OPTION 1)

ID	Task Name	Duration	Start	Finish	Predecessors	2012	2013	2014	2015	2016	2017	2018					
54	EDDC EMPLOYMENT OF THE DESIGN TEAM	175 days	Mon 02/06/14	Tue 10/02/15		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
55	GATEWAY DECISION NR 1 - Inter alia, Procurement of EDDC's Design Team - Using SWCF or similar	175 days	Mon 02/06/14	Tue 10/02/15													
56	Liaison with EDDC Procurement Officer and SWCF	40 days	Mon 02/06/14	Fri 25/07/14													
57	SWCF Call Off procedure using the Further Competition Method - Expression of Interest	140 days	Mon 21/07/14	Tue 10/02/15													
58	Preparation of the Project Brief	10 days	Mon 21/07/14	Fri 01/08/14	57FS-5 days												
59	EDDC review of Project Brief, and incorporation of any comments	15 days	Mon 04/08/14	Fri 22/08/14	59												
60	Issue of Project Brief to SWCF Consultants	1 day	Tue 26/08/14	Tue 26/08/14	60												
61	Completion of self assessment exercise by SWCF Consultants	5 days	Tue 26/08/14	Mon 01/09/14	61FS-1 day												
62	FLOAT	5 days	Tue 02/09/14	Mon 08/09/14	62												
63	Review of self assessment exercise by EDDC, preparation of Report and recommendation of three Consultants for the Mini Competition	9 days	Tue 09/09/14	Fri 19/09/14	63												
64	Preparation of Mini Completion documentation	18 days	Wed 27/08/14	Fri 19/09/14	64												
65	Project Board Review of Preparation and report re the three Consultants and Mini Completion documentation	5 days	Mon 22/09/14	Fri 26/09/14	65												
66	EDDC Executive Project Board formal approval of Selected Consultants and approval of Mini Completion documentation	1 day	Fri 26/09/14	Fri 26/09/14	66FS-1 day												
67	Mini Completion documentation issued to Selected Consultants	1 day	Mon 29/09/14	Mon 29/09/14	67												
68	Tender period	14 days	Tue 30/09/14	Fri 17/10/14	68												
69	Mid tender interviews - if required	1 day	Thu 09/10/14	Thu 09/10/14	69FS-7 days												
70	Tender evaluation	5 days	Fri 10/10/14	Thu 16/10/14	70												
71	FLOAT	10 days	Fri 17/10/14	Thu 30/10/14	71												
72	Further interviews (if required)	1 day	Mon 27/10/14	Mon 27/10/14	72FS-4 days												
73	Final Tender evaluation and Tender Report	10 days	Tue 28/10/14	Mon 10/11/14	73												
74	FLOAT	4 days	Tue 11/11/14	Fri 14/11/14	74												
75	EDDC Executive Project Board Review of Tender Recommendation and approval of Recommendation and Approval of Appointment of EDDC Design Team	9 days	Mon 17/11/14	Thu 27/11/14	75												
76	EDDC Approval of Gateway Decision Nr 1 Extraordinary Cabinet Meeting - Agreement to purchase Site OR Appointment of Developer, Appointment of EDDC Design Team (S Agreement to sell Knowle / Manstone)	1 day	Wed 10/12/14	Wed 10/12/14	76FS-8 days												
77	EDDC Approval of Gateway Decision Nr 1 Extraordinary Council Meeting - Agreement to purchase Site OR Appointment of Developer, Appointment of EDDC Design Team (S Agreement to sell Knowle / Manstone)	1 day	Wed 10/12/14	Wed 10/12/14	77												
78	Preferred Consultant Team contacted and advised of success	1 day	Thu 11/12/14	Thu 11/12/14	78												
79	Unsuccessful bidders contacted and debrief provided	7 days	Fri 19/12/14	Fri 19/12/14	79												
80	Consultant Team Appointment prepared issued and returned signed	31 days	Mon 22/12/14	Tue 10/02/15	80												
81	Consultant Team commences including mobilisation - subject to Consultancy Documents subsequently being signed	1 day	Mon 22/12/14	Mon 22/12/14	81												
82																	
83																	
84																	

(IDENTIFYING ALTERNATIVE PROCUREMENT OPTION 1)

ID	Task Name	Duration	Start	Finish	Predecessors	2012	2013	2014	2015	2016	2017	2018
85	PROVISION OF NEW OFFICE	606 days	Mon 22/12/14	Tue 30/06/17		Q1	Q2	Q3	Q4	Q1	Q2	Q3
86												
87												
88	GATEWAY DECISION NR 2 - confirmation of extent of Scope and agreement to proceed to RIBA Stage D (detailed design and Planning Application)	50 days	Mon 22/12/14	Mon 09/03/15								
89	Design Team Mobilisation and Set Up	9 days	Mon 22/12/14	Fri 09/01/15 02FS-1 day								
90	Data Gathering	36 days	Mon 12/01/15	Mon 02/03/15 88								
91	Update / additional initial survey work	16 days	Mon 12/01/15	Mon 02/02/15 88								
92	Preparation to RIBA Stages C	16 days	Mon 12/01/15	Mon 02/02/15 88								
93	Develop Project Specification	30 days	Tue 20/01/15	Mon 02/03/15 91FS-10 days								
94	Stage C Cost Review	10 days	Tue 17/02/15	Mon 02/03/15 92FS-10 days								
95	Presentation of RIBA Stage C proposals, inc costs	1 day	Mon 02/03/15	Mon 02/03/15 92FS-1 day								
96	EDDC Executive Project Board Approval and confirmation of extent of Scope and agreement to proceed to Stage D (detailed design and Planning Application)	1 day	Mon 02/03/15	Mon 02/03/15 92FS-1 day								
97	EDDC Executive Project Board Approval of Gateway Decision Nr 2	5 days	Tue 03/03/15	Mon 09/03/15 96								
98												
99												
100	GATEWAY DECISION NR 3 - Submission of Planning Application, Notice for Contractor Appointment and agreement to proceed to RIBA Stage E	49 days	Tue 03/03/15	Wed 13/05/15								
101	Design Team further updates Employers Requirements / Clients Brief	33 days	Tue 03/03/15	Mon 20/04/15 89								
102	Develop Design to Stage D	28 days	Tue 10/03/15	Mon 20/04/15 98								
103	Develop Project Specification	28 days	Tue 10/03/15	Mon 20/04/15 98								
104	Cost Plan - Stage D	28 days	Tue 10/03/15	Mon 20/04/15 98								
105	Final Review period internally by EDDC and externally	10 days	Tue 07/04/15	Mon 20/04/15 102FS-10 days								
106	Presentation of RIBA Stage D proposals, inc costs	1 day	Mon 20/04/15	Mon 20/04/15 105FS-1 day								
107	PM preparation of report to recommend progress to issue EU procurement Notice for the Contractor	10 days	Tue 07/04/15	Mon 20/04/15 104FS-10 days								
108	FLOAT	10 days	Tue 21/04/15	Tue 05/05/15 102,103,107								
109	EDDC Executive Project Board Consideration of Stage D presentation	1 day	Wed 06/05/15	Wed 06/05/15 108								
110	EDDC Executive Project Board Approval. Approval to proceed to submission of Planning Application and to issue Notice for Contractor procurement. Agreement to proceed to Stage E	5 days	Thu 07/05/15	Wed 13/05/15 109								
111	EDDC Executive Project Board Approval of Gateway Decision Nr 3	1 day	Wed 13/05/15	Wed 13/05/15 110FS-1 day								
112												
113	New Office Planning Application	157 days	Thu 14/05/15	Tue 22/12/15 111								
114	Detailed Planning Application for New Office Accommodation	157 days	Thu 14/05/15	Tue 22/12/15								
115	Design Team to prepare Detailed Planning Application for New Office	10 days	Thu 14/05/15	Thu 28/05/15 111								
116	EDDC Executive Project Board and AECOM PH to review and sign off. Consent to submit DPA	5 days	Fri 29/05/15	Thu 04/06/15 115								
117	Submission of Detailed Planning Application	1 day	Fri 05/06/15	Fri 05/06/15 116								
118	Planning Determination period	65 days	Fri 05/06/15	Fri 04/09/15 117FS-1 day								
119	FLOAT	13 days	Mon 07/09/15	Wed 23/09/15 118								
120	EDDC Development Management Meeting, say	1 day	Mon 07/09/15	Mon 07/09/15								
121	Detailed Planning Award	1 day	Wed 23/09/15	Wed 23/09/15 119FS-1 day								
122	Potential for JR being lodged with Court (only Court Consideration allowed)	1 day	Wed 23/09/15	Wed 23/09/15 120FS-1 day								
123		64 days	Thu 24/09/15	Tue 22/12/15 121								

(IDENTIFYING ALTERNATIVE PROCUREMENT OPTION 1)

ID	Task Name	Duration	Start	Finish	Predecessors	2012	2013	2014	2015	2016	2017	2018	
124	GATEWAY DECISION NR 4 - Approval of design to RIBA Stage E and agreement to proceed to RIBA Stages F & G	99 days	Thu 14/05/15	Thu 01/10/15		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
125	Develop Detail design to RIBA Stage E	30 days	Thu 14/05/15	Thu 25/06/15	Thu 25/06/15								
126	Design Team reviews as necessary and updates Employers Requirements	25 days	Thu 14/05/15	Thu 18/06/15	Thu 18/06/15 111								
127	Develop Detailed Design to RIBA Stage E	20 days	Thu 14/05/15	Thu 14/06/15	Thu 11/06/15 110								
128	Cost Plan - Stage E	20 days	Thu 14/05/15	Thu 14/06/15	Thu 11/06/15 110								
129	Final Review period internally by EDDC and externally	10 days	Fri 29/05/15	Thu 11/06/15	Thu 11/06/15 127FS-10 days								
130	Presentation of RIBA Stage E proposals, inc costs	1 day	Thu 11/06/15	Thu 11/06/15	Thu 11/06/15 129FS-1 day								
131	EDDC Executive Project Board Consideration of RIBA Stage E presentation	1 day	Thu 11/06/15	Thu 11/06/15	Thu 11/06/15 130FS-1 day								
132	EDDC Executive Project Board approval of RIBA Stage E, and consent to proceed to RIBA Stages F & G	10 days	Fri 12/06/15	Thu 25/06/15	Thu 25/06/15 131								
133	EDDC Executive Project Board Approval of Gateway Decision Nr 4	1 day	Thu 25/06/15	Thu 25/06/15	Thu 25/06/15 132FS-1 day								
134	Amendment of Design following Planning Determination	6 days	Thu 24/06/15	Thu 01/07/15	Thu 01/07/15								
135	Review comments advised during Planning Determination Period and amend design as necessary (It is assumed that this will be minimal following earlier pre app and post submissions discussion)	6 days	Thu 24/06/15	Thu 01/07/15	Thu 01/07/15 121								
136													

(IDENTIFYING ALTERNATIVE PROCUREMENT OPTION 1)

ID	Task Name	Duration	Start	Finish	Predecessors	2012	2013	2014	2015	2016	2017	2018
137	Contractor procurement and Pre Construction process.	216 days	Thu 14/05/15	Tue 22/03/16		Q1	Q2	Q3	Q4	Q1	Q2	Q3
138												
139												
140	GATEWAY DECISION NR 5 - Agreement to appoint Contractor subject to final agreement of cost based upon final design details	216 days	Thu 14/05/15	Tue 22/03/16								
141	Contractor procurement - Using EU restricted procurement procedure	182 days	Thu 14/05/15	Wed 03/02/16								
142	Preparation of Restricted Notice	10 days	Thu 14/05/15	Thu 28/05/15 111								
143	Preparation of PQOs	10 days	Thu 14/05/15	Thu 28/05/15 111								
144	EDDC Executive Project Board consideration of Restricted Notice and PQO. Confirmation that Executive Board are content for publication	5 days	Fri 29/05/15	Thu 04/06/15 141 142								
145	Issue contract notice electronically	1 day	Fri 05/06/15	Fri 05/06/15 143								
146	Period for receipt of expressions of interest, issue and receive completed PQOs (allowance 30 calendar days)	22 days	Mon 08/06/15	Tue 07/07/15 144								
147	Evaluation of submitted PQOs including provision of a report recommending tenders to Member Executive Board	15 days	Wed 08/07/15	Tue 28/07/15 145								
148	Period pending planning comments that may affect tender - so that any details are issued as a tender amendment during the tender period	6 days	Thu 24/09/15	Thu 01/10/15 121								
149	Preparation of tender documentation	45 days	Wed 24/06/15	Tue 25/08/15 145FS-10 days								
150	EDDC Executive Project Board considers report and confirm agreement with tender list and tender documentation	4 days	Wed 26/08/15	Tue 01/09/15 146								
151	Issue tender	1 day	Wed 02/09/15	Wed 02/09/15 149								
152	Tender period (allowance 35 calendar days)	23 days	Wed 02/09/15	Fri 02/10/15 149								
153	Mid tender interviews - if required	2 days	Mon 21/09/15	Tue 22/09/15 151FS-10 days								
154	Float - May be needed in particular in respect of any abnormal Planning Conditions or requirement for Design Changes	4 days	Mon 21/09/15	Thu 08/10/15 151								
155	Tender evaluation	10 days	Fri 09/10/15	Thu 22/10/15 153								
156	Further Interviews (if required)	2 days	Fri 23/10/15	Mon 26/10/15 154								
157	Final Tender evaluation and Tender Report	10 days	Tue 27/10/15	Mon 09/11/15 155								
158	EDDC Executive Project Board Review of Tender Recommendation and approval of Recommendation and Approval of Appointment of Contractor	7 days	Tue 10/11/15	Wed 18/11/15 156								
159	EDDC Executive Project Board Approval of Gateway Decision Nr 5	1 day	Wed 18/11/15	Wed 18/11/15 157FS-1 day								
160	EDDC Approval of Gateway Decision Nr 5 Cabinet - Appointment of Contractor. Exact date to be confirmed	1 day	Tue 01/12/15	Tue 01/12/15 157FS+1 days								
161	EDDC Approval of Gateway Decision Nr 5 Council - Appointment of Contractor. Exact date to be confirmed	1 day	Wed 20/01/16	Wed 20/01/16 157FS+38 days								
162	Preferred Contractor contacted and advised of success	1 day	Wed 02/12/15	Wed 02/12/15 159								
163	Standstill period (10 calendar days)	8 days	Thu 03/12/15	Mon 14/12/15 161								
164	Contractors Appointment prepared issued and returned signed	31 days	Tue 15/12/15	Wed 03/02/16 162								
165	Contractor commences including mobilisation - subject to Contract Document subsequently being signed	1 day	Tue 15/12/15	Tue 15/12/15 162								
166												
167	GATEWAY DECISION NR 6 - Approval of Final Design and associated Final Construction Costs. Agreement for the Contractor to proceed on site	65 days	Tue 15/12/15	Tue 22/03/16								
168	Relevant members of Design Team Novated to Contractor	6 days	Tue 15/12/15	Tue 22/12/15 164FS-1 day								
169	Contractor's detailed review with Novated Design Team including consideration of buildability Includes minor alteration to design subject to EDDC agreement	16 days	Wed 23/12/15	Thu 21/01/16 167								
170	Review, amend and agree detailed Bmd to RIBA Stages F & G	16 days	Wed 23/12/15	Thu 21/01/16 167								
171	Cost Plan - Stage F & G	9 days	Fri 22/01/16	Wed 03/02/16 169.170								
172	Final Review period internally by EDDC and externally	10 days	Thu 04/02/16	Wed 17/02/16 171								
173	Review of outturn costs, negotiation and final agreement	1 day	Wed 17/02/16	Wed 17/02/16 172FS-1 day								
174	Presentation of RIBA Stages F & G proposals, and agreement of GMP and all associated wa	5 days	Thu 18/02/16	Wed 24/02/16 173								
175	EDDC Executive Project Board Approval	1 day	Wed 24/02/16	Wed 24/02/16 174FS-1 day								
176	EDDC Executive Project Board Approval of Gateway Decision Nr 6	1 day	Wed 09/03/16	Wed 09/03/16 175FS-1 day								
177	Note LPA consider Knowle and Manstone Depot Planning Applications	1 day	Tue 15/03/16	Tue 15/03/16 175FS+13 days								
178	EDDC Approval of Gateway Decision Nr 6 Cabinet - Approval of Final Design and associated Final Construction Costs. Agreement for the Contractor to proceed on site	1 day	Tue 15/03/16	Tue 22/03/16 175FS+18 days								
179	- Exact date to be confirmed											

ID	Task Name	Duration	Start	Finish	Predecessors	2012	2013	2014	2015	2016	2017	2018					
180	Construction, Client Fit out and Occupation (Further details and particulars to be incorporated in due course)	295 days	Wed 23/03/16	Tue 30/05/17		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
181	Contractor Mobilisation	9 days	Wed 23/03/16	Wed 06/04/16	178												
182	Commence of Works on Site	1 day	Thu 07/04/16	Thu 07/04/16	182												
183	Construction period - indicative - 12 months	253 days	Thu 07/04/16	Fri 07/04/17	183FS-1 day												
184	Building PCC Issued (Completion and Handover)	1 day	Fri 07/04/17	Fri 07/04/17	184FS-1 day												
185	EDDC Finalisation	33 days	Mon 10/04/17	Tue 30/05/17													
186	Finalisation of Client Direct Fit Out / FF&E after Contractor has achieved PCC	17 days	Mon 10/04/17	Fri 05/05/17	185												
187	Phased decant from Knowle to New Office	15 days	Mon 08/05/17	Fri 26/05/17	187												
188	EDDC fully relocated to new Offices	1 day	Tue 30/05/17	Tue 30/05/17	188												
189																	
190																	

9 JULY 2014

(IDENTIFYING ALTERNATIVE PROCUREMENT OPTION 1)

ID	Task Name	Duration	Start	Finish	Predecessors	2012	2013	2014	2015	2016	2017	2018
191	EAST DEVON BUSINESS CENTRE	236 days	Mon 02/06/14	Mon 11/05/15		Q1	Q2	Q3	Q4	Q1	Q2	Q3
192	Consideration of succession facilities for East Devon Business Centre	236 days	Mon 02/06/14	Mon 11/05/15								
193	Commission Carter Jonas to investigate and prepare report regarding the requirement for starter office facilities in East Devon	66 days	Mon 02/06/14	Tue 02/09/14								
194	Carter Jonas Report presented to Cabinet	1 day	Wed 03/09/14	Wed 03/09/14 194								
195	EDDC Action going forward	1 day	Wed 15/10/14	Wed 15/10/14 195FS+29 days								
196	Six month Notice served on EDBC Tenants	139 days	Thu 16/10/14	Fri 08/05/15 196								
197	Vacant possession of EDDC required by Contract with Terrace Hill.	101 days	Mon 08/12/14	Fri 08/05/15								
198	NOTE Vacant possession is 6 months after Planning Approval or 11 May 2015 whichever is the later.	1 day	Mon 11/05/15	Mon 11/05/15 198								
199	Potential for EDDC to receive proportion or balance of monies from Heathpark based upon conditions being satisfied	1 day	Mon 11/05/15	Mon 11/05/15 199FS-1 day								
200												
201	NEW DEPOT TO REPLACE KNOWLE AND MANSTONE DEPOTS	342 days	Thu 11/12/14	Thu 28/04/16								
202	New Depot to Replace Knowle and Manstone Depots	342 days	Thu 11/12/14	Thu 28/04/16								
203	Search for land, identification and preparation of report for Members Project Executive Board - NOTE COMMENCES POST JULY 2014 COUNCIL MEETING	22 days	Thu 11/12/14	Mon 19/01/15 78								
204	Members Project Executive Board consideration and approval of new site / facilities and agreement to purchase	5 days	Tue 20/01/15	Mon 26/01/15 205								
205	Land Purchase	25 days	Tue 27/01/15	Mon 02/03/15 206								
206	Search for Design Team, including tender, and preparation of lender report	39 days	Tue 27/01/15	Fri 20/03/15 208								
207	Members Project Executive Board consideration of proposed design team and agreement to place appointment	5 days	Mon 23/03/15	Fri 27/03/15 208								
208	Design Team appointed	1 day	Fri 27/03/15	Fri 27/03/15 209FS-1 day								
209	Design Team designs new Depot, including preparation of planning application	69 days	Mon 30/03/15	Wed 08/07/15 210								
210	EDDC Council consider planning application and approval for submission	5 days	Wed 10/06/15	Tue 16/06/15 210FS+48 days								
211	Planning Application submitted to LPA	1 day	Wed 17/06/15	Wed 17/06/15 212								
212	Planning Application considered and approval received	85 days	Thu 18/06/15	Thu 17/09/15 213								
213	Search for Contractor including lender and preparation of lender report	1 day	Fri 18/09/15	Fri 18/09/15 214								
214	Members Project Executive Board consideration of Contractors tender report and agreement to place Contract	66 days	Mon 28/09/15	Fri 25/09/15 210FS+39 days								
215	Contractor appointed	5 days	Mon 28/09/15	Fri 02/10/15 216								
216	NEW Depot constructed (allow say six months)	1 day	Mon 05/10/15	Mon 05/10/15 217								
217	New Depot achieves PCC	128 days	Tue 06/10/15	Tue 12/04/16 218								
218	Existing Depots decanted from old premises to new	1 day	Tue 12/04/16	Tue 12/04/16 218FS-1 day								
219	New Depot open for business	10 days	Wed 13/04/16	Tue 26/04/16 220								
220	Potential for EDDC to receive proportion or balance of monies from Knowle and Manstone Depots based upon conditions being satisfied	1 day	Wed 27/04/16	Wed 27/04/16 221								
221		1 day	Thu 21/04/16	Thu 28/04/16 222								
222												
223												
224												
225												

(IDENTIFYING ALTERNATIVE PROCUREMENT OPTION 1)

9 JULY 2014

ID	Task Name	Duration	Start	Finish	Predecessors	2012	2013	2014	2015	2016	2017	2018				
226	SALE OF EDDC LAND AND ASSOCIATED ASSETS	1127 days	Thu 05/09/13	Fri 09/03/18		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
227																
228	SALE OF LAND & ASSET - HEATHPARK	905 days	Thu 05/09/13	Tue 18/04/17												
229	EDDC Cabinet agreement to proceed with tender for Heathpark	119 days	Thu 05/09/13	Wed 26/02/14												
244																
245	Realisation of monies from sale of Heathpark	786 days	Thu 27/02/14	Tue 18/04/17												
246	Successful Tenderer advised of EDDC agreement to conditional sale	1 day	Thu 27/02/14	Thu 27/02/14 243												
247	Exchange of Contracts process	102 days	Fri 28/02/14	Fri 25/07/14 246												
248	Successful Tenderer prepares Planning Application, inclusive of all studies surveys etc.	116 days	Mon 28/02/14	Wed 14/01/15 247												
249	Successful Tenderer submits Planning Application to LPA	1 day	Thu 15/01/15	Thu 15/01/15 248												
250	Planning Determination period	65 days	Fri 16/01/15	Mon 20/04/15 249												
251	EDDC Development Management Meeting	1 day	Tue 21/04/15	Tue 21/04/15 250												
252	Detailed Planning Award	1 day	Tue 21/04/15	Tue 21/04/15 251FS-1 day												
253	Potential for EDDC to receive proportion of monies from Heathpark based upon conditions being satisfied - i.e. Vacant possession	1 day	Mon 11/05/15	Mon 11/05/15 200FS-1 day												
254	Potential for JR being lodged with Court (only Court Consideration allowed)	64 days	Wed 22/04/15	Wed 22/07/15 252												
255	Potential for EDDC to receive balance of monies from Heathpark based upon conditions being satisfied if JR considered to be inappropriate	1 day	Wed 22/07/15	Wed 22/07/15 254FS-1 day,200												
256	Potential for JR being heard (24 months overall since planning determination)	489 days	Wed 22/04/15	Mon 17/04/17 252												
257	If JR hearing is successful potential for EDDC receiving the balance monies for Heathpark based upon conditions being satisfied	1 day	Tue 18/04/17	Tue 18/04/17 256,200												
258																

(IDENTIFYING ALTERNATIVE PROCUREMENT OPTION 1)

9 JULY 2014

ID	Task Name	Duration	Start	Finish	Predecessors	2012	2013	2014	2015	2016	2017	2018				
259	CONFIRMATION OF KNOWLE AND MANSTONE LAND VALUES	1015 days	Tue 18/02/14	Fri 09/03/18		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
260																
261	Land Agent Consultancy Appointment	108 days	Tue 18/02/14	Wed 23/07/14												
276																
277	GATEWAY DECISION NR 1 - Inter alia, Sale of Land & Asset - Knowle, Manstone & ATC site	935 days	Mon 16/06/14	Fri 09/03/18												
278																
279	The Knowle - on the basis that the TVG Application has been refused by DCC	127 days	Mon 16/06/14	Wed 10/12/14												
280	Consultant preparation of outline information for sale and bid documentation	35 days	Mon 16/06/14	Fri 01/08/14	Fri 01/08/14 27SFS+6 days											
281	EDDC Executive Project Board & AECOM PM Review and agreement for publication	5 days	Mon 04/08/14	Fri 08/08/14	280											
282	Savills actively commence marketing and bidding process, including direct mailing and booking adverts	1 day	Mon 01/09/14	Mon 01/09/14	281FS+14 days											
283	Overall Bidding & Marketing period	40 days	Mon 01/09/14	Fri 24/10/14	282FS-1 day											
284	Review of received bids, request additional information, analysis and evaluate offers and host interviews	10 days	Mon 27/10/14	Fri 07/11/14	283											
285	Final Tender / Bid evaluation and Tender / Bid Report preparation	5 days	Mon 10/11/14	Fri 14/11/14	284											
286	FLOAT PERIOD	5 days	Mon 17/11/14	Fri 21/11/14	285											
287	EDDC Project Board Review of Tender Report and consideration of Recommendation.	5 days	Mon 24/11/14	Fri 28/11/14	286											
288	EDDC Approval of Gateway Decision Nr 1 Extraordinary Cabinet Meeting - Recommendation to sell Knowle	1 day	Wed 10/12/14	Wed 10/12/14	287FS+7 days											
289	EDDC Approval of Gateway Decision Nr 1 Extraordinary Council Meeting - Agreement of recommendation to sell Knowle	1 day	Wed 10/12/14	Wed 10/12/14	287FS+7 days											
290																
291	Realisation of monies from sale of Knowle, Manstone & ATC Site	808 days	Thu 11/12/14	Fri 09/03/18												
292	Exchange of Contracts process	66 days	Thu 11/12/14	Fri 20/03/15	289											
293	Successful Tenderer prepares Planning Application, inclusive of all studies surveys etc.	175 days	Mon 23/03/15	Fri 27/11/15	292											
294	Successful Tenderer submits Planning Application to LPA	1 day	Mon 30/11/15	Mon 30/11/15	293											
295	Planning Determination period	65 days	Tue 01/12/15	Tue 01/12/15	294											
296	EDDC Development Management Meeting, say - date to be advised	1 day	Wed 03/03/16	Wed 03/03/16	295											
297	Detailed Planning Award - subject to confirmation on DMC date	1 day	Wed 03/03/16	Wed 03/03/16	295											
298	Potential for EDDC to receive monies from Knowle sale based upon conditions being satisfied - NOTE KNOWLE WILL NOT BE VACATED BY THIS DATE, THOUGH THE DEPOTS COULD BE VACATED	1 day	Thu 10/03/16	Thu 10/03/16	297											
299	Potential for EDDC to receive monies from Knowle based upon conditions being satisfied if JR being lodged with Court (only if Court Consideration allows)	65 days	Thu 10/03/16	Tue 14/06/16	297											
300	Potential for EDDC to receive monies from Knowle based upon conditions being satisfied if JR considered to be inappropriate	1 day	Tue 14/06/16	Tue 14/06/16	299FS-1 day											
301	Potential for JR being heard (24 months overall since planning determination)	500 days	Thu 10/03/16	Fri 09/03/18	297											
302	If JR hearing is successful potential for EDDC receiving monies for Knowle based upon conditions being satisfied	1 day	Fri 09/03/16	Fri 09/03/16	301FS-1 day											

APPENDIX B

Statement of Relocation Costs as posted to the end of period 03 – 2014 (30 June 2014)

EAST DEVON DISTRICT COUNCIL

2 July 2014

Office Accommodation Project

Costs Posted to end of
Period 03 - 2014

Interim cost report including reconciliation with Budget through to March 2015

Anticipated Expenditure			
Consultants			
Davis Langdon	PM Services		
	Project Management Services - Apr 12 - March 2015	£ 319,571	
	QS Services		
	Review of Maintenance and Energy Costs	£ 3,000	
			£ 322,571
Kensington Taylor	Architectural Services		
	Agreed Final Fee	£ 70,450	
	Assistance with Knowle Marketing	£ 455	
			£ 70,905
Thomas Lister	Commercial Land Agent		
	Agreed Fee to date	£ 26,937	
	Contingency for further involvement	£ 2,000	
	EXCLUDES FEE FOR SALE OF HEATHPARK		
			£ 28,937
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	
			£ 1,600
Deborah Hallat	Facilitator		
	Agreed Fee to date	£ 4,950	
			£ 4,950
Designed by Soap	Infographic		
	Agreed Fee to date	£ 499	
			£ 499
Architects - ADG	Spatial Design		
	Identification of Desk numbers	£ 1,500	
	Contingency	£ 500	
			£ 2,000
LA VAT	VAT advice March 14		
	Allowance	£ 1,500	
			£ 1,500
Savills	Marketing and Bidding for Knowle & Manstone / ATC site		
	Agreed Fee including Prov Sums	£ 33,018	
	Contingent amount	£ 4,982	
			£ 38,000
Carried Forward			£ 500,642

Clyst House Survey	Orchard and Ian Howick	Brought Forward	£	500,642
			£	2,000
Initial Survey Costs			£	2,000
Topographical Survey - AP Land Surveys			£	3,700
Add for Manstone			£	1,195
Tree Survey and Constraints Plan - Advanced Arboriculture			£	3,922
Add for Manstone			£	650
Ecological Impact Assessment - Devon Wildlife			£	7,499
Add for Manstone			£	325
Flood Risk Assessment - Sands Consulting			£	2,210
Add for Manstone			£	1,105
Ground Conditions / Geo Environmental Desk Study - AECOM			£	2,700
Add for Manstone			£	2,050
Transport Statement, including affect on Car Parks - Sands Consulting			£	4,670
			£	30,026
Others				
Allowance for Planning Advice	Say		£	7,500
Allowance for further Initial Surveys of Manstone depot and update existing Knowle reports	Say		£	6,675
Stakeholders Meetings				
Facilitator & Venue costs	Say		£	7,000
			£	21,175
Client Costs			£	53,201
Cost to February 2014				
EDDC Total Employment Costs			£	3,512
EDDC Total Premises Costs, including Planning App Fee			£	12,834
Transport Costs			£	125
Idt Exp Refresh			£	159
Idt Exp Equipment Hire			£	13
Equipment and plant purchases			£	319
Equipment Hire			£	250
Catering supplies			£	143
Furniture purchase			£	210
Stationary			£	488
Internal document printing			£	262
Photography			£	499
Fees			£	6
Land Registry			£	127
Internal Postage recharges			£	31
Legal Costs (Prev Budget £ 36,000.00) Considered minimal during Verification Period. Revised to			£	1,925
IT Hardware purchase			£	96
			£	20,999
			£	20,999
			£	574,842

Brought Forward			£ 574,842
Anticipated Costs from March 14 - March 15			
EDDC Internal disbursements costs	Generally estimated	£ 6,000	
EDDC - Provision of internal resource	Generally estimated	£ 6,000	
Legal Costs	Generally estimated	£ 5,000	
Alun Aylesbury	Costs to 16 5 14	£ 10,375	
	Anticipated further costs following Initial Public Enquiry	£ 2,500	
	Anticipated should a full Public Enquiry be required	£ 27,500	
Eversheds	Cost for initial report, included below,	£ -	
	Immediate additional service, Say as advised by RP 21 5 14	£ 30,000	
	EU Procurement (If not by Eversheds AN Other) - Not currently Inc.	£ -	
	EXCLUDES LEGAL COSTS FOR SALE OF HEATHPARK		
Public Consultation / Engagement Costs		£ 3,000	
		£ 90,375	
			£ 90,375
	Allow 10 % Contingency on External Consultant Costs	£ 55,384	
	Allow 10 % Contingency on Internal EDDC Costs	£ 11,137	
	Reduction to balance approved budget of £ 705,568.00 (Council 4 June 2014)	-£ 26,171	
	Current Contingent allowance	£ 40,351	£ 40,351
Total estimated costs to March 2015			£ 705,568
Costs posted to date including accruals(as attached Worksheet)			£ 574,095
Balance available still to be expended			£ 131,473
Note All costs identified above exclude VAT Amount of Contingency as this Report - £ 40,351			

Interim cost report including reconciliation with Budget through to March 2015

Assessment Review

Costs Posted to end of Period 03 - 2014

Account	Description	FY 12 / 13 Period 1 - 12	FY 13 / 14 Period 1 - 12	FY 14 / 15 Period 3 Including Accruals	Cumulative
0010	Wages	£ 1,739		£ -	£ 1,739
0110	Overtime	£ 61		£ -	£ 61
0280	Ni Ers Rev Exp	£ 44		£ -	£ 44
0900	Recruitment Advertising	£ 1,668		£ -	£ 1,668
	Total Employment Costs	£ 3,512	£ -	£ -	£ 3,512
1022	Asbestos Removal	£ -	£ -	£ -	£ -
1242	Room Hire	£ 45	£ 1,228	£ -	£ 1,271
1410	Surveyors Fees	£ -	£ 965	£ -	£ 965
1411	Structural Engineers Fees	£ -	£ 850	£ -	£ 850
1412	Other Design Fees	£ -	£ 395	£ -	£ 395
1420	Planning Fees	£ 8,585	£ -	£ -	£ 8,585
3015	Room Hire	£ 57	£ 351	£ 137	£ 545
	Total Premises Costs	£ 8,687	£ 3,787	£ 137	£ 12,611
2800	Transport Costs	£ 125	£ 575	£ -	£ 700
		£ 125	£ 575	£ -	£ 700
3001	Idt Exp Refreshment 6191	£ -	£ 219	£ 75	£ 294
3002	Idt Exp Equipment Hire 6202	£ -	£ 13	£ -	£ 13
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	£ 230	£ 57	£ 555
3254	Internal Doc Centre Printing	£ 254	£ 8	£ -	£ 262
3300	Non Property Contractors	£ 34,292	£ 4,850	£ 9,184	£ 48,426
3330	Photography		£ 499	£ -	£ 499
3450	Fees	£ 6	£ -	£ -	£ 6
3480	Consultancy - Advice	£ 97,556	£ 131,764	£ 11,879	£ 241,199
3484	Technical Support	£ 93,529	£ 635	£ -	£ 94,164
3480	Legal Fees (VWV)	£ 4,583	£ -	£ -	£ 4,583
3480	Legal Fees (Counsel)	£ -	£ -	£ 10,375	£ 10,375
3640	Land Registry	£ -	£ 133	£ 21	£ 154
3650	Internal Postage Recharges	£ -	£ 31	£ -	£ 31
3991	IT Hardware Purchase	£ 96	£ -	£ -	£ 96
	Total Supplies and Services	£ 231,506	£ 138,482	£ 31,591	£ 401,579
	Accruals (Consultant Ledger)	£ -	£ -	£ 155,893	£ 155,893
	Other adjustment	£ -	£ -	£ -	£ -
		£ -	£ -	£ 155,893	£ 155,893
5021	Legal Services Recharge			£ 5,300	£ 5,300
5061	Document Centre Print Fixed Costs Recharge			£ 180	£ 180
5261	Property Services Recharge			£ 1,650	£ 1,650
5461	PC Support Recharge	£ -	£ 2,000	£ 2,190	£ 4,280
5541	Corporate Management Legal Recharge			£ 8,640	£ 8,640
5511	Estates & Econ Dec Recharge	£ -	£ 3,070	£ 2,520	£ 5,590
		£ -	£ 5,160	£ 20,480	£ 25,640
	TOTAL	£ 243,830	£ 148,004	£ 207,901	£ 599,735
	Adjustments				
5021	Legal Services Recharge (Reversed as agreed SD 4 & 14)			£ 5,300	£ 5,300
5061	Document Centre Print Fixed Costs Recharge (Reversed as agreed SD 4 & 14)			£ 180	£ 180
5261	Property Services Recharge (Reversed as agreed SD 4 & 14)			£ 1,650	£ 1,650
5461	PC Support Recharge (Reversed as agreed MW 17 & 13) (Reversed as agreed SD 4 & 14)	£ -	£ 2,000	£ -	£ 2,000
				£ 2,190	£ 2,190
5541	Corporate Management Legal Recharge (Reversed as agreed SD 4 & 14)			£ 8,640	£ 8,640
5511	Estates & Econ Dec Recharge (Reversed as agreed MW 17 & 13) (Reversed as agreed SD 4 & 14)	£ -	£ 3,070	£ -	£ 3,070
				£ 2,520	£ 2,520
		£ -	£ 5,160	£ 20,480	£ 25,640
	TOTAL	£ 243,830	£ 142,844	£ 187,421	£ 574,095

East Devon District Council

Interim cost report including reconciliation with Budget through to March 2015

Costs Posted to end of Period 03 - 2014

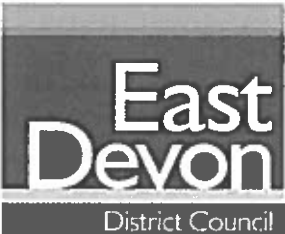
SUMMARY

CONSULTANTS COSTS TO DATE

Davis Landon	£	239,623
Kensington Taylor	£	70,764
ADG Architects	£	1,477
AP Land Surveys	£	4,895
Advanced Arboriculture	£	3,922
Devon Wildlife Consultants	£	7,498
Sands Consulting	£	2,210
Sands Consulting	£	4,630
Aecom	£	2,700
Peter Brett Ass	£	13,899
Thomas Lister	£	21,611
Bell Cornwell	£	11,512
James Harper	£	1,600
Deborah Hallet	£	4,950
Designed by Soap	£	499
Veale Wasborough Vizards	£	4,269
LA VAT	£	1,500
Mr Alun Alesbury	£	10,375
EDDC ACCOMMODATION CONSULTANT PROJECT COSTS TO DATE	£	407,934
EDDC ACCOMMODATION DIRECT PROJECT COSTS TO DATE	£	166,161
OVERALL EDDC ACCOMMODATION PROJECT COSTS TO DATE	£	574,095

Submitted by:

Steve Pratten
EDDC Relocation Manager (Seconded from Aecom)



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