

# Meeting not open to the public

**East  
Devon**

District Council

Date: 11 July 2012  
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To: To: Members of the Office Accommodation Working Party  
(Councillors: Paul Diviani, Graham Godbeer,  
Vivien Duval Steer, Ray Bloxham, Steve Gazzard, Bob Buxton,  
David Cox, Andrew Moulding, Ian Thomas, Steve Wragg.)

Officers: Mark Williams, Richard Cohen, Donna Best, Karen Jenkins,  
Ed Freeman, Chris Powell, Kate Little, Steve Pratten, Wayne Belle.

## **Member Office Accommodation Working Party Wednesday 18 July 2012 – 6.30 pm – Committee Room**

### AGENDA

	<u>Page/s</u>
1. Introductions and apologies.	
2. To receive the notes of the meeting held on 30 May 2012.	2 - 5
3. Relocation Manager Project Planning a) Programme b) Budget c) Clients Brief d)	Steve Pratten Attached
4. Knowle Progress a) Survey information update b) Commercial Land Agent Appointment c) Communications events and follow up	Steve Pratten
5. Honiton Progress	Steve Pratten
6. Exmouth	Richard Cohen
7. Other actions a) Document management update b) Communication update	Chris Powell Karen Jenkins
8. Membership	Richard Cohen
9. Any other business	
10. Dates of Further Meetings in 2012 – Wednesday 12 September, Wednesday 7 November 2012.	

Protected Marking: Protect

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



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## OFFICE ACCOMMODATION WORKING PARTY ACTION POINTS FROM A MEETING HELD AT KNOWLE, SIDMOUTH ON WEDNESDAY 18 JULY 2012

### Present:

Councillor Andrew Moulding	ATM	EDDC
Councillor Graham Godbeer	GG	EDDC
Councillor Paul Diviani	PD	EDDC
Councillor David Cox	DC	EDDC
Councillor Steve Gazzard	SG	EDDC
Councillor Ray Bloxham	RB	EDDC
Councillor Steve Wragg	SW	EDDC
Councillor Bob Buxton	BB	EDDC
Councillor Vivien Duval Steer	VDS	EDDC
Richard Cohen	RC	Deputy Chief Executive, EDDC
Steve Pratten	SP	Relocation Project Manager
Chris Lane	CL	Democratic Services Officer, EDDC
Chris Powell	CP	Corporate ICT Manager, EDDC
Karen Jenkins	KJ	Corporate Organisational Development Manager, EDDC
Wayne Belle	WB	Electronic Document System Project Manager
Martin Millmow	MB	Document Centre Manager

### Apologies:

Mark Williams	MW	Chief Executive, EDDC
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The meeting started at 6.30pm and finished at 7.35pm.

Item	Notes/Decisions	Action
1.Introduction	Welcome and introduction.	
2.Notes of meeting held on 30 May 2012	The notes of the meeting held on 30 May 2012, were agreed as a true record.	Noted

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## 3. Relocation Manager – Introduction and Project Planning

### a) Programme

Members received the report of SP on the Office Relocation Project. He reported that preparation of the Client's Brief (Employers Requirements) had commenced, being based upon information advised during Stakeholder Consultations, Workshops and ongoing meetings. A questionnaire had been sent to senior Knowle staff regarding the staffing and desks required for the new building.

On the back of these surveys Kensington Taylor (KT) had been developing their Outline Planning proposals for Knowle and as part of the process Public Communication Events had been held on 10, 14 and 17 July.

It was anticipated that the submission date of 17 August and determination date of 13 November 2012 would continue to be maintained. The finalised drawing for the planning application would not be finished until 16 August.

A request was made that a special Development Management Committee meeting be held to consider the Outline Planning Application for Knowle

**ACTION** that consideration be given to holding a special meeting of the Development Management Committee.

### b) Budget

SP reported that the Relocation Budget for the Financial Viability Gateway continued to be reviewed during the period, with costs being finalised following the appointments of the further Consultants. Currently the cost was £291,667, including a contingency of £26,515.

SP reported that he hoped to be able to present a report on costings to the next meeting of Cabinet.

### c) Clients Brief

SP reported that the Clients Brief was being pursued and managers had returned details of staffing and desks required in the new building. The key thing was to receive the valuation of the Knowle from the Land Agent.

Noted

RC

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## 4. Knowle Progress

### a) Survey information update

SP reported that the majority of initial survey information had now been received from the appointed Independent Consultants. Whilst some issues had been identified, it was considered that these matters could be managed or mitigated and should not prevent development at Knowle/Heathpark.

An Economic Impact Assessment (EIA) had been commissioned to advise on EDDC's proposed move away from Sidmouth. A questionnaire had been issued to Staff to ascertain their local spend. The EIA was expected to be received by 10 August.

SP confirmed that there were 144 individual trees on the site and it was anticipated that many of the mature trees would stay in place. Or where removed replaced. It was the intention to issue a summary of the ecology reports on the Council's website.

### b) Commercial Land Agent appointment

SP reported that Thomas Lister had been appointed as Commercial Land Agent to ascertain the value of both Knowle and Heathpark under a number of different scenarios. This information was a particularly important element of the Financial Viability exercise. It was also anticipated that the Commercial Land Agent would provide professional assistance with any subsequent discussions with Developers.

### c) Communications events and follow up

SP advised that communications from Members and the Public had continued to be received. A protocol had now been agreed on how responses would be managed and coordinated.

RC confirmed that the 3 Public Consultation Communication Events in Sidmouth during July had been robust with strong opinions given by a number of local residents. Various issues arose during these events, including design of housing, traffic, car parks and environment and also using the current access road to Knowle offices for some of the housing to relieve pressure on Knowle Drive.

There had been 51 returns by questionnaire and 11

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	<p>on line. The questionnaire returns had highlighted the need to cover equalities issues well within the planning application, especially in terms of customer access around the District. RC emphasised that work was on going around travel distances for customers, particularly when significantly more housing was built at Cranbrook.</p> <p>SW considered that the Knowle site was not necessarily the best place to locate affordable housing, if it could be provided closer to employment, shops and faculties such as schools and child care. KT had currently included affordable housing within the scheme. But it may be considered more appropriate and maximise the value of the Knowle site, to have the affordable housing requirement off site. The importance of being as flexible as possible at this stage was emphasised.</p>	
<p><b>5. Honiton Progress</b></p>	<p>SP reported that initial surveys have been received for Heathpark, which enable better certainty of the nature of the site and potentially assist with any site valuations. There has been further interest expressed in the period by developers for Heathpark. It was anticipated that the Commercial Land Agent would provide professional advice in this respect to further inform EDDC.</p> <p>KT was preparing a sketch plan for what the office in Honiton would look like.</p> <p>Until a valuation had been received for Knowle then no further progress could be made in progressing interest in other possible sites.</p>	
<p><b>6. Exmouth</b></p>	<p>Identification and evaluation of options regarding EDDC presence in Exmouth were pending a better understanding of the value of Knowle and Honiton developments. EDD remained committed to a significant presence in Exmouth.</p> <p>RC agreed with SW that it would be important to talk to Exmouth Town Council at an appropriate moment on progress on relocation.</p> <p><b>ACTION</b> RC to attend a meeting of Exmouth Town Council to discuss relocation.</p>	<p><b>RC</b></p>
<p><b>7. Other actions</b></p>	<p>a) <u>Document management update</u></p> <p>Members received the progress report on the Electronic Data/Document Management System (EDMS) from CP and a presentation from MM and</p>	

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	<p>WB. The aim of the project was to eliminate paper for routine Council operations and a timetable of when each service would go paperless would be produced. The progress report gave an update on progress against each objective. The aim of the project was to go paper light, not paper less.</p> <p>Members noted that IT infrastructures had now been completed as part of the upgrade including the migration of the Online Planning Service. Several changes had to be made to counter reliability issues with the upgrade. The supplier had provided almost all the outstanding software for the move, with only a few smaller items left.</p> <p>A presentation had been given to all middle managers to communicate the objectives of the project to make all service transactions electronic and back scan 'live' documents.</p> <p>The aim was to dispose of unnecessary paper documents and also remove all unnecessary filing and shelf storage and prepare for a lean building. The current best estimate of the amount of storage space used within the Council building was:</p> <p>214m2 for live/current documents          422m2 for historical documents          636m2 total.</p> <p><b>ACTION</b> that a presentation on the project be made to the October meeting of the Council.</p> <p>b) Communication update</p> <p>KJ advised that there was the need to have further debriefing session on the public consultation exercise. All other aspects of her report had been detail with above.</p>	<p align="center"><b>MM/WB</b></p>
<p><b>8. Membership</b></p>	<p>RC advised that now that the submission of outline planning was approaching it would be appropriate if any remaining members of the Working Party who were also Development Management Committee members should now withdraw from the working Party.</p> <p>It was important to maintain a clear separate between the Council role as landowner and planning authority. With this advice in mind VDS and SW indicated their intention to resign from the Working</p>	

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	<p>Group after this meeting. PD thanked VDS and SW for their valuable contributions to the Working Party meetings and hoped they would be able to start attending Working Party meetings again when the Development Management Committee had made a decision on the planning application.</p> <p>RC advised that there were now four vacancies on the Working Party. And nominations would be sought at the Full Council meeting on 25 July 2012.</p> <p><b>ACTION</b> that replacements from Councillors BI, HP, VDS and SW be agreed at the Full Council meeting on 25 July 2012.</p>	<b>DV</b>
<b>9. Dates and times of future meetings</b>	Future meetings to be held on Wednesday 12 September and Wednesday 7 November 2012.	All