

Document Issue Sheet

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Date	20 August 2012

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1.0 EXECUTIVE SUMMARY

- 1.1 During the period there has been particular focus on the Outline Planning Application for Knowle, including several Public Consultations during July and submission on 17 August to the Planning Officer. It is understood that the DM Meeting to consider this Application will be held on 20 November 2012
- 1.2 Preparation for the Public Consultations included the development and internal approval of a questionnaire for attendees to complete and return to the Council. Public Consultations were held on 10, 14 & 17 July at several locations in Sidmouth and at differing times of day so that as many people as possible could attend.
- 1.3 Feedback from the Public Consultations has been considered and elements of the original scheme have been amended as considered necessary and appropriate.
- 1.4 EDDC have also appointed a Planning Consultant, Bell Cornwell, to assist with the Outline Planning Submission, including the provision of due diligence and additional reassurance and certainty. The Consultant has also assisted with the Outline Planning Application by the preparation and incorporation in to the submission documentation of the Heads of Terms and Planning Support Statement
- 1.5 All initial survey information has been received for both Knowle and Heathpark, including the additional bat survey to confirm the dawn to dusk emergence information as well as bat counting within potential roosts. The Economic Impact Assessment has also been provided, albeit one week late. These reports, together with those previously received have been incorporated and included within the Outline Planning Application.
- 1.6 Preparation of the Client's Brief (Employers Requirements) has continued during the period. Some particulars from the Client remain to be formally advised – in particular details of storage for the new building and briefs for Exmouth and any "One Stop Shops" proposed to be located in principal satellite towns.
- 1.7 A meeting has been held with Thomas Lister – the appointed Commercial Land Agent. As a result further information, in particular Title and other Land Registry Information have been passed to the Consultant following further assistance from several EDDC Departments tracking down the required information. It is understood the Consultant's final report will be issued by mid September, with an interim update being issued during the latter part of August
- 1.8 The matter of the reduction of Public Open Space continues to generate particular concern from members of the Public. Whilst legal opinion has been received in house from the Legal Department, it has been decided to seek Counsel's formal opinion on the right to sell part of the formal gardens and parkland. Details of costs and timeline have been requested and are currently awaited before formal instruction will be issued to proceed.
- 1.9 Davis Langdon during the period have attended Members Working Party, Overview and Scrutiny Committee, News and Views staff updates as well as attending the Sidmouth Town Council Meeting held on 13 August 2012
- 1.10 Communications from Members and Members of the Public have continued to be received in increasing quantities during the period. Two formal complaints have also been received from Members of the Public.

- 1.11 The FAQs on EDDC's Moving and Improving website have also been thoroughly reviewed and updated during the period.
- 1.12 The Programme continues to be regularly reviewed, refined, updated and revised as necessary. The key milestone date for the submission of the Project Viability report remains as 30 November. A copy of Initial Programme Rev G is annexed to this report
- 1.13 Similarly the Relocation Budget to the Financial Viability Gateway has continued to be reviewed during the period, with costs being finalised following the appointments of the further Consultants. Currently, the Cost is advised as being £ 314,354.00. This sum includes a contingency of £ 28,578.00. Posted monies expended to 2 August total £ 93,754.00. A copy of DL's Assessment Review of 17 July 2012 is annexed to this Report. A Cabinet Report is being prepared for submission during early September requesting an uplift of funds from the original budget allowance.
- 1.14 Meetings with Officers during the period have continued on both a formal and ad hoc basis.

2.0 Progress Update Particulars and Key Project Issues

- 2.1 The main focus in the period since the last Report has been the preparation and submission of the Outline Planning Application for the proposed development of Knowle.

This has included;
 - Preparation for and attendance at the Public Consultations held on 10, 14 & 17 July in and around Sidmouth and at differing times of day so that as many people as possible could attend.
 - Reviewing comments advised through the consultations and returned questionnaires and amending the drawn proposals accordingly, including;
 - Provision of alternative means of access other than Knowle Drive for Zone C
 - Zone area boundaries reduced to minimise take of areas of recreational space
 - Reaffirmation that maximum storey height will be 3 storeys
 - Greater areas of the lower gardens have been retained
 - The listed Summerhouse has been protected
 - Retention of public paths on or close to where they currently are
 - The existing parkland will be offered to Sidmouth TC is due course
 - Detailed internal review with Housing to establish exact extent and mix of affordable housing requirements.
- 2.2 In addition the newly appointed Planning Consultant, Bell Cornwell has also been closely reviewing the proposals from a professional and due diligent viewpoint, and has identified several necessary minor adjustments to the original design and associated commentary.
- 2.3 At a late stage – 13 August- Devon Wildlife Consultancy has identified a Lesser Horseshoe Bat Maternity Colony of approx 170 creatures. This apparently is one of the largest in the UK – and English Nature would have been unlikely to have agreed to the particular building's demolition. As a consequence, and to enable mitigation to resolve this issue, it has been agreed to retain this particular part of Knowle – in

essence an original part of the building. This building sits within the red line but outside of any dwellings currently identified. Only roads and car park spaces have had to be moved. Unfortunately shortness of time before the submission of the Outline Planning Application has prevented a use for the building being formally identified, but there is potential for either public use or a habitable dwelling

- 2.4 Kensington Taylor have reviewed and updated their proposals including the "Red and Blue" lines in addition to the Masterplan being redrawn.
- 2.5 This in turn has affected many of the original commissioned reports and surveys – including the Flood Risk Assessment and Transport Statement, which as a consequence have needed to be updated at a time very close to the Outline Planning submission date.
- 2.6 All the commissioned initial surveys have now been received. The outstanding reports as of last month being,
- Ecology – Bat emergence and dawn re entry surveys and remote detector surveys.
 - Flood Risk Assessment
 - Traffic Statement
 - Economic Impact Assessment
- 2.7 The Bat emergence and dawn re entry surveys and remote detector surveys report has advised that;

Building A

The internal inspection revealed numerous concentrations of mixed aged lesser horseshoe droppings within both of the loft spaces on the south-eastern and south-western elevations of the building. However the subsequent remote detector, emergence and dawn re-entry surveys did not detect any lesser horseshoe bats currently utilising this structure for roosting. It may be that the ambient conditions within Building B are currently more suitable for roosting bats or that the access points were obstructed at some point in the past thereby preventing lesser horseshoe bats from utilising these loft spaces.

Two common pipistrelle bats were seen emerging from a gap on the southern elevation between the wall top and the roof during the second emergence survey, this is considered to be indicative of a small non-breeding summer roost. Pipistrelle bats are crevice dwelling bats and are rarely found roosting in loft spaces and therefore it is unlikely that their echolocation calls would be detected during the remote detector survey.

Building B

The results of the internal inspections of the building and subsequent emergence, dawn re-entry and remote detector surveys have confirmed that the basement of Building B supports a small roost for non-breeding lesser horseshoe bats and may potentially be also used as for hibernation, although winter surveys would be required to verify this.

The loft space of Building B supports a maternity colony of at least 170 lesser horseshoe bats (maternity colonies typically comprise between 10-200 animals, Dietz, 2007) and there are no other known roosts of this size in East Devon. The exact position of the access point into this roost was not determined as visibility from the ground was limited; however it is believed to be located in the join between Building B and C with bats accessing the

loft via the interconnecting ceiling joists, referred to as the Cavity/Flat Roof in the Bat Survey report undertaken in 2008 (Bemment, G. 2008). However due to the restrictions associated with confined space working this area was not specifically searched.

- 2.8 The Flood Risk Assessment has confirmed that the flood risk for the proposed development has been assessed and it is concluded that the proposed development would not increase the existing onsite and offsite flood risk.
- 2.9 The Transport Statement concludes that the site at The Knowle offers a realistic opportunity to provide an accessible residential development in a location that can encourage and sustain travel away from reliance on the private car.
- 2.10 The Economic Impact Assessments was delivered a week later than had been expected. Fortunately a week's float had been included in their programme to allow for such an eventuality. Peter Brett Ass, the authors of this report, had carried out a number of surveys involving questionnaires to EDDC staff, Knowle visitors and local Sidmouth businesses. The final report is comprehensive, detailed, and concludes by advising;
- It is estimated that the relocation of the Council's offices from the Knowle site to Honiton would have the potential to result in a loss of 25 jobs among Sidmouth's working residents. This estimate makes allowances for some Sidmouth resident employees deciding not to relocate to Honiton and therefore leaving the Council's employment. These job losses also emerge through indirect and induced loss of local spending by EDDC operations, its staff and visitors to the Knowle site.
 - With the redevelopment of the Knowle site following the Council's relocation, local jobs gains are expected as a result of the proposed residential and care home planned scheme. This is estimated to include some 28 new local jobs supported through new investment in the construction of the scheme, the new jobs created at the care home and the local spending generated by the staff and new residents living on site.
 - In economic terms, there is an overall small net gain for Sidmouth, equivalent to 3 jobs. However, the impact should be expected to be shared across a number of businesses, and therefore the actual gain might not be notable.
- 2.11 One of the key matters of Public Concern has been the potential loss of Public Open Space. Based upon the final Masterplan, KT have evaluated this loss as 0.89 Ha or 24%. During the period dialogue / pre app discussions with the Planning Officer have continued.
- 2.12 The finalised Outline Planning Application was formally submitted on Friday 17 August 2012, with the following documents, inter alia, being submitted;
- Heads of Terms
 - Kensington Taylors drawings
 - Planning Application Form
 - Planning Reports
 - Planning Support Statement
 - Surveys and Reports
- 2.13 It is understood that the corresponding DM Meeting to consider this Application will be held on 20 November.

- 2.14 Following both the Public Consultations and a lively meeting with Sidmouth Town Council on 13 August, the previously identified documents were uploaded for public viewing on EDDC's website during Monday 20 August 2012.
- 2.15 An initial start up meeting was held with Officers and Thomas Lister on 1 August. During this meeting further information was passed over. In addition the Consultant was also asked to consider several additional matters that had not been included in the original brief. In turn DL were asked to provide Title Deeds and other land Registry documents for Knowle, Manstone, Heathpark and the Cattle Market.
- 2.16 Whilst Thomas Lister are running a couple of weeks late (as compared to the previous programme), they have been told not to rush the report just to comply with the timeline. This report is seen as being absolutely central to the Financial Viability exercise. It is understood that a draft report will be received during the latter part of August, and following review and comments being returned by EDDC, DL and appropriate others the final report is due to be issued during the middle of September. Providing these dates are maintained DL will manage the submission of the Viability Report.
- 2.17 The skeleton of DL's Financial Viability Report is almost complete, with the Clients Brief now taking shape. It is noted that there remains several items of information from the Client (storage, brief for Exmouth and the assumed several "One Stop Shops"). This information has been requested to be issued before the beginning of September. Whilst potentially these matters could cause a delay, it is likely that should the information not be available by this date Provisional Sum allowances will be included pending receipt. Submission of this Report remains as 30 November 2012
- 2.18 The submission of the Outline Planning Application, now allows KT to prepare their outline designs for the new Office. It has been agreed that once KT have completed their initial design work, DL will asked their DEGWS – who are recognised space planners- to review the proposals and advise on any comments.
- 2.19 There has been some increased input by DL during the period assisting with the review and updating the FAQs. Further, there has been increasing dialogue and consequentially need to assist with responses to enquiries from Member of the Public.
- 2.20 A copy of the current Programme Rev G is annexed to this Report

3.0 Knowle Progress

- 3.1 Initial Surveys have now been commissioned and final reports and survey information received –
- 3.2 An Outline Planning Application for Knowle has been submitted, determination is due to be considered on 20 November 2012.
- 3.3 Thomas Lister are currently considered the value of the Knowle site within a number of scenarios

4.0 Honiton Progress

- 4.1 As with the Knowle, all associated initial Surveys have now been received.
- 4.2 Enquiries have been advised during the period expressing an interest in the Heathpark site. It has been agreed that meetings with Developers expressing an interest will only take place once valuations have been received from Thomas Lister.

5.0 Risk Management

- 5.1 Project risk has continued to be reviewed throughout the period DL have been involved with the Project. This has taken the form of internal discussions and debates. A formal Risk Review Workshops will be carried out once the Commercial Land Agent has returned his detailed report
- 5.2 Pending such, the key risks are currently considered to be matters affecting financial viability of Knowle, including;
 - Initial survey findings (bats, asbestos)
 - Public Opposition
 - Counsel's Opinion
 - Valuation of Knowle and several properties in Honiton
 - Judicial review affecting proposed programme
 - Government legislation
 - Market conditions

6.0 Programme and Key Milestones

- 6.1 DL have continued to reviewed programme particulars during the period, as a result the latest iteration, Rev G, of the programme has been published.
- 6.2 This programme identifies the following key milestone dates;
 - Submission of Outline Planning Application – 17 August 2012
 - Receipt of Red Book Valuation of the Knowle and Honiton properties – 14 September 2012.
 - Consideration of Exmouth facilities – 9 November 2012
 - Finalise Employers Requirements – 11 November 2012
 - Outline Planning Award – 20 November 2012
 - Submission of Viability Exercise – 30 November 2012

7.0 Cost Report

- 7.1 In the period DL have continued to review the advised costs for the Project Viability Gateway period
- 7.2 With further packages having now been confirmed DL have recomposed the budget, and identified a sum of £ 314,354.00 in lieu of the previously approved £ 200,000.00. Details of the Review are annexed to this report including outline details of the variance between the two budgets. A Cabinet Report has been prepared and approval sought for this additional expenditure in September 2012.
- 7.3 It is confirmed that this figure includes a Contingency allowance of £ 28,578.00.
- 7.4 Cost advised by EDDC as being expended to 3 July 2012 total £93,754.00)

APPENDICES

Appendix A | Programme – Initial Overview Programme Rev G, August 2012

Appendix B | Relocation Budget to Financial Gateway
– Assessment 17 August 2012

APPENDIX A

Programme – Initial Overview Programme Rev G, August 2012

APPENDIX B

Relocation Budget to Financial Gateway

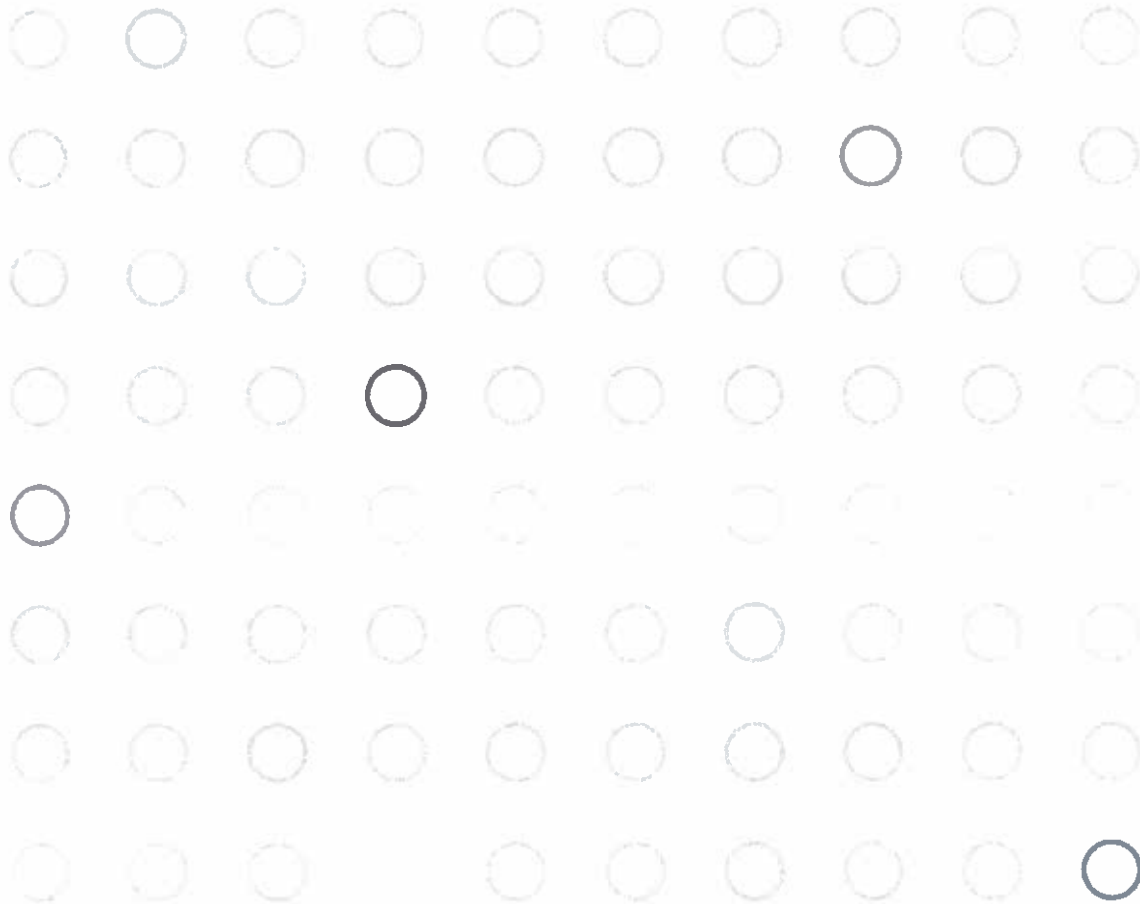
– Assessment 17 August 2012

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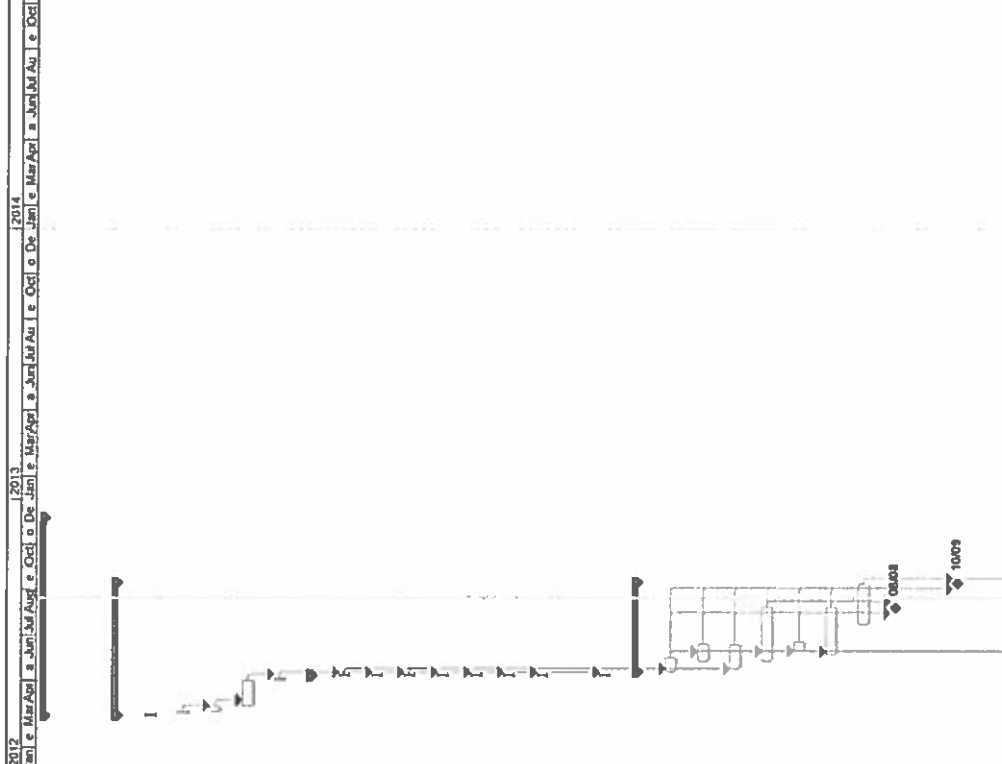
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EAST DEVON DISTRICT COUNCIL
OFFICE RELOCATION

INITIAL OVERVIEW PROGRAMME - REV G
8 AUGUST 2012

ID	Task Name	Duration	Start	Finish	Predecessors
1	Initial Six Months - Establishing Viability of the Project	185 days	Fri 16/03/12	Fri 07/12/12	
2					
3	Initial Surveys of Knowle and Heathpark	121 days	Fri 16/03/12	Mon 10/09/12	
4	Review of KT obtained tenders	1 day	Fri 16/03/12	Fri 16/03/12	
5	KT to redraw Sidmouth Redline	2 days	Mon 19/03/12	Tue 20/03/12	
6	EDDC consider revision of Redline	5 days	Wed 21/03/12	Tue 27/03/12	5
7	DUPM review / discuss / negotiate with tenders to revised Redline	23 days	Wed 28/03/12	Tue 01/05/12	6
8	DUPM Tender Report and Recommendation	3 days	Wed 02/05/12	Fri 04/05/12	7
9	EDDC consider recommendation and place orders for:	2 days	Tue 08/05/12	Wed 09/05/12	8
10	Technical Copy AP Land Surveys	2 days	Tue 08/05/12	Wed 09/05/12	9
11	Tree Survey and Preliminary Constraints Plan - Advanced Arboriculture	3 days	Tue 08/05/12	Wed 09/05/12	9
12	Environmental Impact Assessment (Habitat Survey - Devon Wildlife)	3 days	Tue 08/05/12	Wed 09/05/12	9
13	Flood Risk Assessment - Sands Consulting	2 days	Tue 08/05/12	Wed 09/05/12	9
14	Orange Strategy - Sands Consulting - (PFA COMPLIMENT REQUIRED)	3 days	Tue 08/05/12	Wed 09/05/12	9
15	Ground Conditions / Geo Environmental Desk Study - AECOM	3 days	Tue 08/05/12	Wed 09/05/12	9
16	Transport Assessment - (PA ADVISE THAT TRANSPORT STATEMENT IS NOT REQUIRED)	3 days	Tue 08/05/12	Wed 09/05/12	9
17	Tree Plan - (PFA COMPLIMENT REQUIRED)	2 days	Tue 08/05/12	Wed 09/05/12	9
18	Mobilise, Carry out Initial Survey and prepare / issue associated report	83 days	Mon 14/05/12	Mon 10/09/12	17
19	Topographical Survey - AP Land Surveys	15 days	Mon 14/05/12	Fri 01/06/12	18
20	Tree Survey and Preliminary Constraints Plan - Advanced Arboriculture	15 days	Mon 28/05/12	Tue 19/06/12	18
21	Environmental Impact Assessment / Habitat Survey - Devon Wildlife	20 days	Fri 18/05/12	Mon 18/06/12	18
22	Flood Risk Assessment - Sands Consulting	50 days	Mon 28/05/12	Tue 07/08/12	18
23	Ground Conditions / Geo Environmental Desk Study - AECOM	10 days	Mon 11/06/12	Fri 22/06/12	18
24	Transport Statement, Phase 1 - inc simple statement on use of Knowle Car Parks	45 days	Wed 06/06/12	Tue 07/08/12	18
25	Transport Statement, Phase 2 Use of Knowle Car Parks	39 days	Mon 16/07/12	Fri 07/09/12	24
26	Completion of Initial survey matters required for Outline Planning - including Transport Statement Phase 2	1 day	Wed 08/08/12	Wed 08/08/12	24
27	Overall Completion of all Initial Surveys	1 day	Mon 10/09/12	Mon 10/09/12	24
28					



**EAST DEVON DISTRICT COUNCIL
OFFICE RELOCATION**

**INITIAL OVERVIEW PROGRAMME - REV G
8 AUGUST 2012**

ID	Task Name	Duration	Start	Finish	Predecessors
29	Review, consideration and approval of Other Consultants	122 days	Mon 26/03/12	Wed 18/09/12	
30	Architect - Kensington Taylor - Extension of existing Appointment for submission Outline Planning and potentially with the development of the Brief including space plans. Receipt of Fie and issue by DLPm of written recommendation	10 days	Mon 26/03/12	Tue 10/04/12	
31	EDDC consideration of DLPm recommendation and approval of same (Cabinet Meeting 2 May 2012) including reviewing recommendations and prep of Cabinet Papers	16 days	Wed 11/04/12	Mon 20/04/12 30	
32	EDDC Cabinet approval of Kensington Taylor extension of services	1 day	Wed 02/05/12	Wed 02/05/12	
33	DLPm Recommendation re employment of Other Consultants	10 days	Mon 03/05/12	Fri 14/05/12	
34	Cost Consultant - Assume DLOS	3 days	Mon 17/05/12	Wed 19/05/12 33	
35	Economic Impact Assessment - See procurement process below	31 days	Thu 17/05/12	Mon 02/07/12 9FS-31 days	
36	Land Agent - See procurement process below	31 days	Thu 17/05/12	Mon 02/07/12 9FS-31 days	
37	Others - If and as applicable	53 days	Mon 14/05/12	Fri 27/07/12	
38					
39	Development of Brief, specification and associated costs	128 days	Thu 26/04/12	Fri 09/11/12	
40	Consultation with Internal Stakeholders	4 days	Thu 26/04/12	Tue 01/05/12	
41	Conditions for Success Workshop	1 day	Wed 09/05/12	Wed 09/05/12	
42	Development of Employers Requirements	64 days	Thu 26/04/12	Fri 27/07/12 40FS-4 days	
43	Survey to be completed by EDDC to ascertain numbers	11 days	Fri 29/05/12	Fri 13/07/12	
44	Workshop with DEGW (dependent upon KT space plans)	1 day	Tue 18/09/12	Tue 18/09/12 4FS-15 days	
45	ICT review, potentially ongoing	10 days	Wed 27/06/12	Tue 10/07/12 4FS-23 days	
46	DATA Gathering	93 days	Thu 26/04/12	Fri 07/09/12 40FS-4 days	
47	Initial Scoping	20 days	Mon 03/09/12	Fri 28/09/12 46FS-5 days	
48	Consultation with LPA	10 days	Mon 03/09/12	Fri 14/09/12 46FS-5 days	
49	Develop Project Quality Plan, preparation of outline specification	10 days	Mon 01/10/12	Fri 12/10/12 47	
50	Strategic Review	5 days	Mon 15/10/12	Fri 19/10/12 49	
51	Project Risk Input	5 days	Mon 01/10/12	Fri 05/10/12 49FS-10 days	
52	Consideration of potential procurement routes	5 days	Mon 01/10/12	Fri 05/10/12 49FS-10 days	
53	Detailed cost review of Employers Requirements	10 days	Mon 08/10/12	Fri 19/10/12 49FS-5 days	
54	Contingent period for Value Engineering, if applicable	10 days	Mon 22/10/12	Fri 02/11/12 53	
55	Submission of Final Draft of Employers Requirements to EDDC for consideration, costed	1 day	Fri 02/11/12	Fri 02/11/12 54FS-1 day	
56	EDDC consideration period including all necessary liaison meetings with DLPm and others as required. DLPm update of documents as 'probably'	5 days	Mon 05/11/12	Fri 09/11/12 55	
57	EDDC confirm Employers Requirements costed	1 day	Fri 09/11/12	Fri 09/11/12 56FS-1 day	
58					

EAST DEVON DISTRICT COUNCIL
OFFICE RELOCATION

INITIAL OVERVIEW PROGRAMME - REV G
8 AUGUST 2012

ID	Task Name	Duration	Start	Finish	Predecessors
59	Outline Planning Submission for potential Developments of the Knowle	134 days	Mon 14/05/12	Tue 20/11/12	
60	KT to prepare Outline Planning Application for Development of the Knowle	43 days	Mon 14/05/12	Fri 13/07/12	
61	Feed in of last tranche of email survey information	24 days	Fri 01/06/12	Fri 06/07/12 19FS-1 day	
62	Consultation with LPA	18 days	Wed 13/06/12	Fri 05/07/12 60FS-23 days	
63	Public Consultation	33 days	Wed 13/06/12	Fri 27/07/12	
64	Meeting with RC JB v1.1 SP to review poster and finance proposals	1 day	Wed 13/06/12	Wed 13/06/12	
65	Finance poster and send to internal printers	2 days	Thu 14/06/12	Fri 15/06/12 64	
66	Printing and distributing posters	5 days	Mon 18/06/12	Fri 22/06/12 65	
67	Public Consultation #1 - 10 July	1 day	Tue 10/07/12	Tue 10/07/12	
68	Public Consultation # 2 - 17 July	1 day	Tue 17/07/12	Tue 17/07/12	
69	Public Consultation #3 - Saturday 14 July	1 day	Fri 13/07/12	Fri 13/07/12	
70	Preparation of report based upon comments received	10 days	Mon 16/07/12	Fri 27/07/12 69	
71	Economic Impact Assessment available	1 day	Thu 16/08/12	Thu 16/08/12 104FS-1 day	
72	Submission of Outline Planning Application	1 day	Fri 17/08/12	Fri 17/08/12 71	
73	Planning Determination period	67 days	Fri 17/08/12	Tue 20/11/12 72FS-1 day	
74	Feed in of Transport Statement Phase 2 (Knowle Car Parks Summer Months)	1 day	Mon 10/09/12	Mon 10/09/12 25	
75	Outline Planning Award	1 day	Tue 20/11/12	Tue 20/11/12 73FS-1 day	
76					
77	Consideration of satellite facilities in Exmouth	68 days	Mon 03/09/12	Fri 09/11/12	
78	EDDC advice on scope	15 days	Mon 03/09/12	Fri 21/09/12	
79	KT review of current facilities and recommendation for alteration / modernisation	15 days	Mon 24/09/12	Fri 12/10/12 78	
80	Preparation of budget Cost Plan	10 days	Mon 15/10/12	Fri 26/10/12 79	
81	EDDC Consideration	16 days	Mon 29/10/12	Fri 09/11/12 83	
82					
83	Appointment of Consultant for Economic Impact Assessment at Honiton	24 days	Mon 14/05/12	Mon 18/06/12	
84	DLPM to identify potential tenders	3 days	Mon 14/05/12	Wed 16/05/12	
85	EDDC consider names and approve tender list	2 days	Thu 17/05/12	Fri 18/05/12 84	
86	Preparation of tender	5 days	Mon 21/05/12	Fri 25/05/12 85	
87	EIA tender period	6 days	Mon 28/05/12	Fri 08/06/12 86	
88	Review, Tender Report and Recommendation	3 days	Mon 11/06/12	Wed 13/06/12 87	
89	EDDC Consideration of Tender report and recommendations	2 days	Thu 14/06/12	Fri 15/06/12 88	
90	EDDC Place Order with EIA Consultant	1 day	Mon 18/06/12	Mon 18/06/12 89	
91					
92	Appointment of Land Agent for sale of Knowle and Honiton site	34 days	Mon 14/05/12	Mon 02/07/12	
93	DLPM to identify potential tenders	3 days	Mon 14/05/12	Wed 16/05/12	
94	EDDC consider names and approve tender list	2 days	Thu 17/05/12	Fri 18/05/12 93	
95	Preparation of tender	6 days	Mon 21/05/12	Mon 28/05/12 94	

**EAST DEVON DISTRICT COUNCIL
OFFICE RELOCATION**

**INITIAL OVERVIEW PROGRAMME - REV G
8 AUGUST 2012**

ID	Task Name	Duration	Start	Finish	Predecessors	Year																
						2012	2013	2014	2015													
96	Land Agent tender period	12 days	Tue 29/06/12	Fri 15/08/12 95																		
97	Review, Tender Report and Recommendation	8 days	Mon 19/06/12	Wed 27/06/12 96																		
98	EDDC Consideration of Tender report and recommendation	2 days	Thu 25/06/12	Fri 29/06/12 97																		
99	EDDC place Order with Land Agent	1 day	Mon 02/07/12	Mon 02/07/12 98																		
100																						

ID	Task Name	Duration	Start	Finish	Predecessors
101	Economic Impact Assessment	44 days	Mon 18/06/12	Thu 16/08/12	
102	Appointed Consultants mobilisation period	5 days	Mon 18/06/12	Fri 22/06/12 90FS-1 day	
103	Preparation of Economic Impact Assessment	34 days	Mon 25/06/12	Thu 09/08/12 102	
104	EDOC review and consideration of Economic Impact Assessment	5 days	Fri 10/08/12	Thu 16/08/12 103	
105	Submission into Planning process	1 day	Thu 16/08/12	Thu 16/08/12 104FS-1 day	
106					
107	Establish Value of The Knowle and Honiton Properties	54 days	Mon 02/07/12	Fri 14/09/12	
108	Appointed Consultants mobilisation period (Extended due to annual Leave)	20 days	Mon 02/07/12	Fri 27/07/12 98	
109	Meeting with Thomas Lister	1 day	Wed 01/08/12	Wed 01/08/12	
110	Land Agent visit's The Knowle and prepares Redbook Valuation, including consideration of early sale of portions of the site and other matters identified within scope - issue of initial drafts	15 days	Mon 30/07/12	Fri 17/08/12 108	
111	Further reviews and meetings including preparation of final documentation	19 days	Mon 20/08/12	Fri 14/09/12 110	
112	Receipt of Land Agents Final Report including RICS Red Book Valuation / s	1 day	Fri 14/09/12	Fri 14/09/12 111FS-1 day	
113					
114	Consider potential plots in Honiton	128 days	Mon 19/03/12	Fri 29/09/12	
115	Review of KT Sequential Test Survey	65 days	Mon 19/03/12	Fri 22/06/12	
116	EDOC Decision on preferred site including all necessary liaison with Land Agent and others	10 days	Mon 23/06/12	Fri 03/07/12 115	
117	Land Agent briefed	5 days	Mon 06/08/12	Fri 10/08/12 116	
118	Land Agent to prepare particulars of Conditional Sale EDDC soon in Honiton	10 days	Mon 13/08/12	Fri 24/08/12 117	
119	Conditional Sale period	14 days	Tue 28/08/12	Fri 14/09/12 118	
120	Receipt of Conditional Sale lenders - NOTE No further action until Valability Report issued and decision to proceed or otherwise by EDDC advised	1 day	Fri 14/09/12	Fri 14/09/12 119FS-1 day	
121	DLP/ EDDC Review	5 days	Mon 17/09/12	Fri 21/09/12 120	
122					
123	Overall Project Viability	70 days	Mon 03/05/12	Fri 07/12/12	
124	DLP/ EDDC briefing	5 days	Mon 17/09/12	Fri 21/09/12 122	
125	Preparation of skeleton and narrative including feeding in of reports etc	58 days	Mon 03/09/12	Wed 21/11/12	
126	DLP/ Viability Report reconciling potential value of the Knowle including valuations and Conditional Sale of EDDC Honiton Plot and associated Options with subproject costs for relocated Office in Honiton and satellite facilities in Ermouth	7 days	Thu 22/11/12	Fri 30/11/12 123, 121, 121, 75, 125	
127	EDOC consultation (V&A) Report	1 day	Fri 02/12/12	Fri 02/12/12 26	
128	EDOC decision to proceed or otherwise	1 day	Fri 02/12/12	Fri 02/12/12 27FS-1 day	

**EAST DEVON DISTRICT COUNCIL
OFFICE RELOCATION**

**INITIAL OVERVIEW PROGRAMME - REV G
8 AUGUST 2012**

ID	Task Name	Duration	Start	Finish	Predecessors	2012												2013												2014												2015											
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
129	Post Viability Proving Gateway	810 days?	Mon 20/02/12	Thu 07/05/15																																																	
130		1 day?	Mon 20/02/12	Mon 20/02/12																																																	
131	Consultant Appointments	43 days	Mon 10/12/12	Tue 12/02/13																																																	
136																																																					
137	Expressions of Interest / Tendering	157 days	Mon 10/12/12	Fri 26/07/13																																																	
171																																																					
172	Summary of subsequent tasks	487 days	Thu 16/05/13	Fri 01/05/15																																																	
173	EDDC preferred Honiton Site / Exmouth - based on O&B	487 days	Thu 16/05/13	Fri 01/05/15																																																	
183																																																					
189	LOCAL GOVERNMENT ELECTIONS 2015	1 day	Thu 07/05/15	Thu 07/05/15																																																	

East Devon District Council

Relocation Budget to Financial Viability Gateway Only

Assessment Review - 17 August 2012

Anticipated Costs	Anticipated Cost	Comparable sums in EDDC Original Budget	Balance
Consultants			
Davis Langdon Project Management Services - Apr - Oct 12 Allow for November 12 - January 13	£ 51,441 £ 25,719	£ 42,000 £ 33,000	
Kensington Taylor Architectural Services	£ 77,160 £ 3,859	£ 75,000	-6,015.00
Original Fee Subsequent services	£ 81,018		
Sept 11 / 4 mths Jan - April 12 / 4 mths Other / Odene Planning App Balance as Cabinet App 2 5 12	£ 20,000 £ 20,000 £ 24,000 £ 3,770		
Disbursements 5%			
Disbursements 5%	£ 67,770 £ 3,389	£ 58,000	-13,154.50
Initial Survey Costs	£ 71,159		
Topographical Survey - AP Land Surveys Tree Survey and Constraints Plan - Advanced Arboriculture Ecological Impact Assessment - Devon Wildlife Additional Bat Surveys Assistance with Derogation Report Flood Risk Assessment - Sands Consulting Drainage strategy - Not now required Ground Conditions / Geo Environmental Desk Study - AECOM Transport Statement, including effect on Car Parks Provision of collection data Travel Plan - Not now required Economic Impact Assessment - Peter Brett Ass Commercial Land Agent - Thomas Lister Additional services in respect of Manstone and Honiton sites	£ 3,700 £ 2,885 £ 1,508 £ 1,081 £ 300 £ 2,210 £ - £ 2,700 £ 4,965 £ 125 £ 11,218 £ 7,028 £ 2,297		
Other, Provisional allowance	£ 42,015	£ 24,000	-18,015.00
Planning Consultant Cost Consultant Structural Engineer MLE Consultant	£ 8,000 £ 6,000 £ 5,000 £ 5,000		
Estimated Estimated Estimated Estimated			
Contingency @ 10%	£ 218,192 £ 21,819		
Contingency @ 10%	£ 240,011		
Client Costs	£ 67,585		
EDDC Internal disbursements costs EDDC - Provision of internal resource Outline Planning Application Fee Legal Costs (Prev Budget £ 36,000.00) Considered minimal during Verification Period. Revised to Public Consultation / Engagement Costs	£ 12,000 £ 30,000 £ 8,585 £ 10,000 £ 7,000	£ 30,000 £ 7,000	
Estimated Estimated Estimated Estimated			
Contingency @ 10%	£ 67,585 £ 6,759	£ 43,000	-43,344
Contingency @ 10%	£ 74,344		
Total estimated costs to Financial Viability Gateway	£ 314,364	£ 200,000	-114,364
Costs posted to date (as attached Worksheet)	£ 93,754		
Balance anticipated to be expended	£ 220,600		

Notes
All costs identified above exclude VAT
Amount of Contingency as this Report - £ 28,579

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Office Relocation EDMS Project Progress Report – September 2012

The Electronic Data/Document Management System project has a number of objectives, the progress against each is commented on below:

EDMS upgrade

Upgrade has been completed. We still are evaluating a few further applications which may be required for specific business areas.

We also are looking at several additional options (at no expense) to improve the searchability of the solution.

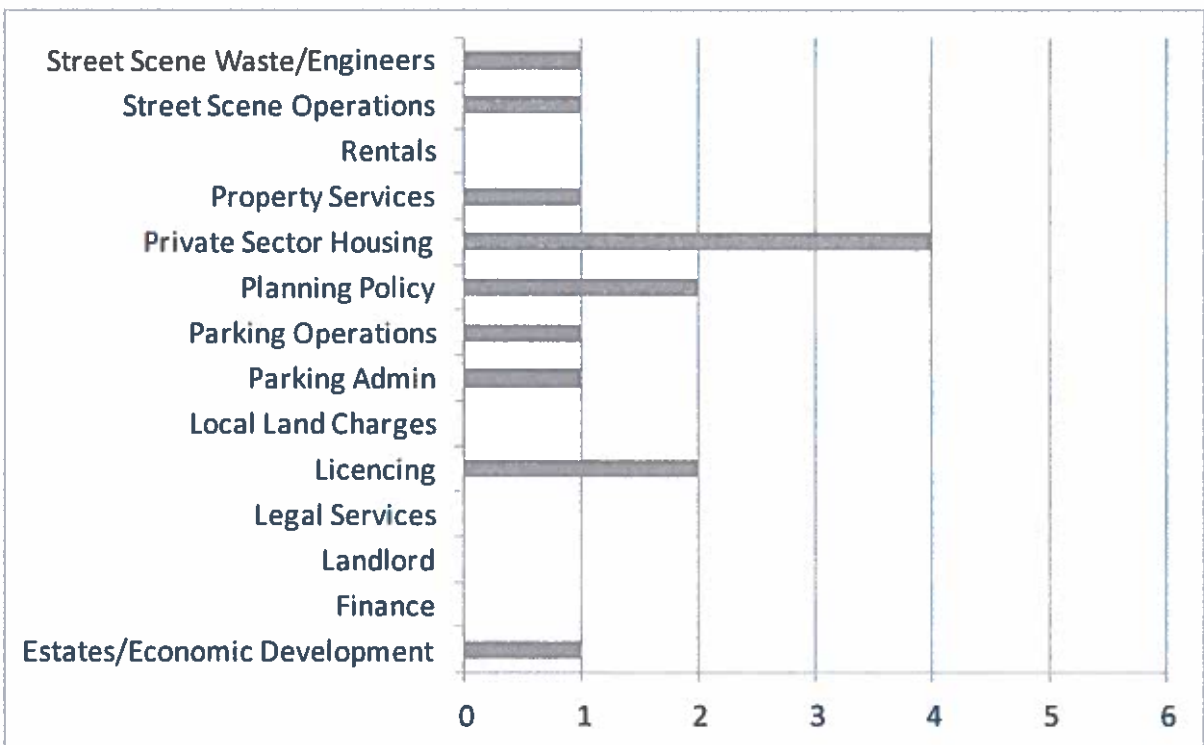
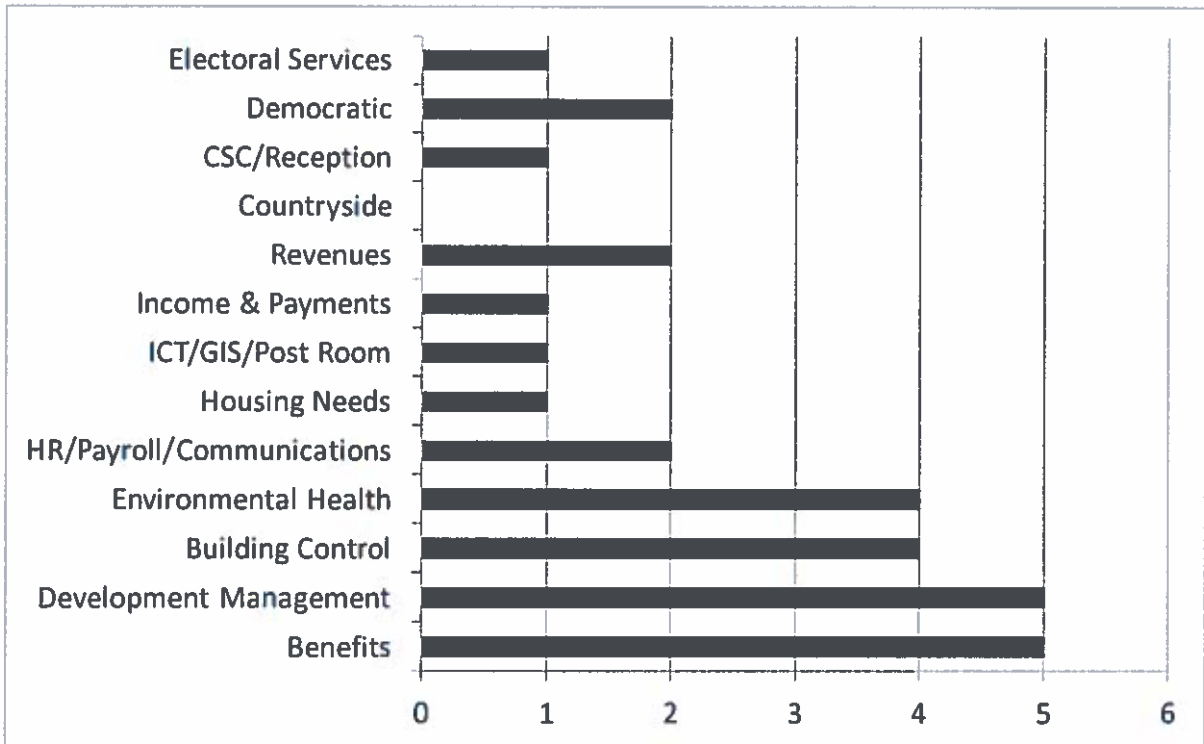
Make all Service transactions electronic and Back Scan 'Live' Documents

We have only 6 services currently not engaged in the project, which we hope to start in the next couple of weeks. However, there is a lot of further work will be required with Housing in addition due to the vast extent of their service provision.

We are currently on track with the rollout.

The graph below shows our current position in relation to the progress of the project. The key to the stages is:

- 0 - Service Yet To Engaged
- 1 - Service Being Scoped
- 2 - Scoped Completed and now with User Acceptance Testing
- 3 - Service Gone Live
- 4 - Back Scan Being Scoped
- 5 - Back Scan Being Undertaken
- 6 - Back Scan Full Completed



Graph 1 – Part 2 – Current Progress

Key for Graphs:

0 – Service Yet To Engaged, 1 - Service Being Scoped, 2 - Service Completing User Acceptance Testing, 3 - Service Gone Live , 4 - Back Captured Being Scoped, 5 - Back Captured Being Undertaken, 6 - Back Captured Full Completed

Back Scan 'Live' Documents and Paper Disposal and space recovery

The aim is to dispose of unnecessary paper documents and also remove all unnecessary filing and shelf storage and prepare for a lean building. Many services have begun to carefully house clean their document storage areas in line with the Council's document retention policy.

During the past 2 months all services have been visited or contacted and assessed for the volume of documentation which will require capturing, archiving or disposing of, at the same time conservative estimates have been made about the amount of space each service will require in any new building for document storage. This information will be forwarded to Steve Pratten once a final assessment of the data has been completed.

Our current best estimate of the amount of storage space used within the Council building is;

214 m² for live/current documents
422 m² for historical documents
636 m² total

Early indications are that less than a third of this total will be required onsite in any new building, with around a third more for archiving and the remainder being either back captured or disposed of.

As each year passes and more documents pass their retention period the archive will become smaller.

Planning – (8 m² of current and 84 m² historical) In the main Planning File room the equivalent of 1.7 of the 14 large rolling rack units have been cleared.

Less than 400 of the 2600 planning application files from the year 2001 remain to be captured, staff will then move onto 2002 when time permits.

The time in motion exercise begun in July is almost complete with testing on three of the years to finish off. For the years that have now been assessed a range of estimate figures for the capture of these years runs from £6k to £9k, the range is dependent on the number of files in the year and the number of indexing criteria to be applied. Our current approach of picking off a few files when staff have time will account for the years 2001-2004 leaving the 5 years 2005 – 2009 to be completed. The 2001-2004 are less complex than the files of 2005 to 2009 with less indexing criteria.

Benefits - (21 m² of current and 50 m² historical) At the start of the project it was estimated there were the equivalent of 21 large floor-to- ceiling cabinets holding benefit files. Five have now been cleared (25%). In addition Benefits have 50m² of storage space used to hold closed cases that we are required to hold until 6 years have passed since the last financial transaction took place. Files that have been checked and are known to be closed are being stored in paper format in alphabetical order within the year in which their case closed. The intention is that they can then be stored securely for the required retention period at an offsite location until it is time to dispose of them. They will not be back scanned. If any file needs to be recalled from this store it will scanned and the paper file disposed of i.e. "air-locked"

HR – Will be assessed next. (16 m² of current and 12 m² historical)
Testing of the back capture requirements for HR will begin in September.

Wayne Belle and Martin Millmow September 2012

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