

Meeting not open to the public

**East
Devon**

District Council

Date: 9 January 2013
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To: (Councillors: Paul Diviani, Ray Bloxham, Bob Buxton,
David Cox, Jill Elson, Steve Gazzard, Graham Godbeer,
Douglas Hull, Andrew Moulding, Frances Newth,
Pauline Stott, Ian Thomas.)

Officers: Mark Williams, Richard Cohen, Donna Best, Karen Jenkins,
Chris Powell, Steve Pratten, Wayne Belle, Martin Millmow.

Member Office Accommodation Working Party Wednesday 16 January 2013 – 6.30 pm – Committee Room

AGENDA

Page/s

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|----|---|---------------|------|
| 1. | Introductions and apologies. | | |
| 2. | To receive the notes of the meeting held on 7 November 2012. | | 2-6 |
| 3. | Relocation Manager Project Planning | Steve Pratten | 7-26 |
| | a) Review to date | | |
| | b) Programme | | |
| | c) Budget | | |
| | d) EDDC internal actions | Richard Cohen | |
| 4. | Knowle | Steve Pratten | |
| | a) Outline Planning Application process – amendments and consultation | | |
| | b) Market interest | | |
| 5. | Honiton Update | Steve Pratten | |
| 6. | Exmouth Update | Richard Cohen | |
| 7. | Other actions | | |
| | a) Document management update | Chris Powell | |
| | b) Communication update | Karen Jenkins | |
| 8. | Any other business | | |
| 9. | Dates of Further Meetings in 2013 – 20 February, 24 April, 20 June, 7 August, 17 October, 27 November 2013. | | |

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 16 JANUARY 2013

Present:

Councillor Andrew Moulding	ATM	EDDC
Councillor Graham Godbeer	GG	EDDC
Councillor Ray Bloxham	RB	EDDC
Councillor David Cox	DC	EDDC
Councillor Steve Gazzard	SG	EDDC
Councillor Jill Elson	JME	EDDC
Councillor Frances Newth	FN	EDDC
Councillor Douglas Hull	DRH	EDDC
Councillor Ian Thomas	IT	EDDC
Richard Cohen	RC	Deputy Chief Executive, EDDC
Steve Pratten	SP	Relocation Project Manager, Davis Langdon
Chris Powell	CP	Corporate ICT Manager, EDDC
Karen Jenkins	KJ	Corporate Organisational Development Manager, EDDC
Chris Lane	CL	Democratic Services Officer, EDDC

Apologies:

Councillor Paul Diviani	PD	EDDC
Councillor Bob Buxton	BB	EDDC
Councillor Pauline Stott	PS	EDDC
Mark Williams	MW	Chief Executive, EDDC

The meeting started at 6.30pm and finished at 7.45pm.

Item	Notes/Decisions	Action
1.Introduction	Welcome and introduction.	
2.Notes of meeting held on 7 November 2012	The notes of the meeting held on 7 November 2012, were agreed as a true record.	Noted

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3. Relocation Manager – Introduction and Project Planning	<p>a) <u>Review to date</u></p> <p>Members received the report of SP on the Office Relocation Project. He reported that much of the focus during the period had been on the need to provide revisions to the Economic Impact Assessment (EconIA), a document included with the Knowle Outline Planning application. Following comments and concerns raised in respect of raw data included regarding the number of EDDC employees living in Sidmouth and Honiton.</p> <p>The Knowle Outline Planning Application (OPA) comprised some 29 detailed supporting documents and that the raw data errors had only occurred within one document. As a result of the need to revise the EconIA, determination by the Development Management Committee had been delayed. It was now anticipated that the application would be considered at a special Development Management meeting on 1 March. The number of letters received in connection with the OPA had as of 19 December reached 1,765.</p> <p>Members noted that EDDC as applicant had commissioned Veale Wasborough Vizards from Bristol to provide legal advice. This was to avoid any potential conflict of interest for the Council's own legal service.</p> <p>An application had been received by DCC for Knowle grounds to be registered as a "Town or Village Green". Objections to this would be submitted. A formal application to English Heritage for a Certificate of Immunity had been made. If successful this effectively would prevent any further applications to list a property for a further five years.</p> <p>b) <u>Programme</u></p> <p>It was understood that the revised Planning Application would now be heard by a special meeting of the Development Management Committee on 1 March. The aim was to report to Cabinet on 3 April 2013 and Council on 10 April 2013 subject to the outcomes of DM consideration and other matters.</p> <p>RC raised the issue of the need for clarification of</p>	Noted
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project governance and the increased flexibility that a Project Board would bring with delegated powers to sign off required actions. This would be required following the formal approval from Council to relocate.

Members noted the estimated cost of urgent repairs to Knowle was £1m. The press and public had been informed of the estimated costs of Knowle refurbishment.

c) Budget

SP reported that the Relocation Budget for the Financial Viability Gateway continued to be reviewed, with costs being finalised following the appointments of the further Consultants. Currently the cost was £314,354. The costs to 2 January 2013 were £214,037. Leaving a balance of £100,317. Including a contingency of £17,781.

. d) EDDC Internal Actions

RC reported that following the decision to hold a special DM meeting on Friday 1 March, a new timeline would be produced. There were also issues around the Manstone Depot site and the Option F including this site within the relocation plan. RC confirmed there was no intention to build on land currently designated as Workshops at the Manstone Depot site.

Members noted that the SMT would be having an away day on 6 February and one of the issues to be discussed would be the need for an internal project manager for the Office Relocation project.

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4. Knowle Progress	<p>a) <u>Outline Planning Application process – amendments and consultation</u></p> <p>SP reported on the amendments and consultation process undertaken to the Knowle Outline Planning Application.</p> <p>b) <u>Market Interest</u></p> <p>Thomas Lister the appointed commercial land agent had now provided their valuation reports for the several Honiton sites as well as Manstone Depot. The valuations contained a number of variables and Davis Langdon(DL) were currently analysing this information before being able to report on the matter or utilise the information within their viability report. A valuation had also been made for the Knowle site but this was dependent on planning permission being granted.</p> <p>Kensington Taylor had provided further spatial analysis for the proposed layout of the new offices. The criterion continued to be 356 desks and 172m2 of document storage. There were now two proposed layouts one with a floor area of 8.3m2 per desk (4695m2GIA) and the second with an area of 7.0m2 per desk (4225m2GIA) for users and direct circulation.</p> <p>SP reported that there had been considerable unprovoked market interest in the Knowle site from developers and agents.</p>	
5. Honiton Progress	<p>Expressions of interest had continued to be advised during the period regarding the Heathpark site. Further meetings would be held with land agents for other sites. A member of the Working Party raised the issue of the possibility of finding a site for offices at Cranbrook.</p>	

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6. Exmouth	<p>Identification and evaluation of options regarding EDDC presence in Exmouth were pending a better understanding of the value of Knowle and Honiton developments. EDDC remained committed to a significant presence in Exmouth.</p> <p>EDDC needed to know the intention of the County Council regarding the possibility of a new library and service hub in the town, possibly on the bus station/railway station site before further progress could be made.</p>	Noted
7. Other actions	<p>a) <u>Document Management Update</u></p> <p>Members received the progress report on the Electronic Data/Document Management System (EDMS) from CP. He confirmed that some of the services were a little behind schedule in becoming live. He anticipated that this would be completed by the end of February. In those service where the project had been introduced staff had been very supportive and positive about its introduction.</p> <p>CP reported that he had taken the opportunity to look at the storage requirements and as a result this had been reduced from 172sqm2 to 50sqm2. Back scanning of documents was continuing.</p> <p>b) <u>Communication update</u></p> <p>KJ reported communications for the Office Relocation had stepped up. When press releases were issued the Communication Section was attempting to emphasis various things, including the £1m cost of Knowle improvements and that outline planning permission had not yet been granted. A briefing for members would be held before the Special DM meeting on 1 March 2013.</p> <p>The Communication Section was also preparing to deal with issues surrounding the Village Green application and a potential application for Judicial Review, should OPA be granted. The Section was also using Social Media, where appropriate, to put across the Council's case,</p> <p>KJ confirmed that EDDC were considering using Market Research, to gage how communities in East Devon, other than Sidmouth felt about the Office Relocation.</p>	Noted

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8. Any other business	RB raised the issue of whether members of the Working Party should attend the special DM meeting on 1 March 2013. ACTION CL to ask Rachel Pocock whether she considered whether it was reasonable for members of the Working Party to attend the special DM meeting on 1 March 2013 to listen to the debate.	CL
9. Dates and times of future meetings	Future meetings to be held on Wednesday, 20 February, 24 April, 20 June, 7 August, 17 October and 4 December 2013.	All