

Meeting not open to the public

**East
Devon**

District Council

Date: 12 February 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

Member Office Accommodation Working Party Wednesday 20 February 2013 – 6.30 pm – Committee Room

AGENDA

- | | <u>Page/s</u> |
|---------------------------------------------------------------------------------------------------|---------------|
| 1. Introductions and apologies. | |
| 2. To receive the notes of the meeting held on 16 January 2013 | |
| 3. Relocation Manager Project Planning | Steve Pratten |
| 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 – 24 April, 20 June, 7 August, 17 October, 21 November 2013. | |

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OFFICE ACCOMMODATION WORKING PARTY ACTION POINTS FROM A MEETING HELD AT KNOWLE, SIDMOUTH ON WEDNESDAY 20 FEBRUARY 2013

Present:

Councillor Paul Diviani	PD	EDDC
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
Councillor Pauline Stott	PS	EDDC
Councillor Peter Halse	PH	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 Bob Buxton	BB	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.	

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<p>2. Notes of meeting held on 16 January 2013</p>	<p>The notes of the meeting held on 16 January 2013, were agreed as a true record.</p>	<p>Noted</p>
<p>3. Relocation Manager – Introduction and Project Planning</p>	<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 continued to be on the need to provide revisions to the Economic Impact Assessment (EconIA) and Knowle Outline Planning Application (OPA). The key conclusion was that in the worst case there was estimated to be an overall net reduction of 71 Sidmouth Residents jobs over the long term – defined as a ten year period. These job losses related to Sidmouth Residents and not the overall number of EDDC employees.</p> <p>The revised EconIA was forwarded to the LPA on 11 January, with the opportunity being also taken to submit:</p> <ul style="list-style-type: none"> ❖ Devon Wildlife Consultants Bat Mitigation Requirements to inform design. ❖ Devon Wildlife Consultants Remote Detector Survey ❖ An Extract from Thomas Listers Report and Valuation for Knowle. This document was included in response to previous comments from members of the public querying whether any consideration had been given to continuing the use of Knowle for employment purposes. <p>These four documents were uploaded onto the Planning Portal on 16 January. As of 8 February there had been 1,745 general comments and 56 Public Consultees comments received so far.</p> <p>Veale Wasborough Vizards have provided independent legal advice to EDDC as applicant. In particular they had been drafting the Section 106 which will be forwarded to Devon County Council for their agreement. It had been confirmed that EDDC would not be able to enforce its own S106 agreement; therefore DCC had been asked to assist.</p> <p>Members noted that EDDC's Legal Section forwarded a formal objection on 24 January, to the recent application for the Knowle grounds to be registered as a "Town or Village Green". The Legal Department is also currently preparing formal objections to two applications to modify the</p>	<p>Noted</p>

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Definitive Map & Statement – requests for Public Rights of Way across the Knowle grounds.

The formal application to English Heritage for a Certificate of Immunity was currently being considered by the Agency. An EH Officer had visited Knowle on 14 January.

It was noted that the Town Village Green and a Planning Approval could separately result in a Judicial Review Applications being lodged in the High Court. Should a Judicial Review be granted this would have the effect of delaying certainty, not only of value but also of the programme. It was possible that it members of the DMC were minded to grant the Knowle OPA, then the Secretary of State could call in the application/decision for review. Should this proves occur there would be an effect on the programme.

Informed opinion on the likely affect of both any potential Judicial Reviews and call in by the Secretary of State had been sought from Bell Cornwell, Veale Wasborough Vizards and Thomas Lister. On the basis of this opinion the programme had been reviewed and revised to take into consideration the potential delays and to identify gateways when certainty of individual factors could be established.

ATM questioned whether members of the Working Party could attend the DMC on 1 March 2013 to listen to the debate of the Knowle OPA.

ACTION RC to speak to Rachel Pocock regarding whether members of the Working Party need special dispensation to attend the DMC to listen to the debate.

RC

b) Programme

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 22 May 2013 subject to the outcomes of DM consideration and other matters.

SP reported that the Viability Report had continued to be prepared during the period and it was currently

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	<p>anticipated that it would be issued 2 weeks after the DMC meeting on 1 March and would be considered by Cabinet on 3 April and a Full Council on 22 May.</p> <p>c) <u>Budget</u></p> <p>SP reported that the Relocation Budget for the Financial Viability Gateway continued to be reviewed and managed. The approved budget allowance was £314,354. The costs to 4 February 2013 were £231,825. Leaving a balance of £82,529. Including a contingency of £18,906.</p> <p>d) <u>EDDC Internal Actions</u></p> <p>RC confirmed that the special DM meeting was going ahead for Friday 1 March. Kensington Taylor, the Consultant Planning Lawyer, Steve Pratten, Consultant Planner and RC would attend the meeting.</p>	
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>All initial Surveys had now been commissioned and final reports and survey information received, including the winter bat count provided by Devon Wildlife Consultants.</p> <p>Valuations had been provided by Thomas Lister of the sites in Honiton and also for Knowle and Manstone Depot, Sidmouth. These valuations were currently being analysed. The key site, Knowle, could not be definitively valued until there was certainty in respect of the current OPA.</p> <p>Thomas Lister had also been asked to prepare a further report advising on potential valuation implications for the Knowle in consideration of any Judicial Reviews or 'calling in' by the Secretary of State. Programme advice on these issues has also</p>	

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	<p>been sought from both Bell Cornwell and Veale Wasborough Vizards.</p> <p>SP reported that expressions of interest had been continued to be received from developers and agents despite no marketing.</p>	
<p>5. Honiton Progress</p>	<p>All associated initial surveys for Heathpark had been commissioned and final reports and surveys received.</p> <p>Expressions of interest had continued to be advised during the period regarding the Heathpark site. A further meeting had been held with an agent for another site.</p>	
<p>6. Exmouth</p>	<p>SP reported that pending consideration and advice regarding Exmouth and the assumed "One Stop Shops", it would only be possible to include provisional sums at present. RC reported that close contact was being maintained with DCC regarding the new library and service hub in the town.</p>	<p>Noted</p>
<p>7. Other actions</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. He confirmed that the roll out was continuing to progress well and confidence was growing, due to this success it was taking longer than previously anticipated to roll out the process.</p> <p>The amount of space for residual document storage was reducing and currently it was only anticipated that only 46sqm would be needed. The need for back scanning had also been reduced and it was anticipated that staff could undertake all this work before the move was completed.</p> <p>CP reported that as the process had been proving so successful he was looking at further investment in the DMS to introduce a paperless office. The possibility of introducing workflow was also being investigated.</p> <p>b) <u>Communication update</u></p> <p>KJ reported communications for the Office</p>	<p>Noted</p>

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	<p>Relocation had stepped up and a specific press release had been made explaining arrangements for the DMC on 1 March 2013. Communications continued to be a difficult environment and regular meetings were being held to discuss the best way forward.</p> <p>The importance of keeping a calm, objective and professional approach when dealing with the public was emphasised. KJ confirmed that the value of appointing Tim Borrett as Communication & Public Affairs Manager had been confirmed by progress he had made on improving the Council's communications.</p>	
8. Any other business	RC reported that if the DMC agreed to grant OPA then further visits would be agreed for Working Party members to other new office developments to see what could be achieved.	
9. Dates and times of future meetings	Future meetings to be held on Wednesday, 24 April, 20 June, 7 August, 17 October and 4 December 2013.	All