

EAST DEVON DISTRICT COUNCIL OFFICE RELOCATION PROJECT

Project Report No 1 | 21 May 2012



1. Introduction

2. Project Background

3. Project Objectives

4. Project Organisation

5. Project Management

6. Project Progress

7. Project Risks

Document Issue Sheet

Issue Nr.	Document	File Path	Issue Date	Parties Sent to	Prepared B/	Checked B/	Reviewed B/
1	Report	C:/DL/60267227/EDDC/MonthlyReport/	21/05/12	EDDC	SJP	NM	

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Date	21 May 2012

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1.0 EXECUTIVE SUMMARY

- 1.1 Davis Langdon LLP commenced their appointment with EDDC on 17 April 2012. Prior to this date there had been a series of meetings between Steve Pratten and EDDC Members and Officers. A draft programme was also prepared and issued for consideration during this period
- 1.2 Now effectively embedded into EDDC's Office, Steve Pratten has met on a one to one basis a number of key Officers to be briefed on their opinions, concerns and comments in respect of the proposed move from the Knowle to Honiton.
- 1.3 A number of Internal Stakeholder Consultations and a Conditions for Success Workshop have been held in the period, with some very useful information and advice being provided which will assist with DL's preparation of the Employers Requirements documentation.
- 1.4 Discussions have occurred with the Planning Officer regarding the necessary Outline Planning Application for the potential development of the Knowle. Provision of Outline Planning Permission will greatly assist with the certainty of the financial value of the Knowle
- 1.5 Cabinet papers have been prepared and submitted for an extension of Kensington Taylor's role as Architect, primarily for the submission of the Outline Planning Application for the Knowle during the Verification phase. Cabinet agreed on 2 May 2012 to an exemption from Standing Orders for this further and final extension for the Architect.
- 1.6 Tenders for initial surveys, which were obtained by Kensington Taylor during the 4th Quarter 2011 have been reviewed and negotiated. A tender report has been published and submitted to EDDC. As a consequence, a number of direct orders have now been placed for initial survey works. Some of these surveys are already under way.
- 1.7 As part of the discussions with the LPA, it has been recognised that an Economic Impact Assessment will also be required to accompany the Outline Planning Application for the Knowle. In addition the early need for a Land Agent has now been acknowledged. At the time of writing this report these tenders are being prepared and will be issue shortly.
- 1.8 Several communications from Members and particularly Members of the Public have been received in the period, including "Freedom of Information" Act requests. Internally it has been agreed that where appropriate responses will be posted on the FAQs section of the Council's Website. Currently, such requests are ad hoc and do not appear to be coordinated.
- 1.9 The Programme has been reviewed, refined and updated during the period. Consideration has been included for the need for the Economic Impact Assessment, as well as other critical factors. The date for the Project Viability report to be provided is now 30 November 2012. A copy of Initial Programme Rev D is annexed to this report
- 1.10 Similarly, a review of costs associated with the provision of the Project Viability Report has been carried out. Whilst some costs are still to be finalised, the current Cost is current advised as being £ 296,556.00 (ex VAT), this sum exceeds the original budget. A copy of DL's Interim Assessment Review – 22 May 2012 is annexed to this Report
- 1.11 Meetings with Officers and Consultants during the period have continued in both a formal and ad hoc format.

2.0 Progress Update Particulars and Key Project Issues

- 2.1 Between 25 April and 1 May 2012, Steve Pratten and Karen Jenkins, Corporate Manager – Organisational Development, facilitated a series of eight Internal Stakeholder Consultations. The intention of the Consultations was to draw from Staff under two key headings – Why move and What did they want – their comments, aspirations, requirements and concerns regarding the proposed move.
- 2.2 Key matters identified included;
- The working environment.
 - Mobile working / Flexible working
 - Reception Area
 - Meeting / Training rooms / rest rooms
 - Travel and parking
 - Desired facilities
- 2.3 A total of 95 people attended. Voting on a head and not a heart basis, 81% of attendees considered that on balance the moving to Honiton was the right thing to do. Internal communication will continue throughout this project with future briefings as well as using Team Brief and the intranet to communicate at key points of the Project
- 2.4 A summary of the comments advised during the Consultations has been issued to Colleagues as a set of bullet points. *A copy of this document is annexed to this Report.*
- 2.5 Several questions raised during the Consultation process have now been uploaded onto the FAQs section of the Website along with the requisite answers. It is intended that as more Q&As are identified, these too will be uploaded for ease of access by Colleagues.
- 2.6 On 9th May DL facilitated a Conditions for Success Workshop with 31 Members and Officers invited. The purpose of the workshop was to ensure that all members of Client's Team have a thorough understanding of what is necessary to deliver the project successfully. A full report arising from this Workshop will be issued to attendees and relevant others shortly. A copy will be annexed in the next Monthly report.
- 2.7 It is intended that key issues from both the Stakeholders Consultations and the Conditions for Success Workshop will be identified and incorporated into the Employers Requirements documentation.
- 2.8 Meetings with Officers and Consultants have occurred in the period. This has included a very informative meeting with the Planning Officer who has confirmed specifically what deliverables he will be requiring to be submitted along with the Outline Planning Application for the Knowle. Internally discussion has also taken place to understand how the Public Consultation will be undertaken. Details are currently being finalised, but it is anticipated that there will be two days of Public Exhibits prior to the Outline Planning Submission.
- 2.9 Following the Cabinet Recommendation on 2 May 2012, full agreement has now been achieved with Kensington Taylor for their role during the Verification Stage of the Project. This agreement also includes a fee drawdown based upon the provision of deliverables. This agreement will now be incorporated into the formal Consultancy Agreement between the Council and the Consultant.
- 2.10 Davis Langdon's Appointment Agreement remains outstanding, but it is anticipated that the apparent minor issues will be resolved very shortly.

- 2.11 Tenderers for the initial survey work, which had been originally obtained during October – December 2011, were contacted during the period and requested to confirm their tender sum. Of the original eight packages, only two Consultants requested an additional fee to account for the passage of time. A Full Tender report was submitted to EDDC on 3 May 2012, with recommendations being advised for each package. Packages of Works were identified for both the Knowle and Heathpark – the latter being so that better certainty would be available for either subsequent Planning Applications or Land Values.
- 2.12 Following discussions with the Planning Officer, and particularly his identification of deliverables for the Outline Planning Submission, it was necessary to amend the recommendation, with only the following packages now being required;
- Topographical Survey
 - Tree Survey – including a constraints plan for the Knowle
 - Ecological Impact Assessment / Habitat Survey
 - Flood Risk Assessment
 - Ground Conditions / Geo Environmental Desk Study
 - Transport Statement – including reporting on use for the Knowle Car Parks during the summer months at weekends for Park and Ride / Park and Walk.
- 2.13 In addition, the need for an Economic Impact Assessment has been confirmed and the tender enquiry and list of potential tenderers is currently being prepared.
- 2.14 It was also recognised that the engagement of the Land Agents services should also be brought forward, and similarly the enquiry and tender list is currently being organised, with an issue date programmed for 25 May 2012.
- 2.15 There have been several items of correspondence from both Members and private Individuals – with some citing release of information under the Freedom of Information Act. Enquires have related to both the Knowle and the update of the Local Plan which currently issued for Public Consultation. Some of these enquires have required some time consuming research in order to provide the necessary detailed response. Matters identified have included;
- Tree Preservation Orders
 - Public Rights of Way across the Knowle and associated signage
 - Deeds for the Knowle
 - Associated local issues
- 2.16 Where required, individual responses have been returned. However, it is proposed that all responses will be uploaded onto the FAQ section of the Website, thereby negating the need to make individual responses to similar enquiries.
- 2.17 It is noted that in Sidmouth there does appear to some public opposition to the proposed move. There has been a meeting with several members for the Public who wished to convene a public meeting so that the Councils proposals could be understood. It is apparent at the moment that opposition is fragmented, but this may alter in future months with more cohesive groups developing particularly during the Outline Planning Submission Public Consultation and Planning Determination periods.
- 2.18 The need for effective communication is paramount in explaining all the issues arising from the proposal and the Council should ensure that adequate resources are allocated for this purpose.

3.0 Knowle Progress

- 3.1 Initial Surveys have now been commissioned and final reports and survey information anticipated to start being received from 25 May through to early July.
- 3.2 Kensington Taylor Architects commissioned to carry out, submit and negotiate Outline Planning Application, including associated tasks.
- 3.3 Economic Impact Assessment and Land Agents packages about to be tendered

4.0 Honiton Progress

- 4.1 As with the Knowle, associated initial Surveys have been commissioned for Heathpark. This will enable better certainty of the nature of site and potentially assist with any site valuations.
- 4.2 Informal discussions have been held with [REDACTED], whom have shown some interest in potentially moving from their current site. Terms and conditions are yet to be discussed, but [REDACTED] are likely to wish to continue trading. Thus they will require a [REDACTED] – this may be costly and have potential knock on programme implications.
- 4.3 Two informal meetings have taken place with Mercian Developments Ltd who are keen to develop their proposals to purchase the entire Heathpark site for the purposes of constructing a supermarket, and in exchange purchase the Cattle Market Site and provide a new 30 – 35,000ft² office facility with car parking at no cost to the Council. No formal proposals have yet been advised.
- 4.4 EDDC Officers Kate Little, Ed Freeman and DCC Highway planning liaison officer Phil Townsend have visited the proposed Honiton sites to consider traffic issues, and have advised that;
 - [REDACTED]
 - [REDACTED]
- 4.4 Kensington Taylor's Sequential Testing document is now in its final draft and is anticipated to be issued in the next few weeks.

5.0 Risk Management

- 5.1 Current no Risk Workshops have been carried out for the Project. It is anticipated that a full Risk Review will be undertaken during early July 2012.
- 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
 - Judicial review affecting proposed programme
 - Government legislation
 - Market conditions

6.0 Programme and Key Milestones

- 6.1 Following DL's initial Programme review carried out in late March / early April, we have been further considering this critical matter following our further understanding of the Project.
- 6.2 As a result, several iterations of the Programme have been issued in the period. The latest – Revision D identifies the following key milestone dates:
- Completion of Initial Surveys (except Transport Statement Ph 2) – 6 July 2012
 - Receipt of Red Book Valuation of the Knowle 13 July 2012
 - Finalise Employers Requirements – 3 August 2012
 - Economic Impact Assessment – 10 August 2012
 - Submission of Outline Planning Application – 17 August 2012
 - Consideration of Exmouth facilities – 10 August 2012
 - Feeding in of Transport Statement Ph2 – 10 September 2012
 - Outline Planning Award – 16 November 2012
 - Submission of Viability Exercise – 30 November 2012

7.0 Cost Report

- 7.1 In the period DL have also reviewed the advised costs for the Project viability period. It is understood that when the original budget was compiled several key particulars remained to be resolved and finalised.
- 7.2 With the benefit of these details now being available, DL have recomposed the budget, and identified a sum of £ 296,556 (ex VAT) in lieu of the previously identified £ 200,000.00 (ex VAT). Details of the Interim Review are annexed to this report including outline details of the variance between the two budgets.
- 7.3 It is confirmed that this figure remains an assessment with several costs still needing to be fully defined. There is however a Contingency allowance of some £ 23,500 (ex VAT) included.
- 7.4 Further reviews will be undertaken during the next reporting period, at which time it is anticipated the budget sum can be finally defined.

8.0 Architects Report

- 8.1 Kensington Taylor are currently working on the drawings and reports for the Outlining Planning Application on the Knowle, due to be submitted in August.
- 8.2 This application will determine the uses on The Knowle site for potential future development, by providing an indicative layout identifying the separate development zones within the site boundary with proposed access points. This outline application is important to establish principles and site value.
- 8.3 Other reports/statements to be provided alongside this include:
- ↓ Affordable Housing Statement
 - ↓ Biodiversity Survey/report
 - ↓ Economic Impact Statement
 - ↓ Environmental Statement
 - ↓ Flood Risk Assessment
 - ↓ Open Space Assessment
 - ↓ Parking Provision
 - ↓ Planning Statement
 - ↓ Statement of Community Involvement
 - ↓ Transport Statement and Car Parks
 - ↓ Tree Survey/Arboricultural Implications
- 8.4 We are currently also working on the diagrammatic drawings which will be displayed for the public consultation due to take place over a 2-3 day period at the beginning of July in various public town centre locations in Sidmouth.
- 8.5 We are awaiting the required surveys which are being completed presently, this will determine the current plan in more detail, most importantly the Tree Survey and Topographical which will determine the location of the development on the site.
- 8.6 Further work is also continuing on Honiton, including surveys/reports for the Heathpark site.
- 8.7 Work is continuing on the sequential test to look at other potential sites around Honiton as well as Speculative Expressions of Interest from Developers.

APPENDICES

Appendix A | Programme – Initial Overview Programme Rev D, May 2012

**Appendix B | Relocation Budget to Financial Gateway – Interim Assessment
22 May 2012**

Appendix C | Internal Stakeholder Workshops – Bullet Point Notes

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EDDC - OFFICE RELOCATION PROJECT REPORT Nr 1

APPENDIX A

Programme – Initial Overview Programme Rev D, May 2012

**EAST DEVON DISTRICT COUNCIL
OFFICE RELOCATION**

**INITIAL OVERVIEW PROGRAMME - REV D
MAY 2012**

Task Name	Duration	Start	Finish	Precedences
1 Initial Six Months - Establishing Viability of the Project	185 days	Fri 16/03/12	Fri 16/03/12	1
2 Initial Surveys of Krome and Neighbour	121 days	Fri 16/03/12	Mon 10/06/12	1
3 Review of KT ordered works	1 day	Fri 16/03/12	Fri 16/03/12	2
4 KT to reduce Schmutz Pipeline	2 days	Mon 19/03/12	Tue 20/03/12	3
5				
6				
7 DR PM Review / discuss - negotiate with landowners re revised Redline	23 days	Wed 28/03/12	Tue 01/05/12	4
8 DR PM Tender Report and Recommendation	3 days	Wed 02/05/12	Fri 04/05/12	7
9 EDOJ tender recommendation and place order for	7 days	Tue 04/05/12	Wed 08/05/12	8
10				
11				
12				
13				
14				
15				
16				
17				
18 Mobilise, Carry out Initial Survey and prepare / issue associated report	63 days	Mon 14/03/12	Mon 10/06/12	1
19 Topographical Survey AP Land Surveys	15 days	Mon 14/03/12	Fri 09/06/12	18
20 Tree Survey and Preliminary Constraints Plan - Advanced Arboriculture	15 days	Mon 28/03/12	Tue 12/06/12	18
21 Environmental Impact Assessment / Habitat Survey Devon Wildlife	20 days	Fri 16/03/12	Mon 18/06/12	18
22 Flood Risk Assessment - Surbiton Consulting	20 days	Mon 28/03/12	Tue 25/06/12	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, no longer statement on use of Krome Car Park	23 days	Wed 06/06/12	Fri 06/07/12	19
25 Transport Statement, Phase 2 Use of Krome Car Park	39 days	Mon 16/07/12	Fri 07/08/12	19
26 Completion of final survey matters required for Outline Planning - including Transport Statement Phase 2	1 day	Mon 06/07/12	Mon 06/07/12	25
27 Overall Completion of all Initial Surveys	1 day	Mon 10/06/12	Mon 10/06/12	26

**EAST DEVON DISTRICT COUNCIL
OFFICE RELOCATION**

**INITIAL OVERVIEW PROGRAMME - REV D
MAY 2012**

Task Name	Duration	Start	Finish	Precedence
29 Review, consideration and approval of Outline Consultation	10 days	Mon 25/03/12	Fri 02/04/12	
30 Archived Navigation Taylor Extension of existing Appointment for submission Outline Planning and particularly with the development of the Brief including space plans. Receipt of Fee and Issue by DL PA of outline recommendation	10 days	Mon 25/03/12	Tue 10/04/12	
31 EDDC consideration of DL PA recommendation and approval of same (Cabinet Meeting 2 May 2012), including interim recommendation and prep of Cabinet Papers	14 days	Wed 11/04/12	Mon 30/04/12	
32 EDDC Cabinet Approval of Navigation Taylor extension of services	1 day	Wed 02/05/12	Wed 02/05/12	
33 DL PA Formal Recommendation Papers re employment of Other Consultants	10 days	Mon 21/05/12	Fri 01/06/12	
34 Cost Consultant Assume DLOS	3 days	Wed 06/06/12	Fri 08/06/12	33
35 Economic Impact Assessment - See procurement process below	31 days	Mon 14/05/12	Wed 27/06/12	31 days
36 Land Agents - See procurement process below	31 days	Thu 10/05/12	Mon 25/06/12	31 days
37 Other - if and as applicable	53 days	Mon 14/05/12	Fri 27/07/12	
38				
39 Development of Brief, specification and associated costs	14 days	Thu 25/04/12	Fri 18/05/12	
40 Consultation with Internal Stakeholders	4 days	Thu 25/04/12	Tue 01/05/12	
41 Conditions for Success Workshop	1 day	Wed 03/05/12	Wed 03/05/12	
42 Development of Employers Requirements	44 days	Thu 25/04/12	Fri 29/06/12	40 days
43 Workshops with DEGW independent upon IT space plans	1 day	Mon 11/06/12	Mon 11/06/12	15 days
44 ICT Review	10 days	Mon 25/05/12	Tue 12/06/12	23 days
45 Data Clarity	34 days	Thu 25/04/12	Fri 15/06/12	40 days
46 Initial Scope	19 days	Fri 01/06/12	Fri 29/06/12	45 days
47 Consultation with IPA	13 days	Fri 01/06/12	Thu 21/06/12	45 days
48 Develop Project Quality Plan, preparation of outline specification	10 days	Mon 02/07/12	Fri 13/07/12	46
49 Strategic Review	10 days	Mon 02/07/12	Fri 13/07/12	42
50 Project Risk Input	5 days	Mon 02/07/12	Fri 06/07/12	48 days
51 Consultation of potential procurement routes	5 days	Mon 02/07/12	Fri 06/07/12	48 days
52 Finalise Draft Employers Requirements	5 days	Mon 16/07/12	Fri 20/07/12	48
53 Detailed cost review of Employers Requirements	10 days	Mon 05/07/12	Fri 20/07/12	48 days
54 Contingent passed for Value Engineering, if applicable	10 days	Mon 23/07/12	Fri 03/08/12	52, 53
55 Submission of Final Draft of Employers Requirements to EDDC for consideration, copied	1 day	Fri 03/08/12	Fri 03/08/12	54 days
56 EDDC consideration period including all necessary liaison meetings with DL PA and others as required. DL PA update of documents as necessary	5 days	Mon 06/08/12	Fri 10/08/12	
57 EDDC confirm Employers Requirements, revised	1 day	Fri 10/08/12	Fri 10/08/12	54 days
58				

**EAST DEVON DISTRICT COUNCIL
OFFICE RELOCATION**

**INITIAL OVERVIEW PROGRAMME - REV D
MAY 2012**

ID	Task Name	Duration	Start	Finish	Precedences
60	Outline Planning Submission for potential Development of the Knowledge Centre KT to prepare Outline Planning Application for Development of the Knowledge Centre	12 days	Mon 14/05/12	Fri 16/11/12	2012 14/05/12 - 16/11/12
61	Field to all local branches of initial survey information	43 days	Mon 14/05/12	Fri 02/07/12	2012 14/05/12 - 02/07/12
62	Consultation with LPA	24 days	Fri 02/07/12	Fri 05/07/12	2012 02/07/12 - 05/07/12
63	Public Consultation	18 days	Wed 12/06/12	Fri 06/07/12	2012 12/06/12 - 06/07/12
64	Economic Impact Study to be available	6 days	Tue 05/07/12	Fri 06/07/12	2012 05/07/12 - 06/07/12
65	Submission of Outline Planning Application	1 day	Fri 17/05/12	Fri 17/05/12	2012 17/05/12 - 17/05/12
66	Planning Determination period	1 day	Fri 17/05/12	Fri 17/05/12	2012 17/05/12 - 17/05/12
67	Field to all Transport Suppliers Phase 2 (Knowledge Centre Summer Months)	65 days	Fri 17/05/12	Fri 01/11/12	2012 17/05/12 - 01/11/12
68	Outline Planning Award	1 day	Mon 12/05/12	Mon 12/05/12	2012 12/05/12 - 12/05/12
69		1 day	Fri 18/11/12	Fri 18/11/12	2012 18/11/12 - 18/11/12
70	Consideration of service facilities in Ermouth	30 days	Mon 16/07/12	Fri 24/08/12	2012 16/07/12 - 24/08/12
71	KT review of current facilities and recommendations for attention/modification	15 days	Mon 16/07/12	Fri 03/08/12	2012 16/07/12 - 03/08/12
72	Preparation of Budget Cost Plan	5 days	Mon 08/08/12	Fri 10/08/12	2012 08/08/12 - 10/08/12
73	EDDC Consideration	1 day	Mon 13/08/12	Mon 13/08/12	2012 13/08/12 - 13/08/12
74		28 days	Mon 14/05/12	Mon 21/06/12	2012 14/05/12 - 21/06/12
75	Appointment of Consultant for Economic Impact Assessment at Hutton	3 days	Mon 14/05/12	Wed 16/05/12	2012 14/05/12 - 16/05/12
76	DEPA to identify potential tenants	2 days	Thu 17/05/12	Fri 18/05/12	2012 17/05/12 - 18/05/12
77	EDDC consider names and approve tender list	9 days	Mon 21/05/12	Fri 25/05/12	2012 21/05/12 - 25/05/12
78	Preparation of tender	10 days	Mon 28/05/12	Tue 17/06/12	2012 28/05/12 - 17/06/12
79	EIA tender period	3 days	Wed 13/06/12	Fri 15/06/12	2012 13/06/12 - 15/06/12
80	Review, Tender Report and Recommendation	5 days	Mon 18/06/12	Fri 22/06/12	2012 18/06/12 - 22/06/12
81	EDDC Consideration of Tender report and recommendation	1 day	Mon 18/06/12	Mon 18/06/12	2012 18/06/12 - 18/06/12
82	EDDC pack to be sent with LPA Guidance	28 days	Mon 14/05/12	Mon 21/06/12	2012 14/05/12 - 21/06/12
83	Appointment of Land Agent for sale of Knowledge and Hutton site	3 days	Mon 14/05/12	Wed 16/05/12	2012 14/05/12 - 16/05/12
84	DEPA to identify potential tenants	2 days	Thu 17/05/12	Fri 18/05/12	2012 17/05/12 - 18/05/12
85	EDDC consider names and approve tender list	5 days	Mon 21/05/12	Fri 25/05/12	2012 21/05/12 - 25/05/12
86	Preparation of tender	10 days	Mon 28/05/12	Tue 17/06/12	2012 28/05/12 - 17/06/12
87	Land Agent tender period	3 days	Wed 13/06/12	Fri 15/06/12	2012 13/06/12 - 15/06/12
88	Review, Tender Report and Recommendation	5 days	Mon 18/06/12	Fri 22/06/12	2012 18/06/12 - 22/06/12
89	EDDC Consideration of Tender report and recommendation	1 day	Mon 18/06/12	Mon 18/06/12	2012 18/06/12 - 18/06/12
90	EDDC pack to be sent with LPA Guidance	28 days	Mon 14/05/12	Mon 21/06/12	2012 14/05/12 - 21/06/12
91		1 day	Mon 18/06/12	Mon 18/06/12	2012 18/06/12 - 18/06/12
92		1 day	Mon 18/06/12	Mon 18/06/12	2012 18/06/12 - 18/06/12

**EAST DEVON DISTRICT COUNCIL
OFFICE RELOCATION**

**INITIAL OVERVIEW PROGRAMME - REV D
MAY 2012**

ID	Task Name	Duration	Start	Finish	Predecessors
33	Economic Impact Assessment	18 days	Mon 25/06/12	Fri 17/08/12	
34	Appointed Consultants establishment period	5 days	Mon 25/06/12	Fri 29/06/12	33
35	Preparation of Economic Impact Assessment	30 days	Mon 02/07/12	Fri 10/08/12	34
36	EDDC review and consideration of Economic Impact Assessment	5 days	Mon 13/08/12	Fri 17/08/12	35
37	Submission into Planning process	1 day	Fri 17/08/12	Fri 17/08/12	35, 36
38	Establish Value of The Knowledge	9 days	Tue 03/07/12	Fri 13/07/12	
100	Land Agent visits The Knowledge and prepares Redbook Valuation, including consideration of early sale of portions of the site	9 days	Tue 03/07/12	Fri 13/07/12	38
101	Receipt of red Book Valuations	1 day	Fri 13/07/12	Fri 13/07/12	100
102	Consider potential plots in Harston	175 days	Mon 18/09/12	Fri 14/08/12	
104	Review of RT Separated Test Query	52 days	Mon 15/09/12	Fri 01/10/12	102
105	Land Agent brief	30 days	Mon 02/07/12	Fri 27/07/12	38
106	Land Agent to prepare particulars of Conditional Sale EDDC site in Harston	5 days	Mon 30/07/12	Fri 03/08/12	105
107	Conditional Sale period	10 days	Mon 03/08/12	Fri 17/08/12	106
108	Receipt of Conditional Sale tenders - MOJE to further action until Valuity Report issued and decision to proceed or otherwise by EDDC advised	14 days	Mon 20/08/12	Fri 07/09/12	107
110	EDDC to issue EDDC Report	1 day	Fri 07/09/12	Fri 07/09/12	108
111	Overall Project Viability	13 days	Mon 18/09/12	Fri 07/10/12	109
112	DLPA - EDDC briefing	5 days	Mon 18/09/12	Fri 23/09/12	111
113	DLPA Meeting - Review necessary potential value of the Knowledge, including valuations and Conditional Sale of EDDC Harston Plot and associated Options with associated costs for interested Offices in Harston and Harston to Harston in EDDC	10 days	Mon 18/09/12	Fri 30/09/12	112
114	EDDC to commission Valuity Report	3 days	Mon 03/07/12	Fri 07/07/12	100
115	EDDC decision to proceed or otherwise	1 day	Fri 07/07/12	Fri 07/07/12	114

**EAST DEVON DISTRICT COUNCIL
OFFICE RELOCATION**

INITIAL OVERVIEW PROGRAMME - REV D

MAY 2012

ID	Task Name	Duration	Start	Finish	Precedences
117	Post Viability Proving Gateway	870 days	Mon 25/02/12	Thu 07/05/15	2012 2013 2014 2015 2016 2017 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027 2028 2029 2030 2031 2032
118	Consultant Appointments	1 day	Mon 20/02/12	Mon 20/02/12	
119	Expressions of Interest / Tendering	43 days	Mon 18/12/12	Tue 12/02/13	
120	Summary of subsequent bids	157 days	Mon 10/12/12	Fri 26/05/13	
121	EDDC Preformed Motion Bid - Exmouth - based on DAB	487 days	Thu 16/03/13	Fri 01/02/15	
122	LOCAL GOVERNMENT ELECTIONS 2015	487 days	Thu 16/03/13	Fri 01/02/15	
123		1 day	Thu 07/05/15	Thu 07/05/15	

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APPENDIX B

Relocation Budget to Financial Gateway – Interim Assessment 18 May 2012

APPENDIX C

Internal Stakeholder Workshops – Bullet Point Notes

INTERNAL STAKEHOLDER CONSULTATIONS

25th April, 27th April, 30th April, 1st May 2012

95 people attended in total. Voting with head and not heart, 81% considered that on balance moving to Honiton was the right thing to do.

Why

- A more central location in the District
- Modern building with good IT infrastructure
- Fit for purpose – improve communication
- Reduced upkeep running costs
- Efficient and sustainable building
- A good place to work with good facilities

What

Working environment

- Open plan to ensure departments are sympathetically put together, grouping “like” departments - important for teams to be together in the same area.
- Front office staff to be located conveniently for the public.
- Very large areas of open plan can be soulless unless partitioned sensitively.
- Size of open plan – whole floor or clusters of workspaces within relevant teams?
- Consistency of office layout, i.e. all managers have the same, either all have separate offices or all within open plan.
- Open plan can be difficult in relation to working with confidential papers and the ability to concentrate so this needs to be thought about and issues solved.
- Open plan can be noisy but can be improved with sound boards/partitions/area dividers.
- Problems being overhead on the phone, i.e. privacy issues, dealing with difficult customers.
- Background noise can be difficult for those with hearing problems.
- Secure storage for confidential and sensitive papers and a secure area for cash and cheque handling.
- Ability to “talk around your desk”, i.e. to gather around a screen and look at plans or spreadsheets
- Important to have personal space and ability to personalise workspace to some degree.
- Sustainability – naturally ventilated, solar panels, eco friendly, natural light
- Ability to record telephone calls – reduced maintenance
- Document storage – encouraging scanned and archived documents, but this will require a bigger IT server capacity.
- Better IT infrastructure – best broadband facility, hidden wiring.
- Storage facilities for necessary paperwork, brochures, leaflets, but bearing in mind that a lot of documentation should be scanned and archived.
- New phone system needed as this one creates lots of problems. People would like to be consulted on which one is chosen.
- People to eat cold food at their desks but with main hot meals being served in a canteen.
- An efficient and more effective telephone system – ensure all staff receive full training – include staff in the decision making process of a chosen system
- Availability of a lift
- Post room/document centre area to be provided with appropriate loading bay areas.
- A good Council Chamber/Civic Suite design to include separate entrance, particularly when large numbers are attending meetings.
- Scope for shared services – Honiton Community Centre.
- Document storage – scanning documents to be the way forward.

Mobile working/flexible working

- Flexible working will feature more with managers being given more training in operating the mobile and flexible working policies.
- Review our flexi time policy and ask for staff feedback.
- Touch-down/hot-desking is unsettling and impersonal for office based staff, but may work for mobile staff and could also be applied to an office presence in Exmouth.
- It would be good to have a number of different areas in the district where people can stop off to log in before they go out and about again.
- Touch-down/hot-desking may cause problems if there are not enough desks and in the right area.
- Detailed information gathering on what each department needs and which departments need to be kept together.
- Home working has an impact for smaller teams with staff having to "cover the office" in their absence. Managers and teams will need to pay attention to this issue.
- Homeworking is a good idea if Citrix is reliable and we are paperless.

Reception area

- Improved reception area required – current one drafty and cramped – needs to be functional, light and airy.
- Remove cashiers area from reception.
- Waiting area to have suitable chairs to cater for the elderly and disabled (chairs with arms).
- More PC's located in either reception area or resource room for members of the public.
- Wheelchair access and appropriate reception desk height.
- The layout needs to be better and there needs to be better signage so people know where they should go.
- Disabled access is not very good and needs to be improved.
- Desk is too wide and too high – redesign for access for the disabled.
- Consider a resource centre for visitors which contains PC's and all the leaflets and information that people need.
- Plasma screen which is kept up to date.
- More interview meeting rooms which are confidential and private and with better security, smoked glass.
- A safe and secure play area for children.
- Queuing system for visitors and improved waiting area – meet & greet facility?
- Separate toilets for staff and the public – security issue.
- Separate area for visitors with vending machines for coffee/snacks.
- Better signage in Reception area.

Meeting/training rooms/rest rooms

- Use of small separate meeting rooms to provide a quiet space for confidential meetings/1-2-1's/PERS. Could incorporate use of smoked glass or blinds for confidentiality purposes.
- Meeting rooms need to accommodate a minimum of 4 and up to 10 but some need to be as big as 25-30 for training.
- Break-out area with sofas, comfortable chairs, etc. to provide informal meeting space and could be used during breaks and lunchtimes.
- Training rooms available for use by individual teams.
- Resource room with leaflets and PCs/printers to enable online registration, download documents with assistance available – i.e. e-kiosk facility.
- Location of interview and meeting rooms on the ground floor for easy access for disabled.
- Use of docking stations in meeting rooms for laptops – important to get the ICT infrastructure in place.
- Meeting rooms provided with widescreens and wifi connection for laptops.
- Panic buttons in all interview rooms.

- Quiet areas for preparing reports, minutes, etc.
- A larger number of meeting rooms to be made available – booking service?

Travel & parking

- Green Travel Plan – staff bus discount, incentives for public transport. Unison to be consulted on Green Travel Plan once a site has been chosen. HR to have direct discussions and consultation with all members of staff for consultation.
- On site parking – possibility of separate parking for staff and visitors – adequate size car park for all staff – adequate parking for disabled staff members – possible separate space for dedicated travelling officers.
- Transport issues – investigate availability of public transport and/or shuttle bus.
- Subsidised bus passes such as used at RD&E.
- Car sharing – not always convenient or possible.
- Self funded minibus service.
- Secure cycle racks and secure area for motorbikes/mopeds.

Desired Facilities

- Shared facilities – we could generate income by renting out some of the space.
- Shop is not generally thought to be necessary.
- Canteen or cafe facilities – people feel this will be really important if we are at Heathpark as it's out of town.
- Hot and cold food available and more tables. Availability of hot food for evening meetings.
- Do we want to share canteen with the public – how would this work with subsidising food, i.e. a two tier pricing structure, and also security issues?
- Outside, green space with seating.
- Coffee, drinks machine for staff.
- Kitchen areas with cookers/microwaves – adjacent to break out areas.
- Proper and adequate shower facilities and decent sized lockers.
- Gym or access to fitness centres, i.e. use of an activate scheme at Honiton Leisure Centre.
- Social area for lunchtimes/after work events.
- Creche facilities – generally not thought to be needed for staff, but could be an income generator if it were to be offered for public use.
- Electric car hook up.
- Ticket machine for bus and train travel.

For frequently asked questions:

- What will happen to existing furniture? Important to re-use current furniture where possible or ensure correct disposal, i.e. donated to charities or recycled.
- Manstone Depot – will it remain? Site is currently required in Sidmouth for waste reviews -Community Development Workers currently use a container based at Manstone to store their equipment.
- What is the viability of money used by selling Heathpark land to fund redevelopment/refurbishment of existing Sidmouth site?
- What is the size of the presence in Exmouth?

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