

# EAST DEVON DISTRICT COUNCIL OFFICE RELOCATION PROJECT

Project Report No 6 Rev - | 31 January 2013



### Document Issue Sheet

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Authorised by (Partner)	Nick Mather
Date	11 February 2013

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## 1.0 EXECUTIVE SUMMARY

- 1.1 The key issues during the period have continued to be the necessary revision of the Economic Impact Assessment and the Knowle Outline Planning Application (OPA)
- 1.2 During the period Peter Brett Ass reviewed and revised their EconIA taking into consideration not only updated raw data provided by EDDC but also several associated comments. Drafts of the revised document were reviewed by the Clients Internal Team and Davis Langdon during early January. The final revision of the Economic Impact Assessment was formally issued to the LPA on 11 January.
- 1.3 The key conclusion was that in the worst case there is estimated to be an overall net reduction of 71 Sidmouth Residents jobs over the long term – defined as a ten year period. Many of these job losses are likely to occur through natural change over the long run. It is reaffirmed that the job losses identified relate solely to those predicted to Sidmouth Residents not the overall number of EDDC Employees
- 1.4 The opportunity was also taken on 11 January to issue Devon Wildlife Consultants further bat detector surveys and advice on Bat mitigation requirements to inform design. In addition, an Extract from Thomas Listers Report and Valuation for Knowle, which expressly discussed potential employment uses of the building, was also forwarded to the LPA.
- 1.5 EDDC Planning Department uploaded these four documents onto the Planning Portal on 16 January. The LPA advertised the fact that additional documents were available for consideration, including writing to those who had previously provided a comment. The period of Public Consultation ran until 7 February 2013
- 1.6 As at the date of this Report there had been a total of 1,745 general comments and 56 Public Consultees comments. It is understood that of the Public comments two were impartial whilst the remainder had been written in opposition.
- 1.7 The Knowle Outline Planning Application is due to be heard at a special Development Management Committee Meeting arranged for 1400 hrs, 1 March 2013.
- 1.8 Veale Wasborough Vizards during the period have provided independent legal advice to EDDC as Applicant. In particular they have been drafting the Section 106, which subject to finalisation, will be forwarded to Devon CC for their agreement. It is confirmed that EDDC would not be able to enforce its own S 106 agreement, therefore Devon CC have been asked to assist.
- 1.9 EDDC Legal Department forwarded, on 24 January, a formal objection to the recent application for the Knowle grounds to be registered as a "Town or Village Green".
- 1.10 The Legal Department is also currently preparing formal objections to two applications to Modify the Definitive Map & Statement – requests for Public Rights of Way across the Knowle grounds
- 1.11 The formal application to English Heritage for a Certificate of Immunity is currently being considered by the Agency. An EH Officer visited Knowle on 14 January.

- 1.12 Valuations have been provided by Thomas Lister of the sites in Honiton and also for Knowle and the EDDC Manstone Depot, Sidmouth. These valuations are currently being analysed. The key site, Knowle, cannot be definitively valued until there is certainty in respect of the current Outline Planning Application.
- 1.13 Thomas Lister have 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 been sought from both Bell Cornwell and Veale Wasborough Vizards
- 1.14 The Viability Report has continued to be prepared during the period. It is currently anticipated that this report will be issued some 2 weeks after the DMC Meeting on 1 March and will be considered by Cabinet on 3 April and Full Council on 22 May 2013.
- 1.15 Communications from Members, Press and Members of the Public have continued during the period, with the main topics primarily associated with the Knowle Outline Planning Application and the reasons for EDDC moving away from Sidmouth. A specific Officers Communication Planning Meeting has been arranged on a two weekly basis
- 1.16 The Programme continues to be regularly reviewed, refined, updated and revised as necessary. A copy of Initial Programme Rev L is annexed to this report
- 1.17 Following Cabinet Approval on 5 September to an amended Relocation Budget to the Financial Viability Gateway in the sum of £ 314, 354, this sum continues to be managed. The costs to 4 February 2013 are £ 231,825 (incorporating an accrual of £ 3,110), leaving a balance of £ 82,529, including a contingency of £ 18,906. Particulars of costs to date are attached to this Report.
- 1.18 Meetings with Officers during the period have continued on both a formal and ad hoc basis.
- 1.19 Meetings in the period have been held with [REDACTED] and [REDACTED]

## 2.0 Progress Update Particulars and Key Project Issues

- 2.1 The final submitted version of PBA's Economic Impact Assessment has identified that the relocation of the offices from Knowle to Honiton would have the potential to reduce employees from Sidmouth, over a ten year period, by 91 jobs. Conversely the possible redevelopment of the Knowle could provide 20 new local jobs over the same period.
- 2.2 Consequently, the nett affect will be the potential long term loss of 71 local jobs. It is empathised that PBA have identified this number as a worse case situation, with many of these jobs likely to occur through natural change over the long term whereby Sidmouth residents find alternative work or retire through choice.
- 2.3 The revised Economic Impact Assessment was forwarded to the LPA on 11 January 2013, with the opportunity being also taken to submit;
  - Devon Wildlife Consultants Bat Mitigation Requirements to inform design
  - Devon Wildlife Consultants Remote Detector Survey (Summer, Autumn & Winter.
  - An extract from Thomas Lister's Report and Valuation for Knowle.
- 2.4 This latter document was included in response to previous comments from Members of the Public querying whether any consideration had been given to continuing the use for Knowle for employment purposes.
- 2.5 The LPA uploaded these four documents onto the Planning Portal on 16 January. It is understood that the short delay is attributable to the Planning Officer interrogating the EconIA following issues with previous versions. The period of Public Consultation concluded on 7 February 2013.
- 2.6 During this period few further comments from the public were received. Matters identified continued to be primarily why the Council needed to move rather than the particulars associated with the application. Several current letters of objection simply made reference to their earlier comments. As at 8 February a total of 1,745 general comments and 56 Public Consultees comments had been received. Sidmouth Town Council's additional comments referenced the EconIA, advising that they objected to the loss of any employment in the area.
- 2.7 It has been confirmed that the DMC Meeting, which will exclusively consider the Knowle OPA has been arranged for 1400hrs on 1 March 2013.
- 2.8 During the period resolution of Devon CC administrating the Section 106 Agreement has been achieved following a high level discussion between the respective Heads of Legal Services. Veale Wasborough Vizards are currently preparing a draft of the document for agreement.
- 2.9 Following Devon CC receipt of an Application for the Knowle Grounds to be a Town or Village Green, EDDC have now formally issued their letter of objection dated 24 January 2013, indentifying the following reasons;
  - First, the locality or neighbourhood within a locality to which the application relates is given as the north, south, east and west wards of Sidmouth Town Council. East Devon District Council does not accept that this constitutes a "neighbourhood" for the purposes of section 15 of the Commons Act 2006

- Secondly it is disputed that a significant number of inhabitants have indulged "as of right" in lawful sports and pastimes on the land.
- 2.10 Two applications to Modify the Definitive Map & Statement – requests for Public Rights of Way across the Knowle - have also been received. Again, these applications will be considered by Devon CC. It is understood that EDDC Legal Dept will be making representations to the Devon CC's Rights of Way Officer who is considering these applications.
- 2.11 It is noted that both the TVG and a Planning Approval could separately result in Judicial Review Applications being lodged in the High Court. Whilst the Court would need to consider the individual merits of any application, should a Judicial Review be granted this would have the effect of delaying certainty – not only of value but also of the programme.
- 2.12 Similarly, it is possible that if Members of the DMC were minded to grant the Knowle OPA, then the Secretary of State could call in the application / decision for review. Again, should this process occur then there would be an effect on the Programme.
- 2.13 Informed opinion on the likely affect of both any potential Judicial Reviews and/ or call in by the Secretary of State has been sought from Bell Cornwell, Veale Wasborough Vizards and Thomas Lister. On the basis of this opinion the programme has been reviewed and revised to take into consideration the potential delays and to identify gateways when certainty of individual factors could be established
- 2.14 Following the submission of a formal application to English Heritage for a Certificate of Immunity (COI) for Knowle House, an Officer from English Heritage visited Knowle on 14 January to carry out an inspection. Their consideration of the application is understood to be imminent
- 2.15 Thomas Lister – the appointed commercial land agent have now provided their valuations reports for the several Honiton sites as well as Manstone Depot. The valuations contains a number of variables – and DL are currently analysing this information before being able to report on the matter or utilise the information within their Viability Report. Listers have also updated their initial valuation for Knowle following the revision to the Masterplan, and have also been asked to consider other options. It is noted that this key site cannot be definitively valued until there is certainty in respect of the current Outline Planning Application.
- 2.16 DL's Financial Viability Report, which includes the Clients Brief (scope, initial Design and costs), continues to be prepared. The completion of this document has been postponed as a direct result of the delayed Knowle OPA determination date. Publication is now anticipated to be 18 March 2013
- 2.17 Subject to Client comment, it is anticipated that the recommendations for this report will be offered to Cabinet on 3 April and Full Council on 22 May 2013
- 2.18 Pending EDDC's consideration and advice re Exmouth and the assumed several "One Stop Shops", it will only be possible to included Provisional Sum allowances at this time.

- 1.20 During the period DL have assisted with the provision of responses to both Press and Members of the Public's enquiries primarily associated with the Knowle Outline Planning Application, the reasons for EDDC wishing to move and other associated matters. A specific Officers Communication Planning Meeting has been arranged on a two weekly basis

### 3.0 Knowle Progress

- 3.1 All Initial Surveys have now been commissioned and final reports and survey information received, including the winter bat count provided by Devon Wildlife Consultants. This latter matter is a requirement of Natural England
- 3.2 An Outline Planning Application for Knowle has been submitted, determination is due to be considered at a special Development Management Committee Meeting due to be held on 1 March 2013.
- 3.3 Expressions of interest have continued to be expressed during the period

### 4.0 Honiton Progress

- 4.1 As with Knowle, all associated initial Surveys for Heathpark have been commissioned and final reports and surveys received
- 4.2 Expressions of Interest have continued to be advised during the period regarding the Heathpark site. A meeting has been held with [REDACTED] and their Agents, together with Kensington Taylor during the period
- 4.3 A further meeting with [REDACTED] and their Agent has also been held during the period, during which some clarity was provided in respect of their requirements

### 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 arranged for the next Relocation Officer Group Meeting on 21 February 2013, with the resultant Risk Analysis / Register being incorporated into the Viability Report.
- 5.2 DL continue to update their Project Risk Analysis
- 5.3 Pending the formal Risk Workshop, the key risks are currently considered to be matters affecting financial viability of Knowle, including:
- Whether the Project is viable or otherwise
  - Initial survey findings (bats, asbestos)
  - Public Opposition
  - OPA Consultees identifying any critical matters
  - Valuation of Knowle, Manstone Depot and several properties in Honiton
  - Possible Judicial review affecting proposed programme



- Delays / frustrations caused by registration of TVG or Public Rights of Way.
- Call In by Secretary of State
- Government legislation
- Market conditions
- Management of Client Viability Report Budget
- EDDC Cabinet / Council do not endorse Viability Report and Full Council decides not to relocate.
- Other Land Issues

5.4 A meeting has been held with SWAP, who will continue to monitor the Project and assist with such matters as Risk Assessment

## 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 L, of the programme has been published.

6.2 This programme identifies the following key milestone dates;

- Submission of Outline Planning Application, including subsequent revisions – 17 August, 17 October, 5 December 2012 and 11 January 2013
- Outline Planning Award – 1 March 2013
- Submission of Viability Exercise – on or about 18 March 2013
- Liaison with Member Office Accommodation Working Party 27 February 2013
- EDDC decision to proceed or otherwise – Cabinet Meeting 3 April 2013
- EDDC decision to proceed or otherwise – Annual Council 22 May 2013

6.3 The programme for events / tasks / actions / works beyond the Viability Gateway is currently being prepared, including matters currently being discussed with EDDC, and an initial detailed version will be included in the Viability Report.

## 7.0 Cost Report

7.1 In the period DL have continued to review and manage the costs for the Project Viability Gateway period

7.2 Cabinet Approval has authorised the budget to the Project Viability Gateway as £ 314,354.00.

7.3 Posted expenditure plus accruals, to 4 February 2013 is £ 231,825.00. This leaves a balance of £85,529.00, of which the current Contingency allowance is £ 18,906.00. All costs exclude VAT, Particulars are advised in Appendix B

## **APPENDICES**

- Appendix A | Programme – Initial Overview Programme Rev L  
- 10 February 2013**
- Appendix B | Relocation Budget to Financial Gateway – 4 February 2013**

DAVIS LANGDON, AN AECOM COMPANY  
EDDC - OFFICE RELOCATION - PROJECT PROGRESS REPORT Nr 6

## APPENDIX A

Programme – Initial Overview Programme Rev L,  
10 February 2013

**EAST DEVON DISTRICT COUNCIL  
OFFICE RELOCATION**

**FULL OVERVIEW PROGRAMME - REV L  
10 February 2013**

ID	Task Name	Duration	Start	Finish	Priority	2013
1	<b>EAST DEVON DISTRICT COUNCIL OFFICE RELOCATION PROJECT</b>	976 days	Fri 16/03/12	Fri 15/09/13		
2						
3	<b>ESTABLISHMENT OF VIABILITY OF PROJECT</b>	203 days	Fri 16/03/12	Wed 22/05/12		
4						
5	Initial Surveys of Kettle and Hopton	131 days	Fri 16/03/12	Mon 16/06/12		
30						
31	Economic Impact Assessment	185 days	Mon 16/05/12	Fri 11/09/13		
40						
50	Feedback Valuations	147 days	Mon 16/05/12	Fri 07/12/12		
59						
67						
68	Review, consideration and approval of Other Constraints	104 days	Mon 16/05/12	Fri 07/12/12		
72						
80						
81	Development of Viability Report, including brief, outline justification, risk and associated costs. Interim agreed land solution	227 days	Thu 26/04/12	Mon 15/03/13		
105						
106	Outline Planning Submission for potential developments of the Hopton	200 days	Mon 16/05/12	Fri 07/03/13		
140						
141	Consideration of available facilities in Exmouth and suitable facilities in other towns	84 days	Mon 12/03/12	Fri 07/12/12		
144						
145	<b>Overall Project Viability</b>	38 days	Thu 26/04/12	Wed 22/05/12		
146	EDDC Member Office Accreditation Working Party Consideration of Viability Report and the Consultation Process	6 days	Thu 26/04/12	Wed 02/05/12 12:01		
147	EDDC Call for Consideration of Viability Report and recommendations therein	5 days	Thu 26/04/12	Wed 02/05/12 12:01		
148	EDDC Decision to proceed or otherwise - Cabinet Meeting	1 day	Wed 03/05/12	Wed 03/05/12 07:55:49		
149	EDDC Decision to proceed or otherwise - Annual Council	1 day	Wed 22/05/12	Wed 22/05/12		
150						
151	<b>POST VIABILITY PROVING GATEWAY</b>	438 days	Fri 01/03/13	Fri 16/09/13		
152						
153	Certainty of Value	378 days	Fri 01/03/13	Wed 06/09/13		
154						
155	Planning Matters - Judicial Review and Call in by Secretary of State	378 days	Fri 01/03/13	Wed 06/09/13		
156	Judicial Review	253 days	Mon 05/03/13	Wed 05/09/13		
161	Town or Village Green Application	378 days	Fri 01/03/13	Wed 06/09/13		
173						

**EAST DEVON DISTRICT COUNCIL  
OFFICE RELOCATION**

FULL OVERVIEW PROGRAMME - REV L  
10 February 2013

UJ Task Name	Description	Start	Finish	Year	2013	2014	2015
174	ORU Procurement - PFI Notice	28 days	Wed 03/04/13	Thu 23/04/14			
175	PFI Notice	41 days	Wed 03/04/13	Fri 21/05/13			
182	Confirmation of Land Values - GATEWAY DECISION	104 days	Wed 03/04/13	Thu 29/06/13			
183	ORU Notice - Lead Agent Consultancy Appointments (Without PIN)	104 days	Wed 03/04/13	Thu 29/06/13			
184	Sale of EDC Land and Assets - GATEWAY DECISION NR 3	103 days	Fri 23/04/13	Thu 23/05/14			
211	The Phoenix	101 days	Fri 23/04/13	Wed 25/05/14			
212	Maritime Depot	103 days	Fri 23/04/13	Thu 23/05/14			
217	<b>NEW RELOCATED OFFICE WORKS - Based upon Design &amp; Build with Novated Design Team</b>	610 days	Wed 03/04/13	Fri 18/09/15			
248	Procurement of Design Team - Gateway Decision Nr 3	924 days	Wed 03/04/13	Mon 23/09/13			
249	ORU Notice for Design Team (Without PIN)	131 days	Wed 03/04/13	Mon 23/09/13			
277	Initial Design and Development (at EDCR Risk pending land sales) - Gateway Decision Nr 4, 8, 9	107 days	Thu 28/04/13	Mon 25/02/14			
303	Detailed Planning Application for New Harbour Office	133 days	Tue 2/02/13	Wed 06/06/14			
317	Contractor Procurement Packages - ORU Notice with PIN - Gateway Decision Nr 2 and 8	187 days	Tue 24/11/13	Wed 13/06/14			
344	Construction	255 days	Thu 17/02/14	Fri 18/09/13			
345	LOCAL GOVERNMENT ELECTIONS 2015	1 day	Thu 07/05/13	Thu 07/05/13			
346	EDOC MEMBERS OFFICE ACCOMMODATION WORKING PARTY	221 days	Wed 16/01/13	Wed 21/11/13			
347	EDOC CABINET MEETINGS	331 days	Wed 09/01/13	Wed 07/05/14			
350	EDOC COUNCIL MEETING	333 days	Wed 02/12/12	Wed 07/06/14			
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## **APPENDIX B**

### **Relocation Budget to Financial Gateway - Assessment 4 February 2013**

Relocation Budget to Financial Viability Gateway Only

Anticipated Expenditure			
<b>Consultants</b>			
Devis Langdon	PM Services		
	Project Management Services - Apr - Oct 12	£ 80,013.80	
	Allow of extension until end of April 2013	£ 51,443.40	
			£ 131,457.20
Kensington Taylor	Architectural Services		
	Original Fee	£ 20,000.00	
	Subsequent services	£ 20,000.00	
	Other / Outline Planning App	£ 24,000.00	
	Balance as Cabinet App 25/12	£ 3,773.00	
			£ 67,773.00
Thomas Lister	Commercial Land Agent		
	As tender / Order	£ 7,076.00	
	Additional services in respect of Marston and Horton sites	£ 2,298.00	
	Additional Service to value Knowle as Developer Led	£ 2,125.00	
	Additional service to advise on effects of JR and TVG	£ 652.00	
			£ 12,151.00
BoJ Cornwell	Planning Consultant		
	Original anticipated Fee	£ 5,175.00	
	Balance as agreed by Cabinet 5 September 2012	£ 4,825.00	
	Contingent amount	£ 1,000.00	
			£ 11,000.00
Peter Brett Aas	Environmental Impact Assessment		
	As agreed Order	£ 11,218.00	
	Amendment of original Report re matters identified by CPD	£ 850.00	
	Revision December 2012 say	£ 1,071.74	
			£ 13,139.74
Veale Wasbrough Vizards	Legal advice and assistance		
	Appointed from framework - allow say	£ 8,000.00	
			£ 8,000.00
<b>Initial Survey Costs</b>			
	Topographical Survey - AP Land Surveys	£ 2,700.00	
	Tree Survey and Constraints Plan - Advanced Arboriculture	£ 3,365.00	
	Assistance with Revised CPA submission documents	£ 557.35	
	Ecological Impact Assessment - Devon Wildlife - T 1557 T 1558	£ 1,540.33	
	Additional Bat Surveys - T 1809 Rev 1	£ 3,061.00	
	Assistance with Derogation Report - T 1692	£ 300.00	
	Further surveys following NE comments - T 1606	£ 948.00	
	Demo - T 1915	£ 332.40	
	Demo - T 1979	£ 150.00	
	T 1053	£ 750.00	
	T 1000	£ 423.00	
	Flood Risk Assessment - Sands Consulting	£ 2,210.00	
	Ground Conditions / Geotechnical Desk Study - AECOM	£ 2,700.00	
	Transport Statement, including effect on Car Parks - Sands Consulting	£ 4,566.00	
	Assistance with Revised CPA submission documents	£ 165.00	
			£ 24,700.50
Other, Provisional allowance			
Cost Consultant	Estimated	£ 3,000.00	
Structural Engineer	Estimated	£ 2,000.00	
M&E Consultant	Estimated	£ 2,000.00	
			£ 7,000.00
			£ 253,863.44
			£ 253,863.44
<b>Client Costs</b>			
EDCC - Internal disbursements costs	Estimated	£ 6,000.00	
EDCC - Provision of Internal resource	Estimated	£ 13,000.00	
Outline Planning Application Fee		£ 8,585.00	
Legal Costs (Prev Budget £38,000.00) Considered minimal during Verification Period Revised		£ 5,000.00	
Public Consultation / Engagement Costs	Estimated	£ 5,000.00	
			£ 39,585.00
			£ 39,585.00
			£ 39,585.00
<b>Contingency Allowances</b>			
Allow 10% Contingency on External Consultant Costs		£ 29,586.34	
Allow 10% Contingency on Internal EDCC Costs		£ 3,958.50	
Reduction to balance Cabinet Report 5/9/12 - £ 314,354.00		£ 10,839.28	
	Current Contingent allowance	£ 18,905.56	
			£ 18,905.56
<b>Total estimated costs to Financial Viability Gateway</b>			<b>£ 314,354.00</b>
Costs posted to date (as attached Worksheet)			£ 219,829.34
Balance available to be expended			£ 82,524.66
<p><b>Note</b>                  All costs identified above exclude VAT                  Amount of Contingency on this Report - £ 18,906</p>			

East Devon District Council

Relocation Budget to Financial Viability Gateway Only

Assessment Review - 2 January 2013

COSTS POSTED TO end of Period 9 2012

Account	Description	Costs to date
0110	Wages	£ 1,739
0110	Overtime	£ 61
0260	Mt Ets Rev Exp	£ 44
0500	Recruitment Advertising	£ 1,668
	<b>Total Employment Costs</b>	<b>£ 3,512</b>
1242	Room Hire	£ 45
1420	Planning Fees	£ 8,565
3114	Room Hire	£ 57
	<b>Total Premises Costs</b>	<b>£ 8,667</b>
2600	Transport Costs	£ 125
3040	Equipment & Plant Purchases	£ 319
3070	Equipment Hire	£ 260
3081	Catering Supplies Food	£ 143
3161	Furniture Purchase	£ 210
3241	Stationery	£ 232
3254	Internal Doc Centre Printing	£ 264
3300	Non Property Contractors	£ 25,719
3450	Fees	£ -
3450	Consultancy - Advice	£ 95,767
3464	Technical Support	£ 88,818
3480	Legal Fees	£ 4,583
3991	IT Hardware Purchase	£ 96
	<b>Total Supplies and Services</b>	<b>£ 210,331</b>
	Accruals ( Consultant Ledger)	£ 3,115
	<b>TOTAL</b>	<b>£ 231,825 (EX VAT)</b>





