

EAST DEVON DISTRICT COUNCIL OFFICE RELOCATION PROJECT

Project Report No 5 | 31 December 2012



Document Issue Sheet

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Date	7 January 2013

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1.0 EXECUTIVE SUMMARY

- 1.1 The key issue during the period has been the need to provide revisions to the Economic Impact Assessment, a document included with the Knowle Outline Planning Application (OPA), following comments and concerns raised in respect of raw data included.
- 1.2 Following advice from the Planning Officer on 29 November it was advised that there appeared to be an error relating to the number of EDDC Employees who lived in Sidmouth and worked at Knowle. This resulted in the number of relevant staff identified in the report was revised from 80 to 102. In addition, the number of Staff residing in Honiton was amended from 35 to 32. The overall effect was to increase the anticipated long term job losses in Sidmouth from 55 to 80. The revised Economic Impact Assessment was issued to the LPA on 3 December, with the document being subsequently uploaded to the Planning Portal on 5 December 2012.
- 1.3 Unfortunately a further problem was identified with the EconIA shortly thereafter - 10 December – that the number for Staff residing at Honiton was incorrect – the number being 21 rather than the previously advised figure of 32. This revision caused the long term job losses for Sidmouth residents to increase to 91. The opportunity has been taken to review and check all the raw data provided by EDDC, including the amount of Local Spend. At the time of writing this Report the revised EconIA is being reviewed and it is anticipated that a final document will be presented to the LPA on Monday 7 January.
- 1.4 Whilst it is regrettable that the raw data initially and subsequently used has been found to be wanting, it should also be remembered that the job losses identified have been assessed over a ten year period. Clearly the level of confidence in the exactness of this number will decrease over the passage of time. Bluntly, there are many other factors that could affect the number of Sidmouth Employees other than the requirement to work in Honiton due to the relocation of the new Office – most of which cannot be anticipated with any certainty.
- 1.5 It is reaffirmed that the job losses identified relate to those predicted to Sidmouth Residents not the overall number of EDDC Employees
- 1.6 As a result of the need to revise and reissue the EconIA, the determination by DMC has been delayed. It is now anticipated that consideration will either be given at the DM Meeting on 5 February or at a special dedicated DM Meeting close to this date.
- 1.7 Letters and other notifications of objection to the OPA have continued to be received during the period, with a total as at 19 December 2012 of 1,765.
- 1.8 EDDC, as Applicant for the Knowle OPA, have commissioned Veale Wasborough Vizards to provide legal advice during the DM Meeting when the Knowle OPA is determined. It is understood that EDDC's own Legal Department could not provide this service due to potential conflicts of interest.
- 1.9 During the period, an application for the Knowle grounds to be registered as a "Town or Village Green" has been made, with DCC providing a formal Notice of An Application on 11 December. Objections to this together with the two previous Dedications for Public Footpaths will be provided by EDDC Legal Department. Counsel has previously provided Advice on these matters, confirming that since the use of the land by the public has not been "as of right" any such registration or dedication should fail.

- 1.10 A formal application to English Heritage for a Certificate of Immunity has been made by DL. All previous drawings, reports and photos have been resent to the EH Officer considering the request. EH are visiting Knowle on 14 January.
- 1.11 Valuations have been provided by Thomas Lister of the sites in Honiton and also for 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.
- 1.12 The Client's Brief (scope, initial design and costs), part of the Viability Report, has continued to be prepared during the period. Kensington Taylor have now prepared further spatial analysis sketches identifying several different proposals – each being based upon differing areas per desk space. These proposals have been costed and these particulars will form part of the Viability Report.
- 1.13 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.
- 1.14 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 has moved back during the period to 12 February 2013 on the basis that the Knowle OPA will be determined on 5 February 2013. A copy of Initial Programme Rev J is annexed to this report
- 1.15 Following Cabinet Approval on 5 September to an amended Relocation Budget to the Financial Viability Gateway in the sum of £ 314, 354.00, this sum continues to be managed. The costs to 2 January 2012 are £ 214,037.00, leaving a balance of £ 100,317.00, including a contingency of £ 17,781.00. Particulars of costs to date are attached to this Report.
- 1.16 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 Following the resubmission of the Knowle Outline Planning Application on 17 October, the LPA uploaded the resubmitted drawings reports and documents on to the Planning Portal on 18 October. A 21 day period of Public Consultation then followed, concluding on 7 November. Further Consultees comments along with some additional objections from Members of the Public and Other Organisations were received during this period.
- 2.2 On 29 November the Planning Officer advised that there appeared to be an error relating to the number of EDDC Employees who lived in Sidmouth and worked at Knowle. Following agreement that Sidmouth should be defined as including Sidford, Sidbury and Sidmouth the number of relevant staff identified in the report was revised from 80 to 102. In addition the number of Staff residing in Honiton was amended from 35 to 32. The overall effect was to increase the anticipated job losses in Sidmouth, over a ten year period, from 55 to 80. The revised Economic Impact Assessment was issued to the LPA on 3 December, with the document being subsequently uploaded to the Planning Portal on 5 December 2012.
- 2.3 Regretfully, a further problem was identified within the EconIA on 10 December – that the number identified for Staff residing at Honiton was incorrect – the number being 21 rather than the previous figure of 32. The effect was to further increase the loss of jobs to Sidmouth, over a ten year period, to 91. The opportunity has been taken to review and check all the raw data provided by EDDC, including the amount of Local Spend. At the time of writing this Report the revised EconIA is being reviewed / revised and it is anticipated that a final document will be presented to the LPA on Monday 7 January.
- 2.4 The opportunity has also been taken during this latest submission to the LPA to forward the latest DWC Surveys, including the bat count which was carried out during early December 2012.
- 2.5 An audit trail relating to the submission of revised OPA documentation, and in particular details related to the EconIA is included in this Report in Appendix C
- 2.6 As a result of the issues associated with the EconIA, the determination by DMC has been delayed. It is now anticipated that consideration will either be given at the DM Meeting on 5 February or at a special dedicated DM Meeting close to this date.
- 2.7 Following the further period of Public Consultation for the Knowle OPA, a total of some 1,765 notifications of objection from Members of the Public and Other Organisations have been advised as at 19 December 2012. As mentioned previously the majority of the early comments were based upon an identical pro forma letter. Many of the subsequent objections are based upon suggested responses offered by Save Our Sidmouth.
- 2.8 It is understood that many of the initial non local objectors, when subsequently contacted by the LPA to be advised of the revised documents on the Planning Portal, have expressed surprise and have asked not be contacted again. It is understood that this issue may have arisen due to SOS's wholesale request to visitors to the Town to sign both their petition and the pro forma letter of objection.
- 2.9 EDDC have appointed from the framework, Veale Wasborough Vizards, Bristol, to provide legal advice during the DM Meeting. EDDC's Legal Department considered that their position could be questioned in this particular application – where the Applicant is EDDC.

- 2.10 Throughout this process, EDDC potential vulnerability to Judicial Review or even the Secretary of State for Communities and Local Government "calling in" has been very carefully considered. This has included receipt of Counsels Advice. A very clear, transparent division has been made between EDDC as Applicant and EDDC as LPA to demonstrate that the entire decision process is entirely unbiased and correct
- 2.11 Devon CC has registered during the period an Application for the Knowle Grounds to be a Town or Village Green. DCC forwarded their formal Notice of an Application on 11 December. EDDC's Legal Department are currently preparing a letter of objection, which needs to be submitted prior to 1 February 2013. It is also understood that they are preparing the Council's objections to two previous dedications for Public Footpaths. Confidence remains high that both the TVG and RoW applications can be rejected particularly based upon the recent Counsels advice which advised that since the use of the land by the public had not been "as of right" such dedication or registration would fail.
- 2.12 With the authority of EDDC, Davis Langdon have submitted a formal application to English Heritage for a Certificate of Immunity (COI) for Knowle House. A COI effectively prevents any further requests to List a property for a period of five years. All previous drawings, reports and photos have been resent to the EH Officer considering the application. EH are visiting Knowle on 14 January. It is understood that EH will only be assessing the House and not the grounds, this is because the COI deals exclusively with Listed Buildings and not Registered Parks and Gardens. Further advise in this respect will be sought from EH during the visit on 14 January
- 2.13 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.
- 2.14 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.
- 2.15 During the period Kensington Taylor provided further spatial analysis for the proposed layout of the new office. The criterion continues to be 356 desks and 172m² of document storage. There are now two proposed layouts one with a floor area of 8.3m² per desk (4,695 m² GIA) and the second with an area of 7.0m² / desk (4,225m² GIA). These proposals are being costed and will form part of the Viability Report. It is anticipated that DL will ask their associate practice DEGW – who are recognised space planners- to review the proposals and advise on any comments.
- 2.16 Following the determination of the Knowle OPA on or about 5 February, it is anticipated that DL's Office Relocation Viability Report will be issued to EDDC some seven days thereafter – 13 February 2013. This delay is necessary as the outcome of the Planning process will have significant implications for the recommendation of the Report.
- 2.17 Subject to Client comment, it is anticipated that the recommendations for this report will be offered to Cabinet on 6 March and Full Council on 10 April 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.
- 2.19 During the period DL have assisted with the provision of responses to both Press and Public's enquiries primarily associated with the Knowle OPA, the reasons for EDDC wishing to move and other associated matters.

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 on or about 5 February 2013.
- 3.3 Expressions of interest have been 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 further meeting with [REDACTED] and their Agent is being arranged.

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 mid January, 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 and several properties in Honiton
 - Whether the Project is viable or otherwise
 - 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
- Other Land Issues

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 J, 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 7 January 2013
 - Outline Planning Award – on or about 5 February 2013
 - Submission of Viability Exercise – on or about 12 February 2013
 - EDDC decision to proceed or otherwise – Cabinet Meeting 6 March 2013
 - EDDC decision to proceed or otherwise – Full Council 10 April 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 2 January 2013 is £ 214,037.00. This leaves a balance of £100,317.00, of which the current Contingency allowance is £ 17,781.00. All costs exclude VAT

APPENDICES

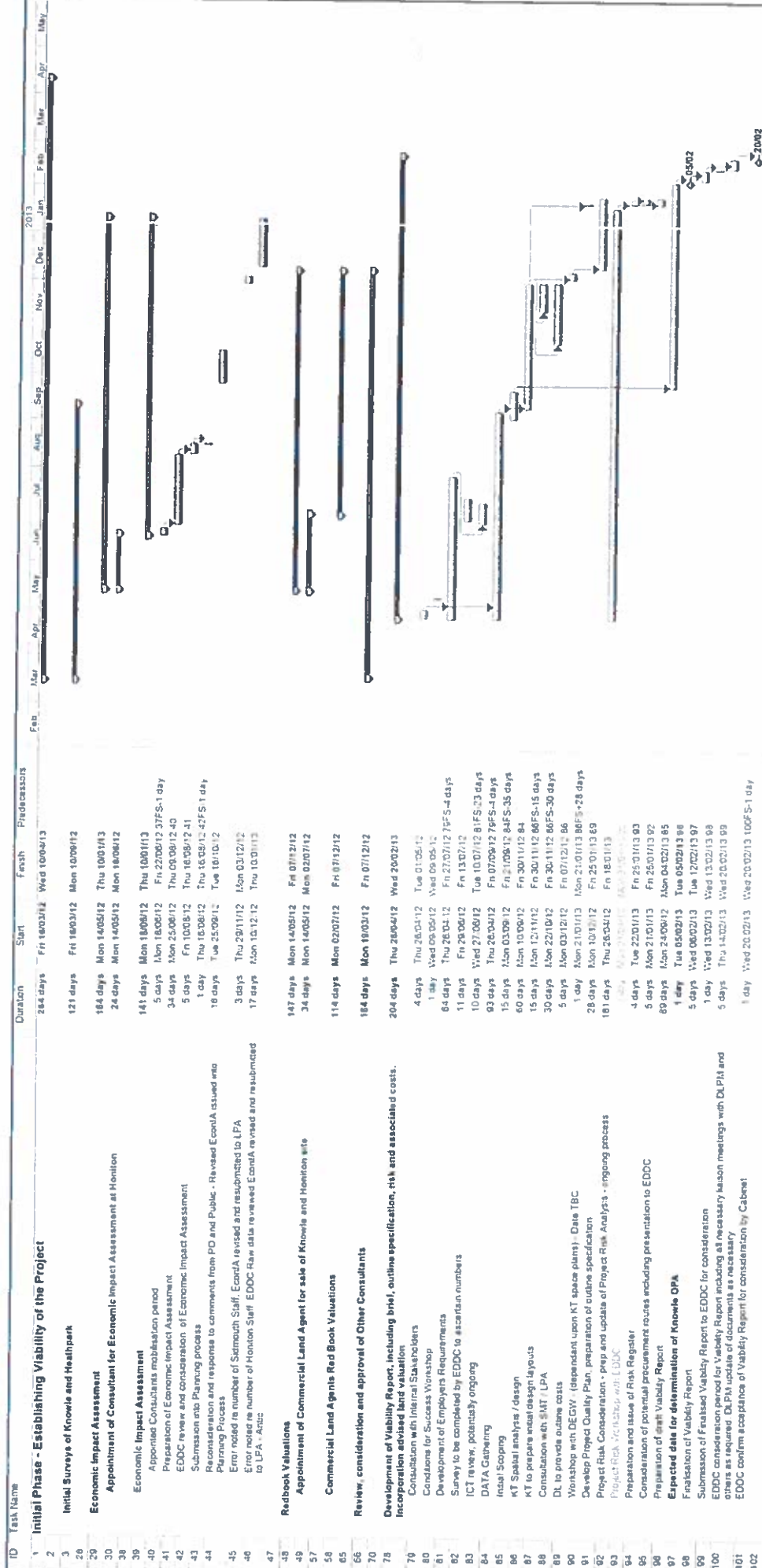
- Appendix A | Programme – Initial Overview Programme Rev J, 31 December 2012
- Appendix B | Relocation Budget to Financial Gateway – 2 January 2013
- Appendix C | Audit trail of matters relating to revisions of Knowle Outline Planning Application.

APPENDIX A

Programme – Initial Overview Programme Rev J, 31 December
2012

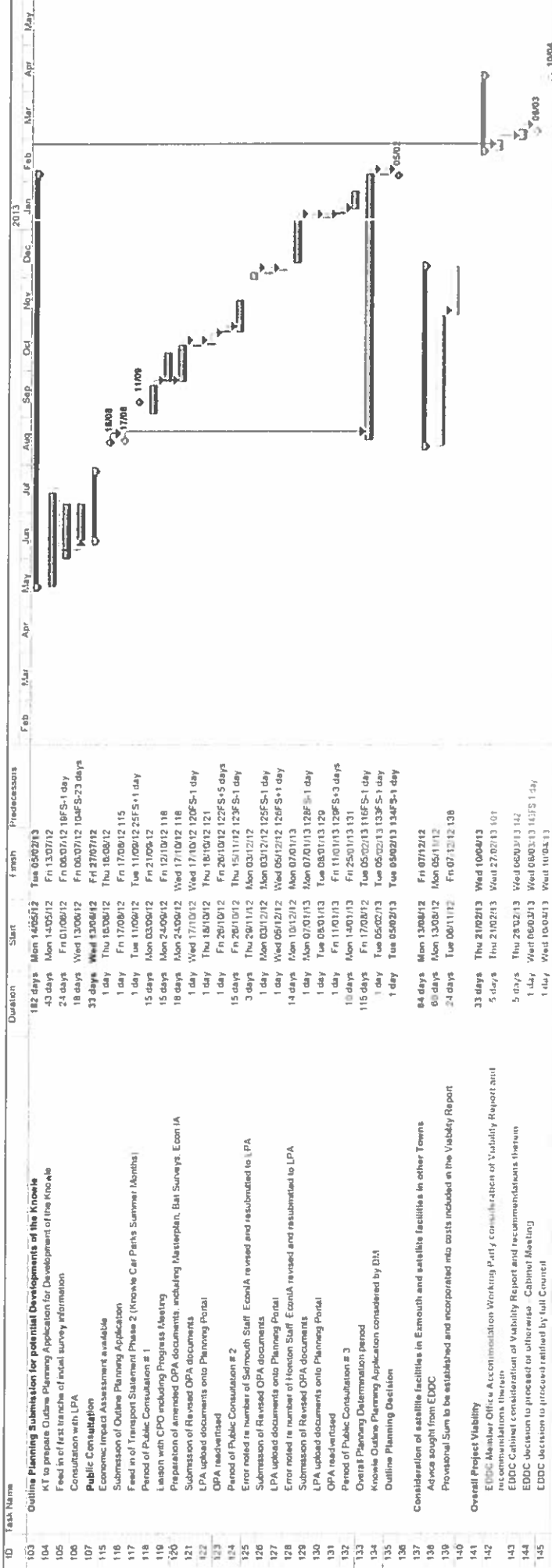
**EAST DEVON DISTRICT COUNCIL
OFFICE RELOCATION**

**INITIAL OVERVIEW PROGRAMME - REV J
31 DECEMBER 2012**



**EAST DEVON DISTRICT COUNCIL
OFFICE RELOCATION**

**INITIAL OVERVIEW PROGRAMME - REV J
31 DECEMBER 2012**



APPENDIX B

Relocation Budget to Financial Gateway – Assessment 2 January 2012

Relocation Budget to Financial Viability Gateway Only

Anticipated Expenditure			
Consultants			
Davis Langdon	PM Services		
	Project Management Services - Apr - Oct 12	£ 60,013.80	
	Allow of extension until end of February 2013	£ 34,293.60	
			£ 94,307.40
Kensington Taylor	Architectural Services		
	Original Fee	£ 20,000.00	
	Subsequent services	£ 20,000.00	
	Sept 11 / 4 mths	£ 24,000.00	
	Jan - April 12 / 4 mths	£ 3,770.00	
	Other / Outline Planning App		
	Balance as Cabinet App 2 5 12		£ 67,770.00
Thomas Lister	Commercial Land Agent		
	As tender / Order	£ 7,026.00	
	Additional services in respect of Manstone and Honiton sites	£ 2,298.00	
	Additional Services to value Knowle as Developer Led	£ 2,125.00	
			£ 11,449.00
Bell Cornwell	Planning Consultant		
	Original anticipated Fee	£ 5,175.00	
	Balance as agreed by Cabinet 5 September 2012	£ 4,825.00	
	Contingent amount	£ -	
			£ 10,000.00
Peter Brett Ass	Economic Impact Assessment		
	As agreed Order	£ 11,218.00	
	Amendment of original Report re matters identified by CPO	£ 650.00	
	Revision December 2012	£ 1,950.00	
			£ 13,818.00
Initial Survey Costs			
	Topographical Survey - AP Land Surveys	£ 3,700.00	
	Tree Survey and Constraints Plan - Advanced Arboriculture	£ 3,365.00	
	Assistance with Revised OPA submission documents, say	£ 500.00	
	Ecological Impact Assessment - Devon Wildlife - T 1557 T 1558	£ 1,507.55	
	Additional Bat Surveys - T 1809 Rev 1	£ 3,081.00	
	Assistance with Derogation Report - T 1882	£ 300.00	
	Further surveys following NE comments - T 1900	£ 948.60	
	Ditto - T 1915	£ 332.40	
	Ditto - T 1929	£ 150.00	
	T 1859	£ 750.00	
	T 1908	£ 428.60	
	Flood Risk Assessment - Sands Consulting	£ 2,210.00	
	Ground Conditions / Geo Environmental Desk Study - AE@DM	£ 2,700.00	
	Transport Statement, including affect on Car Parks - Sands Consulting	£ 4,565.00	
	Assistance with Revised OPA submission documents,	£ 105.00	
			£ 24,643.15
Other, Provisional allowance			
	Cost Consultant	£ 3,000.00	
	Structural Engineer	£ 2,000.00	
	M&E Consultant	£ 2,000.00	
			£ 7,000.00
			£ 228,987.55
			£ 228,987.55
Client Costs			
	EDDC Internal disbursements costs	£ 12,000.00	
	EDDC - Provision of internal resource	£ 30,000.00	
	Outline Planning Application Fee	£ 8,585.00	
	Legal Costs (Prev Budget £ 38,000.00) Considered minimal during Verification Period Revised to	£ 10,000.00	
	Public Consultation / Engagement Costs	£ 7,000.00	
			£ 67,585.00
			£ 67,585.00
			£ 67,585.00
Contingency Allowances			
	Allow 10 % Contingency on External Consultant Costs	£ 22,898.76	
	Allow 10 % Contingency on Internal EDDC Costs	£ 6,758.50	
	Reduction to balance Cabinet Report 9 12 - £ 314,354.00	£ 11,875.81	
			£ 17,781.45
	Current Contingent allowance	£ 17,781.45	£ 17,781.45
Total estimated costs to Financial Viability Gateway			£ 314,354.00
Costs posted to date (as attached Worksheet)			£ 214,037.00
Balance anticipated to be expended			£ 100,317.00
Note			
All costs identified above exclude VAT			
Amount of Contingency as this Report - £ 17,781			

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
0010	Wages	£ 1,739
0110	Overtime	£ 61
0260	NI Era Rev Exp	£ 44
0500	Recruitment Advertising	£ 1,668
	Total Employment Costs	£ 3,512
1242	Room Hire	£ 45
1420	Planning Fees	£ 8,585
3015	Room Hire	£ 57
	Total Premises Costs	£ 8,687
2600	Transport Costs	£ 125
3010	Equipment & Plant Purchases	£ 319
3030	Equipment Hire	£ 250
3081	Catering Supplies Food	£ 143
3100	Furniture Purchase	£ 210
3250	Stationery	£ 230
3254	Internal Doc Centre Printing	£ 254
3300	Non Property Contractors	£ 8,573
3450	Fees	£ 1,925
3460	Consultancy - Advice	£ 95,767
3464	Technical Support	£ 84,944
3991	IT Hardware Purchase	£ 96
	Total Supplies and Services	£ 192,711
	Accruals (Consultant Ledger)	£ 9,002
	TOTAL	£ 214,037 (EX VAT)

APPENDIX C

Audit trail of matters relating to Revisions to Knowle Outline Planning Application

APPENDIX C

EDDC – Office Relocation

Audit trail of matters relating to revisions to Knowle Outline Planning Application

1.0 It has been necessary for several updates / revisions to the current Knowle Outline Planning Application to be submitted. The following is a brief summary timeline of these relevant documents;

1.1 17 August 2012 – Original OPA submission

1.2 17 October 2012 – Update to Original Submission

1.2.1 Revised drawings and documents submitted following comments received during the Public Consultation period from Planning Officer, EDDC Tree Officer, Natural England and Members of the Public. In addition, the opportunity was taken to submit the updated Transport Statement (taking in Car Park Counts for August and September) and Bat / Ecology Surveys.

Documents submitted;

Drawings

- i. KT Drawing 1135_L01.03 Rev A – Illustrative Masterplan
- ii. KT Drawing 1135_L01.04 Rev A – Site Analysis
- iii. KT Drawing 1135_L01.06 – Development Zone Tree Removal
- iv. KT Drawing 1135_L04.01 Rev 1.2 – Massing Studies
- v. AA Drawing TH/x805/0512 Rev 1.2 – Potential Development Zones Plan & Tree Constraints Plan

Reports

- vi. DWC Report 12/1809 – Protected species survey of Buildings, Bat Emergence & Dawn Re-entry surveys and remote Detector Surveys
- vii. DWC Report 12/1906a – Tree Assessment for Roosting Bat Species
- viii. DWC Report 12/1906b – Remote Detector Survey (Summer, Autumn & Winter) – Interim Report.
- ix. PBA – Economic Impact Assessment of the Knowle Site – Final Updated Report – Ref RP Final / Rev01
- x. Sands – Transport Statement_P07
- xi. AA – Arboricultural Survey – V1.2

Documents

- xii. Revised Planning Application Letter
- xiii. Planning Application Rev B
- xiv. Heritage Statement of Significance
- xv. Site Waste Management Plan
- xvi. Design and Access Statement, Rev B
- xvii. Draft Heads of Terms V1
- xviii. Habitat Directive – The Three Tests, Rev October 2012 Final

xix. Planning Support Statement Rev 17 10 12

1.2.2 LPA uploaded the above updated submission particulars onto the Planning Portal on 18 October 2012

1.3 December 2012

1.3.1 Following comments regarding the number of EDDC Staff who are Sidmouth Residents and work at Knowle. PBA revised their EconIA to reflect the revised number advised.

- i. PBA – Economic Impact Assessment of the Knowle Site – Final Updated Report – Ref RP Final / Rev01, Dec 12
- ii. DWC Report 12/1906a Rev 1 – Tree Assessment for Roosting Bat Species
- iii. DWC Report 12/1959 – Bat Mitigation Requirements to Inform Design

1.3.2 LPA uploaded the above updated submission onto the Planning Portal on 5 December 2012

1.4 7 January 2013 - Antic

1.4.1 Following comments regarding the number EDDC Staff who are Honiton Residents and work at Knowle. PBA revised their EconIA to reflect the revised number identified. Opportunity taken to robustly review entire report and to emphasise that job loss is projected over a 10 year period. In addition further information provided by DWC – including the Winter bat Survey carried out during early December 12 – will be submitted to the LPA

- i. PBA – Economic Impact Assessment of the Knowle Site – Final Updated Report – Ref RP Final / Rev01, Jan 13 (antic)
- ii. DWC Bat Mitigation Requirements to Inform Design
- iii. DWC Remote Detector Survey (Summer, Autumn & Winter)

Submitted by:

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