



EAST DEVON DISTRICT COUNCIL OFFICE ACCOMMODATION PROJECT

Project Report No 10 Rev - | 30 September 2014

ISSUED UNDER PART B

Document Issue Sheet

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1.0 Executive Summary

- 1.1 This formal Project Progress Report covers the period since the previously issued report, generally identifying matters up to 30 September 2014.
- 1.2 During the period since the last Officer Meeting the following key issues have occurred;
 - The marketing and bidding process for Knowle and Manstone Depot (with the ATC site being advised as an option) has continued.
 - Terrace Hill have continued to review their Offer for Heathpark.
 - A Project Overview is underway considering all the potential relocation sites including combinations of several sites.
 - HCA have contacted EDDC regarding grants provided by others in respect of Phase 1 and 2 of the East Devon Business Centre..
- 1.3 The marketing and bidding process for Knowle / Manstone has continued in the period, with EDDC being advised of a total of some 28 parties now expressing an interest (as at 7 October 2014).
- 1.4 Visits to both properties have also continued, with the latest taking place on 3 October. There have been two previous visits by bidders to the properties. No further visits have been currently arranged.
- 1.5 The Knowle and Manstone bidding letters have been further revised at the request of Savills. Copies of these letters are attached to this Report within Appendix E.
- 1.6 No further progress has occurred in respect of discussions with DCC to discuss the proposed purchase of Skypark. It is considered that a meeting with DCC (possibly including St Modwen) will need to take place in order to inform the associated Cabinet Papers and Project Review Report to be considered by Members on 17 December 2014. A further opinion is being sought by our legal team from specialist external legal advisors
- 1.7 Terrace Hill are continuing to review their offer for the Heathpark site. It is understood that a review of the proposed fast food restaurant could potentially result in a modest increase on their current offer. The effect could provide a revised offer figure of just in excess of £ 4 million.

- 1.8 The Project Overview is currently considering five potential scenarios for the office location. These are;
- i. Skypark
 - ii. Clyst House [REDACTED]
 - iii. Ditto but also including a refurbishment of Exmouth Town Hall.
 - iv. Heathpark, with a refurbishment of the existing EDBC to potentially enable EDDC use.
 - v. Ditto but also including a refurbishment of Exmouth Town Hall,

Note - the Heathpark Options may potentially permit the Depot to be co-located at the far end of the EDDC Heathpark site.

- 1.9 There will be better certainty associated with the capital asset value of Knowle and Manstone after the bids are returned on 22 October. This information will enable a fresh appraisal of the various options to be carried out. The intention, subject to the Project Executive Boards opinion, is to provide a Project Review Report identifying all relevant particulars and options associated with the potential relocation possibilities to Cabinet, O&S and Council in December.
- 1.10 The Task programme identifying necessary actions for the provision of the Project Review Report Rev E is annexed to this Report within Appendix C.
- 1.11 Enquiries for the Clients design team via the South West Consultancy Framework are being prepared as far as possible, but not issued until the particulars / nature of the new office are known. Accordingly, the enquiry will now be issued as soon as possible after 17 December 2014 – most likely in early January 2015.
- 1.12 The Project Budget continues to be carefully monitored and predicted spend remains within the Approved Budget parameter.
- 1.13 Following Cabinet Approval on 4 June 2014, the revised approved Project budget through to the end of March 2015 totals £ 705,568. The project cost to the end of September 2014 (Period 6 / 2014) was £ 500,400 leaving a balance for future expenditure of £ 205,168. This figure includes a contingency allowance of £ 61,211.

- 1.14 Following EDDC's attendance at Exeter Magistrates Court to appeal against the Information Commissioner's ruling that the first six Project Progress Reports covering the period May 2012 – January 2013 should be published, further written submissions / representations are being prepared. The Judge has advised that pending receipt of these documents, there will either be another hearing or the panel will review in private. The decision of the Tribunal will be advised some 3 – 4 weeks afterwards. It is anticipated that a decision should be advised before the end of the year

2.0 Current progress and key Project issues

2.1 The Project Overview review is currently considering five potential scenarios for the office location. These are;

- i. Skypark
- ii. Clyst House [REDACTED]
- iii. Ditto but also including a refurbishment of Exmouth Town Hall potentially resulting in a smaller new office footprint at for the Council at Clyst House. A factor that is particularly relevant if sharing is to be considered.
- iv. Heathpark, with a refurbishment of the existing EDBC to potentially enable EDDC use. The size of the new office could be reduced to take into consideration the potential floor area of the EDBC – circa 740 m²
- v. Ditto but also including a refurbishment of Exmouth Town Hall, potentially resulting in an even smaller new office footprint at Heathpark.

Note: It is currently anticipated that an incorporation of the EDBC and / or Exmouth Town Hall will permit a reconsideration of numbers at the primary office. It is not anticipated that the Chamber or other associated functional areas would be relocated to these premises.

2.2 It is noted that the Heathpark Options may potentially permit the replacement depot facilities to be co-located at the far end of the EDDC Heathpark site - adjacent to the County Highways site. The Relocation Manager has requested drawings and other details so that the associated budget costings can be prepared and incorporated into the financial computations for the Project Review Report.

2.3 There will be better certainty associated with the capital asset value of Knowle and Manstone after 22nd October bid return date and this information will enable a fresh appraisal of the various options to be carried out. The intention, subject to the Project Executive Board opinion, will be to provide a Project Review Report identifying all relevant particulars and options associated with the potential relocation possibilities to Cabinet and Council in December, with an extraordinary Cabinet Meeting during 17 December followed a O&S meeting and then the Council Meeting that evening.

- 2.4 To ensure the most up to date cost information is available for the Project Review Report, Cost Consultants at Aecom have been instructed to review all the associated Cost Estimates and to ensure the rates inserted are current market rates rather than the use of the original rates (dating from 2012) with a cost escalator based upon the BCIS Tender Price Indices.
- 2.5 The Relocation Manager has also requested EDDC to consider exactly how many desks will be required for each of the potential identified relocation scenarios to enable the costs to be estimated on the most up to date requirements. As an interim assessment the following allowances will be used until formally confirmed otherwise;
- Single Office at Heathpark or sharing Clyst House - 250 desks.
 - If the EDBC were to be refurbished this could potentially accommodate 30 desks plus meeting rooms. The size of a new office at Heathpark would consequently reduce to 220 desks
 - A refurbished Exmouth Town Hall could accommodate 80 desks. Therefore, a new office at Heathpark or shared office at Clyst House would only need to accommodate 170 desks, or 140 desks for Heathpark if a refurbished EDBC were to be also included.
- 2.6 Task Programme for the Provision of the Project Review Report, Rev E, which identifies the numerous tasks required to be undertaken to enable the Project Review Report to be prepared is annexed to this Report
- 2.7 Enquiries for the Clients design team via the South West Consultancy Framework will now be prepared as far as possible, but not issued until the particulars / nature of the new office are known. Accordingly, the enquiry will now be issued as soon as possible after 17 December 2014, most likely during January 2015.
- 2.8 The matter of the Application to amend the Definitive Map remains as previously reported, with EDDC having appealed the Inspectors advice and the final decision being awaited from County.
- 2.9 During the period the PM has continued to assist with the provision of responses to both Press and Members of the Public's enquiries, including Freedom of Information requests.

- 2.10 Following EDDC's attendance at Exeter Magistrates Court to appeal against the Information Commissioners ruling that the first six Project Progress Reports covering the period May 2012 – January 2013 should be published, further written submissions / representations are being prepared. In particular a new Witness Statement and closed bundle have been prepared and issued. Reference within the submission has been made to the associated minutes which previously the ICO was content were not published since these provided Members "thinking space" and the fact that 50 – 60% of the PM's report within these minutes have been cut a pasted from the Progress reports.
- 2.11 The Judge has advised that pending receipt of the new submitted documents, there will either be another hearing or the panel will review in private. The decision of the Tribunal will be advised some 3 – 4 weeks afterwards. It is anticipated that a decision should be advised before the end of the year

3.0 Skypark progress

- 3.1 No further progress has occurred during the period in respect of discussions with Devon County Council (DCC) to discuss the proposed purchase of Skypark.
- 3.2 It is considered that a meeting with DCC (possibly including their JV partners, St Modwen) will need to take place in order to either progress the negotiations and / or inform the associated Cabinet Papers and Project Review Report that is anticipated to be issued for consideration by Members on 17 December 2014
- 3.3 Opinion is being sought in respect of this matter from EDDC's Legal Department and Eversheds to advise on the route forward.
- 3.4 It is noted that if the OJEU procurement route is followed there will be a delay to the project anticipated to be circa three - four months. It is also confirmed that should this procurement route be followed then it is possible that Skypark may no longer be the Members preferred location for the new Office. St Modwen have confirmed that they are aware of this possibility should it occur.

4.0 Knowle / Manstone Depot progress

4.1 The marketing and bidding process for Knowle / Manstone has continued in the period, with a total of some 28 parties now expressing an interest (as at 7 October 2014). Surprisingly there appears to have been little or no interest from local residents, but they could be operating under synonyms.

4.2 The parties expressing an interest are as follows, as advised by Savills;



4.3 There have now been three separate visits to the properties by interested parties. Details are as follows;

- 25 September [redacted]
- 30 September [redacted]
- 3 October [redacted]

Note: Savills have not explained the apparent disparity between their identification of interested parties and the visiting parties

- 4.4 The previously approved bidding letters for both Knowle and Manstone have been further amended by Savills. Copies of both of these letters are attached to this Report in Appendix E.
- 4.5 Bids are due to be returned to Savills on 22 October. Representatives from the Council will be present whilst the bids are opened. Hard and electronic copies of the submissions will be provided to EDDC for review, and it is anticipated that this information will be uploaded securely internally for consideration by both the Members of Project Executive Board and Officers Project Working Party.
- 4.6 Savills will provide a brief bullet point synopsis by 24 October, followed by a more detailed review on 31 October. Interviews with selected bidders are programmed to take place on 12 November and Savills formal Report and analysis is due to be issued to EDDC on 21 November 2014. These particulars can be found within Task Programme Rev E annexed to this report in Appendix C.
- 4.7 No updates have been received in respect of the Council's wish to reach an agreement with Sidmouth Town Council (STC) whereby they take ownership and management of the remaining parkland. The process of preparation of the agreement of transferring the parkland and gardens to STC needs to commence soon. It is anticipated that this will be led by EDDC Estates and Legal Departments, with assistance from the Relocation Manager as necessary.
- 4.8 Further, consideration needs to be given by EDDC to ensure any disposal of the Knowle and / or Manstone complies with the requirements of the Local Government Act 1972 (section 123). It is assumed that the necessary actions will be undertaken by EDDC's Legal Department with assistance from the Relocation Manager as necessary.
- 4.9 There has been no movement during the period with regard to the two applications for Public Rights of Way (PRW) across the Knowle grounds. These applications were originally rejected by DCC but following an appeal against that decision the Inspector directed the County to make Orders for two routes. EDDC has subsequently appealed against this decision and County's review is awaited.

5.0 Honiton progress

- 5.1 Terrace Hill have advised of a further potential review of their offer for the Heathpark site. It is understood that the fast food restaurant, originally a single storey, may now be a two storey outlet. This should marginally increase their offer although the exact amount is awaiting confirmation (due during w/c 20 October). A marginal financial increase could provide a revised total offer figure of just over £ 4 million.
- 5.2 EDDC are in discussions with the HCA regarding previous grants provided for the two phases of the East Devon Business Centre (for Phase 1 from the DC Development Commission and for Phase 2 from SWRDA). The Council is looking at the legal and financial considerations involved.
- 5.3 It is understood that legal discussions regarding the revised Heads of Terms and Contract are continuing. It is reaffirmed that the Contract will only be exchanged if Members are minded to sell Heathpark for the revised offer sum during their deliberation on 17 December.

6.0 Risk Management

- 6.1 Since commencement of the Project, the PM has provided and been responsible for a live Project Risk Register document.
- 6.2 Project Risks are regularly reviewed and updated as necessary following weekly discussions between Mr Richard Cohen and the Project Manager. a specific risk review agenda item.
- 6.3 Further during the regular monthly meetings of the Members Executive Project Board and Relocation Officer Working Group, with SWAP in attendance, have specific agenda items for risk. During these meetings Project Risks are considered and reviewed. Further the PM also updates the Risk Register on an ad hoc basis when a new risk becomes apparent or an identified risk is no longer applicable.
- 6.4 Risks are identified under three categories;
- Red Risks - Medium to long-term effect and expensive to recover
 - Orange Risks – Medium term effect, which may be expensive to recover.
 - Blue Risks – Short to medium term effect
- 6.5 Following the last Office Accommodation Officers Working Party Meeting on 18 September, the Relocation Manager carried out a detailed review of the Risk Register. The resultant Project Risk Register Analysis Rev O (Rev 0) dated 25 September 2014 was issued to all the normal attendees of that meeting for consideration and comment.
- 6.6 Currently there are 42 Open Risks (previously 38), comprising of;
- 8 Red Risks (9),
 - 26 Orange Risks (22)
 - 8 Blue Risks (7).
- 6.7 The new risks – Nrs 63 – 66 (highlighted in yellow on the Risk Register) all relate to issues associated with the bidding process for Knowle and Manstone
- 6.8 It is confirmed that the following risks are among others that are currently identified:
- Market conditions
 - Government legislation
 - EDDC IT and associated matters
 - Potential for additional unplanned maintenance being incurred whilst EDDC remains at Knowle
 - Revised offer for the Heathpark site.

- Legal objections to the Council's relocation
- Planning decision outcomes
- New Office requirements
- Revised offer for Heathpark
- Procurement issues associated with Skypark
- Issues associated with the bidding process for Knowle and Manstone

6.9 .A copy of the Risk Register Rev O (Rev 0) dated 25 September 2104 is annexed to this Report in Appendix D.

7.0 Programme and Key Milestones

- 7.1 Pending the Members decision of the way forward, Programme AL (Rev -) remains the current programme. This document continues to identify the 6 key gateway decisions that EDDC need to consider. The programme suggests the 30th May 2017 as the date when EDDC will have fully relocated to their new office. It is anticipated that further versions of the programme will be prepared for inclusion in the financial appraisal later this year based upon differing scenarios for the Office Project, including consideration of location. Particulars of this programme have been advised previously within the Progress Reports - see Reports Nrs 8 and 9.

8.0 Project Cost Report

8.1 In the period DL have continued to review and manage the costs for the Project

8.2 The current approved budget totals £ 705,568 is for the period until the end of March 2015, and is built up as follows;

• Original budget prior to Aecom's appointment	£ 200,000
• Uplift approved by Cabinet 5 September 2012	£ 114,354
• Uplift approved by Cabinet 17 July 2013	£ 95,333
• Uplift approved by Cabinet 5 February 2014	£ 92,000
• Uplift approved by Cabinet 4 June 2014	£ 203,881

8.3 Posted expenditure including accruals, to 30 September (Period 6 / 2014) totals £ 500,400 leaving a balance of £ 205,168, including a Contingency allowance of £ 61,211. All costs exclude VAT. A copy of the Interim Cost Report is annexed to this Report in Appendix A

9.0 Consultants reports

- 9.1 Please see the attached Savills Progress Report Nr 3 dated 7 October 2014 annexed to the Report within Appendix D

APPENDICES

- | | |
|-------------------|---|
| Appendix A | Interim Cost Report based upon costs posted and accrued to the end of period 06 – 2014 (2 October 2014) |
| Appendix B | Project Risk Register Analysis Rev O (Rev 0) 25 September 2014 |
| Appendix C | Task Programme for the Provision of the Project Review Report, Rev E |
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| Appendix E | Savills current Bidding Letters for Knowle and Manstone |

APPENDIX A

**Interim Cost Report based upon costs posted and accrued to the
end of period 06 – 2014 (2 October 2014)**

Office Accommodation Project

Costs Posted to end of
Period 06 - 2014

Interim cost report including reconciliation with Budget
through to March 2015

Anticipated Expenditure			
Consultants			
Davis Langdon	PM Services		
	Project Management Services - Apr 12 - March 2015	£ 319,571	
	QS Services		
	Review of Maintenance and Energy Costs	£ 3,000	
	Review and update Cost Estimates	£ 750	
			£ 323,321
Kensington Taylor	Architectural Services		
	Agreed Final Fee	£ 70,450	
	Assistance with Knowle Marketing	£ 455	
			£ 70,905
Thomas Lister	Commercial Land Agent		
	Agreed Fee to date	£ 26,937	
	Contingency for further involvement	£ 2,000	
	EXCLUDES FEE FOR SALE OF HEATHPARK		
			£ 28,937
Bell Cornwell	Planning Consultant		
	Agreed Fee to date	£ 11,512	
			£ 11,512
Peter Brett Ass	Economic Impact Assessment		
	Agreed Fee to date	£ 13,899	
			£ 13,899
Veale Wasborough Vizards	Legal advice and assistance		
	Agreed Fee to date	£ 4,269	
			£ 4,269
James Harper	PR Consultant		
	Agreed Fee to date	£ 1,600	
			£ 1,600
Deborah Hallet	Facilitator		
	Agreed Fee to date	£ 4,950	
			£ 4,950
Designed by Soap	Infographic		
	Agreed Fee to date	£ 499	
			£ 499
Architects - ADG	Spatial Design		
	Identification of Desk numbers	£ 1,500	
	Contingency	£ 500	
			£ 2,000
LA VAT	VAT advice March 14		
	Allowance	£ 1,500	
			£ 1,500
Ed Heynes	Planning Statement for Marketing Exercise		
	Allowance	£ 4,815	
			£ 4,815
Savills	Marketing and Bidding for Knowle & Manstone / ATC site		
	Agreed Fee including Prov Sums	£ 33,018	
	Contingent amount	£ 4,982	
			£ 38,000
	Carried Forward		£ 506,207

Clyst House Survey		Orchard and Ian Howick		Brought Forward		£ 506,207	
Initial Survey Costs		£	2,000	£	2,000		
	Topographical Survey - AP Land Surveys	£	3,700				
	Add for Manstone	£	1,195				
	Tree Survey and Constraints Plan - Advanced Arboriculture	£	3,922				
	Add for Manstone	£	650				
	Ecological Impact Assessment - Devon Wildlife	£	7,499				
	Add for Manstone	£	325				
	Flood Risk Assessment - Sands Consulting	£	2,210				
	Add for Manstone	£	1,105				
	Ground Conditions / Geo Environmental Desk Study - AECOM	£	2,700				
	Add for Manstone	£	2,050				
	Transport Statement, including affect on Car Parks.- Sands Consulting	£	4,670				
				£	30,026		
Others							
	Allowance for Planning Advice	Say	£ 2,500				
	Allowance for further Initial Surveys of Manstone depot and update existing Knowle reports	Say	£ -				
	Allowance for feasibility study associated with the refurbishment of Exmouth Town Hall	Say	£ 5,000				
	Stakeholders Meetings		£ 7,000				
	Facilltator & Venue costs	Say					
				£	14,500		
Client Costs				£	46,526		
Cost to February 2014							
	EDDC Total Employment Costs		£ 3,512				
	EDDC Total Premises Costs, including Planning App Fee		£ 12,834				
	Transport Costs		£ 125				
	Idt Exp Refresh		£ 159				
	Idt Exp Equipment Hire		£ 13				
	Equipment and plant purchases		£ 319				
	Equipment Hire		£ 250				
	Catering supplies		£ 143				
	Furniture purchase		£ 210				
	Stationary		£ 488				
	Internal document printing		£ 262				
	Photography		£ 499				
	Fees		£ 6				
	Land Registry		£ 127				
	Internal Postage recharges		£ 31				
	Legal Costs (Prev Budget £ 36,000.00) Considered minimal during Verification Period. Revised to		£ 1,925				
	IT Hardware purchase		£ 96				
				£	20,999		
						£	20,999
Carried Forward						£	573,732

Brought Forward		£	573,732
Anticipated Costs from March 14 - March 15			
EDDC Internal disbursements costs	Generally estimated	£	6,000
EDDC - Provision of internal resource	Generally estimated	£	6,000
Legal Costs	Generally estimated	£	5,000
Alun Aylesbury	Costs to 16 5 14	£	10,375
	Anticipated further costs following Initial Public Enquiry	£	2,250
	Anticipated should a full Public Enquiry be required	N/A	
Eversheds	Cost for initial report, included below,	£	-
	Immediate additional service, Say as advised by RP 21 5 14	£	30,000
	EU Procurement (If not by Eversheds AN Other) - Not currently inc.	£	-
Aston Brooke Solicitors	Agreed Fee for sale of Heathpark	£	8,000
Public Consultation / Engagement Costs		£	3,000
		£	70,625
Allow 10 % Contingency on External Consultant Costs		£	55,273
Allow 10 % Contingency on Internal EDDC Costs		£	9,162
Addition to balance approved budget of £ 705,568.00 (Council 4 June 2014)		-£	3,225
	Current Contingent allowance	£	61,211
		£	705,568
Total estimated costs to March 2015		£	705,568
Costs posted to date including accruals(as attached Worksheet)		£	500,400
Balance available still to be expended		£	205,168
Note			
All costs identified above exclude VAT			
Amount of Contingency as this Report - £ 61,211			

Interim cost report including reconciliation with Budget through to March 2015

Assessment Review

Costs Posted to end of Period 06 - 2014

Account	Description	FY 12/13 Period 1 - 12	FY 13/14 Period 1 - 12	FY 14/15 Period 5 Including Accruals	Cumulative
0010	Wages	£ 1,739		£ -	£ 1,739
0110	Overtime	£ 61		£ -	£ 61
0260	Ni Ers Rev Exp	£ 44		£ -	£ 44
0500	Recruitment Advertising	£ 1,688		£ -	£ 1,688
	Total Employment Costs	£ 3,512	£ -	£ -	£ 3,512
1021	Display Energy Certificate	£ -	£ -	£ 325	£ 325
1022	Asbestos Removal	£ -	£ -	£ -	£ -
1242	Room Hire	£ 45	£ 1,228	£ -	£ 1,271
1410	Surveyors Fees	£ -	£ 965	£ -	£ 965
1411	Structural Engineers Fees	£ -	£ 850	£ -	£ 850
1412	Other Design Fees	£ -	£ 395	£ -	£ 395
1420	Planning Fees	£ 8,585	£ -	£ -	£ 8,585
	Total Premises Costs	£ 9,431	£ 4,594	£ 852	£ 14,577
2600	Transport Costs	£ 125	£ 575	£ -	£ 700
2702	Train Fares	£ -	£ -	£ 315	£ 315
		£ 125	£ 575	£ 315	£ 1,015
3001	Idt Exp Refreshment 0191	£ -	£ 219	£ 75	£ 294
3002	Idt Exp Equipment Hire 0202	£ -	£ 13	£ -	£ 13
3010	Equipment & Plant Purchaser	£ 319	£ -	£ -	£ 319
3015	Room Hire	£ 57	£ 351	£ 137	£ 545
3030	Equipment Hire	£ 250	£ -	£ -	£ 250
3081	Catering Supplies Food	£ 143	£ -	£ -	£ 143
3100	Furniture Purchase	£ 210	£ -	£ -	£ 210
3150	Materials	£ -	£ -	£ 628	£ 628
3250	Stationery	£ 268	£ 230	£ 110	£ 608
3254	Internal Doc Centre Printing	£ 254	£ 8	£ 124	£ 386
3300	Non Property Contractors	£ 34,292	£ 4,950	£ 11,234	£ 50,476
3330	Photography	£ -	£ 499	£ -	£ 499
3450	Fees	£ 0	£ -	£ 426	£ 426
3460	Consultancy - Advice	£ 97,550	£ 131,764	£ 57,625	£ 286,945
3464	Technical Support	£ 93,529	£ 835	£ 350	£ 94,514
3480	Legal Fees (VWV)	£ 4,583	£ -	£ -	£ 4,583
3480	Legal Fees (Counsel)	£ -	£ -	£ 12,625	£ 12,625
3640	Land Registry	£ -	£ 133	£ 21	£ 154
3650	Internal Postage Recharges	£ -	£ 31	£ -	£ 31
3991	IT Hardware Purchase	£ 96	£ -	£ -	£ 96
	Total Supplies and Services	£ 231,563	£ 138,833	£ 83,549	£ 453,945
	Accruals (Consultant Ledger	£ -	£ -	£ 27,351	£ 27,351
	Other adjustment	£ -	£ -	£ -	£ -
		£ -	£ -	£ 27,351	£ 27,351
5021	Legal Services Recharge			£ 5,300	£ 5,300
5061	Document Centre Print Fixed Costs Recharge			£ 180	£ 180
5261	Property Services Recharge			£ 1,650	£ 1,650
5461	PC Support Recharge		£ 2,090	£ 2,190	£ 4,280
5541	Corporate Management Legal Recharge			£ 8,640	£ 8,640
5511	Estates & Econ Dec Recharge		£ 3,070	£ 2,520	£ 5,590
	TOTAL	£ 244,331	£ 149,102	£ 132,547	£ 526,040
	Adjustments				
5021	Legal Services Recharge (Reversed as agreed SD 4 6 14)			£ -5,300	£ -5,300
5061	Document Centre Print Fixed Costs Recharge (Reversed as agreed SD 4 6 14)			£ -180	£ -180
5261	Property Services Recharge (Reversed as agreed SD 4 6 14)			£ -1,650	£ -1,650
5461	PC Support Recharge (Reversed as agreed MW 17 8 13) (Reversed as agreed SD 4 6 14)		£ -2,090	£ -2,190	£ -2,090
5541	Corporate Management Legal Recharge (Reversed as agreed SD 4 6 14)			£ -8,640	£ -8,640
5511	Estates & Econ Dec Recharge (Reversed as agreed MW 17 8 13) (Reversed as agreed SD 4 6 14)		£ -3,070	£ -2,520	£ -3,070
			£ -5,160	£ -20,480	£ -25,640
	TOTAL	£ 244,331	£ 144,302	£ 112,067	£ 500,400

East Devon District Council

Interim cost report including reconciliation with Budget through to March 2015

Costs Posted to end of Period 06 - 2014

SUMMARY

CONSULTANTS COSTS TO DATE

Davis Landon	£	276,360
Kensington Taylor	£	70,764
ADG Architects	£	1,477
AP Land Surveys	£	4,895
Advanced Arboriculture	£	4,572
Devon Wildlife Consultants	£	7,848
Sands Consulting	£	2,210
Sands Consulting	£	4,630
Aecom	£	4,750
Peter Brett Ass	£	13,899
Thomas Lister	£	21,612
Bell Cornwell	£	11,512
James Harper	£	1,600
Deborah Hallet	£	4,950
Designed by Soap	£	499
Veale Wasborough Vizards	£	4,269
LA VAT	£	1,500
Aston Brooke Solicitors	£	4,500
Mr Alun Alesbury	£	12,625
Ed Heynes	£	4,065
Savills	£	18,882
EDDC ACCOMMODATION CONSULTANT PROJECT COSTS TO DATE	£	477,419
EDDC ACCOMMODATION DIRECT PROJECT COSTS TO DATE	£	22,981
OVERALL EDDC ACCOMMODATION PROJECT COSTS TO DATE	£	500,400

APPENDIX B

Project Risk Register Analysis Rev O (Rev 0) 25 September 2014

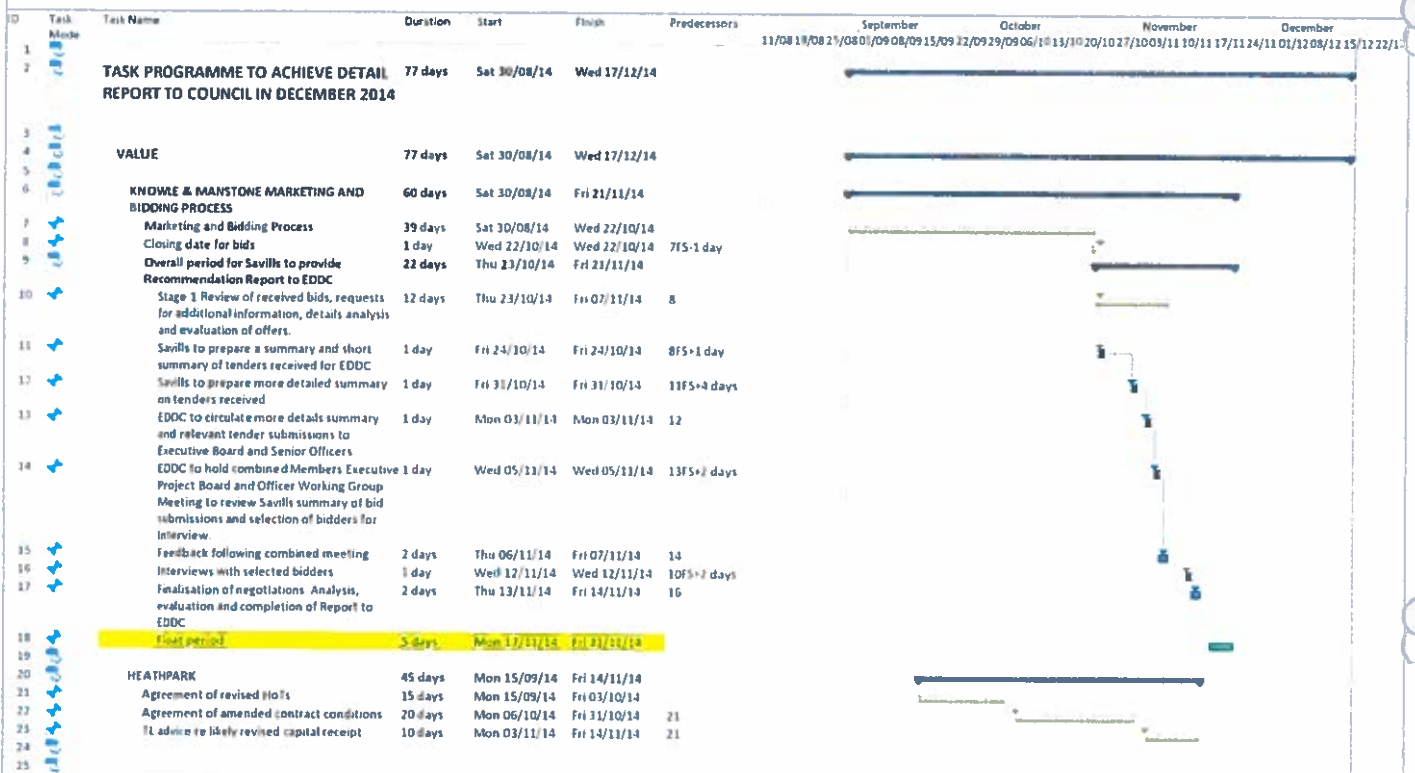


APPENDIX C

Task Programme for the Provision of the Project Review Report, Rev E

TASK PROGRAMME FOR PROVISION OF PROJECT REVIEW REPORT

15 OCTOBER 2014



TASK PROGRAMME FOR PROVISION OF PROJECT REVIEW REPORT

15 OCTOBER 2014

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	September	October	November	December
26		COST	15 days	Mon 22/09/14	Fri 10/10/14		11/08 18/08 25/08 01/09 08/09 15/09 22/09 29/09 06/10 13/10 20/10 27/10 03/11 10/11 17/11 24/11 01/12 08/12 15/12 22/12			
27										
28		Aecom QS review of current estimates - including updating with current market rates.	15 days	Mon 22/09/14	Fri 10/10/14					
29		Uarison with Relocation Manager	5 days	Mon 06/10/14	Fri 10/10/14	28F5 5 days				
30										
31										

TASK PROGRAMME FOR PROVISION OF PROJECT REVIEW REPORT

15 OCTOBER 2014

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	September	October	November	December
32		PROJECT REVIEW REPORTS	67 days	Mon 15/09/14	Wed 17/12/14		11/08 18/08 25/08 01/09 08/09 15/09 22/09 29/09 06/10 13/10 20/10 27/10 03/11 10/11 17/11 24/11 01/12 08/12 15/12 22/12			
33		Preparation of initial skeleton	5 days	Mon 15/09/14	Fri 19/09/14					
34		Preparation of detailed skeleton	15 days	Mon 22/09/14	Fri 10/10/14	34				
35		Preparation of Report to Stage 1	10 days	Mon 13/10/14	Fri 24/10/14	35				
36		Preparation of Report to Stage 2	15 days	Mon 27/10/14	Fri 14/11/14	36				
37		Completion of Project Review Report following receipt of Savills Recommendation Report	47 days	Mon 13/10/14	Wed 17/12/14					
38										
39		Update affordability schedules for all options	35 days	Mon 13/10/14	Fri 28/11/14	28				
40		Completion of final Draft of Report	5 days	Mon 24/11/14	Fri 28/11/14	39FS 5 days				
41		Review of Report by Aecom	3 days	Mon 01/12/14	Wed 03/12/14	40				
42		Review of report by EDDC	3 days	Mon 01/12/14	Wed 03/12/14	40				
43		EDDC to hold combined Members Executive Project Board and Officer Working Group Meeting to review proposed papers for Cabinet / Council Meeting on 17 December	1 day	Wed 03/12/14	Wed 03/12/14	40FS+2 days				
44		Revisions to Report as necessary	2 days	Thu 04/12/14	Fri 05/12/14	42				
45		Submission of Report to Members Executive Board	1 day	Mon 08/12/14	Mon 08/12/14	43FS 1 day				
46		Submission of Report to Cabinet / Council Members	1 day	Wed 10/12/14	Wed 10/12/14	45FS+2 days				
47		Members Briefing (TBC)	0 days	Mon 15/12/14	Mon 15/12/14					
48		Extraordinary Cabinet / O&S / Council Meetings	0 days	Wed 17/12/14	Wed 17/12/14					

APPENDIX D

Savills Progress Report Nr 3



Progress Report – No.3

Knowle & Manstone Depot, Sidmouth, Devon

Prepared for:

Steve Pratten MRICS, Relocation Manager (Seconded)
East Devon District Council
Knowle
Sidmouth
Devon
EX10 8 HL

Prepared by:

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Savills (UK) Limited
The Forum
Barnfield Road
Exeter
EX1 1QR

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Progress Report

Knowle & Manstone Depot, Sidmouth, Devon

Contents

1.	Introduction	1
2.	Instructions	2
3.	Marketing	3
4.	Enquiries and Viewings	5
5.	Ongoing Market	7

Appendices

- Appendix 1 List of Interested Parties
- Appendix 2 Press Article – Devon Life

1. Introduction

1.1.

In this Report, we (Savills) shall set out an overview of the marketing which we have undertaken / are undertaking, the enquiries that we have received for sales brochures and access to the micro-website, the requests for viewings and the feedback that we have had from interested parties thus far.

2. Instructions

2.1.

East Devon District Council (The Council) instructed Savills (UK) Limited on 2 July 2014 to market both the Knowle and Manstone Depot.

2.2.

Both properties are being marketed, as a result of the Council's decision to relocate to new offices within the District.

2.3.

The aim of the marketing campaign is to find a buyer (or buyers) for both the Knowle and Manstone Depot and to maximise the sale prices from their disposal. The Council will consider conditional offers (conditional on securing planning permission). Both properties are available either separately or together.

2.4.

Savills commenced marketing of the Knowle and Manstone Depot on 30 August 2014. This was in accordance with Savills' Marketing Strategy, which the Council approved.

3. Marketing

3.1. Brochure / Mailing List

- 3.1.1 The sales brochures have been distributed (with accompanying letters) to national, regional and local house builders and developers; local, regional and national agents; and applicants on our mailing list. They are also being distributed to interested parties replying to our marketing initiatives.
- 3.1.2 A list of interested parties that have replied to our marketing initiatives (up to Monday 6 October 2014) is attached at **Appendix 1** of this Report.

3.2. Advertising

- 3.2.1 No further update.

3.3. Press Release

- 3.3.1 Further coverage was received in Devon Life on 1 October 2014 (see Appendix 2).

3.4. Websites

- 3.4.1 No further update.

3.5. Micro-Website

- 3.5.1 CAD format drawings have been added along with Submission of Offers documents for both the Knowle and Manstone Depot to the micro-website.

Progress Report – No. 3

Knowle & Manstone Depot, Sidmouth, Devon

3.5.2 A list of interested parties that have accessed the micro-website (up to Monday 6 October 2014) is set out below:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

4. Enquiries and Viewings

4.1. Enquiries

- 4.1.1 Since the last update report, we have received additional enquiries from the following parties, all of which have received copies of the marketing brochure:

- [REDACTED]

4.2. Viewings

- 4.2.1 Block viewing days took place on 25 September, 30 September and 3 October, between 2pm and 4pm. The parties that viewed are set out below:

- [REDACTED]

4.3. Feedback

- 4.3.1 We have had a query from a number of the parties that have viewed, regarding Building B and the possibility of re-locating the bats elsewhere on retained land. They are taking advice from their own ecologists.

Progress Report – No. 3

Knowle & Manstone Depot, Sidmouth, Devon

- 4.3.2 We understand that [REDACTED] are looking at 100% open market housing on site with an off-site Affordable Housing contribution.

5. Ongoing Market

5.1.

We will continue to deal with enquiries from interested parties for brochures, access to the micro-website and for viewings as they are made. We will also continue to liaise with Steve Pratten on any issues that are raised.

Appendix 1



LIST OF INTERESTED PARTIES

COMPANIES
[REDACTED]

Appendix 2

Source: Devon Life (Main)
Edition:
Country: UK
Date: Wednesday 1, October 2014
Page: 54
Area: 54 sq. cm
Circulation: ABC 18000 Monthly
Ad data: page rate £1,320.00, scc rate £0.00
Phone: 01803 860910
Keyword: Savills

Prime site on offer

A well known redevelopment site in the popular coastal town of Sidmouth is coming to the market as a result of East Devon District Council's decision to relocate its new offices. The site, known as the Knowle, has been home to the council's headquarters since the 1970s, but the increasing cost of maintaining and running an ageing building stock, coupled with the occupational inefficiencies, have prompted the decision to move.

The council is also disposing of the nearby Mansonia Depot, which extends to 1.33 acres and is situated within a residential area 1.2 miles north of the town centre. The property is currently used by the district council as its depot facility.

The sites are being offered for sale by informal tender and the deadline for submission of offers is 22 October, 2014. All viewings are through sole selling agent, Savills.

APPENDIX E

Savills current Bidding Letters for Knowle and Manstone

SUBMISSION OF OFFERS

We have instructions to request offers for the site by no later than **12 Noon on Wednesday 22nd October 2014**.

Please submit your offer to:

Nick Jones
Savills
Barnfield Road
Exeter
EX1 1QR

Please mark the envelope with the reference 'ETDV329845/Knowle'.

Interested parties are requested to provide the following information and supporting documentation as part of their offer:

- a. Identity of the purchasing Company / Vehicle that is proposing to acquire the site including Company name, details of Registered Office and Company Number or similar associated particulars.
- b. Confirmation of the financial status of the proposed purchaser and, if relevant, the Parent Company. Provision of full audited accounts for the bidding party for the previous two financial years.
- c. Relevant track record of high quality developments on prime sites.
- d. Confirmation of the source(s) of funding, specifically confirming whether the purchase will be dependent on debt finance secured against the asset and if so, whether any discussions have taken place with prospective lenders.
- e. For redevelopment/ conversion proposals, a brief description of the proposed development to include reference to floor areas, storey heights and uses.
- f. For redevelopment proposals, an indicative scheme layout plan to scale and, if relevant, confirmation of the uses of the particular buildings together with an accompanying schedule of accommodation / floor areas / uses, including if relevant, the apportionment of affordable housing. In addition, confirmation of the access route(s) for the completed development.

This should be fully informed by the information contained on our micro-website and your own enquiries of the Local Planning Authority. The layout should adequately respond to the constraints and opportunities of the site.

In addition Interested Parties should also;

- g. Confirmation of the Purchase Price based upon vacant possession and the provided Planning Statement as well as EDDC's Planning Policy (including, if applicable, the identification of allowances for affordable housing provision).
- h. Confirmation of what assumptions have been made in respect of:
 - a) Surface water and foul drainage infrastructure

- b) Ground conditions, in respect of land contamination and foundation specification
 - c) Provision and capacity of utility services
 - d) Any identified abnormal costs
 - e) For schemes incorporating residential use, the provision of affordable housing, including percentage, tenure mix and unit mix
 - f) S106 financial contributions
 - g) Community Infrastructure Levy
- i. Clearly confirm all of the conditions which are attached to the offer.
 - j. Confirmation the investigations or surveys that you would need to undertake prior to exchange of contracts and the associated timescales
 - k. Advise on the opportunity for potential jobs generated by the construction process and end users / occupiers, including the anticipated proportion of local labour. Interested Parties should also advise whether they would be agreeable with a provision regarding the apportionment of local labour being included as a Section 106 condition.
 - l. Confirmation of the anticipated programme for the overall scheme including the discharge of any conditionality in relation to this offer.
 - m. Confirmation that the various reports and surveys contained on the micro-website have been read and understood.
 - n. Confirmation of whether this Purchase Price is dependent upon also securing the Manstone Depot Site.
 - o. Confirmation of your internal approvals process.

EVALUATION CRITERIA & SCORING

Weighting Schedule

Received Offers shall be assessed against the following criteria;	Weighting (%)
i. Financial return to EDDC	75 %
ii. Other impacts e.g. social and associated economic values, approach to Community involvement.	5 %
iii. Other matters, including;	20 %
a. Experience, track record and financial standing of the Purchasing Party. (5 %)	
b. Deliverability particulars of the proposals – including funding, planning and realism of assumptions advised. (5 %)	
c. Extent and nature of any conditionality associated with the Offer. (5%)	
d. Programme – the timescales to discharge any identified conditions. Realism of time scales. Identification and management of risks. (5%)	

Response Scoring Table

41 – 50	Excellent , significantly exceeds expectations
31 – 40	Very good, exceeds expectations in a number of respects
21 – 30	Good, exceeds expectations in a very limited number of respects
11 – 20	Fair, meets expectations
1 – 10	Poor or limited answer
0	Extremely poor or no answer

It is proposed that the information provided will be marked out of a maximum of 50 in accordance with the scoring ranges set out in the Response Scoring Sheet Table. These scores will then be weighted in order of importance based on pre-agreed weightings set out in the weighting schedule. The output from this assessment will be a ranked schedule of bidding parties. It is anticipated that a maximum of 3 parties who score the highest at this stage will be asked to submit more detailed proposals and be invited to an interview during week commencing 3 November 2014 at EDDC offices Knowle.

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 - n. Confirmation of whether this Purchase Price is dependent upon also securing the Knowle.
 - o. Confirmation of your internal approvals process.

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Submitted by:

Steve Pratten
EDDC Relocation Manager (Seconded from Aecom)



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