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OFFICE RELOCATION OFFICER WORKING PARTY MEETING NOTES FROM 18 SEPTEMBER 2014

Present:

Richard Cohen	RC	Deputy Chief Executive
Steve Pratten	SP	Relocation Manager
Rachel Pocock	RP	Corporate Legal and Democratic Services Manager
Andrew Hancock	AH	Streetscene Manager
Nigel Harrison	NH	Economic Development Manager
Donna Best	DB	Principal Estates Surveyor
Andrew Ellins	AE	SWAP – Audit Manager



Item	Notes/Decisions	Action
1	Apologies: Apologies received from: Simon Davey John Golding Colin Slater Karen Jenkins Chris Powell	
2.	Minutes of meeting held on 21 August 2014	Agreed.
3.	Matters arising from previous minutes:	To be discussed in next item.
4.	Office Accommodation Project Particulars: <ul style="list-style-type: none">• Cost to date is £475,669. The previous agreed budget is £705,568, therefore leaving a balance of £229,899 plus a Contingency allowance of £68,101.• Critical Project Issues: The Marketing exercise is now underway with the brochure being available to the public. The first related press releases confirming the sale of Knowle and Manstone were issued for the Estates Gazette, Property Week and local papers on 28 August. The first adverts in the Estates Gazette and Property Week were published on 5 and 6 September. It is understood as at 10 September there had been 15 bona fide enquiries. The tender return date remains at 22 October 2014. A draft of Savills Knowle bidding letter has been circulated to this Group and the Executive Officer Group for comments. One of the main concerns is the Evaluation Criteria to be used. Other comments were:<ul style="list-style-type: none">○ Important that the process is correct – needs more definition○ Mock bids exercise – could a points system be used○ Keep it simple, sufficiently detailed but	

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- simple enough for all bidders to be equal.
- Need to know what is important to each bidder
 - How much information do we request at this stage – could we ask for their commitment that all information requested will be made available at the next stage of the process.
 - There is a fear that if we ask for too much info at this stage that with such a tight timescale some bidders may be lost.
 - Reword 'H' in draft letter – do not request all information at this stage but need commitment back from potential bidders that info will be available when requested. No need to supply drawings either but a simple plan showing units/dwellings etc contained within the red line of what is being proposed.
 - Financial status of potential bidder – track record of previous projects. Will they be funding the development themselves or borrowing etc – what are the risks associated with this.
 - Need to be very clear how to deal with planning element of the sale and any affordable housing – as the landowner selling we will not be involved in any 'planning consent given' this will be dealt with by the developer who will deal with the planning authority by themselves. They will have had access to the planning statement provided so should be clear on all policies etc associated with the affordable housing element concerning Manstone.
 - Local recruitment and skills should be a condition.
 - We need professional advice (i.e. from Savills) on what the next step for us will be, how we decide what criteria to use. Is there evidence of experience from elsewhere that we can use. Would be sensible to go through a 2 stage process i.e. checklist of information for Stage 1 then move on to Stage 2 to provide more information. Savills have agreed to do this. Can we ask Savills to sieve the applications beforehand for us.

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		<ul style="list-style-type: none">○ Savills will take ownership of final letter. <p>All comments please to SP by 19 September.</p> <ul style="list-style-type: none">● Skypark update: The anticipated meeting with DCC to discuss the proposed purchase of Skypark due to take place on 12 September, was postponed and a revised date is still to be established. There is an increasing likelihood that negotiating with St Modwen/DCC to simply purchase a site at Skypark may not be possible and therefore other alternative procurement routes or office locations will need to be considered.● Heathpark update: following Terrace Hill's revised offer for the Heathpark site it has been agreed to prepare a revised Heads of Terms and Contract reflecting this offer in readiness for the reconsideration by Members in December whether to sell the site or otherwise. These actions will enable a swift exchange of contract should the Members agreed to proceed with the sale. It is also anticipated that this measure will ensure THH remains interested, otherwise the risk could be the developer may walk away. The issue associated with Skypark and the revised lower offer from Terrace Hill for Heathpark has caused a reconsideration of the potential new office location to be carried out. It is currently anticipated that there are four potential scenarios, other than do nothing, for the office location. There are:<ul style="list-style-type: none">○ Skypark○ Clyst House – ○ ○ 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 740m2.○ As above but also including a refurbishment of Exmouth Town Hall, potentially resulting in an even smaller new office footprint at Heathpark.● Risk Register – updated and will be circulated to Group.	SP
5.	Feedback from the	Executive Group updated at last meeting.	

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	Executive Project Board meeting		
6.	Update on the Business Centre succession arrangements	Update next meeting.	NH
7.	Update on Knowle and Manstone Depots relocation	No further update – final draft of leaflet still awaited but agreed to hold back for couple more weeks.	DB/AH
8.	Update on Strategy and timescales for roll out of council devices for home and mobile working including phones	Update next meeting.	KJ
9.	Update on Open for Business website project	Update next meeting.	KJ
10.	EDDC service provision across the District	Update next meeting.	
11.	Communication, consultation & engagement	Further communication is on hold at the moment until more clarity around Skypark etc is known.	KJ
12.	Legal updates:	PRW update – draft order has been submitted to Planning Inspectorate – still awaiting a date to be confirmed from the Inspector. TVG – nothing further at the moment, still waiting the 3 month timescale for any objection.	RP
13.	AOB	None.	
16	Date of Next Meeting	16 October 2014 at 10.00am	