

# Meeting not open to the public



District Council

Date: 1 October 2014  
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Our Reference: AMH

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Steve Pratten

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## **Office Accommodation Project Executive Group Wednesday, 1 October 2014 – 1500 - 1700 hrs. – Room 67**

### AGENDA

	Responsible Officer
1. Apologies	RC
2. Approval of previous meeting notes	RC
3. Matters arising	RC
4. Office Accommodation Project particulars:	
Relocation Managers Report	SP
a. Project cost to date	
b. Critical Project issues and concerns	
i. Skypark update	
i. Procurement issues. Skypark JV Partners	
ii. Heathpark update	
i. Actions following mended offer from Terrace Hill	
iii. Knowle and Manstone Depot / ATC Hut.	
i. Marketing and Bidding update	
iv. Consideration of New Office costs.	
i. EDDC requirements	
ii. Cost reviews	

- v. Reconsideration of potential location of new office
        - i. Skypark
        - ii. Clyst House
        - iii. Heathpark and refurb of EDBC for EDDC use?
        - iv. Smaller Heathpark facility, refurb of EDBC and Exmouth Town Hall for EDDC use.
        - v. Other locations – reconsideration of previous options
      - c. Programme implications including identification of critical dates
      - d. Risk Review – ( New + Red and Orange Risks Only)Critical
5. Knowle and Manstone
- a. TVG, RoW
  - b. Draft Local Plan
    - i. Windfall / Draft allocation
    - ii. Five Year Land Supply
    - iii. SHMA
- RP / HGL  
RC
6. Other matters
- a. Devon & Cornwall Housing
  - b. Equalities and best value
  - c. Provision of services within the District away from Skypark
  - d. IT
  - e. Communications
    - I. Member presentation
    - II. Staff Liaison
    - III. East Devon Extra
    - IV. Stakeholders Meetings
  - f. Council procedures – finance, legal, procedural propriety
- RC  
KJ  
  
RP/HGL
7. Any other business
8. Date of next meeting:
- 5 November 2014
  - 3 December 2014
  - 7 January 2015
  - 11 February 2015
  - 18 March 2015

# Meeting not open to the public

**Notes of meeting the Office Accommodation Executive Group  
Held on  
Wednesday 1 October 2014**

**Present:**

**Councillors:** Paul Diviani, David Cox, Ray Bloxham, Andrew Moulding

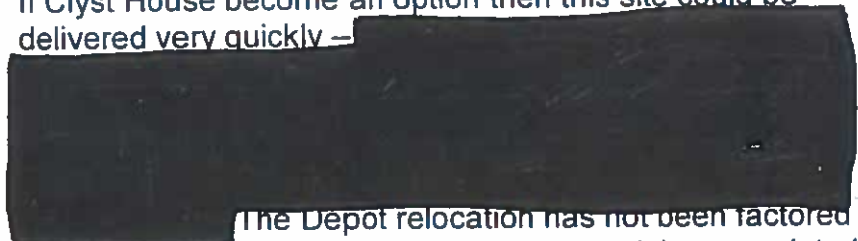
**Officers:** Richard Cohen, Steve Pratten, Mark Williams, Karen Jenkins, Nigel Harrison, Rachel Pocock, Simon Davey

		Action
1.	<b>Apologies:</b>	
2.	<b>Minutes of previous meeting held on 27 August 2014:</b> agreed.	
3.	<b>Matters arising:</b> to be picked up further in agenda.	
4.	<b>Relocation Managers Report:</b> <ul style="list-style-type: none"><li>• Cost to date is £475,669 from an approved budget of £705,568 leaving a balance of £229,899 including a contingency of £68,101.</li><li>• Preparation and commencement of the marketing and bidding process for Knowle and Manstone. The first 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 with follow up adverts on 19 and 20 September. As at the 23 September Savills had received 22 bona fide enquiries. Visits by potential bidders around Knowle have also been arranged.</li><li>• The meeting with DCC to discuss the possibility of EDDC purchasing a site at Skypark has been postponed. There is an increasing likelihood that negotiating with St Modwen and 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.</li><li>• 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, it is anticipated, December</li></ul>	

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. It was suggested that the 17 December should be kept clear to hold a Cabinet briefing followed by Scrutiny and the full Council in the evening.

RC/SP

- It is currently anticipated that there are five potential scenarios, other than do nothing, for the office location. These are:
  - Skypark
  - Clyst House
  - As above but also including a refurbishment of Exmouth Town Hall, potentially resulting in an even smaller new office footprint at Clyst House which is particularly relevant if sharing is to be considered.
  - 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.
- If a move to Skypark does not happen then a new scoring exercise based upon the latest information may need to be undertaken. The critical factor will be the advice following receipt of bids relating to the capital value of Knowle / Manstone as this will greatly inform upon which of the above options are viable or otherwise. .
- If Clyst House become an option then this site could be delivered very quickly –



The Depot relocation has not been factored into a move to Clyst House at this stage as it is appreciated a location more central to the District would be preferred.

RC

We need to wait until we know the likely capital receipt for Knowle / Manstone together with the refreshed scoring exercise for the site location before being able to progress matters further.. Agreed that a special Cabinet briefing be held on the morning of 17 December to be followed by a Scrutiny meeting in the afternoon. Decisions from both these meetings will then go Council that evening.

- Risk Registers has been updated with 4 new risks related to the selling/bidding process associated with Knowle and Manstone.

**5. Other Matters:**

- Following EDDC's appeal against the ICO decision that the Relocation Manager's reports 1-6 should be issued to the public, there has been a submission of further evidence for

RC/SP

	<p>the Tribunal Panels consideration. To date we do not know whether a further Hearing will take place or if the Panel will simply consider all the relevant particulars and advise us of their decision before the end of the Year.</p> <ul style="list-style-type: none"> <li>• Mindful that Exmouth Town Hall may now be considered as part of the relocation strategy, it is recommended that EDDC Property Services initially consider the nature of the refurbishment and employ architectural structural engineering consultants to provide advice which will assist with better pricing of the refurbishment costs for the building. Agreed that Simon Allchurch appoint consultants to carry out the above work with a budget of £5,000.</li> <li>• Agreed to keep level of contingency in the budget at 20%.</li> <li>•</li> </ul>	SA
7.	<b>Any Other Business:</b> None.	
8.	<p><b>Next meeting to be held on:</b></p> <ul style="list-style-type: none"> <li>• 5 November 2014 at 3.00pm</li> </ul>	

