

APPENDIX 3 - Office Relocation – Project Briefs

Project 1 – Disposal of the Knowle

- Maximise the value of the site consistent with the quality of Sidmouth and the planning framework
- Ensure adequate sums are released to cover the costs of Projects 2 & 3
- Release additional capital sums to assist the Council's Capital Programme?
- Relocation of Knowle depot to Manstone Depot
- Appointment of Planning Consultants to submit planning application

Project 2 – New Offices at Heathpark, Honiton

- Fully utilise site of Business Centre and adjoining former depot site with a design that respects its location, improves service access and delivery to our customers, and delivers environmental benefits.
- Provide desk accommodation on the basis of desks for office based staff, hot desking arrangements for mobile officers. Offices will be as open plan as possible. Flexible meeting rooms/spaces (fully IT equipped) suitable for the reasonable use of the Council. Overall space reduction to be confirmed following further detailed review of space requirements.
- Ensure design of internal space facilitates effective team working and management practices consistent with what the work requires. Operate on the basis that mobile working will reduce the number of desks required. (Pilot to be initiated asap).
- Provide café space area suitable for operation by a franchise and with capacity for use by the public
- Provide adequate cycle storage facilities and changing facilities
- Provide additional office space suitable for letting out so as to generate an income
- Ensure reduced utility and running costs
- Ensure a reduced carbon footprint for the organisation (in particular look to secure sponsorship for renewable energy features)
- Building Energy Rating reduced from C to B (or A)

Project 3 – Refurbished Office Accommodation at the Town Hall, Exmouth

- Fully utilise available accommodation
- Facilitate better working with the Town Council and DCC
- Provide accommodation reflecting a range of front line services
- Provide adequate cycle storage facilities and changing facilities
- Provide additional office space for letting out so as to generate an income
- Ensure reduced utility and running costs
- Ensure a reduced carbon footprint compared with current (in particular look to secure sponsorship for renewable energy features – including new mechanical and electrical equipment)
- Improve building energy rating from ?to B or C?