

CONFIDENTIAL – Office Relocation report - App 2

OFFICE ACCOMMODATION WORKING PARTY ACTION POINTS FROM A MEETING HELD AT ON WEDNESDAY 19 OCTOBER 2011

Present:

Councillor Graham Godbeer	GG	EDDC
Councillor Pau Diviani	PD	EDDC
Councillor Andrew Moulding	ATM	EDDC
Councillor David Cox	DC	EDDC
Councillor Vivien Duval Steer	VDS	EDDC
Councillor Ray Bloxham	RB	EDDC
Councillor Trevor Cope	TC	EDDC
Councillor Helen Parr	HP	EDDC
Councillor Ian Thomas	IT	EDDC
Councillor Steve Wragg	SW	EDDC
Councillor Bob Buxton	BB	EDDC
Mark Williams	MW	Chief Executive, EDDC
Richard Cohen	RC	Deputy Chief Executive, EDDC
Ed Freeman	EF	Principal Planning Officer, EDDC
Chris Lane	CL	Democratic Services Officer, EDDC
Karen Jenkins	CP	Corporate Organisational Development Manager, EDDC
Donna Best	DB	Principal Estates Surveyor, EDDC
Chris Powell	CP	Corporate ICT Manager, EDDC
John Lees	JL	Kensington Taylor
Kyrenia Tew	KT	Kensington Taylor

The meeting started at 6.35pm and finished at 8.30pm.

Item	Notes/Decisions	Action
1.Introduction	Welcome and introduction.	
2.Notes of meeting held on 6 April 2011	The notes of the meeting held on 6 April 2011, were agreed as a true record.	Noted
3. Issues for discussion	<p>Members received a presentation on issues regarding the Knowle Office Review and proposals to relocate the existing offices at Knowle, Sidmouth to a site owned by EDDC at Heathpark, Honiton. The three aspects of the project were:</p> <ol style="list-style-type: none"> 1. Realising the value of the Knowle, 2. Build out at Heathpark and 3. Securing the Town Hall site at Exmouth. <p>The aim was to secure the relocation of EDDC's office to Heathpark with a zero cost.</p> <p>The present running costs of Knowle were substantial and there were likely to be major savings in moving to be made in this area. The advantages</p>	

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	<p>of moving were considered to be:</p> <ul style="list-style-type: none">• Better access off the A30 in Honiton• Self fund new offices from the sale of the Knowle• Huge savings in running costs• Sustainable highly efficient new building• New and improved working environment• Improved efficiency• Cultural transformation• IT and storage improvements• Customer focus <p>The potential disadvantages which would need to be mitigated and considered include:</p> <ul style="list-style-type: none">• Impact on Sidmouth• Additional mileage costs and travel for staff• Costs for new storage facilities• Moving costs• Staff morale <p>The need for dedicated project management to deliver the building/brief was emphasised. Members discussed the two options for delivery of the new building which were:</p> <ol style="list-style-type: none">1. EDDC to provide the funding and build its own new offices. This would probably involve borrowing to build new offices before disposing of the Knowle.2. EDDC to go down the partnering option, where the partner was responsible for the new build in return for acquiring and developing the Knowle after EDDC has moved. The recommendation was that EDDC use the partnering option to deliver the project. This would have several benefits including the potential to avoid borrowing and sharing of skills between the council and professional partners. This option would require EDDC to have a very detailed specification from the outset otherwise there is a high risk of additional cost. <p>RC reported that there had been some interest from agents in the use of the Heathpark site for food retail. These approaches are being carefully considered before any definite decision is to be made on the Heathpark site use. At this point in time it was considered realistic that the project could be delivered by June 2014. This timeline will be kept</p>	
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<p>RECOMMENDED</p>	<p>under review as the project moves forward.</p> <p>Members discussed the importance of public perception and consultation with the public over the proposed developments. The possibility of inviting the Town Councils and residents of Sidmouth, Honiton and Exmouth to give their views on the proposed developments at Knowle, Heathpark and Exmouth Town Hall, was discussed. A consultation process around an outline application for the Knowle Site was considered to be an effective option.</p> <p>The members of the Panel made a number of comments and asked a range of questions, these included:</p> <ul style="list-style-type: none"> • Full consideration needed to be given to the needs of Members in the design of new offices. The new building should be fully accessible for Members; • The importance of aiming for BREAM Excellent standard in the new offices; • The needs of the public should be emphasised in the design of the new office building. The perception of the public was vital and consultation would be required; • The importance of ensuring the specification was to the best standards possible if the partnering option was to be followed; • Importance of maximising the value of the Knowle site. Does the affordable housing element need to be provided at Knowle or would it be better provided elsewhere? • The access and exits to the Heathpark site were constrained and would need to be investigated; • The strong business case for office relocation. <ol style="list-style-type: none"> 1.To take forward immediate tasks required as part of the disposal of the Knowle 2.To engage project management resources 3.To clarify the detail and merits of developer expressions of interest on the Heathpark site 4. that the project be secured by using the partnering option 	
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	<p>Environmental Health and Revenues and Benefits.</p> <p>The strategy for EDMS at the Council would help the move to a smaller, more open plan building with less storage and make employees more mobile and less office bound.</p>	
<p>6. Exmouth Town Hall</p>	<p>The issue of the refurbishment of the Town Hall remains under consideration but unresolved for a mix of reasons. DCC had indicated that they wished to renew their lease for a further three years. It was uncertain at present which EDDC staff would work at the Town Hall. SW reminded the Working Party that the heating system at the Town Hall was very antiquated and needed replacing. The possibility of using the TIC building for office space was suggested.</p> <p>Members emphasised the importance of engaging Sidmouth and Exmouth Town Councils in the relocation process at an early stage.</p>	<p>Noted</p>
<p>7. Date and time of next meeting</p>	<p>Future meetings would normally be held on a bimonthly basis with the next meeting at a date to be agreed in December.</p>	<p>All</p>