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JOINT MEETING OF OFFICE RELOCATION PROJECT EXECUTIVE GROUP & OFFICER WORKING PARTY MEETING NOTES FROM 21 MARCH 2018

Present:

Cllr Ian Thomas	IT	Portfolio Holder for Finance
Cllr Phil Twiss	PT	Deputy Leader
Cllr I Chubb	IC	Portfolio Holder for Corporate Services
Richard Cohen	RC	Deputy Chief Executive
Steve Pratten	SP	Relocation Manager
Simon Allchurch	SA	Project and Facilities Manager
Henry Gordon Lennox	HGL	Strategic Lead
Laurence Whitlock	LW	IT Director (Strata)

		Action
1.	Apologies: Cllr Paul Diviani Mark Williams John Golding Simon Davey Karen Jenkins Andrew Hancock	
2.	Minutes of the meeting held on 21 February 2018: Minutes agreed.	
3.	Matters arising from previous minutes: See below.	
4.	Project Budget Review: <ul style="list-style-type: none"> • The overall Project Budget, as defined at the Council meeting on 26 April 2017, is £10,586,000. All relevant expenditure, including accruals, to 28 February 2018 totals £5,141.939. Consequently, there remains a budget balance of £5,444.061. • Blackdown House - New Access Road – Cabinet decided on 7 March to proceed with the New Access Road Option 5 – a new single carriageway with modest improvements to the existing EDBC car park. SP/RC to meet with EDBC tenants and share views regarding the road development. • Following the Cabinet decision regarding the new access road, Aecom are proceeding with development of the design. A planning application will need to be prepared and submitted during April. If there are no objections during the Consultation period, then the application can go through the delegated authority route. Once the Planning Application has been submitted, it is anticipated that negotiations with Interserve will take place. Pending these negotiations, the works could commence in July and be completed in September. 	SP
5.	Office Relocation Project: Blackdown House: <ul style="list-style-type: none"> • Construction works are generally going well, although during the last month progress has been affected by the cold, wet and windy weather. • SP is waiting for an updated work programme from the Contractor to be provided. It is understood that this revised programme will continue to 	

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	<p>advise of a completion date of 15 October 2018</p> <ul style="list-style-type: none"> • The Contractor has just issued an Early Warning Notice regarding exception weather (based on a 10-year average). A request for the provision of further information has been formally issued. • Currently the site is working 5 days a week and up to mid-day on a Saturday when necessary. Once the evenings are lighter then there may be a possibility of working in the evening, although this would need agreement by the Planners since this would be an extension of the agreed working hours. • Based upon the current Contractors Programme, it is understood the building will be watertight by end of May. • The building is currently up to the 2nd floor with masonry now ongoing up to the underside of the wall plate. • There have been four Compensation Events (variations) issued to date. Further CEs are anticipated pending receipt of the Contractors quotations. • Election Office design including the nature of the partition walls is now agreed. • SMT discussed the concerns that had been raised by staff regarding the toilets in the Blackdown House. SMT agreed that: <ul style="list-style-type: none"> ○ On the 1st and 2nd floor, the toilets would alternate between the wings and being male or female. ○ On the ground floor, the public WCs are unisex, whilst within the secured area there are changing rooms with the associated gender WCs. In the corridor outside of the changing rooms, the three WCs are all female. ○ There are three accessible WC's on the north wing all of which are for use by the public. On the south wing there are also three accessible WCs which are within the secured areas/. • Project issues – awaiting updated Contractor's programme. • The order for the meeting tables and chairs has been issued. LHC is currently reviewing the other furniture and will arrange a meeting shortly with the supplier to finalise. Confirmed that a change of colour of tables will not cause an issue. • Reception area: <ul style="list-style-type: none"> ○ Following the omission of the sun tubes SP is awaiting the Contractor's proposal's for the alternative lighting and then bring back to the group. ○ Floor finish – a ceramic tile will be used in the front of the Reception Area • Door Access: <ul style="list-style-type: none"> ○ The door access control proposal for Blackdown House has been agreed; ○ SP to instruct Interserve on the extra door required to r meeting Room 2, where potentially Strata will be accommodated. ○ (Post Meeting Note – It has been agreed that the infrastructure for this door will be installed, but not the final equipment, pending a decision whether there is sufficient space available within the open plan office areas for Strata) ○ AV now generally agreed by SMT, pending a demonstration of the laser projector for the Chamber. This demo will be set up in a few weeks' time. LW to speak to SRoach to confirm. 	<p>SP</p> <p>SP</p> <p>SP</p> <p>LW / SR</p>
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	<ul style="list-style-type: none"> ○ Screens for the Reception area have been discussed and once the building is nearing completion the position of each screen will be agreed. ○ There will also be a screen showing the energy use of the building fitted in the reception area. ○ PT informed the meeting that Honiton Town Council has shown some interest in possibly moving to the Blackdown House if there were space available – this would be on similar set up as Exmouth Town Council. It was agreed that once the move had taken place and it was known what or if any space were available then this would be investigated further. ○ Topping out ceremony – discuss again later once the building is watertight. ○ Visits to be arranged for Members etc. from May onwards. <p>Exmouth Town Hall</p> <ul style="list-style-type: none"> ● SP confirmed that the snagging list was now nearly completed. There is still an issue with the heating, but this is now back with the contractor. ● Noise issue – acoustic consultant is looking into this. ● Carpets have been fitted in the chamber. ● It was agreed to move a couple of the screens from the Committee room to the Chamber. ● Still discussion needed on extra CCTV ● SA to speak to SLangston about a booster for the Chamber. ● IT asked about the position of the pillar in the Chamber/committee room – SP confirmed that this was structural, and we would not be allowed to move it. 	<p>SA</p> <p>SA</p>
6.	<p>Project Risk Review:</p> <ul style="list-style-type: none"> ● SP to update the Risk Review and circulate to all. 	SP
7.	<p>Facility Management Update:</p> <ul style="list-style-type: none"> ● Orders for the meeting tables and chairs now in place. ● Staff Workshops taking place next week and more to follow over the coming months. ● SA has produced a list of memorabilia – some of the items do have historical value. SA to go through the list with the Chief Executive and agree what to keep etc. ● It was suggested that the clock in the Chamber be taken on Blackdown House. ● Television in the Members area – agreed not to take as the screens in the chamber etc. will be adequate. ● Bicycle cover for Exmouth – still ongoing. 	SA
8.	<p>Finance Workstream matters:</p> <ul style="list-style-type: none"> ● No further update. 	
9.	<p>HR/Internal & External communications work stream:</p> <ul style="list-style-type: none"> ● No further update. 	
10.	<p>Legal Workstream:</p> <ul style="list-style-type: none"> ● No further update. 	

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11.	ICT Workstreams: <ul style="list-style-type: none">No issues to report. LW said that following the bad weather recently global worked well in allowing those members of staff who could not get into the office to work remotely.	
12.	Exmouth Town Hall: <ul style="list-style-type: none">Registry Office tenancy has move back to end of March. SA confirmed that any security arrangements would be there responsibility for weddings etc.	
13.	Integration of Knowle and Manstone Depots relocation: <ul style="list-style-type: none">Ground works have now started with no major issues to report. It is anticipated these will take around 7 weeks.Comms/ribbon cutting – it was agreed that this would be more appropriate when the 2nd phase of the building work takes place.No issues arising with moving staff across – move will be undertaken by Streetscene themselves with Strata covering the ICT move.	
14.	Pegasus Update: <ul style="list-style-type: none">Pegasus have visited the Knowle to look at the Gingko tree and the works involved in moving it. Comms to keep up to speed and issue press release once relocated. Photographic record to be kept of the tree moving process.They also looked at the area of land they will wish to use for a compound and will now prepare their proposals.It is the intention that EDDC will have fully relocated from Knowle on 21 December, which will then allow 3 months for the building to be completely cleared. The keys will be handed to Pegasus at the end of March 2019. The longstop date is May 2019.Pegasus have confirmed that they agree with the Planning Conditions issued.	
15	AOB. None.	
16.	Date of Next Meeting: <ul style="list-style-type: none">25 April 2018 at 3.00pm – Committee Room	

Minutes – AH.