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JOINT MEETING OF OFFICE RELOCATION PROJECT EXECUTIVE GROUP & OFFICER WORKING PARTY MEETING NOTES FROM 23 MAY 2018

Present:

Cllr Ian Thomas	IT	Leader
Cllr Paul Diviani	PD	Portfolio Holder for Strategic Development
Cllr Dean Barrow	DB	Portfolio Holder for Finance
Richard Cohen	RC	Deputy Chief Executive
Steve Pratten	SP	Relocation Manager
Simon Allchurch	SA	Project and Facilities Manager
Henry Gordon Lennox	HGL	Strategic Lead
Simon Davey	SD	Strategic Lead
John Golding	JG	Strategic Lead
Karen Jenkins	KJ	Strategic Lead

		Action
1.	<p>Apologies: Cllr Ian Chubb Cllr Alan Dent Mark Williams Andrew Hancock</p>	
2.	<p>Minutes of the meeting held on 25 April 2018: Minutes agreed.</p>	
3.	<p>Matters arising from previous minutes: See below.</p>	
4.	<p>Project Budget Review:</p> <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 30 April 2018 totals £5,850,915. Consequently, there remains a budget balance of £4,735,085. • Following Cabinet's decision to proceed with the single track, one-way new access route to Blackdown House through the EDBC site, we have consulted with the Tenants at the Business Centre. We have considered in detail the comments received and have now incorporated the retention of two-way traffic movement for the Business centre car park. This will enable tenants to enter and exit via Heathpark Way. The new section of road beyond the existing car park will remain as one way for vehicles travelling to Blackdown House. Aecom are intending to submit a planning application before the end of the month and are hoping for a 6 week turn around which will mean work starting mid-July. • SP has spoken with DCC re the road access and they are happy with the proposal. 	
5.	<p>Office Relocation Project: Blackdown House:</p> <ul style="list-style-type: none"> • Following the Site Progress meeting on 2 May 2018, the Contractor advised that the works were 1½ weeks behind their latest programme and this was due to the recent bad weather. Interserve have advised that they are looking at mitigation measures to recover this delay and would be issuing an updated programme shortly. At a more recent 	

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	<p>Design Team Meeting, the Contractor confirmed that the delay has now been reduced to one week.</p> <ul style="list-style-type: none"> • The southern roof has now received the sheathing plywood and roof coverings are about to start. The northern wing roof has the roof trusses partially complete. The Contractor is advising that overall completion of the roof to achieve a watertight covering should be mid-June, although SP anticipates this date is optimistic Windows have been delivered to site and installation to the second floor, working downwards will commence imminently. • Internally, M&E first fix works and BWIC are continuing within the temporary waterproofed zones on the ground first floors. • Interserve have confirmed that no reportable accidents have occurred on site since the Project commenced on 24 July 2017. • Pegasus have carried out their preparation works for the relocation of the Gingko tree. It is understood that the tree will be relocated during 2019. In the coming months Pegasus will carry out additional non-invasive investigations and surveys at Knowle, in readiness for the commencement of their Development works post VP. • Legal have prepared an overarching licence and a meeting is due to be held on 7 June with Pegasus during which the opportunity to review it will be taken. 	
6.	<p>Project Risk Review:</p> <ul style="list-style-type: none"> • Risk Reviews have continued to be regularly carried out. The current Risk Register is Rev AT (Rev 0) dated 30 April 2018 which confirms 52 open risks where there were previously 55, comprising of; <ul style="list-style-type: none"> ○ 4 Red Risks <ul style="list-style-type: none"> ▪ Budget (still within budget and with contingency in place) ▪ Maintenance of existing building – boilers becoming a problem. ▪ Contractor Programme – The Contractor’s current programme has no float left. SP has some concerns in this respect, although it is hoped that time can be regained during the summer months with longer daylight hours and better weather ▪ Financial stability of Contractor – SP will continue to monitor. A strategy has been formulated to be put in place should the Contractor fail. ○ 33 Orange Risks ○ 15 Blue Risks <p>Three existing risks were closed, and an additional risk was added during the period. A total of 150 risks have been closed to date.</p> • Interserve’s Share Price continues to be monitored by SP and as previously, there does not appear to be any detrimental effects on site such as loss of subcontractors or the lack of plant and materials. SP will continue to monitor the situation. 	SP

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	<ul style="list-style-type: none"> It has also been agreed to arrange for local schoolchildren to visit. 	
10.	Legal Workstream: <ul style="list-style-type: none"> No further update. 	
11.	ICT Workstreams: <ul style="list-style-type: none"> LW confirmed that the Strata programme was on track. The Order with Virgin Media is now placed, and it is hoped to go live on 20 September – this date can be expedited if necessary). Virgin Media have also offered to visit the site if required. AV- Specification has now been changed SP is waiting for confirmation on Chamber screen size following the meeting with Public Eye which was 3 weeks ago. LW to chase them up for a response on options available. Monitor arms – 3 different types to be ordered and set up in the Members area for staff to look at and try before decision is made on which ones to order. Strata Forward Planning – updated programme from AS/SG to be discussed with the Contractor. Phone Migration – the amount of work involved is huge and will involve weekend working. It will be mid-June before we hear back from the Contractor, but all dates will move forward from then. 	LW
12.	Exmouth Town Hall: <ul style="list-style-type: none"> County Registry Office – move now all complete with no issues. Town Council – associated signage now installed Acoustics – ceiling panels to the ground floor back office due to be installed within the next couple of weeks. Good feedback has been received from staff who both work there full-time and those who work there occasionally. Desktop slowness – Global Desktop update roll-out is showing improvements. Tenants Forum to be set up once building is handed over to Property Services. 	
13.	Integration of Knowle and Manstone Depots relocation: <ul style="list-style-type: none"> First phase completed, and orders have been placed for the timber frame, windows and doors. Project is on track. 	
14.	Pegasus Update: <ul style="list-style-type: none"> SP confirmed that he would be holding monthly meetings with Pegasus. PegasusLife have issued their Development programme which SP is currently reviewing. A programme of the works, which will be happening while the Knowle is still occupied, but after all staff have relocated to Blackdown House, is being prepared. It is understood that PL are considering forming a compound area on the grassed area/ lower car park during the construction. The proposal needs to be agreed when received and would possibly be from around February 2019. 	

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	<ul style="list-style-type: none">• Works will need to be carried out to the pine trees which are adjacent the middle car park. The issue is around the size and age of the trees and the works will be carried out by Pegasus.• Parkland/Town Council – an update on progress and associated legal aspects is needed.• The sundry current works being undertaken by PL are being carried out under licence.• ‘Sidmouth Hopper Bus’ - there an opportunity for some involvement with Pegasus and the Town Council with the potential use of the bottom car park during the week for visitor parking. This needs to be a discussion between Pegasus and the Town Council especially if the car park is used as compound area.	
15	AOB. None.	
16.	Date of Next Meeting: <ul style="list-style-type: none">• 25 July 2018 at 2.30pm – Committee Room (meeting to start at 2.30pm and then then be followed by the Member Relocation Workshop at 4.00pm)	

Minutes – AH.