

Project Documentation

**PROJECT INITIATION DOCUMENT
(PID)**

**Increasing the Provision of the Council's Temporary
Accommodation at Freeland Close, Chichester**

Release:	Version 3
Date:	21 November 2018
Author:	Holly Nicol
Approved by:	Cabinet – 4 December 2018

Document History

Revision Date	Version	Summary of Changes	Reviewer(s)
12/11/2018	1	First Draft	Holly Nicol John Bacon
13/11/2018	2	Second Draft	Linda Grange
21/11/2018	3	Amendments incorporated into the draft	Strategic Leadership Team
04/12/2018	4		Cabinet

Consideration by the Corporate Improvement Team

Date	Reviewing Officer	Comments for Consideration
16/11/2018	Jennifer Westbrook and Andy Buckley	Comments are reflected within the report.

Approvals

This document requires the following approvals:

Name of person, group or committee
Strategic Leadership Team
Cabinet
Full Council – <i>for the allocation of capital</i>

Distribution

A final copy of the approved document will be distributed to:

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Cllr Jane Kilby	Cabinet Member for Housing, CDC
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Glossary of Terms

CDC	Chichester District Council
IPPD	Initial Project Proposal Document
ITT	Invitation to Tender
LHA	Local Housing Allowance
LPA	Local Planning Authority
PID	Project Initiation Document
RP	Registered Provider
RIBA	Royal Institute of British Architects
SLT	Strategic Leadership Team
MHCLG	Ministry of Housing, Communities and Local Government

1. PURPOSE OF DOCUMENT

- 1.1. This Project Initiation Document (PID) defines the redevelopment of 22 Freeland Close project. It builds upon the Initial Project Proposal document and sets out the aims of the project, why the project should go ahead, who is involved and their responsibilities. This PID will provide the baseline for the project's management and for an assessment of its overall success.

2. PROJECT DESCRIPTION

- 2.1. The redevelopment of 22 Freeland Close (location plan Appendix 1) will provide additional short term accommodation for homeless families and single vulnerable persons. It is proposed to demolish and redevelop to viably maximise the effective use of the site. It will be designed to allow maximum flexibility to meet future changing demand, to minimise voids and to maximise income.
- 2.2. Once works have been completed, the property will be managed by the accommodation team based at Westward House. This will deliver a cost-effective service which complements the existing facility at the adjacent Westward House.

3. BACKGROUND

- 3.1. Local authorities owe a statutory duty under Part 7 of the Housing Act 1996 to secure suitable accommodation for unintentionally homeless households who are in a priority need category.
- 3.2. Over the last 12 months Westward House has been operating at full capacity, subject to turn around voids. The council has become increasingly reliant on bed and breakfast (primarily out of the district) for temporary accommodation. This is far from ideal for the households involved and incurs significant costs to the public purse. Furthermore it is considered unlawful by MHCLG, to accommodate families in bed and breakfast except in an emergency and for a maximum of 6 weeks.

- 3.3. Welfare reform has introduced a number of changes to benefit payments which makes it more difficult for the council to find housing for single people under 35 and for larger families. These include:
- Benefits, including Local Housing Allowances (LHA), for working age claimants have been frozen for four years, increasing the gap between LHA rates and market rents.
 - The shared accommodation rate, limiting the housing benefit payable to the equivalent of a room in a shared house, has been extended from under 25's to under 35's.
 - Reductions in the weekly household benefit cap were introduced in November 2016 which affects larger families in particular.
 - The removal of direct rent payments to landlords under Universal Credit is also likely to contribute to increased levels of homelessness.
- 3.4. The council is already being presented with increasing levels of homelessness and is having particular problems finding temporary housing for larger families. From 16/17 to 17/18 homelessness applications to the council increased 13.25%, and in the past six months, there has been between 3 and 15 households placed in bed and breakfast at any one time, of which between 2 and 9 households were families.
- 3.5. In February 2017 Cabinet approved an Initial Project Proposal Document (IPPD) for the Council to invest in the purchase of 22 Freeland Close to provide additional temporary accommodation for homeless households. Council approved the purchase of this property in March 2017 and the property was acquired in December 2017. Since then the property has been bought back into use to provide four one bedroom flats as temporary accommodation, whilst a full options appraisal to evaluate the most effective use of the property was undertaken.
- 3.6. In March 2017 the Council also approved a supplementary budget of £15,000 to enable a full options appraisal to be undertaken. A further £10,000 was approved to progress the preferred option to planning stage.
- 3.7. Consequently, a lead consultant (HM Architects) was appointed to develop the design brief and prepare design options, leading to a preferred option appraisal for the building. The commission of MH Architects included a fee bid for works to RIBA Work Plan Stages 0, 1, 2 and 3 (from strategic definition to developed design) in two phases. The first phase includes Stages 0, 1 & 2, to enable a report to the Council's Cabinet with a preferred option. Once a preferred option is approved, the design team will progress to Stage 3, which will include the submission of a full planning application to the Local Planning Authority (LPA), followed by stage 4 (finalised design) once planning has been approved.
- 3.8. Five preliminary options were appraised and presented to the Council's Strategic Leadership Team (SLT) in May 2018. SLT, following consultation with Cabinet members, agreed that detailed costings for Options 1 & 2 (set

out in Section 8) should be worked up for further analysis. In reviewing the scheme the consultants also provided costs for two new build alternatives (options 3 and 4). More details of this are set out in section 8.

4. PROJECT OBJECTIVES AND SUCCESS CRITERIA

4.1. Outputs

4.1.1. To maximise the full development potential of 22 Freeland Close. Ensuring the scheme is economically viable in terms of build cost and achievable rental income, whilst meeting the Council's priority homeless accommodation needs.

4.2. Outcomes

- Additional temporary accommodation effectively meeting the Council's statutory duty and the growing current and future needs of larger homeless families and vulnerable single people.
- Flexible property use, enabling the units to be used for larger families or subdivided for the use of smaller families and single occupants.
- The ability to provide temporary accommodation to a family requiring a wheelchair accessible unit.
- Reduction in the number of households placed in bed and breakfast accommodation.
- An income stream for the Council, exceeding the interest earned on capital reserves.
- On-site housing support for families and vulnerable single people.
- The accommodation meets the Council's Equality and Social Inclusion objectives.
- The proposed scheme is developed in line with the Council's environmental and sustainability strategies for Climate Change and Carbon Management in order to promote environmental awareness, sustainability and corporate social responsibility.

4.3. Outcome Measures

- Reduce the number of households placed in bed and breakfast accommodation by at least 50% from 2020/21.
- A minimum 2% return on investment, creating an annual revenue income of £46,333 from 2020/21.

4.4. Dis-benefits

- Disturbance during construction for local residents.

- A reduction in the current provision of temporary accommodation during the construction period (the existing 4 flats at 22 Freeland Close). The Council will be forgoing the income from the existing property (circa £16,900 per annum) whilst the re-development takes place. However, the provision of additional units will provide a greater revenue return in the longer term (circa £46,333 per annum).
- Loss of car park provision, though there is currently ample car parking space for residents.

4.5. Out of Scope

The project will not include:

- Use of the building as permanent affordable housing. The Council has no Housing Revenue Account and such accommodation would be subject to the Right to Buy.
- Amenity space or additional parking facilities.
- CCTV or office space facilities. Following internal health and safety advice, there is to be independent risk assessment of Westward House, which will take account of the preferred option. This will include a review of the CCTV, office accommodation and the need for an interview room. A report will be presented to Cabinet to undertake this work once the preferred option is finalised.
- Increased staffing officer resources. Additional staffing resources, including a Business Support Officer have already been approved. It is not anticipated that there will be a requirement for any further staffing resources.

5. PROJECT CONSTRAINTS

- Proximity to existing residents.
- Location of existing gas main.
- Proximity to the A27.
- Timing and expenditure constraints of certain funding streams.
- Planning constraints.

6. PROJECT ASSUMPTIONS

- A 400mm steel gas main runs adjacent to the existing property. An indicative figure for the costs of redirecting the gas main has been included. A firm figure and timescales for the work will be secured following further discussions with Southern Gas Network. Six weeks has been added to the build programme to allow for these works to be carried

out. Costs have also been included to conduct a survey to identify the exact location of the gas main.

- The construction costs are inclusive of a 10% contingency. This is greater than the usual assumptions of 3-5% on a new build due to the nature of the project. This high level contingency should cover any significant variation in development costs or any unforeseen additional requirements.
- The anticipated revenue has been calculated assuming:
 - That the properties are licenced at LHA rates at 82.5% occupancy (in-line with the current licence charges for Westward House). The licence fees are broadly in-line with the social rent criteria to access Homes England Grant.
 - Average licence fees chargeable, as the property is being designed to provide a range of flexible unit sizes to best suit demand at any one time.
 - A 5% bad debt (in-line with last year's figures at Westward House) and 10% general maintenance cost deduction.
 - A 2.5% per annum sinking fund deduction, to account for future planned maintenance.
- Currently, the staff costs are split evenly between the properties at Westward House, and are charged to licencees through a weekly service charge. Although the number of units will increase, if this PID is implemented, the staffing costs are expected to remain the same. This means that some of the service charges will decrease as they will be split between more units. For the purpose of this report the services charges have not been reduced since it is proposed to upgrade the office IT and the annual on-costs of which will partially off-set the reduction. An indicative cost has been included to cover any IT upgrades at the office.
- Grant from Homes England and the Councils S106 Affordable Homes Funds will be secured.

7. PROJECT COSTS

7.1. Project Delivery Costs

7.1.1. Staffing costs of the Project Team are included within the Council's existing base budget. Since the initial project appraisal, which informed the IPPD and estimated costs, it has become apparent that the development opportunity of the site is greater than originally anticipated. As a result, consultancy costs to bring a scheme to planning permission have increased to reflect the size and scope of the development. The cost to bring the preferred option to planning is now £40,000.

7.1.2. Based on the preferred option, Option 3 (See section 8 below for details), it is anticipated that the project delivery cost and funding streams will be:

Chichester District Council

Stage	Cost	Funding
Option Appraisal (RIBA stages 0-2) COMPLETED	£15,604	£15,000 <i>(Budget approved by Council 07.03.17)</i>
Develop design and submit planning application (RIBA stage 3)	£40,000 <i>(professional fees - inclusive of a 5% contingency)</i>	£10,000 <i>(Budget approved by Council 07.03.17)</i> £30,000 <i>(Housing Investment Reserve – to be approved by Cabinet 04.12.18 / Council 22.01.19)</i>
Finalise design and production information (RIBA stage 4)	£72,000 <i>(professional fees - inclusive of a 5% contingency)</i>	£72,000 <i>(Housing Investment Reserve – to be approved by Cabinet 04.12.18 / Council 22.01.19)</i>
Development – Completion (RIBA stages 5-7)	£1,739,000 <i>(est construction costs – inclusive of a 10% contingency)</i> £162,750 <i>(est cost of relocating the gas main and IT office upgrades - inclusive of a 5% contingency)</i> £62,500 <i>(est professional fees – inclusive of a 5% contingency)</i>	£510,000 - £765,000 <i>(Homes England Grant)</i> £510,000 <i>(CDC S106 Affordable Housing Grant)</i> £663,000 <i>(CDC's Housing Investment Reserve)</i> £290,000 - £35,000 <i>(New Homes Bonus reserves subject to Homes England grant)</i>
Totals	£2,100,000	£2,100,000

The property acquisition and ancillary costs (£208,815) are not included in this project proposal.

- 7.1.3. It is proposed that the firm costs for the RIBA stages 5-7 will be reported to Cabinet following receipt of work tenders.
- 7.1.4. On 6 November 2018, the scheme proposal was presented to Homes England. It was advised that grant of up to £45k per unit could be achieved (using the maximum net increase in the number of units that could be in use at any one time) from the Shared Ownership and Affordable Homes Programme 2016-2021. Homes England advised that CDC would need to become an Investment Partner to submit a bid for grant funding and that the easiest way to do this would be to enter into a 'Bid Agreement' with one of our Register Provider (RP) partners to manage the bid process. The Project Team has contacted our RP partners and Worthing Homes have advised they would be willing to carry out this work for a fee of no-more than £1,500. This has been accounted for within the appraisal. One of the funding requirements is that proposed licences are set in accordance with Homes England Rent

Standards Guidance. The scheme will also need to be completed before April 2021 in order to access the grant. It is estimated that practical completion of the scheme will take place in October 2020. Funding will be paid following practical completion of the building contract.

- 7.1.5. It is proposed that grant funding is also secured from the Council's Affordable Housing Section 106 Funds. On average, £30k per additional unit has been provided to enable other affordable housing schemes within the district. This will be subject to a further report to Cabinet and Council, as set out in the project plan in section 10.
- 7.1.6. It is proposed that the residual development cost is funded from the Housing Investment Reserve (£765,000) and the New Homes Bonus reserve.

7.2. On-going Costs Following Project Completion

- 7.2.1. Any ongoing costs to the Council will relate to the management and maintenance of the new property. These have been accounted for within the viability appraisal and will be covered by the licence income.
- 7.2.2. The project will not require any further public financial support in terms of ongoing operational revenue.

8. OPTIONS SUMMARY

- 8.1. Five preliminary options were considered. However, the terms of the consultant's engagement were to provide estimated detailed costs for only two options. The five preliminary options were appraised and presented to the Council's SLT in May 2018. SLT following consultation with cabinet members advised that detailed costings for Options 1 and 2, set out below, should be undertaken. However, the cost consultant, at no extra charge, provided costs for two new build options which covered the same development areas of Options 1 and 2 and maximised the use of the site. These two further options (3 and 4), have been appraised and are set out below.
- 8.2. Initial pre-application planning advice indicated that there were no major issues with the redevelopment of the site, but concerns were raised about the proposed height. Advice received indicates that 2.5 storeys is likely to be the maximum acceptable height. Consequently, the options appraised as part of this PID do not exceed 2.5 storeys.
- 8.3. Appendix 2 sets out the options appraisal summary of the four options below. A sensitivity analysis has also been undertaken to reflect reduced Homes England grant levels of £30k per unit. The sensitivity analysis also tests a 5% increase and a 5% decrease in occupancy levels.

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Option	Description	Flexibility of unit sizes	Max net increase in unit numbers	Est Total Project Cost
Option 1 (Appendix 3)	Vertical and horizontal extension to the existing building 887m2. 2.5 Storeys Build Programme (42 weeks + 6 weeks gas main) Sleeps 36 people.	Max 18 x 1bed (2 person) shared units Min 2 x 3 bed (6 person) flats 3 x 4 bed (8 person) flats A combination of 8 different property sizes / totals can be achieved within this layout.	14	£1,900,000 <i>(£105,556 per unit - Based on 18 units)</i> <i>(£308,000 per unit - Based on 5 units)</i>
Option 2 (Appendix 4)	Vertical and horizontal extension to the existing building 680m2. 2 Storeys Build Programme (38 weeks + 6 weeks gas main) Sleeps 28 people.	Max 14 x 1 bed (2 person) shared units Min 2 x 3 bed (6 person) flats 2 x 4 bed (8 person) flats A combination of 6 different property sizes / totals can be achieved within this layout.	10	£1,525,000 <i>(£108,929 per unit - Based on 14 units)</i> <i>(£381,250 per unit - Based on 4 units)</i>
Option 3 (Appendix 5)	Demolish existing building and rebuild over 886m2. 2.5 Storeys Build Programme (42 weeks + 6 weeks gas main) Sleeps 42 people.	Max 18 x 1 bed (2 person) shared units 3 x 1 bed flat (2 person) Min 1 x 1 bed flat (2 persons) 1 x 2 bed flat (4 person), 2 x 3 bed flat (6 person) 3 x 4 bed flat A combination of 14 different property sizes / totals can be achieved within this layout.	17	£2,100,000 <i>(£100,000 per unit - Based on 21 units)</i> <i>(£300,000 per unit - Based on 7 units)</i>
Option 4 (Appendix 6)	Demolish existing building and rebuild over 700m2. 2.5 Storeys Build Programme (42 weeks + 6 weeks gas main) Sleeps 36 people.	Max 18 x 1bed (2 person) shared units Min 2 x 3 bed (6 person) flats 3 x 4 bed (8 person) flats A combination of 8 different property sizes / totals can be achieved within this layout.	14	£1,750,000 <i>(£97,222 per unit - Based on 18 units)</i> <i>(£350,000 per unit - Based on 5 units)</i>

N.B The form of the development will be agreed through the detailed design phase and the plans of each option are for illustrative purposes only.

- 8.4. The options appraisal illustrates that a new build development will be more cost effective to the Council. MH Architects advised that the adaption of and addition to existing structures and services often carries with it more unknowns than new builds, therefore increasing the possibility of claims for both costs and time. It would also incur increased consultancy support and costs.
- 8.5. With regards to noise and the living environment, the refurbishment and extension of the existing building footprint could impose greater restrictions on the design of the internal layout of the residential accommodation due to constraints such as footprint size, orientation, room layout etc. A new build will allow the design of the internal layouts to be tailored to their environment and therefore mitigate acoustic issues by way of good design from the start.
- 8.6. With regards to VAT, the Project Team have sought advice from the finance department and have been advised that the inclusion of VAT will not be a material consideration in appraising retention of existing building verses new build.
- 8.7. A new build scheme would also enable the scheme to be designed to minimise the impact to existing residents and will meet higher energy efficiency standards, thereby reducing energy costs of residents
- 8.8. Option 3 maximises the development potential, provides the greatest number of units and offers flexibility in accommodating the varying client needs. Based on this, it is proposed that Option 3 is the preferred option and is progressed to the detailed design stage.

9. PROJECT APPROACH

- 9.1. The implementation of this project will involve a mix of in-house, partnership and external consultancy resources. It will be managed by the Project Team with input from the external design team. The appointed lead contractor will be responsible for the delivery of the development and ensure the scheme is delivered on time.
- 9.2. The estimated occupation date falls within the time-frame of major planned maintenance works at Westward House, including upgrading of electrical circuits. It is anticipated that the new units will be completed in time for licences at Westward House to be decanted to enable these works to be undertaken.

10. PROJECT PLAN

Task No.	Task / milestone	Completion Date	Responsible Owner	Dependency
Stage 1- Secure Planning Permission				
1a	Consultation with the Cabinet Member for Housing Services	27.11.18	Holly Nicol	-

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1b	Cabinet approval of PID and report, setting out preferred option, associated costs, authority to progress scheme to RIBA stage 4 and delegate authority to invite tenders for works.	04.12.18	Holly Nicol	
1c	Appoint design team	18.12.18	John Bacon	Stages 1b & 2a
1d	Develop design and submit planning application	13.02.19	MH Architects	Stages 1b, 1c, 1d & 2a
1e	Secure planning permission	13.05.19	MH Architects	Stages 1c, 1c & 1d
Stage 2 – Secure Funding				
2a	Secure funding for consultants and design team to undertake an options appraisal.	07.03.17	Linda Grange	Completed
2b	Council approval of capital funds to enable a planning application submission and finalise design for tender process.	22.01.19	Holly Nicol	Stage 1b
2c	Secure funding allocation from Homes England Affordable Homes Programme	03.04.19	Holly Nicol / RP Support	Stage 1b, 2b
2d	Cabinet and Council approval for the allocation of affordable housing commuted sums grant.	Cabinet 03.09.19 Council 24.09.19	Holly Nicol	Stage 2c
2e	Cabinet and Council approval of capital funds to cover construction – completion costs. (RIBA stages 5-7)	Cabinet 03.09.19 Council 24.09.19	Holly Nicol	Stage 3b
2f	Draw down of Homes England Grant	05.11.20	Holly Nicol / RP Support	Stage 4
2g	Draw Down of CDC Section 106 Grant	05.11.20	Holly Nicol	Stage 4
Stage 3 – Pre-development Work				
3a	Final design and production information	11.06.19	MH Architects	Stages 1 & 2a
3b	Procurement – prepare ITT and tender action	23.07.19	John Bacon	Stages 1 & 3a
3c	Evaluation and award development contract	Cabinet 03.09.19 Council 24.09.19	Project Team / Cabinet	Stages 1, 3b & 2a
3d	Lead in period and site set up	06.11.19	Principal Contractor	Stages 1, 2 & 3c
Stage 4 – Construction Works to Practical Completion				
4a	Start on site	07.11.19	Principal Contractor	Stages 1, 2 & 3
4b	Practical completion	08.10.20	Principal Contractor	Stages 1, 2 & 3
Stage 5 – Post Practical Completion				
5a	Occupation	31.10.20	Housing Interventions Team	Stages 1, 2, 3 & 4
5b	Rectification period ends	08.10.21	Principal Contractor / Project Team	Stages 1, 2, 3 & 4
5c	Post project evaluation	15.10.21	Holly Nicol	Stages 1, 2, 3 & 4

5d	Completion of project	15.10.21	-	Stages 1, 2, 3 & 4
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11.1. PROJECT TEAM

Name	Role
Linda Grange, CDC	Senior Responsible Officer
Holly Nicol, CDC	Project Manager
John Bacon, CDC	Project Co-ordinator / Technical Support
Mark Hughes, CDC	Accommodation Manager
Mark Catlow, CDC	Finance
Phil Packard, CDC	Procurement (as required)
Clare Hawkins, CDC	Public Relations (as required)
Registered Provider Partner - TBC	Homes England Grant Application and Monitoring Support

11.2. EXTERNAL DESIGN TEAM

Name	Role
MH Architects	Lead consultant and architect
TBC	Principle Designer – CDM Requirement
TBC	Cost Consultant
TBC	Mechanical Engineer
TBC	Structural Engineer
TBC	Planning Consultant
TBC	Transport Consultant
TBC	Topographical Consultant

12. COMMUNICATION

- 12.1. There will be regular Project Group meeting with the minutes published on the X drive, where all relevant and updated documents will be stored including a copy of this PID. All members of the Project Group will be kept informed at all times.
- 12.2. Elected CDC members will be kept informed through the monthly Members' Bulletin. CDC officers will be kept informed through reports to the Strategic Leadership Team (SLT).
- 12.3. The normal regulatory communication and consultation process will be followed during the planning application stage when key stakeholders, such as the City Council and local residents will be consulted.

13. RISK LOG

- 13.1. The following risks have been identified together with an assessment of their severity and actions that can be taken to mitigate/reduce the risk. Details of all project risks will be recorded as and when they are identified.

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Risk No	Risk Description	Likelihood Unlikely (1) Possible (2) Probable (3) Certain (4)	Impact Minor (1) Significant (2) Serious (3) Major (4)	Planned Actions to Reduce Risk	Responsible Officer
1	Brexit – impact on the construction sector	3	2	To continually review the market and the timings linked to procurement. A high level contingency has been included to account for any significant cost increases.	Holly Nicol / John Bacon / MH Architects
2	Planning permission refusal	1	4	The Project Team have sought pre-planning advice and in principle the development is acceptable. Additional feedback received will be factored in at the detailed design stage. Further consultation with development management will take place before a planning application submission.	Holly Nicol / MH Architects
3	Availability of consultant advice	1	2	Use tried and tested framework agreement to source expertise; test knowledge via tendering process	John Bacon
4	Inability to find a principal contractor	2	4	Pre-marketing advice; soft market test	John Bacon
5	Unforeseen abnormal costs	2	3	A high level contingency has been included to account for any significant cost increases. The Project Team has under taken significant due diligence to identify and account for all foreseen costs.	Holly Nicol / John Bacon / MH Architects
6	Unable to attract Homes England Grant Funding	1	3	Homes England has advised this scheme will be eligible for funding and have provided realistic grant levels to work to. To ensure the bid process is managed properly, the funding criteria are met and to ensure effective draw down of funds, it is	Holly Nicol / RP Partner

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				proposed that CDC employ one of its RP Partners to manage the bid process. In the event that the level of grant secured is reduced an increased amount of grant could be sought from the Councils affordable Housing S106 funds.	
7	Cabinet and Council refuse S106 affordable housing grant funding	1	3	The proposed grant allocation meets the terms of the grant requirements and is in line with previous grant levels approved. Cabinet members consulted on a regular basis regarding scope and cost of project.	Holly Nicol
8	Council refusal to cover development costs	1	4	The proposal meets many corporate objectives and the IPID was supported by Cabinet. The proposed capital funding is available to deliver such projects. Cabinet members consulted on a regular basis regarding scope and cost of project	Holly Nicol
9	Loss of key personnel	2	1	Appointment of consultants and shadowing of project co-ordinator role by Holly Nicol	Holly Nicol
10	Build programme extends beyond the estimates	2	3	If the development period extends past April 2021 the scheme will not be able to draw down the Homes England Grant. A build programme contingency has been included in the appraisal. The lead contractor will be responsible for ensuring delivery is on time in accordance with the contract.	Holly Nicol / Lead Contractor / Legal
11	Tenders received in excess of budget	2	2	A high level contingency has been included to account for any significant cost increases.	John Bacon / External Design Team
12	Health and Safety	2	3	As part of the	Legal / Lead

	– Westward Licencees entering site. Prevention of accidents (lighting, fencing, signage)			development contract there will be a provision to ensure site safety and security. Licencee will also be made aware that at no point should they enter the site	Contractor / Accommodation Team
13	Consultants fail to deliver to deadline	2	2	Contract to ensure delivery.	Legal
14	Disputes with professional advisors and/or contractors	1	3	Appointment of experienced and vetted advisors / contractors only. Clear briefs and thoroughly checked contracts.	Project Team

14. APPENDICIES

Appendix 1 – 22 Freeland Close Location Plan

Appendix 2 – Option Appraisal Summary

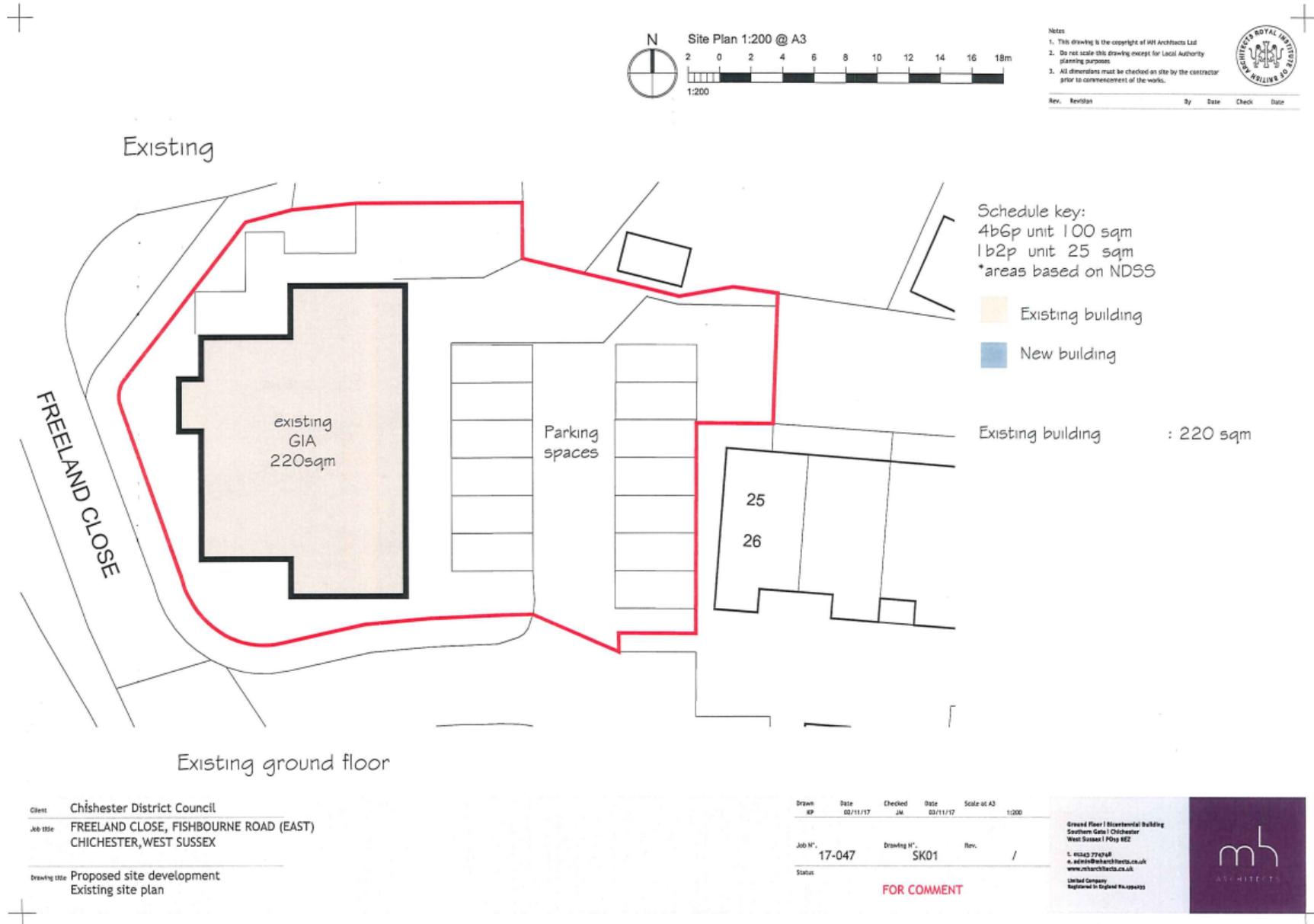
Appendix 3 – Option 1 Indicative concept floor plan design

Appendix 4 – Option 2 Indicative concept floor plan design

Appendix 5 – Option 3 Indicative concept floor plan design

Appendix 6 – Option 4 Indicative concept floor plan design

Appendix 1 – 22 Freeland Close Location Plan (not to scale)



Appendix 2 – Option Appraisal Summary

Options Appraisal



Section 1 : Project Details

Project Name	22 Freeland Close	
Project Description	Increasing the Provision of the Council's Temporary Accommodation	
Senior Responsible Owner	Linda Grange - Divisional Manager for Housing Services	
Project Manager	Holly Nicol - Housing Delivery Manager	
Total Periods	25	Years

Section 2 : Options

	Short Title	Preferred Option	Description
Option 1	Option 1	<input type="checkbox"/>	Vertical and horizontal extension to the existing building 887m ² (2.5 storeys). Build Programme 42 weeks
Option 2	Option 2	<input type="checkbox"/>	Vertical and horizontal extension to the existing building 680m ² (2 storeys). Build Programme 38 weeks
	Option 3	<input type="checkbox"/>	Demolish and complete rebuild 886m ² (2.5 storeys). Build Programme 42 weeks
			itroey). Build Programme 42 weeks

Section 3 : Cost/Benefit Summary

	Option 1	Option 2	Option 3	Option 4
Benefit Score	24	21	30	24
Risk Score	289	294	248	248
Total Capital Required	850,000	775,000	825,000	700,000
Net Average Revenue Costs	(42,928)	(33,309)	(46,333)	(42,928)
Effect on Band D Council Tax	(0.82)	(0.64)	(0.89)	(0.82)
Cost NPV (Net Present Value)	151,342	226,878	78,691	6,415

Section 4: Sensitivity Analysis Summary

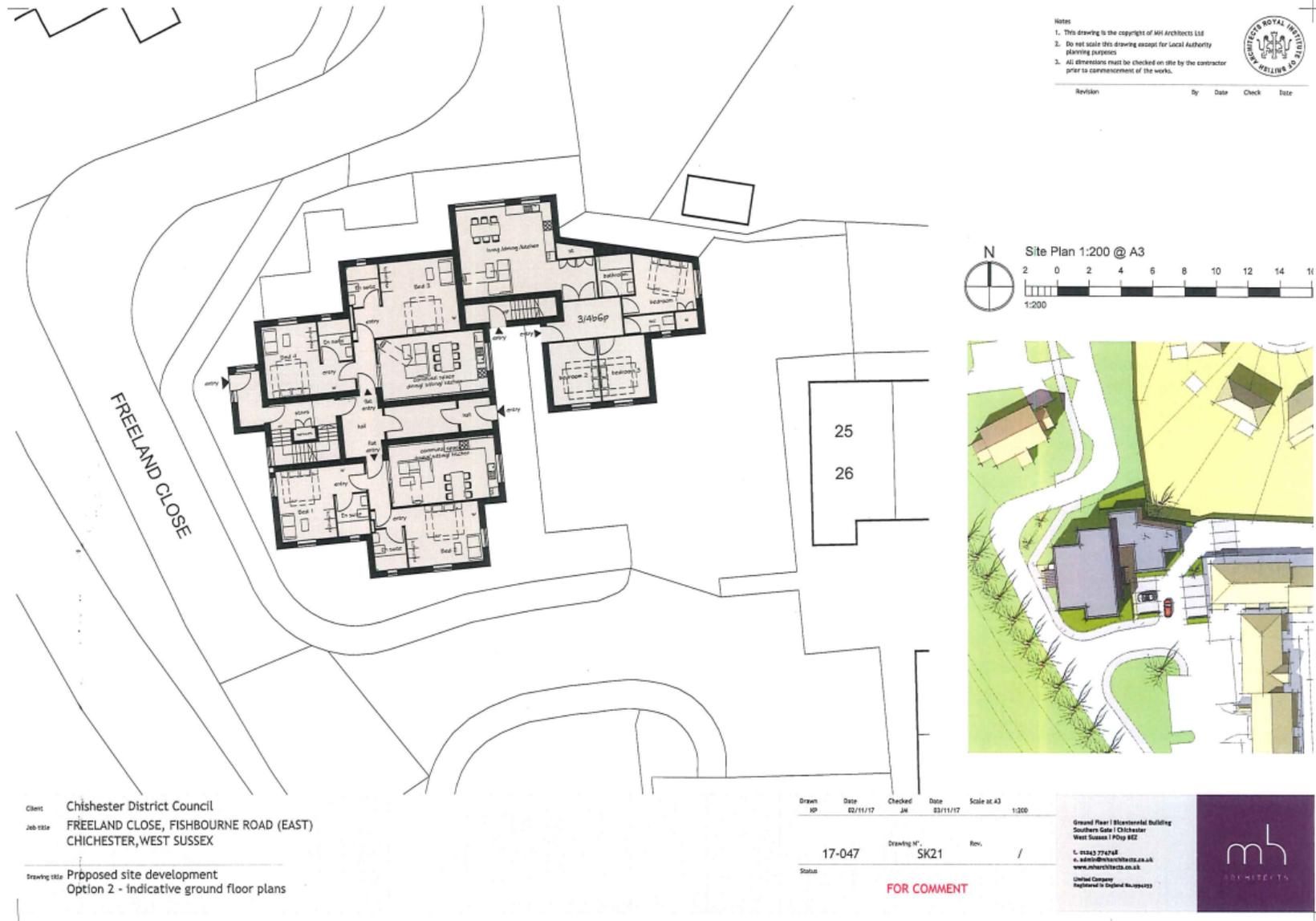
Lowest Cost

	Option 1	Option 2	Option 3	Option 4
Total Capital Required	850,000	775,000	825,000	700,000
Net Average Revenue Costs	(45,540)	(35,353)	(52,815)	(45,540)
Effect on Band D Council Tax	(0.87)	(0.68)	(1.01)	(0.87)
Cost NPV (Net Present Value)	108,498	193,350	(27,645)	(36,430)

Highest Cost

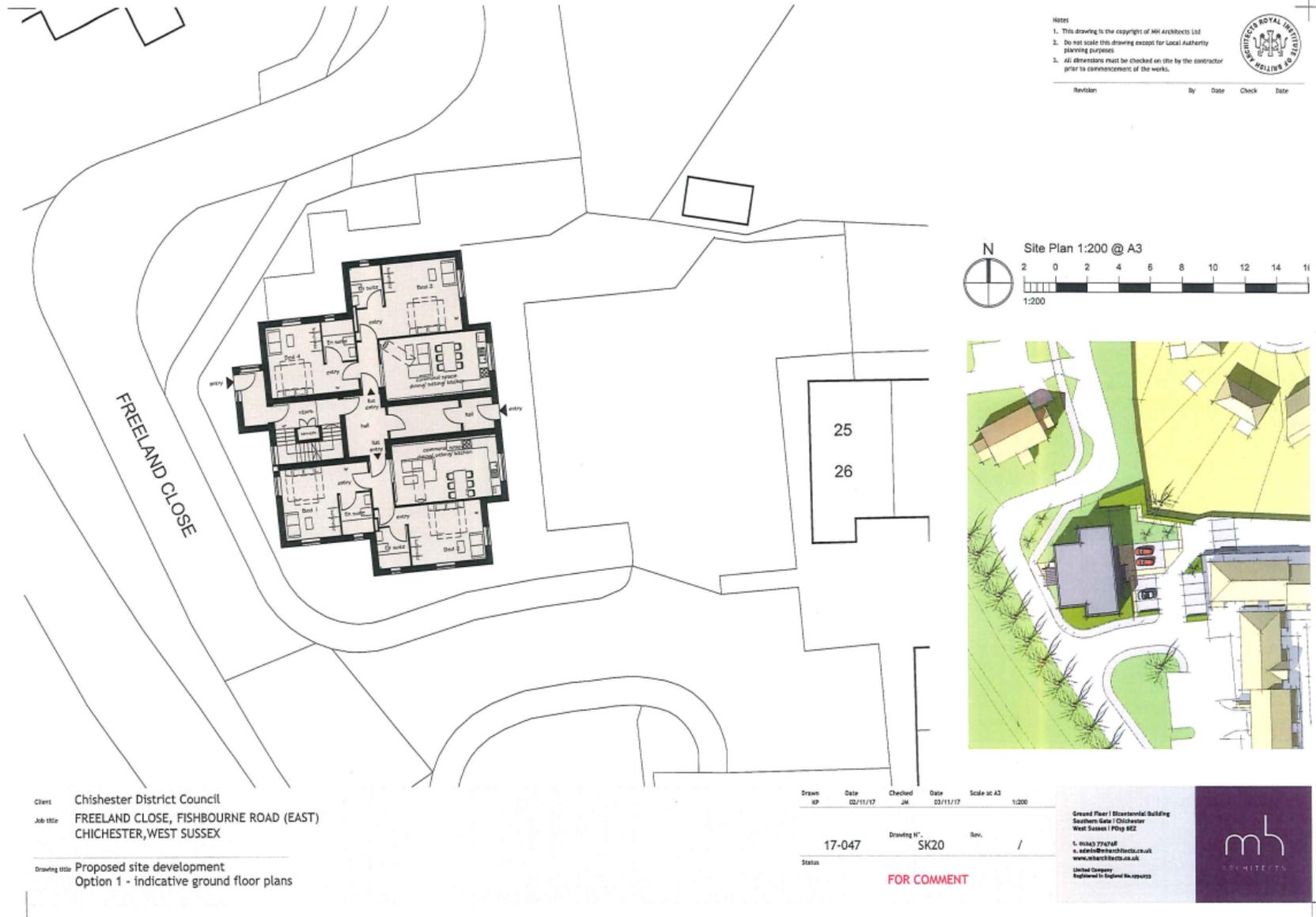
Total Capital Required	1,060,000	925,000	1,080,000	910,000
Net Average Revenue Costs	(40,317)	(31,436)	(42,641)	(40,317)
Effect on Band D Council Tax	(0.77)	(0.60)	(0.82)	(0.77)
Cost NPV (Net Present Value)	390,224	397,630	377,298	245,296

Appendix 3 – Option 1 Indicative concept floor plan design



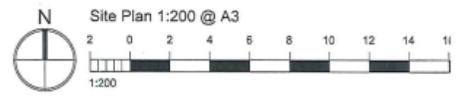
Appendix 4 – Option 2

Indicative concept floor plan design



Notes
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 2. Do not scale this drawing except for Local Authority planning purposes
 3. All dimensions must be checked on site by the contractor prior to commencement of the works.

Revision	By	Date	Check	Date



Client Chichester District Council
 Job title FREELAND CLOSE, FISHBOURNE ROAD (EAST)
 CHICHESTER, WEST SUSSEX

Drawing title Proposed site development
 Option 1 - indicative ground floor plans

Drawn	Date	Checked	Date	Scale at A3
MP	02/11/17	JM	03/11/17	1:200

17-047 Drawing N° SK20 Rev. /

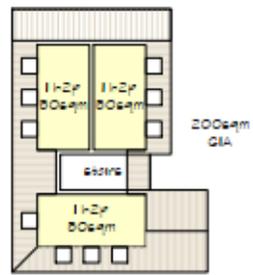
Status **FOR COMMENT**

Ground Floor | Elemental Building
 Southern Gate | Chichester
 West Sussex | PO19 8EJ

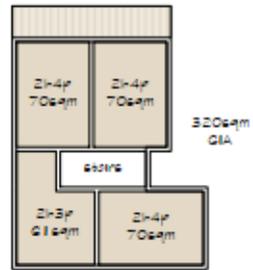
T. 01243 774748
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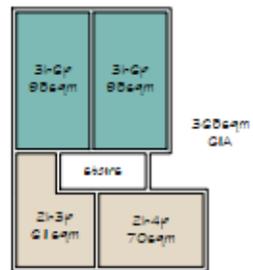
Appendix 5 – Option 3 Indicative concept floor plan design



SECOND FLOOR



FIRST FLOOR



GROUND FLOOR

Option 3 new build

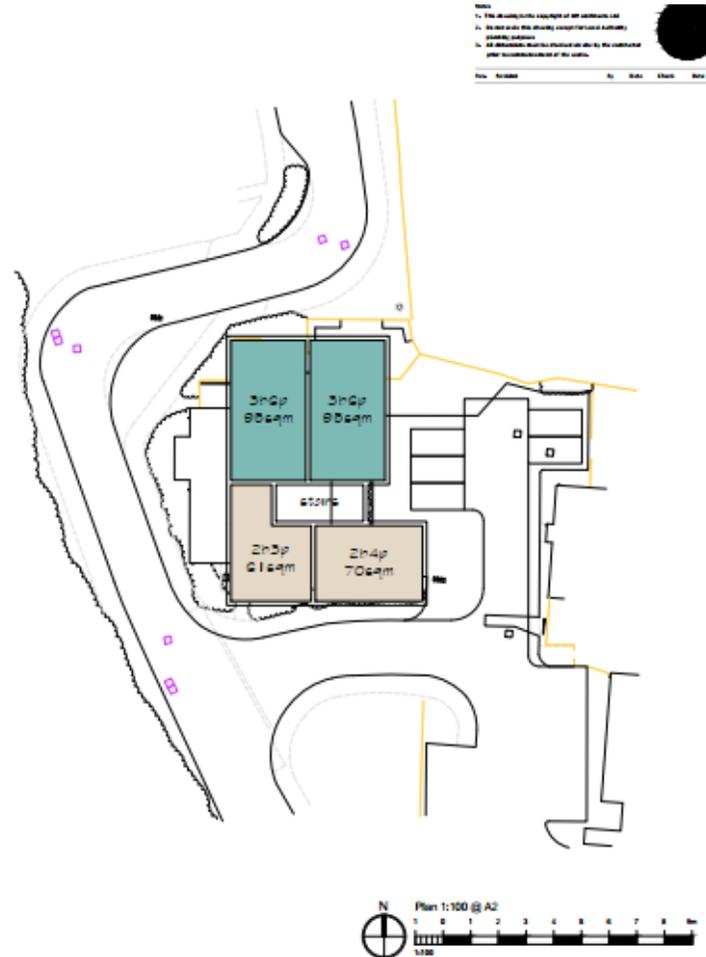
2 x 3+2p of 88sqm
 2 x 2+4p of 70sqm and 4p of 70sqm
 3 x 1+2p of 80sqm
 communal space

GF 308sqm GIA

FF 320sqm GIA

SF 200sqm GIA

total 828sqm GIA



Notes
 1. The building is the copyright of CHICHESTER DISTRICT COUNCIL
 2. No part of this drawing may be reproduced without the written consent of the Council
 3. All dimensions should be checked on site by the contractor prior to construction of the building

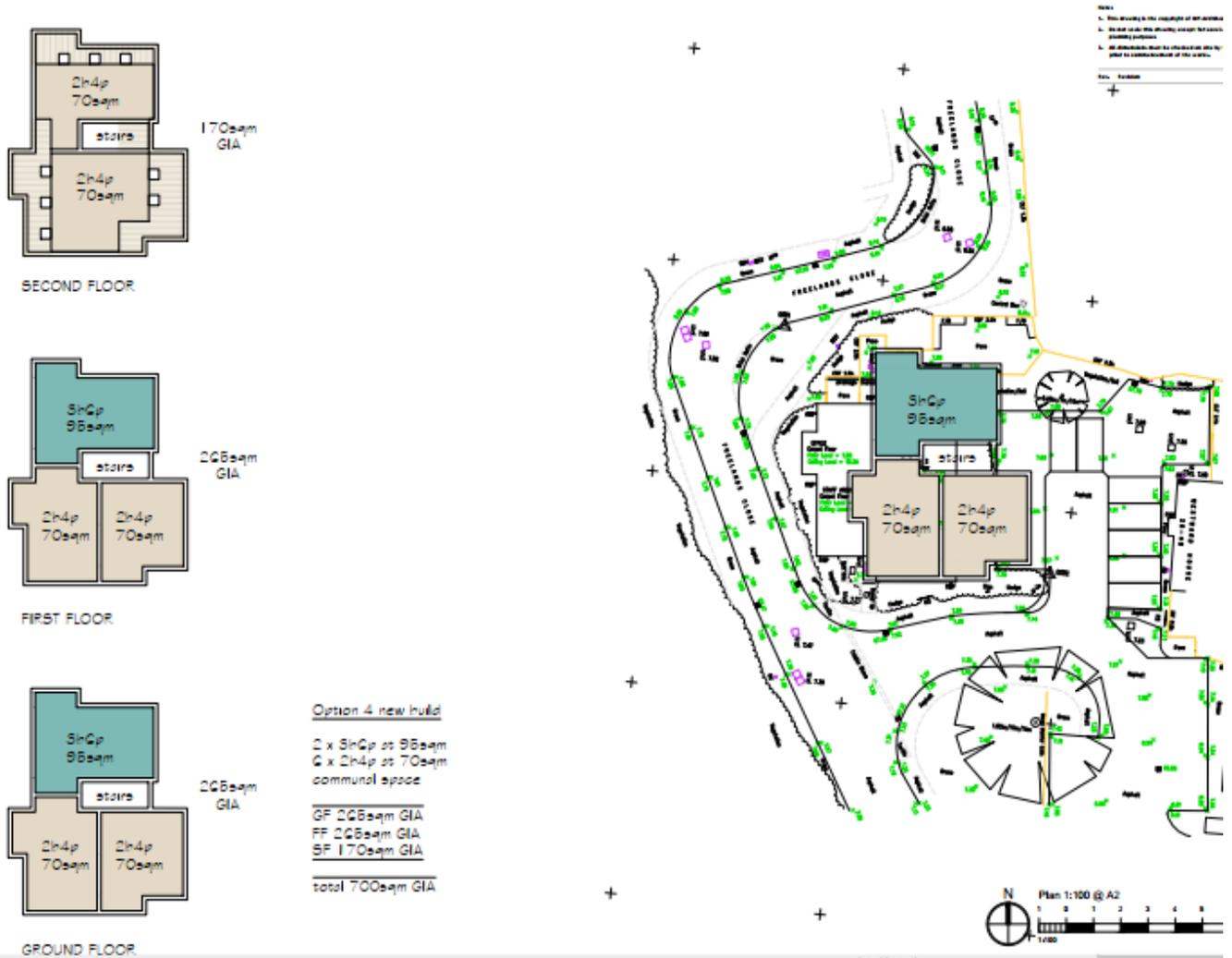
File: 17-047 Date: 17/04/2018



Client: Chichester District Council
 Job Title: FREELAND CLOSE, FISHBOURNE ROAD (EAST)
 CHICHESTER, WEST SUSSEX

Report Summary					
Rev	Date	By	Checked	Appr	Description
01	17-04-17	SM13		A	Issue for planning

Appendix 6 – Option 4 Indicative concept floor plan design



Client: Chichester District Council
 Job Title: FREELAND CLOSE, FISHBOURNE ROAD (EAST)
 CHICHESTER, WEST SUSSEX
 7/11/18

Project 4 Building Plan			
Floor plans			
Site plan			
Option 4 new build 700sqm GIA			
Drawn	Checked	Rev	Scale
17-047	SK013		1:100
FOR COMMENT			