

# Chichester District Council

THE CABINET

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## Chichester Contract Services Depot Accommodation Options

### 1. Contacts

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### 2. Recommendation

- 2.1 That Cabinet approves the Initial Project Proposal Document (IPPD) to undertake a survey and feasibility report for accommodation options for the Chichester Contract Services (CCS) operation.
- 2.2 That Cabinet approves release of £60,000 from Reserves to fund the survey and feasibility report.

### 3. Background

- 3.1. The current CCS site at Westhampnett is used by the Waste Collection, Street Cleaning and Parks and Gardens teams. The site accommodates both operational and administrative buildings/facilities, together with staff and trade vehicle parking. Forthcoming legislative changes around food waste collection, coupled with decarbonisation considerations mean it is necessary to consider the accommodation requirements of the service.
- 3.2. By identifying and undertaking an appraisal of the various accommodation options, officers will be able to bring forward recommendations that will ensure both operational and legislative requirements can be met.

### 4. Outcomes to be Achieved.

- 4.1 The options appraisal of the built assets used by CCS will identify the costs and benefits of each option; it will provide information to help inform recommendations for the accommodation requirements to ensure service delivery can be maintained.

## 5. Proposal

- 5.1 Cabinet is asked to approve the IPPD in appendix one, to engage consultants to undertake an options appraisal exercise as set out in the scope of the IPPD, releasing £60,000 from reserves to fund this work. The project will then be developed and progressed through a Project Initiation Document (PID).

## 6. Alternatives Considered

- 6.1 Not to undertake the work. As set out in the IPPD at appendix 1 this is not a feasible option as the current premises arrangements do not allow for increased operational and legislative requirements to be delivered.
- 6.2 To undertake the work as separate elements. This would be an inefficient option, both in terms of time and resource and would miss opportunities for linked outcomes or opportunities.

## 7. Resource and Legal Implications

- 7.1 There are resources within the Property & Growth and CCS divisions to support the proposed project, with the work being led by the Property & Growth Project Manager. A procurement process will be undertaken to provide the support to the project, using the £60,000 as requested.
- 7.2 In order to meet new legislative requirements, this will be a priority project and the timeline will be put together to ensure delivery of the completed options appraisal at the earliest opportunity. Other work may need to be re-prioritised to ensure officers have the capacity to support the options appraisal work.

## 8. Consultation

- 8.1 There has been no consultation undertaken at this stage.

## 9. Community Impact and Corporate Risks

- 9.1 If the options review is not carried out, the service offered by CCS will be unable to change and adapt to meet future operational and legislative requirements, potentially leading to operational inefficiencies.

## 10. Other Implications

	Yes	No
<b>Crime and Disorder</b>		X
<b>Climate Change and Biodiversity</b> The proposals will consider more efficient use of limited resources and ways to reduce the site's carbon footprint.	X	
<b>Human Rights and Equality Impact</b>		X
<b>Safeguarding and Early Help</b>		X
<b>General Data Protection Regulations (GDPR)</b>		X
<b>Health and Wellbeing</b>		X
<b>Other</b> (please specify)		X

## 11. Appendix

11.1 Appendix 1 – Initial Project Proposal Document

## **12. Background Papers**

12.1 None