

Public Document Pack

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A meeting of the **Cabinet** will be held in Committee Room 2 - East Pallant House on **Tuesday 4 June 2019 at 9.30 am**

MEMBERS: Mrs E Lintill (Chairman), Mrs S Taylor (Vice-Chairman), Mr R Briscoe, Mr A Dignum, Mrs N Graves, Mrs P Plant and Mr P Wilding

AGENDA

1 **Chairman's Announcements**

The Chairman will:

- make any specific announcements;
- advise of any late items which due to special circumstances will be given urgent consideration under agenda items 11a or 11b
- note any apologies for absence.

2 **Approval of Minutes** (Pages 1 - 10)

The Cabinet is requested to approve as a correct record the minutes of its meeting on Tuesday 2 April 2019.

3 **Declarations of Interests**

Members are requested to make any declarations of disclosable pecuniary, personal and/or prejudicial interests they might have in respect of matters on the agenda for this meeting.

4 **Public Question Time**

In accordance with Chichester District Council's scheme for public question time and with reference with to standing order 6 in Part 4 A and section 5.6 in Part 5 of the Chichester District Council *Constitution*, the Cabinet will receive any questions which have been submitted by members of the public in writing by noon on the previous working day. The total time allocated for public question time is 15 minutes subject to the chairman's discretion to extend that period.

RECOMMENDATIONS TO COUNCIL

5 **Resurfacing and Improved Drainage at Westhampnett Depot** (Pages 11 - 24)

The Cabinet is requested to consider the agenda report and its appendix and

make the recommendations to the Council as set out below:

1. That the Cabinet recommends to the Council the release of £392k from reserves and £200k from the Asset Replacement Programme to fund the resurfacing and improved drainage at Westhampnett depot.
2. That the Cabinet also recommends to the Council the release of a further £31,000 from general fund reserves to purchase a new fuel storage facility.

6 Vehicle Wash-Down Facility at Westhampnett Depot (Pages 25 - 39)

The Cabinet is requested to consider the agenda report and its appendix and make the following resolution:

That the Cabinet approves option 3 set out in the Project Initiation Document for the provision of a vehicle wash-down facility at Westhampnett Depot.

The Cabinet is then requested to make the following recommendation to the Council as set out below:

That the Cabinet recommends to Council the release £199,400 from reserves to fund the provision of a vehicle wash-down facility at Westhampnett Depot.

KEY DECISIONS

None.

OTHER DECISIONS

7 Appointments to External Organisations

Report to follow.

8 Appointments to Panels, Forums and other Groups 2019-2020

Report to follow.

9 Exclusion of the Press and Public

There are no restricted items for consideration at this meeting.

10 Late Items

- a) Items added to the agenda papers and made available for public inspection.
- b) Items which the chairman has agreed should be taken as matters of urgency by reason of special circumstances to be reported at the meeting.

NOTES

1. The press and public may be excluded from the meeting during any item of business wherever it is likely that there would be disclosure of “exempt information” as defined in section 100A of and Schedule 12A to the Local Government Act 1972
2. The press and public may view the report appendices which are not included with their copy of the agenda on the Council’s website at [Chichester District Council - Minutes, agendas and reports](#). unless they contain exempt information.
3. Subject to the provisions allowing the exclusion of the press and public, the photographing, filming or recording of this meeting from the public seating area is permitted. To assist with the management of the meeting, anyone wishing to do this is asked to inform the chairman of the meeting of their intentions before the meeting starts. The use of mobile devices for access to social media is permitted, but these should be switched to silent for the duration of the meeting. Those undertaking such activities must do so discreetly and not disrupt the meeting, for example by oral commentary, excessive noise, distracting movement or flash photography. Filming of children, vulnerable adults or members of the audience who object should be avoided. (Standing Order 11.3)
4. A key decision means an executive decision which is likely to:
 - result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council’s budget for the service or function to which the decision relates or
 - be significant in terms of its effect on communities living or working in an area comprising one or more wards in the Council’s area or
 - incur expenditure, generate income, or produce savings greater than £100,000.

Non-Cabinet member Councillors speaking at Cabinet

Standing Order 22.3 provides that members of the Council may, with the chairman’s consent, speak at a Committee meeting of which they are not a member, or temporarily sit and speak at the Committee table on a particular item but shall then return to the public seating area.

The Leader of the Council intends to apply this Standing Order at Cabinet meetings by requesting that members should normally seek his consent in writing by email in advance of the meeting. They should do this by noon on the day before the meeting, outlining the substance of the matter that they wish to raise. The word “normally” is emphasised because there may be unforeseen circumstances where a member can assist the conduct of business by his or her contribution and where he would therefore retain his discretion to allow the contribution without notice.

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Minutes of the meeting of the **Cabinet** held in Committee Room 2 - East Pallant House on Tuesday 2 April 2019 at 9.30 am

Members Present Mr A Dignum (Chairman), Mrs E Lintill (Vice-Chairman), Mr R Barrow, Mr J Connor, Mrs J Kilby, Mrs S Taylor and Mr P Wilding

Members Absent

In attendance by invitation

Officers Present Mr I Brightmore (Divisional Manager for Health Protection and Wellbeing), Miss L Higenbottam (Democratic Services Manager), Mrs J Hotchkiss (Director of Growth and Place), Mr D Hyland (Community and Partnerships Support Manager), Mrs T Murphy (Divisional Manager for Place), Mr P E Over (Executive Director), Mrs S Peyman (Divisional Manager for Culture), Mr T Radcliffe (Human Resources Manager), Mrs D Shepherd (Chief Executive) and Mr J Ward (Director of Corporate Services)

679 **Chairman's Announcements**

Mr Dignum greeted members of the public and Chichester District Council (CDC) members and officers and the two press representatives who were present for this meeting.

The emergency evacuation procedure was read out.

There were no apologies for absence.

Mr Dignum then explained that item 6 – S106 Allocation – Graylingwell Chapel was proposed to be taken under item 12 – Exclusion of the Press and Public due to the nature of the information that would need to be discussed.

680 **Approval of Minutes**

The Cabinet received the minutes of the meeting held on 5 March 2019 which had been circulated with the agenda.

There were no proposed changes to the minutes.

RESOLVED

That the minutes of the Cabinet meeting held on 5 March 2019 be approved.

681 Declarations of Interests

The following declarations of interest were made:

Mrs Kilby declared a prejudicial interest in respect of agenda item 5 as she had taken part in the original government play park application process.

Mrs Hotchkiss declared a personal interest in respect of agenda item 9 as a local resident whose property is located in the consultation area.

Mrs Kilby also declared a personal interest in respect of agenda item 9 as a Chichester District Council appointed member of the Chichester District Parking Forum.

Mrs Apel (who was sat in the public seating area) declared a personal interest in respect of agenda item 9 as a local resident whose property is located in the consultation area.

Mr Plowman (who was sat in the public seating area) declared a personal interest in respect of agenda item 9 as a local resident whose property is located in the consultation area.

682 Public Question Time

There were no public questions submitted for this meeting.

683 Swanfield Play Park

Mrs Lintill introduced the report. Mrs Peyman was also present. Mrs Lintill explained that the report relates to the constitutional requirement to note urgent decisions. She confirmed that the decision had to be made in order to accept the offer of funding and facilitate the progression of the project.

Decision

The Cabinet then unanimously agreed to make the resolution below.

RESOLVED BY THE CABINET

That the urgent decision taken relating to Swanfield Play Park be noted.

684 Senior Staff Pay Policy Statement

Mr Wilding introduced the item. Mr Radcliffe was also present. Mr Wilding explained that each year the council is required to publish a Pay Policy Statement as part of the requirement of the Localism Act 2011. The Statement has to be

agreed by Full Council and must demonstrate transparency in terms of the council's Pay Policy and levels of pay for senior staff.

Mr Wilding clarified that appendix one includes the two Director posts which will be removed from the structure during 2019/20. He confirmed that this will produce an annual saving of £87,000.

Decision

The Cabinet then voted unanimously to make the recommendation below.

RECOMMENDATION TO THE COUNCIL

That the Senior Staff Pay Policy Statement 2019-2020 be published.

685 Chichester Wellbeing

Mrs Lintill introduced the report. Mr Brightmore was also present. Mrs Lintill explained that the current wellbeing contract with West Sussex County Council (WSCC) ends in April 2019. She confirmed that WSCC have offered a further three year partnership and funding of £257,969 for 2019/20. The details of the partnership agreement are yet to be finalised but are likely to remain similar in nature to the current agreement. Mrs Lintill confirmed that the council's annual £30,000 contribution towards the service is funded from base budget to cover administration costs. She explained that some wellbeing services attract a charge which is used to offset some of the costs of resources.

With regard to the funding levels over recent years Mr Brightmore confirmed no change from last year's funding but explained the two previous years had seen a slight variation.

Following a request for more detailed figures Mr Brightmore confirmed that since 2016 the wellbeing service has supported 3755 clients. He also outlined the following support over the last 3 years:

- 232 GP referrals last year alone
- 533 people on the Weight Loss Programme
- 47 local businesses to encourage staff wellbeing initiatives
- 229 older people on the falls prevention workshop
- 331 on the pre-Diabetes programme

Mr Brightmore explained that 6838 people had made contact with the Wellbeing Service in 2017/18. He confirmed that outreach services are also provided in Petworth, Loxwood and Selsey and the Witterings is covered by the Selsey team.

With regard to the pre-Diabetes programme Mrs Lintill explained that the figures should be interpreted as 71.8% having been diagnosed with Diabetes and 29.2% yet to receive diagnosis.

Decision

The Cabinet then voted unanimously to make the resolutions below.

RESOLVED BY THE CABINET

1. That Cabinet agrees to enter into a partnership agreement with West Sussex County Council for 2019/20 - 2021/22 and receive funding annually to deliver the Wellbeing service in line with the agreed business plan.
2. That Cabinet delegates authority to the Divisional Manager for Communities, following consultation with the Cabinet Member for Community Services, to finalise and sign the Wellbeing partnership agreement with West Sussex County Council.

686 Chichester Road Space Audit - Update and Response to consultation on Parking Management Plan

Mr Dignum introduced the report. Mrs Murphy was also present. Mr Dignum explained that the WSCC Parking Management Plan includes the whole of the city and extends to parts of Donnington, Fishbourne and Westhampnett. The Plan aims to address issues of unmanaged on-street parking. Mr Dignum outlined a number of the city's parking related problems as follows:

- Commuters take up residents parking spaces.
- Cars park in a dangerous manner on both sides of some roads and at the corner of roads.
- The number of spaces for community shops, doctors and schools is inadequate.

Mr Dignum explained that past policy of incrementally extending parking zones has pushed the problem further out. He confirmed that WSCC propose a solution of parking zones across all adopted highways in the city excluding the unadopted roads such as those at Graylingwell Park and Rousillon Park. If implemented residents, visitors and commuters would be required to pay a fee for a permit.

Mr Dignum explained that there had been a mixed reaction to the proposals. Mrs Murphy confirmed that approximately 600 responses had been received to date.

Mrs Murphy then explained the coding of the map shown in the agenda pack. She confirmed that the existing zones are shown in orange, private estates (not included in the proposal) are yellow and the proposed new zones are blue. She clarified that the council is a consultee in the consultation process and WSCC have held a number of events for stakeholders and run an online consultation. She confirmed that she had discussed the proposals with the council's Civil Enforcement Officers, notice processing team, planning team and environmental strategy team.

Mrs Murphy then explained that the council has an agency agreement with WSCC to carry out enforcement and administration on behalf of WSCC. At this stage WSCC have indicated that if the parking zones are extended they would like the

council's agency agreement to be extended to cover those areas. Mrs Murphy confirmed that the council would need to ensure it has sufficient resources to be able to cover the extended areas.

Mrs Murphy added that the proposal had also been discussed at the Chichester District Council Parking Forum who had provided the following feedback to be included in the council's response to the proposal:

- Residents will need to receive a sufficient number of permits (a suggested minimum two per household) before they are made available to commuters.
- Careful consideration should be given to houses of multiple occupancy.
- The commencement of the statutory consultation period should be delayed to September rather than July to avoid the summer holiday period when many residents will be away.
- Where no parking issues have been identified in a zone it should be considered for removal from the scheme.

Additional comments were also put forward for inclusion in the response to the consultation:

- Adequate parking needs to be provided for schools to accommodate parents drop off, pick up, assemblies and events and parking for school staff.
- Consideration should be given to the opportunity to merge zones where permit capacity could be an issue.

The Cabinet also suggested some additional points of feedback:

- The council's response should use specific examples of roads where zones could be merged.
- Consideration should be given to the adverse effect on small businesses based on the outskirts on the city where there is no off-street parking (particularly zones X and Y).
- The council should request input into the type and use of signage.
- Support should be given for plans to create additional cycle lanes.
- WSCC should be encouraged to provide additional electric vehicle charging points.

With regard to signage Mrs Murphy clarified that the proposal includes plans for *permit holder only past this point* signs and then repeater signs within the road/s. With regard to electric vehicle charging points Mrs Murphy confirmed that the council provides a number of charging points on its own land and would encourage WSCC to do the same.

Following concerns about the impact of the proposal on the use of car parks Mrs Murphy explained that the council already offers season tickets at a heavily discounted price which can be flexible to the user's needs. She confirmed that if a commuter permit is offered the council would encourage WSCC to price it to encourage off-street parking. She added that the proposals also include pay and display machines in Quarry Lane and Terminus Road.

Decision

The Cabinet then voted unanimously to make the resolutions below.

RESOLVED BY THE CABINET

1. That having considered the consultation document relating to the Chichester proposed Parking Management Plan the response to WSCC set out within appendix one be agreed.
2. That the Cabinet delegates authority to the Divisional Manager of Place to add any minor amendments to appendix one after consultation with the Leader of the Council and Cabinet Member for Growth and Place.

687 Ice Rink Review

Mr Dignum invited Mrs Apel to the table to introduce the recommendations made by the Overview and Scrutiny Committee at its meeting on 12 March 2019.

Mrs Apel read out the following recommendations:

- That if Chichester District Council officers wish to run a future temporary ice rink, Priory Park or any other site would be offered at an open-tender commercial rent.
- That no decision will be made on the repeat of an ice rink until the new Council after 2 June 2019.

Mrs Apel then suggested that the recommendation should read May 2019.

Mrs Lintill provided the following responses:

- If a decision is made for the ice rink to return to council land, the tender process undertaken for 2018 will be reviewed. If following this review further tenders are required a report will be brought back to the Cabinet.
- The decision for hire of land is under delegated authority to officers and all statutory functions must continue in accordance with statutory guidance and timescales.

Following requests for clarification from Mrs Apel, Mrs Shepherd explained that the council would be required to follow due process to carry out statutory functions if a planning application or licensing application were received prior to the District Elections.

Mr Dignum explained that officers are working on an Events Policy which will provide members with the opportunity to consider the governance arrangements for future events of this kind.

Mr Dignum then invited Mr Plowman to the table.

Mr Plowman read the following statement:

On behalf of the nearby residents and users of Priory Park I would like to ask Cabinet to carefully consider the recommendations of the Overview and Scrutiny Committee and urge a cautious and considered approach to where the venue of the ice rink is in the future.

Mr Dignum reassured Mr Plowman that the Cabinet had considered the recommendations. He confirmed that the governance arrangements would be reviewed after the District Elections. He suggested Mr Plowman put forward any alternative venues to officers for consideration.

Mr Dignum then invited Mr Oakley to the table.

Mr Oakley requested clarification as to whether only a planning or licensing applicant would be classed as an operator or whether a separate tendering process would also take place separate from any applicants for particular permissions. Mrs Shepherd confirmed that both planning and licensing applications require their own separate statutory processes. Seeking agreement to hire the council's land would be a separate process.

Decision

The Cabinet then voted unanimously to make the resolutions below.

RESOLVED BY THE CABINET

That the Cabinet considered the recommendations received by the Overview and Scrutiny Committee and agreed the responses provided by the Deputy Leader and Cabinet Member for Community Services at the meeting as set out below.

Recommendation from the Overview and Scrutiny Committee:

That if Chichester District Council officers wish to run a future temporary ice rink, Priory Park or any other site would be offered at an open-tender commercial rent.

Response:

If a decision is made for the ice rink to return to council land, the tender process undertaken for 2018 will be reviewed. If following this review further tenders are required a report will be brought back to the Cabinet.

Recommendation from the Overview and Scrutiny Committee:

That no decision will be made on the repeat of an ice rink until the new Council after 2 June 2019.

Response:

The decision for hire of land is under delegated authority to officers and all statutory functions must continue in accordance with statutory guidance and timescales.

688 **Late Items**

There were no late items.

689 **Exclusion of the Press and Public**

Mr Dignum read the part II resolution in relation to agenda item 6 – S106 Allocation – Graylingwell Chapel.

Decision

The Cabinet voted unanimously to go into part II.

RESOLVED

That with regard to agenda item 6 – S106 Allocation – Graylingwell Chapel the public including the press should be excluded from the meeting on the grounds of exemption in Schedule 12A to the Local Government Act 1972 namely Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information) and because, in all the circumstances of the case, the public interest in maintaining the exemption of that information outweighs the public interest in disclosing the information.

690 **S106 Allocation - Graylingwell Chapel**

Mrs Lintill introduced the item. Mr Hyland was also present. Mrs Lintill explained that the project offers the opportunity to provide a significant community venue for a number of new communities in the North of Chichester City. She then outlined the reason for discussing the item in part II.

Decision

The Cabinet then voted unanimously to make the resolution below.

RECOMMENDATION TO THE COUNCIL

That the Council releases £221,131.76 Section 106 Community Facilities monies plus interest accrued to the date of release to Chichester Community Development Trust for the conversion and extension of Graylingwell Chapel for community use.

Following the conclusion of the main agenda items and as this was the last meeting of Cabinet in its current term, Mr Dignum took the opportunity to thank Mr Connor for his support and dedication to his role as a member of the Cabinet and the wider Council. He presented Mr Connor with a gift on behalf of the Cabinet and wished him well for the future. Mr Connor thanked Mr Dignum and those present.

Mr Barrow took the opportunity to give his thanks to the members and Directors present for their support.

Mrs Shepherd also took the opportunity to acknowledge the Cabinet and the wider membership.

The meeting ended at 10.25 am

CHAIRMAN

Date:

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Chichester District Council

THE CABINET

4 June 2019

Project Initiation Document - Resurfacing and Improved Drainage at Westhampnett Depot

1. Contacts

Report Author:

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Cabinet Member:

Penny Plant – Cabinet Member for Environment and Contract Services

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2. Recommendation

- 2.1 **That the Cabinet recommends to the Council the release of £392k from reserves and £200k from the Asset Replacement Programme to fund the resurfacing and improved drainage at Westhampnett depot.**
- 2.2 **That the Cabinet also recommends to the Council the release of a further £31,000 from general fund reserves to purchase a new fuel storage facility.**

3. Background

- 3.1 The Council's Contract Services depot at Westhampnett has been the subject of a major phased refurbishment and redevelopment programme of works lasting several years. This programme has included improvements to the office and workshop accommodation, mechanical and electrical improvements, a demolition and asbestos removal programme and enhanced perimeter security works. The purpose of the refurbishment programme has been to ensure the site is operationally safe, operates in the most efficient and effective way and is fit for purpose in the longer term.

In 2015 a half acre area of the site was redeveloped to form a Gypsy and Traveller Transit Site (G&TTS) in addition to a new service road to provide an exit from the site via the West Sussex County Council's (WSCC) Waste Transfer Station to create a one way road network. More recently, in 2016 the east side vehicle park was upgraded to include improved drainage.

The G&TTS is not currently connected to foul mains but by cess tanks which have to be routinely emptied, the cost of which is shared by the combined West Sussex local authorities.

The final phase of this programme of works is this improvement of the west side of the site to upgrade the drainage and resurface the vehicle park to prevent flooding and to repair uneven surfaces following the demolition works. Some remedial works were undertaken in September 2018 to ensure the operating environment was safe

and any immediate risk to staff was removed, however these works were remedial and as such, have a short term life span.

An Initial Project Proposal (PID) was presented and approved for 2019 / 20 at Cabinet on 8th January 2019 and that a Project Initiation Document should be prepared.

To support the preparation of the PID a sub-service scan of the west side area and a survey of the current effectiveness of the current drainage system has been undertaken.

4. Outcomes to be Achieved

- 4.1 To resurface the west side of the depot site to include an extended and upgraded foul surface water drainage system which is fully compliant including with new rain water gullies, petrol interceptors, soakaway systems, etc. and additional depot lighting, signage, road and bay markings to provide an effective and flexible depot facility to support the waste collection, parks, green spaces, litter clearance and road sweeping services. Without access to such a facility there may be a degradation of these services or an increase in the cost of providing them to the community
- 4.2 On completion of the works CCS staff will be able to undertake their activities within a safer environment throughout the year. This is especially the case during winter months when the majority of staff starts their shifts before sunrise
- 4.3 The current depot surface is split into two areas; one area is raised by circa 1 metre. Part of the works is to level the depot surface to provide a continuous and flexible surface. On completion of the works the depot will provide an effective and flexible facility that will support operations for the longer term.
- 4.4 On completion of the works the depot will be able to support the predicated and future growth in operations which may otherwise have necessitated the acquisition or rental of additional capacity
- 4.5 Reduction of fuel costs by approximately 3 - 4% and increased fuel storage resilience

5. Proposal

- 5.1 That Cabinet approve the resurfacing and drainage improvements project and to proceed with the fuel storage facility option as outlined in the PID set out in Appendix A to this report. The addition of the fuel storage option will reduce fuel costs at the depot, and provide payback of that element in approximately 2 ½ years.

6 Alternatives Considered

The Council's Contract Services depot at Westhampnett has been the subject of a major phased refurbishment and redevelopment programme of works lasting several years. This programme of work completes these improvements.

Options were considered prior to commencement of this wider refurbishment at that time and are not included here. These options included the relocation of the depot as well as different depot layout options.

7 Resource and Legal Implications

- 7.1 The design consultant will provide support for the overall management of this project. Internal resources will be required for contractual and procurement elements of the project. Contract services staff will be required to work with the Council's Health and Safety Manager and the design consultant to manage the logistics of the scheme to ensure the depot remains safe and operational during the works.

8 Consultation

- 8.1 The procurement process will be carried out in compliance with the Council's Standing Orders and following advice from both Procurement and Legal Services.
- 8.2 Corporate Health and Safety will be consulted prior and during the works to ensure a safe working environment for the Council's staff and contractors.
- 8.3 The design will meet planning and industry water standards for the disposal of accumulated waste products and water disposal.

9 Community Impact and Corporate Risks

- 9.1 The project will include a soil test to identify any ground contamination and a trial pit will be dug to identify any underground structures. The project costs will include a contingency fund to accommodate these potential issues associated with a project of this nature.

10 Other Implications

	Yes	No
Crime and Disorder		X
Climate Change and Biodiversity The proposed contract will ensure the safe disposal of contaminated water	X	
Human Rights and Equality Impact		X
Safeguarding and Early Help		X
General Data Protection Regulations (GDPR)		X
Other (please specify)		X

11 Background Papers

Report to Cabinet 8 January 2019

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Project Documentation

**PROJECT INITIATION DOCUMENT
(PID)**

**Resurfacing and Improved Drainage at
Westhampnett Depot**

Release:	Draft
Date:	17 th April 2019
Author:	K M Carter, Contract Services Divisional Manager
Approved by:	

Note: the completion of this document is required for medium and large projects as defined by the Project Type Matrix. The final version should be saved in a sub folder on the x drive under project management / project documentation.

Document History

Revision Date	Version	Summary of Changes	Reviewer(s)
17 th April	Draft	Initial document for review by BIB and SLT	

Consideration by the Corporate Improvement Team

Date	Reviewing Officer	Comments for Consideration
16/05/2019	Jenny Westbrook	Minor changes and suggestions fed back to Divisional Manager.

Approvals

This document requires the following approvals:

Name of person, group or committee
John Ward, Director of Corporate Services,
Jane Dodsworth, Director Residents Services
Business Improvement Board
CDC Cabinet

Distribution

Name	Job Title
Kevin Carter	Divisional Manager

Glossary of Terms

PID:- Project Initiation Document

IPPD;- Initial Project Proposal Document

G&TTS;- Gypsy and Traveller Temporary Site

1. PURPOSE OF DOCUMENT

This Project Initiation Document (PID) defines the Resurfacing and Improved Drainage at Westhampnett Depot 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

To resurface the west side of the depot site to include an extended and upgraded foul surface water drainage system which is fully compliant including new rain water gullies, petrol interceptors, soakaway systems, etc. and additional depot lighting, signage, road and bay markings

3. BACKGROUND

The Council's Contract Services depot at Westhampnett has been the subject of a major phased refurbishment and redevelopment programme of works lasting several years. This programme has included improvements to the office and workshop accommodation, mechanical and electrical improvements, a demolition and asbestos removal programme and enhanced perimeter security works. The purpose of the refurbishment programme has been to ensure the site is operationally safe, operates in the most efficient and effective way and is fit for purpose in the longer term.

In 2015 a half acre area of the site was redeveloped to form a Gypsy and Traveller Transit Site (G&TTS) in addition to a new service road to provide an exit from the site via the West Sussex County Council's (WSCC) Waste Transfer Station to create a one way road network. More recently, in 2016 the east side vehicle park was upgraded to include improved drainage.

The G&TTS is not currently connected to foul mains but is serviced by cesspit tanks which have to be routinely emptied, the cost of which is shared by the combined West Sussex local authorities. The works covered by this project will provide a connection to the foul water drainage system should WSCC wish to upgrade the G&TTS drainage system on their site at a later date.

The final phase of this programme of works is the improvement of the west side of the site to upgrade the drainage and resurface the vehicle park to prevent flooding and to repair uneven surfaces following the demolition works. Some remedial works were undertaken in September 2018 to ensure the operating environment was safe and any immediate risk to staff was removed, however these works were remedial and as such, have a short term life span.

Whilst undertaking the necessary preliminary design work an option to expand the scope to include the provision of an above ground fuel storage and delivery system has been identified. This has been included as an option for consideration since to undertake the necessary work at the same time will be more cost effective within this scope if agreed.

An Initial Project Proposal (IPPD) was presented and approved for 2019 / 20 at Cabinet on 8th January 2019 and that a Project Initiation Document should be prepared.

To support the preparation of the PID a sub-service scan of the west side area and a survey of the current effectiveness of the current drainage system has been undertaken.

A foul water discharge licence has been granted by Southern Water for foul water generated by CCS and the anticipated loading for the G&TTS.

4. PROJECT OBJECTIVES AND SUCCESS CRITERIA

4.1. Outputs

- Reconstruction and full resurfacing of the west elevation vehicle park extending east west from the vehicle workshop concrete apron to the west boundary and north south from Stane Street to the boundary with the WSCC waste transfer site.
- To provide continuous asphalt contoured durable road and vehicle park surface extending from the previous surfacing work undertaken in 2016 with all surfaces drained to falls into a new surface water drainage system.
- To provide a compliant foul drainage link for the Gypsy Traveller Transit Site (G&TTS) and an extended foul drainage for the vehicle wash facility. NB:- This connection will offer WSCC the opportunity to fund the capital costs associated with connecting the G&TTS via this foul drain to a public sewer with the economic benefit of reducing revenue costs for West Sussex District and Borough Councils.
- New vehicle park lighting installation and signage.
- Reinstate power to front gate to support future more secure exit / entrance security.
- Fuel storage: CCS currently purchase road diesel for their vehicle fleet off site. This scope includes the potential purchase and installation of a 30,000 litre above ground bunded fuel tank.

4.2. Outcomes

Investment in this project will have the following outcomes.

- The Customer / Community:

An effective and flexible depot facility to support the waste collection, parks, green spaces, litter clearance and road sweeping services. Without access to such a facility there may be a degradation of these services or an increase in the cost of providing them to the community.

- People (CDC staff):

On completion of the works CCS staff will be able to undertake their activities within a safer environment throughout the year. This is especially the case during winter months when the majority of staff start their shifts before sunrise.

- Service Performance:

The current depot surface is split into two areas; one area is raised by circa 1 metre. Part of the proposed works is to level the depot surface to provide a

continuous and flexible surface. These proposed works will ensure the Westhampnett site is compliant and resilient as a facility for the longer term.

- Financial:

On completion of the works the depot will be able to support the predicted future growth in operations which may otherwise have necessitated the acquisition or rental of additional capacity.

- Environment:

A major portion of the cost of this project is to provide a compliant foul and surface water drainage system as well as ensure any fuel spillage is adequately contained within new fuel interceptors before any contamination occurs.

4.3. Outcome Measures

On completion of the works, based on the anticipated growth of operations required to support a 10% increase in residences over the next 10 years, no additional depot space will be required.

An expected decrease in trips slips and falls within the depot yard.

4.4. Dis-benefits

During undertaking the required works there will be some disruption to CCS staff access and parking arrangements. Some additional traffic movements will occur to support the works.

4.5. Out of Scope

The project will not include:

- Work within the G&TTS necessary to connect to the new foul water system included within the scope of work
- Replacement of the current security gates

5. PROJECT CONSTRAINTS

- Procurement: - A civil works project of this size will have to conform to CDC's procurement orders but will not be subject to these required for an OJEU (European) compliant procurement.
- The project will need to be completed within the costing agreed.
- The project will need to be completed within the timescales agreed.

6. PROJECT ASSUMPTIONS

- With the inclusion of a 10% contingency within the initial quoted scope of works it is assumed following a competitive tender process this estimate is sufficient to complete the works
- The depot will remain operational during the construction phase albeit different vehicle marshalling arrangements may be necessary.

7. PROJECT COSTS

7.1. Project Delivery Costs

Indicative estimates prepared by contractors based on the design schemes prepared by engineering consultants identify the capital expenditure costs will be circa £592k which includes a 10% contingency allowance.

Already included within the Asset Replacement Programme is a 20 year recurring £200k for depot resurfacing work. As such the additional amount to be funded from reserves is £392k

An indication of the main spend areas is as follows

Cost Breakdown	
Site Clearance	£28,000
Drainage	£123,000
Interceptors	£37,000
Foul Pump station	£52,000
Resurfacing	£241,000
Prelims	£57,000
Contingency	£54,000
Total	£592,000

The estimate assumes the programme of works can be managed by in-house CDC / CCS teams with specific support required from legal (contracts), procurement and planning.

Dependent on the project commencement and the timing to run the necessary procurement activities Procurement capacity may be limited. This has been included within the risk register.

As stated WSCC costs associated with the drainage modifications to the G&TTS are excluded.

7.2. On-going Costs Following Project Completion

Apart from the necessary cleaning of interceptors there will be no on-going costs associated with this proposal. These costs already have budget provision.

8. OPTIONS SUMMARY

The Council's Contract Services depot at Westhampnett has been the subject of a major phased refurbishment and redevelopment programme of works lasting several years. This programme of work completes these improvements.

Options prior to commencement of this wider refurbishment were considered at that time and are not included here.

During the preparation of this PID in parallel with reviewing Brexit fuel resilience continuity plans the following fuel storage option has been included

8.1 Fuel storage option

- CCS currently purchase road diesel for their vehicle fleet from retail forecourts. A reduced fuel cost is available if purchased and stored in bulk which would require the purchase and installation of a 30,000 litre above ground bunded fuel tank.
- This would require the provision of a concrete foundation serviced by a fuel interception system
- To provide this as part of this PID scope of works would incur minimal additional cost as opposed to an estimate of between £5-7.5k if undertaken separately
- CCS currently has one underground diesel fuel storage tank with a capacity of 6,800 litres located at the main entrance. This limited supply does provide a small fuel contingency in case of shortage of approximately 7 days.
- A 30,000 litre tank would significantly increase this capacity and qualify for a bulk delivery price per litre.
- Financials

Capital Cost	£30,733
Cost of fuel FY18/19	£370,000
Anticipated fuel savings	3.75%
Gross Savings	£13,875
Less annual inspection costs	£1,750
Nett Savings per annum	£12,125

Payback 2.5 Years

The recommendation is to include this option within the project scope of works.

9. PROJECT APPROACH

Following approval to proceed the project team will be formed. It is planned an external design consultant will undertake the detailed designs necessary for inclusion within the tender documentation.

Upon receipt of tenders and completion of the evaluation phase approval to appoint the contractor will be requested from Director of Corporate Services.

It is expected the selected prime contractor will be responsible for all work undertaken and they will appoint a project manager to oversee the work.

The depot operation team will be represented on the project team at the appropriate times.

Contract Services staff will be required to work with the Council's Health and Safety Manager and the design consultant to manage the logistics of the scheme to ensure the depot remains safe and operational during the works.

10. PROJECT PLAN

- Procurement have been engaged to identify procurement route and timescales. Project timescales are below.
- Contingency has been included within the timescales to reflect a necessary phased approach of the works. Detailed phasing will be agreed with the contractor once appointed.
- If agreed, work on the G & TTS site can be undertaken in parallel or if necessary at a separate time.
- Civils work to support both the wash down facility and fuel system can be accommodated within the timescales below.

Task No.	Task / milestone	Completion Date	Responsible Owner	Dependency
Stage 1				
01	Approval to proceed	Mid June	Cabinet	PID completion
02	Finalisation of design	Mid July	CCS	Task 01
03	Tender Preparation	End July	CCS / Procurement	Task 02
04	Tender response	Mid Sept	Contractors	Task 03
Stage 2				
05	Tender Evaluation	End Sept	Project Team	Task 04
06	Approval to appoint	End Sept	SLT Member	Task 05
	Standstill Period	Mid Oct		
07	Award Contract	End Oct	Procurement	Task 06
Stage 3				
08	Contractor mobilisation	End Nov	Contractor	Task 07
09	Preparatory works	End Nov	Contractor	Task 08
10	Commence full works	Early Jan	Contractor	Task 09
11	Complete works	Mid Mar 20	Contractor	Task 10
Stage 4				
11	Handover of site	End Mar	Project Team	Task 10
12	Post Project Evaluation	End May	Project Team	Task 11
13	Review PPE	June 2020	BIB	Task 12

14	Review PPE	July 2021	Cabinet	Task 13
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11. PROJECT TEAM

Project Sponsor	K Carter	CCS Divisional Manager
Project Manager p/t	TBA	Coordination of project activities
Procurement SME	TBA	Procurement expertise
Legal SME	TBA	Legal expertise

12. COMMUNICATION

Pentana will be the main tool to update SLT on project progress
Members bulletin will communicate key milestones achieved

13. RISK LOG

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.

Risk No	Risk Description	Likelihood Unlikely Possible Probable Certain	Impact Minor Significant Serious Major	Planned Actions to Reduce Risk	Responsible Officer
01	Ground contamination identified e.g. asbestos	Unlikely	Significant	Soil test will be undertaken as part of preparatory work	K Carter
02	Underground Structures are present	Unlikely	Significant	Sub-surface survey completed	K Carter
03	Inability to maintain an operational site whilst works are undertaken	Possible	Significant	Work will be phased and if necessary for limited time temporary freighter marshalling or employee car parking identified	K Carter
04	Final estimates exceed current predicted total.	Possible	Minor	Contingency of 10% has been included within budget	K Carter
05	Procurement resource availability is limited	Possible	Minor	Early engagement of team to identify timings of requirements	Project Team
06	Project timescales may extend due to necessary phasing of work	Possible	Minor	A detailed project plan will be developed once final scheme is available	Project Team

Chichester District Council

THE CABINET

4 June 2019

Project Initiation Document - Provision of Vehicle Wash Facility at Westhampnett Depot

1. Contacts

Report Author:

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Cabinet Member:

Penny Plant – Cabinet Member for Environment and Contract Services
Telephone: 01243 575031 E-mail: pplant@chichester.gov.uk

2. Recommendation

- 2.1 That the Cabinet approves option 3 set out in the Project Initiation Document for the provision of a vehicle wash-down facility at Westhampnett Depot.**
- 2.2 That the Cabinet recommends to Council the release £199,400 from reserves to fund the provision of a vehicle wash-down facility at Westhampnett Depot.**

3. Background

- 3.1 The Council's Contract Services depot at Westhampnett has been the subject of a major phased refurbishment and redevelopment programme of works lasting several years. This programme has included improvements to the office and workshop accommodation, mechanical and electrical improvements, a demolition and asbestos removal programme and enhanced perimeter security works. In 2015 a half acre area of the site was redeveloped to form a Gypsy and Traveller Transit Site (G&TTS) in addition to a new service road to provide an exit from the site via the West Sussex County Council's (WSCC) Waste Transfer Station to create a one way road network. More recently, in 2016 the east side vehicle park was upgraded to include improved drainage.
- 3.2 The west side of the site is also in need of improved drainage and resurfacing to prevent flooding and to repair uneven surfaces following the demolition works. At their meeting in February 2018 Cabinet approved, in principle, an initial project proposal (IPPD) for the provision of a vehicle wash facility and associated drainage at the site. As this facility would be located on the west side of the site, the drainage and resurfacing works, subject to a separate Project Initiation Document\ would be undertaken first following which the wash facility project could be finalised. The resurfacing project is included on the agenda as a separate report to this meeting.
- 3.3 Indicative costs of £126,000 were included in the IPPD for the wash facility which included costs for a filtration and drainage system to ensure the safe disposal of accumulated waste products and detergents into the water system. In order to more accurately identify these costs and the budget needed, a civil engineer was

appointed to provide a design solution for the Wash-down facility and the associated drainage and resurfacing works required to the west side of the site.

4. Outcomes to be Achieved

- 4.1 The services' large freighters and vehicles are primarily used for the collection of recycling, domestic and garden waste. Freighters are used for both recycling and domestic waste collection on an alternate weekly basis and it is therefore necessary to ensure the vehicle hopper is clean and free from contaminates following a domestic waste round. Failure to remove all contaminates could impact on the quality of recycling collected the following week and could lead to rejection of the load. Currently staff use a hand-held water pressure washer to remove as much food waste as possible. However, it is not possible to use any detergents as the existing drainage system is not capable of cleansing the contaminated water. The new wash facility will enable thorough cleansing of the freighters to ensure CDC recyclables are free from contaminates.
- 4.2 The new facility will provide an effective under chassis washing solution that will increase life span of key and expensive chassis components.
- 4.2 When a vehicle is inspected for MOT it is a requirement that the engine bays and chassis are clean. Currently the service pay a third party contractor to provide the cleaning required prior to an MOT. This project will enable the service to undertake this on site, saving revenue of £5,000 per annum and staff time and transport costs to Havant and a further £23,500 per annum on maintenance costs
- 4.3 The improvements to the drainage and filtration system will ensure safe disposal of contaminated water into the water system and will allow the use of detergents when washing Council vehicles, whereas only pressurised water can be used at present. A discharge licence has been received for CDC from Southern Water
- 4.4 Having an on-site facility will enable the Council's 68 vehicles to be washed more frequently which provides an improved maintenance regime for what are expensive assets and provides a more professional appearance of the Council's fleet of vehicles.
- 4.5 By making the new wash down facility available to commercial organisations and private hauliers during the day additional income can also be generated.

5. Proposal

- 5.1 That Cabinet approve option 3 outlined in the PID set out in Appendix A to this report.

6. Alternatives Considered

- 6.1 The outcomes of this project are detailed in paragraph 4.2 of the PID (attached). Five options were considered with associated costs and payback period (outlined in the PID).

Option 1 :- Automatic facility for use of CDC vehicles only, with an estimated payback period of 7 + years

Option 2:- Automatic facility for use by CDC and external vehicles of similar size, with an estimated payback period of 5 ½ years

Option 3:- Automatic facility for use by CDC and larger external vehicles with an estimated payback period of 4 years

Option 4:- Install a basic covered ramp facility with drainage under which the freighters can be manually cleaned using a jet wash. This will provide a short term facility for MOT washing although once a new fleet is procured (in circa 2 years) this cannot be used as a high pressure jet washing will invalidate aspects of the vehicle warranty.

Option 5:- Do nothing and continue to use external facility for MOT wash

Resource and Legal Implications

7.1 The design consultant will provide the management of this project. Internal resources will be required for contractual and procurement elements of the project. Contract services staff will be required to work with the Council's Health and Safety Manager and the design consultant to manage the logistics of the scheme to ensure the depot remains safe and operational during the works.

7. Consultation

8.1 The procurement process will be carried out in compliance with the Council's Standing Orders and following advice from both Procurement and Legal Services.

8.2 Corporate Health and Safety will be consulted prior and during the works to ensure a safe working environment for the Council's staff and contractors.

8.3 The design will meet planning and industry water standards for the disposal of accumulated waste products and water disposal.

8. Community Impact and Corporate Risks

9.1 The project will include a soil test to identify any ground contamination and a trial pit will be dug to identify any underground structures. The project costs will include a contingency fund to accommodate these potential issues associated with a project of this nature.

9. Other Implications

	Yes	No
Crime and Disorder		X
Climate Change and Biodiversity The proposed contract will ensure the safe disposal of contaminated water	X	
Human Rights and Equality Impact		X
Safeguarding and Early Help		X
General Data Protection Regulations (GDPR)		X
Other (please specify)		X

10. Background Papers

Report to Cabinet 4 September 2018

Project Documentation

**PROJECT INITIATION DOCUMENT
(PID)**

CCS Vehicle Wash-down Facility

Release:	V1.0
Date:	16 th April
Author:	Kevin Carter
Approved by:	Jane Dodsworth

Document History

Revision Date	Version	Summary of Changes	Reviewer(s)
16 th April 19	Draft	Initial release for BIB / SLT review	

Consideration by the Corporate Improvement Team

<This document must be passed to the Corporate Improvement Team before it is approved by the Senior Responsible Owner (SRO). The Team will use the space below to record key information that needs to be considered by the SRO or as part of the decision making process by SLT or members. Please allow one week for the Team to fulfil this support role and incorporate this time into the approval process>

Date	Reviewing Officer	Comments for Consideration
16/05/2019	Jenny Westbrook	Minor changes and suggestions fed back to Divisional Manager

Approvals

This document requires the following approvals:

Name of person, group or committee
Jane Dodsworth Residents Services Director
CDC Cabinet

Distribution

<The Project Team must receive a copy of the document before and after approval>
A final copy of the approved document will be distributed to:

Name	Job Title
Jane Dodsworth	Director Residential Services
John Ward	Director Corporate Services
Kevin Carter	Contract Services Divisional Manager
Amie Huggett	Contract Services Business Manager

Glossary of Terms

VWDF – Vehicle Wash Down Facility

1. PURPOSE OF DOCUMENT

This Project Initiation Document (PID) defines the CCS Vehicle Wash project. It builds upon the Initial Project Proposal document presented and approved by Cabinet on 9th January 2018 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

To install a vehicle wash facility at the Westhampnett depot to provide the capability to wash all Council commercial vehicles on site, saving time, cost of sending vehicles to Havant Borough Council wash facility, reduce vehicle maintenance costs and provide greater resilience to the fleet. In addition the facility will also provide a commercial opportunity of generating additional income by making the facility available to other commercial operations.

3. BACKGROUND

All the commercial vehicles operated by CCS need to be cleaned regularly

- prior to annual MOT (mandatory)
- prior to 6 weekly servicing and safety checks (recommended)
- to maintain satisfactory appearance of Council vehicles (recommended)
- to thoroughly clean freighters when changing from weekly waste to recycling collections. (mandatory)

Currently HGV vehicles are taken off site for a pre MOT service wash. The operation takes one driver 3 hours and the cleaning fees paid to an external organisation, which have recently increased. Access to this facility is at the discretion of the host organisation, Norse, and it is believed having recently won a large contract requiring a larger fleet will become more difficult to access.

Pre –service and safety check washes are currently undertaken by a manual jet wash and are restricted to accessible areas of the vehicle only and as such has limited under chassis cleaning capability. With this limited capability maintenance costs are higher as key items will wear quicker.

The installation of an automatic vehicle wash facility was planned previously as part of the depot refurbishment scheme to accommodate an authorised test facility. Although this project is no longer proceeding, there remains the need for a, significant improvement to the current washing operation and the proposed solution will not only provide this capability for CDC's own fleet but provide the option to make it commercially available for other operators.

Without an on-site facility, the Council remain reliant on the availability of an expensive third party provider, will continue to incur higher maintenance costs and will forgo a revenue generating opportunity. By using the third party provider means the vehicle is not available to operations for that day.

Currently a very limited level of vehicle washing takes place at the depot with the drainage provided by a soakaway system, which precludes the use of detergents

and is therefore not totally effective. There is also the potential risk that hazardous materials may find their way into the water course with the current drainage arrangements. A new compliant drainage system is necessary with or without this facility and is included within a separate PID.

CCS are planning to utilise its fleet assets more than it currently does and this new facility will help ensure its fleet utilisation can be increased by reducing the unplanned repairs. The Driver & Vehicles Standards Agency (DVSA) strongly endorse an on-site vehicle wash facility to provide an efficient preventative maintenance programme for a transport fleet.

At Cabinet meeting on 4th September 2018 the Initial Project Proposal Document outlining the project with an initial estimate of £126k was reviewed and approval to spend an initial £20,000 for the appointment of a design consultant to provide more accurate estimates given. The approval was subject to gaining a discharge licence from Southern Water for the proposed facility which has been received. The costings included within this document are based upon the design consultants design and resulting scope of works.

Cabinet authorised officers to appoint a design consultant and to prepare a PID to present at the Cabinet meeting on 4th June 2019.

4. PROJECT OBJECTIVES AND SUCCESS CRITERIA

4.1. Outputs

To Specify, Procure, Project Manage and Test the installation of a Vehicle Wash Down Facility (VWDF). The vehicle wash will be provided with adequate programs for our fleet of vehicles as well as an adequate number of separate programmes to support separate under chassis washes and other wash options for commercial vehicles. The equipment will be designed for a minimum life expectancy of 15 - 20 years. The WWDF will include the following key items of equipment

4.1.1 Exterior Vehicle Wash

A gantry type vehicle wash brush machine suitable for washing a range of vehicle types from cars and vans through to large heavy goods vehicles but with a specific emphasis on CDC waste collection vehicles.

4.1.2 Under Chassis Wash Requirements

To supply a cold water, high volume, low pressure (to prevent vehicle manufacturers Warranties becoming void) under chassis wash system that will clean consistently to MoT Standard, giving full details and times of wash cycles and operation.

4.1.3 Reclamation System

To supply and install a heavy duty water reclamation system that will conform to Environment Agency specification. The system will have an interceptor system that will deal with both top wash and under chassis wash contamination associated with the operation of CDC vehicles and will include

a Legionella protection system including dosing & temperature sensors and automatic shutdown capability.

4.1.4 Building and housing

The VWDF will be housed in a metal fabrication building to shelter, protect and enclose the complete wash equipment. The building will allow access and egress on a drive in drive out basis for all vehicles. The building will have drainage and guttering to remove any surface water from the water recycling system.

4.1.5 Control system

The Wash controls system and equipment will be housed in an adjacent fully contained isolatable plant room, suitably insulated and frost protected as well as lit. The system will support key card and manual code entry programme selection options suitable for operation by both internal staff and external users.

In addition another key output will be the development of marketing materials that will be necessary to market the availability of and detail the commercial proposition of external third parties usage of the VWDF

4.2. Outcomes

Investment in a new wash down facility will have the following impacts

4.2.1 The Customer / Community:

Improved resilience and reduced cost of the current service offering that provides a weekly kerb side collection to 55,000 residences within the district. The new facility will undoubtedly lead to cleaner vehicles maintaining the current excellent reputation the service has.

4.2.2 People (CDC / CCS staff):

The new facility will reduce the necessity of CCS staff to manually jet wash the vehicles and support an increase of pride and ownership of the vehicles they operate on behalf of CDC. This facility will mean vehicle washes can be undertaken more rigorously and quicker by CCS staff , the savings of which have been included within the operational savings estimate.

The workshop team will be able to undertake maintenance and service activities on a cleaner vehicle and as such within a cleaner environment

4.2.3 Service Performance:

The new facility will enable the workshop team to undertake more robust inspections of the fleet and reduce the premature failure of key items which may occur on the vehicles whilst in service.

The on-site facility would be available as required and mean the vehicle can be used by operations and washed on the same day, bringing vehicles back into operational use more quickly.

4.2.4 Environment

The new facility will utilise a recirculating filtration system which will clean all of the water used within the washing process, this significantly reduces the amount of clean water each wash will use.

In conjunction with the PID for the surfacing and drainage work and by providing a roof on the new facility the load into the foul water system will be reduced.

By not driving to Havant for each MOT wash there will be a reduction in CCS operations carbon footprint

4.2.5 Financial

In addition to the main proposal that will deliver a wash down facility for CDC fleet (4.2.5.1), two additional options (4.2.5.2 & 4.2.5.30) have been included within the following financial summaries to indicate the impact of making the facility available to external users.

4.2.5.1 Facility only available for CDC vehicles

It is estimated a saving of £23,537 will be achieved per annum with the proposed automatic wash facility. This comprises the current cost of the pre-MOT wash for freighters (£4,762pa), which will no longer be required, plus the estimated reduction in maintenance costs (£18,775pa) resulting from more efficient and effective cleaning of vehicles.

This will achieve a payback on the initial outlay or just over 7 years

Wash down for CDC vehicles only					
Year	Cost	Saving	Income	Balance	Payback
1	£169,900	£23,537	£0	£146,363	No
2		£23,537	£0	£122,826	No
3		£23,537	£0	£99,289	No
4		£23,537	£0	£75,752	No
5		£23,537	£0	£52,215	No
6		£23,537	£0	£28,678	No
7		£23,537	£0	£5,141	No

4.2.5.2 Facility available for external vehicles up to CDC vehicle size

By making the new wash down facility available to commercial organisations and private hauliers during the day it is estimated this will generate a modest net income of circa £7,180 per annum.

This is based on 1 full MOT (£72.50) and 6 normal (£25) washes per week.

With the same estimated total project cost of £169,900 the project breaks even after 5.5 years following which saving / net income total of £30,717 will be delivered per year.

Wash down for freighters (size) only					
Year	Cost	Saving	Revenue	Balance	Payback
1	£169,900	£23,537	£7,180	£139,220	No
2		£23,537	£7,180	£108,540	No
3		£23,537	£7,180	£77,860	No
4		£23,537	£7,180	£47,180	No
5		£23,537	£7,180	£16,500	No
6		£23,537	£7,180	£-14,180	Yes

4.2.5.2 Facility available for full size range of external vehicles

For an additional cost of £29,500 the facility can be enlarged to accept larger vehicles, specifically articulated units which as a result will generate increased nett income of £18,420.

This is based on 5 full MOT (£72.50) and 11 normal (£25) washes per week.

With an estimated total project cost of £199,400 the project breaks even after 4 years following which a saving / nett revenue total of £49,137 will be delivered

Wash down for all vehicles					
Year	Cost	Saving	Income	Balance	Payback
1	£199,400	£23,537	£25,600	£150,263	No
2		£23,537	£25,600	£101,126	No
3		£23,537	£25,600	£51,989	No
4		£23,537	£25,600	£2,852	No
5		£23,537	£25,600	£-46,285	Yes
6		£23,537	£25,600	£-95,422	Yes

4.3. Outcome Measures

- Additional income between £0 and £28,000 (dependent on which option is chosen) will be generated
- Reduction in current maintenance and operation cost of £23,500 per annum will be delivered

4.4. Dis-benefits

- During the day, if the facility is made available for other users, when the collection teams are out, there will be a small increase (circa 3-5), in the number of traffic movement that would otherwise have occurred.

4.5. Out of Scope

The project will not include

:

- Reconstruction and full resurfacing of the west elevation vehicle park extending east west from the vehicle workshop concrete apron to the west boundary and north south from Stane Street to the boundary with the WSCC waste transfer site.
- Upgrade of the oil separation, surface and foul water drainage systems
- New vehicle park lighting installation, signage and road marking

These elements will be dealt with as part of the separate depot resurfacing project (IPPD approved Jan 2019).

5. PROJECT CONSTRAINTS

- Delivery of the project is dependent upon the resurfacing project being completed prior to the installation of the wash down facility since to independently install the facility without upgrading the depot facilities will incur significant additional cost.
- The project will require a full procurement exercise to be completed after which the contract can be placed. NB:- The contract should fall under the OEJU procurement threshold

6. PROJECT ASSUMPTIONS

- Pre-planning advice has been sought and given by CDC planning team. Planning approval is required based on the height of the structure but in consideration of its location within the depot the main consideration as advised by planning may be the inherent increase in noise and as such the project assumes a noise study will be undertaken and once completed will be acceptable. This PID assumes that planning permission is granted.
- The timing of installing a VWDF is linked to the resurfacing work detailed within a separate PID. To undertake an installation separately will incur additional cost and effort. An assumption has been made that both PIDs are approved and will be undertaken in parallel.
- An operational saving of £23,500 (£4,700 labour and £18,800 material) has been identified based on previous FY actual costs .

7. PROJECT COSTS

7.1. Project Delivery Costs

Standard size facility

○ Capital costs	£166,900
○ Noise Study	£3,000
Total	£169,900

Full size facility

○ Capital costs	£196,400
○ Noise Study	£3,000
Total	£199,400

Support from the following departments will be required to deliver the planned outcomes

- Procurement for tender preparation, evaluation and contract award support
- Legal for tender preparation, evaluation and contract award support
- Building services for guidance and local knowledge
- HR for recruitment of temporary resource

NB:-Availability of procurement support has been identified as a risk for which a mitigation option exists

7.2. On-going Costs Following Project Completion

Annual service costs. A service contract will be included as part of the tender for the warranty period following which routine maintenance and repair tasks will be undertaken by the CCS depot team. The costs of which are already included within CCS budget

Should the option to make the facility available to external vehicles be approved, management of external booking and associated administrative functions will be performed by the existing depot team similar to how external MOT'S are currently managed.

A marketing and publicity provision (£3,500) has been included within the nett income position for this option.

8. OPTIONS SUMMARY

The following options will deliver the outcomes as detailed in section 4.2

Option 1 :- Automatic facility for use of CDC vehicles only

Option 2:- Automatic facility for use of external vehicles of similar size

Option 3:- Automatic facility for use by all size vehicles

The following options will not deliver all of the outcomes as detailed in section 4.2

Option 4:- Install a basic covered ramp facility with drainage under which the freighters can be manually cleaned using a jet wash. This will provide a short term facility for MOT washing although once a new fleet is procured (in circa 2 years) this cannot be used as a high pressure jet washing will invalidate aspects of the vehicle warranty.

Option 5:- Do nothing and continue to use external facility for MOT wash

Summary of Options					
	Outcomes achieved	Delivery (Months)	Cost	Payback (years)	On-going benefit
Option 1	Yes	12	£169,900	7 +	£23,537
Option 2	Yes	12	£169,900	5.5	£30,717
Option 3	Yes	12	£199,400	4	£49,137
Option 4	Part	9	£125,000	10+	£4,762
Option 5	No	N/A	£0	N/A	£0

The recommendation of this PID is to pursue Option 3.

9. PROJECT APPROACH

A compliant procurement process will be undertaken to contract the design, manufacture, supply and installation of the VWDF. System testing will be jointly undertaken by CCS and the contractor.

The project will be managed by a small project team led by a Project Manager. Dependent on other projects some part time external resource may be required to fill this position, the costs of which have been included within the estimated project costs. The project will be run in parallel to the Deport Resurfacing PID.

10. PROJECT PLAN

Task No.	Task / milestone	Completion Date	Responsible Owner	Dependency
Stage 1 Tender preparation				
01	Go ahead to proceed given	Mid-June	Cabinet	BIB
02	Site visits and case study	Mid July	CCS	Task 01
03	Specification preparation	End July	CCS	Task 02
04	Tender Preparation	End July	CCS/Prcrmt/Legal	Task 01,02
05	Issue tenders	End July	Procurement	Task 04
Stage 2 Contract award				
06	Tenders returned	Mid Sept	Bidders	Task 05
07	Tenders evaluated	Mid Sept	CCS/Prcrmt/Legal	Task 06
08	Contract Award	End Sept	Procurement	Task 07
09	Standstill	Mid Oct		Task 08
Stage 3 Site preparatory and manufacture				
10	Provide utility details	End Oct	Contractor	Task 09
11	Manufacture equipment	End Feb	Contractor	Task 10
12	Complete resurfacing and foundation requirements	End March	CCS	
13	Delivery equipment to site	Mid March	Contractor	Task 11
Stage 4 Installation and test				
13	Install equipment	End April	Contractor	Task 11, 12,13
14	Test and Handover	End April	Contractor / CCS	Task 14
15	Handover	End March	Contractor / CCS	Task 14

16	PPE	July	BIPB	Task 15
17	PPE	July	Cabinet	Task 16

11. PROJECT TEAM

Project Manager	K Carter	Coordination of project activities CCS
Business development	A Huggett	Delivery of revenue
Procurement SME	TBA	Procurement expertise
Legal SME	TBA	Legal expertise

12. COMMUNICATION

Pentana will be the main tool to update SLT on project progress
Members bulletin will communicate key milestones achieved

13. RISK LOG

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.

Risk No	Risk Description	Likelihood Unlikely Possible Probable Certain	Impact Minor Significant Serious Major	Planned Actions to Reduce Risk	Responsible Officer
01	Purchase price increase above +/- 10% following tender	Unlikely	Significant	Conduct robust procurement process	K Carter
02	Purchase price increase +/- 5% following tender	Possible	Minor	Conduct robust procurement process	K Carter
03	Resurfacing project leads to delay in completion up to 8 weeks	Possible	Minor	Contract to include position for delay to incur minimal cost	PM /Legal
04	External usage of facility does not meet expectations	Possible (for early years)	Minor	Early marketing of facility. Possible early user discount	A Huggett
05	Internal procurement resource not available leads to project delay	Probable	Minor	Early identification of project timing. And if necessary consider possible subcontract procurement.	J Ward
06	Planning permission is not granted	Unlikely	Major	Pre-planning advice sought and noise study be undertaken prior to procurement	K Carter

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