

Chichester District Council

THE CABINET

4 June 2019

Project Initiation Document - Resurfacing and Improved Drainage at Westhampnett Depot

1. Contacts

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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