

Chichester District Council

THE CABINET

4 June 2019

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

1. Contacts

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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