

Chichester District Council

CABINET

7 June 2022

Freeland Close and Westward House, Chichester – Post Project Evaluation Report

1. Contacts

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2. Recommendation

That Cabinet

- 2.1 Notes the Post Project Evaluation Report (PPER) for the development and conversion works at Freeland Close and Westward House (see Appendix 1).**

3. Background

- 3.1 The document attached in the appendix provides a review of how the project to redevelop 22 Freeland Close and refurbish the bedsit accommodation at Westward House performed against the original outcomes set out in the Project Initiation Document (PID)
- 3.2 The purpose of the PPER is to allow lessons learned to be passed on to other projects and ensures that provisions have been made to address all open issues and risks alongside follow-on actions and recommendations where relevant.
- 3.3 the project was designed to:
- provide 17 new properties on the site of the bungalow at 22 Freeland Close,
 - create 3 new one-bedroom flats from the 6 bedsits with shared facilities,
 - refurbish and improve the office for staff, customers and partners,
 - replace the waste and recycling store and
 - improve the bike store
- 3.4 One of the specific aims of the project was to provide a sustainable building with an emphasis on a 'fabric first' approach which included the provision of photovoltaic panels (solar panels) on the roof, double the building regulations requirement for insulation and an EV charging point. An emphasis on sustainability also saw the provision of a wildlife friendly planting scheme and the installation of bird and bat nesting boxes.

4. Outcomes to be Achieved

- 4.1 The PPER concludes that the outcomes set out in the PID have been achieved.
- 4.2 The project has come in well under the estimated budget and the council's stock of short stay accommodation has been increased providing safe, secure and welcoming homes for those facing homelessness.
- 4.3 A number of positive features have been possible as part of the development both large and small for example traffic calming at the entrance to Westward House, EV charging points, improved habitats for wildlife such as birds and bats, better accommodation for staff and visitors to the office and the conversion of unsatisfactory shared accommodation into self-contained flats.

5. Resource and Legal Implications

- 5.1 In July 2020, Cabinet agreed a total budget of £3,338,700 for the scheme. This provided for the purchase of the property and an options appraisal, the development of scheme designs and planning applications, the diversion of a gas main, and the technical design, construction, and handover of the redeveloped building.
- 5.2 The final account for the project is currently being prepared but it is anticipated that the total project spend will be £2,815,259. This includes an agreed retention figure of £32,692 which equates to 1.5% of the construction contract sum which will only be released after the satisfactory defects inspection carried out 12 months after practical completion of the project (9th March 2023). The primary reasons for the £523,441 underspend is because of a keen tender price for the construction works component of the project and rigorous project management throughout to maintain costs, control spend and overcome challenges.

6. Consultation

- 6.1 Consultation has been held with the Divisional Manager for Legal & Democratic Services, the Divisional Managers for Finance and Revenues, Benefits & Housing and the group Accountant. In addition the Corporate Improvement Team have been consulted.

7. Community Impact and Corporate Risks

- 7.1 All risks and mitigation were included in a detailed project risk register which formed part of the PID. The risk register was regularly reviewed throughout the project with the Managing Agent, the contractor, the internal project team and the Divisional Manager for Legal and Democratic services.
- 7.2 There was also an Issues and decisions log which was reviewed on the same basis, recording those items requiring a decision or which may become a risk as well as the decisions made on the project to reflect changes and updates as the project progressed.

- 7.3 The community impact is positive as the project has delivered much needed short stay accommodation.

8. Other Implications

| | Yes | No |
|--|-----|----|
| Crime and Disorder | | √ |
| Biodiversity and Climate Change Mitigation The project facilitated the installation of energy efficiency and sustainability measures . | √ | |
| Human Rights and Equality Impact The project allowed the provision of a further 17 new properties to accommodate homeless households as well as converting shared bedsit accommodation to more appropriate self-contained flats to meet customers' needs | √ | |
| Safeguarding and Early Help | | √ |
| General Data Protection Regulations (GDPR) | | √ |
| Health and Wellbeing The improvements made to the standard of accommodation will have a positive impact on the health and wellbeing of residents. | √ | |
| Other (please specify) | | |

9. Appendices

- 9.1 Post Project Evaluation Report – 22 Freeland Close and Westward House

10. Background Papers

Project initiation Document (PID)