

Project Documentation

**PROJECT INITIATION DOCUMENT
(PID)**

**Scheme proposals for a Gypsy and Traveller Transit Site,
at Westhampnett Depot, Westhampnett Road, Chichester,
West Sussex PO18 0NS.**

Release:	Version 5
Date:	18 th November 2013
Author:	Buildings and Facilities Services Manager
Approved by:	

Document History

Revision Date	Version	Summary of Changes	Reviewer(s)
14 th November 2013	1	Initial draft	JB
15 November 2013	2	Input following meeting 14 Nov	JD
18 November 2013	3	Input from SLT	SLT & Cabinet Members required before printing
19 November 2013	4	Input from Cabinet Members	
19 November 2013	5	Further amendments & additions	

Approvals

This document requires the following approvals:

Name of person, group or committee
G&T Project Group
CMT
Cabinet Members for Finance, Corporate Services and Communications and Leisure, Wellbeing and Community Services
Council
Legal Practice Manager
Section 151 Officer

Distribution

A final copy of the approved document will be distributed to:

Name	Job Title
Diane Shepherd, Paul Over, Steve Carvell	CMT
Tony Dignum	Cabinet Member for Finance
Josef Ransley	Cabinet Member for Corporate Services and Communications
Eileen Lintill	Cabinet Member for Leisure, Wellbeing and Community Services.
David Stewart	Legal Practice Manager
John Ward	District Treasurer

Glossary of Terms

CDC	Chichester District Council.
WSSC	West Sussex County Council
HCA	Homes and Community Agency.
G&TTS	Gypsy and Traveller Transit Site.
DG&TS(GPG)	Designing Gypsy and Traveller Sites Good Practice Guide. (Communities and Local Government Publications 2008)

Chichester District Council

RRO (2005)	Regulatory Reform (Fire Safety) Order 2005.
EA	Environment Agency
LPG	Liquid Petroleum Gas
CCS	Chichester Contract Services
RSA Stage 1	Road Safety Audit Stage 1
TPS	Transport Planning Statement
REC	Regional Electricity Company
NNDR	National Non- Domestic Rates
DCLG	Department for Communities & Local Government
UEs	Unauthorised Encampments

PURPOSE OF DOCUMENT

The purpose of this document is to provide a designated, not intended for permanent use, temporary G&TTS for social provision only.

This document identifies the methodology, processes, staff resources, consultancy services and funding needed to develop part of Westhampnett Depot site into an all year round permanent and sustainable G&TTS on the East side of Chichester, close to the main traffic routes.

1. PROJECT SCOPE

A county wide review has identified the need for a permanent G&TTS in West Sussex. The development of a project scope based on a site in Chichester, located at Westhampnett Depot will require an assessment of the potential of this existing brown field site to provide a suitable location. Following Cabinet approval in September this year it was agreed that future Council services provided by CCS will continue to be provided from Westhampnett Depot. However, pending demolition of redundant buildings on the site an area of one half of one acre has been deemed surplus to requirements and available for alternative uses. The area required to deliver this facility is likely to exceed half of one acre and therefore further spatial planning is required and also the proposed site does not have pedestrian or vehicular access to the main road.

Planning consent for a new access road is therefore vital to unlock the potential of this surplus land and without an access to the main road this scheme will not progress. Other areas to be explored as part of the scope will include negotiations with Statutory Undertakers relating to the new connections for mains utility services, including electricity, water, BT, Broadband and foul water drainage. These services are currently unavailable on site but are available in the highway. Consultation with the Highway Authority regarding the provision of a new access road is progressing but details will need to be finalised.

The design criteria used to scope these proposals is provided by the Department for Communities and Local Government in a DG&TS good practice guide, useful information has also been sourced from Local Authorities who operate Permanent Transit sites in Bedford, Barnsley and Doncaster.

2. PROJECT DESCRIPTION

The project includes providing road access to the site from Westhampnett Road. Achieving planning consent for a new access road is a fundamental project requirement if the scheme is to progress. Draft highway design proposals and data collated from a week long traffic study has been sent to WSCC Highways who have provided a preliminary overview. The response from WSCC has been positive and prior to a decision they will require a Road Safety Audit Stage1 and a Designers Response to the audit. To complete the design process the Highway Authority will be presented with all the information they require in the form of a TPS. The TPS will draw together all the work completed to date, including the RSA audit Stage1 and Designer Response. The document will also include any subsequent amendments

and information demonstrating access to the site, parking, servicing, circulation on site and specification and details of the road construction required.

The proposed G&TTS would be fully enclosed. Security would be maintained utilising existing brick boundary walls with exposed boundaries fenced to maintain security. The single site entrance would be controlled and restricted to prevent unauthorised entry.

The G&TTS will be designed to provide a preferred number of 9/10 pitches. Each pitch will accommodate three parking spaces i.e. one caravan, two vehicles or one caravan, one trailer and one vehicle. This is less than the four spaces required under the DG&TS good practice guide but would suit most users. However, each of the three Local Authorities who responded to a design questionnaire confirmed that they provide four spaces per pitch. Advice does differ between providers and should the design scope determine a requirement for a four bay pitch, the site area will need to be enlarged. Generally each pitch would be located at least 3 metres from a site boundary with a 6 metre separation gap between caravans as recommended under the RRO (2005).

Amenity facilities and site management is an essential site requirement and each pitch would have access to a separate amenity space, provided either within a large site amenity block or in pairs using smaller buildings serving two pitches. The requirements of the guidance would be satisfied with either arrangement. However, capital building costs would be less with the larger, single building, option. Evidence provided by other operators does suggest that long term maintenance costs can be reduced if the facility is designed to convey a degree of ownership to the users as the pitch and amenity facilities are linked with a sole user family. A Manager's office building of sufficient size, sited close to the site entrance with essential services, including BT and broadband connections and individual welfare facilities would also be required.

A new three phase electrical service would need to be provided by the REC in addition to a new water supply and a BT Broadband connection would need to be provided in the Manager's office.

Each pitch would therefore need to be;

1. Supplied from centrally metered electricity supply and be provided with a standard single phase domestic supply with pre-paid card electric meter;
2. Supplied from a site metered water supply and provided with an individually metered domestic water supply to each pitch.

New foul and surface water drainage systems including the provision of petrol interception would be required. The EA may be interested in receiving a separate application relating to surface water disposal. However, as the site is relatively small the EA are more likely to be included as a consultee as part of the planning process.

Additional facilities on site may include;

1. CCTV. (Either monitored on or off site)
2. External lighting.
3. A LPG storage facility.

4. A fenced refuse collection area

A children's play area is not included in these proposals.

3. BACKGROUND

In July 2009 Cabinet received a report and PID on the Westhampnett depot 2.88 acre (11,650m²) site. The report and PID included options for the future use of the site, essential repair work requirements with budget costs and an option to release surplus land for other uses.

The Cabinet's preferred option was to extend the life of the site for commercial uses for a further 20 years, which included the release of one third of an acre (1350m²) located adjacent to the entrance to the builders merchants depot to the north west of the site. Limitations on the use of this site include the lack of essential utility services and in addition careful consideration will be required to address surface water disposal as the site is located close to the flood plain. It is this area that is now proposed for the location of the G&TTS.

4. PROJECT OBJECTIVES AND SUCCESS CRITERIA

4.1 Inputs

The inputs to this project to provide a G&TT site that is sustainable and fit for purpose, this will include;

1. The provision of a site exceeding 2000m² (half acre) at Westhampnett Depot as the preferred location for the scheme.
2. The allocation of sufficient internal staff resources to;
 - a. Provide a project scope, strategy and programme to deliver the project.
 - b. Secure the appointment of independent road safety audit specialists to provide a RSA Stage1 as required by WSCC Highways.
 - c. Secure the appointment of a Transport Planning and Infrastructure Design Consultant to provide a TPS to include a Designers Response to the RSA Stage1above.
 - d. Manage the procurement process leading to the appointment of a Design Team and Construction Design Management Coordinator.
 - e. Manage the development of the Multi-Agency Agreement.
 - f. Manage the consultation process.
 - g. Manage the Development Management process leading to the submission of a planning application with pedestrian and vehicular access from Westhampnett Road.
 - h. Submit a HCA Grant funding application for the scheme.

- i. Negotiate for additional services from public utilities, obtain approvals and costs.
 - j. Undertake the role of Project Sponsor, Client Project Manager and Contract Administrator.
 - k. Prepare a spatial design and site reconfiguration that enables CCS to function effectively on a reduced site area.
 - l. Negotiate a second road access linked to the Waste Transfer Station managed by WSCC and commercial waste operators Viridor.
3. Appointment of an external Design Team and Construction Design Management Coordinator.
 4. Capital and revenue funding from the partner Authorities to the scheme.
 5. Secure guaranteed future funding for the long term management and service costs including NNDR for a minimum period of 10 years.

4.2 Outputs

The key outputs this project will include:

1. The provision of a countywide multi-agency permanent G&TT site with independent pedestrian and vehicular access located at Westhampnett, Chichester.
2. HCA grant approval
3. Planning permission for the development of a Gypsy and Traveller Transit Site

4.3. Outcomes

The new G&TTS at Westhampnett meets the requirements for an authorised site in West Sussex located and constructed in accordance with Government framework initiatives and design good practice guidance. The aim of which is to prevent unauthorised encroachment on land and promote better relations with the settled community. These will be measured by the number of UEs, the cost of UEs and the time taken to remove UEs.

5. PROJECT ASSUMPTIONS

5.1 Ensuring success.

The success of this project is ultimately dependent on the overall success of a range of initiatives designed to meet the requirements for the temporary transit of travelling communities through West Sussex. It is not possible to guarantee G&T usage of the proposed site but it is possible to design and deliver a facility that meets the technical specification of a sustainable G&TTS.

The programme for engagement, detailed design and award of planning consent, contractor selection and construction is challenging. The aim would be to hand over a fully operational Transit Site by spring 2015. To ensure success the Council will need to procure the services of an externally appointed design team. In addition the appointment of a specialist in traffic management will be required as part of the highway consultation for a new access road to the site. Employ an additional member of staff in the Building Services team.

The works contract/s will include both general construction and civil engineering work. A major element of the success of this project will be determined by contractor selection if the project is to be delivered on time, on budget and to the high quality standards this project will require. The procurement element of the project is included in Para.5.2 below.

5.2 Assessing budget costs and procurement processes.

As part of the procurement process the prospective design teams will present their initial proposals based on a design brief prepared by the Council's project team, which will be based on the project scope and specific project criteria aimed at assessing the quality of the bid. Included in the proposals will be a fee bid, a design statement outlining their interpretation of the brief and a budget cost.

The range of professional and consulting engineering skills demanded by this project would suggest that a Lead Consultant would be appointed. Invitations to tender from prospective Lead consultants would be requested as required under the Council's Constitution. Each Lead Consultant or practice would assemble their own teams of sub consultants and the Lead Consultant would enter into a contract with the Council. Collateral warranties signed by the sub consultants would provide the link between them, the Lead Consultant and the Council.

Following appointment the Lead Consultant would assume the role of Project Manager as a member of the Client project team.

The most likely procurement options for the selection of a contractor are either to use an existing regional local authority EU tendered framework or procure from a short list of contractors compiled using a procurement portal inviting an expression of interest in the scheme.

5.3 Construction phase

Following the award of a works contract the Contractor will deliver the scheme in accordance with the conditions of contract and programme of works.

The Lead consultant will manage the execution of the works through to full completion including, commissioning, making good defects, agreeing interim payments, issuing a certificate of practical completion and resolving the final accounts.

The Contract Administrator will manage the contract, attend design team / contractor meetings, issue payment and other certificates and produce a post project evaluation report on completion.

6 PROJECT BUDGET

The works budget will be dependent upon the following factors:

- (a) The number of pitches (9 proposed)
- (b) The provision of utility service infrastructure serving or within a reasonable distance of the site (i.e. Water, gas, electricity, sewers, BT connection etc.)
- (c) The nature and classification of the site (i.e. brownfield site close to the flood plain).
- (d) Road infrastructure costs and on site surfacing (black top) and surface water specification.
- (e) Neighbouring commercial businesses and residents and H&S requirements (fencing, CCTV, external lighting etc.)
- (f) HCA grant qualification requirements.
- (g) Fire Officer Requirements.
- (h) The facilities need to be robust to ensure that maintenance costs are kept to a minimum
- (i) Planning requirements

Under agreement with the other local Authority partners to this scheme CDC is providing the site for the G&TTS. Based on current valuations for industrial use the capital land value is estimated to be £250,000/£300,000 for the 2000m², half acre site. The rental potential lost as a result is estimated at £21,500 per annum.

A works budget to cover the costs of construction is estimated to be in excess of £800,000. A realistic design contingency of an additional 20% would not be unreasonable at this stage. CDC would expect the value of the land to form part of the total capital cost of the scheme. Therefore, the total cost of the scheme is expected to be in the region of £1.2 - £1.3M. This includes internal resources to support the project.

Officers met with the HCA on 14 November to discuss the potential of grant funding. This is available but, in order to draw down the funding we must meet the following conditions:

- (a) The grant application must be submitted to the HCA by 31 March 2014.
- (b) The scheme must meet the DCLG requirements for developing Transit Sites.
- (c) Any deviations from the Guidance must be agreed with the HCA.
- (d) In order to be successful we will need to demonstrate deliverability of this site

- (e) All parties will need to have sought formal approval to enter into the arrangements
- (f) Practical completion must be achieved before 31 March 2015.

The HCA has indicated that the average amount of grant is approximately £60,000 per pitch. However, due to the nature of the works needed on the Westhampnett Depot land we may be able to secure a grant of £90,000 per pitch. Until the application has been approved it is not possible to give an exact figure but, assuming the design meets their requirements it is reasonable to assume a grant in the region of at least £540,000.

There are some key risks for CDC and its partners in meeting the HCA deadlines in respect of both the initial submission of the application and for practical completion. Delay in any of the West Sussex authorities obtaining approval for the project could mean the deadline for submission of the bid is missed and this would mean the cost per authority will increase. To mitigate against this, all authorities must gain approval from their Councils to enter into the arrangement.

If the application is successful, the timescale for practical completion is expected to be the end of February 2015. This assumes all key milestones are met and that there is no slippage in the project timing, either. This is a major risk because even the best managed projects can be delayed by unexpected events. Therefore, to ensure that, in the event the project is delayed for whatever reason, each partner authority will be required to underwrite the potential loss of grant so that CDC is protected from bearing the full financial effects if the grant does not materialise.

The gross capital cost of the scheme is likely to be in the region of £1.3m. This includes the cost of the land, building costs and internal and external resources to manage the project. Therefore, the cost per authority would be in the region of £162,500.

If we are successful in achieving HCA funding (assuming a grant of £60,000 per pitch) and the site can be fully functional by 31 March 2015, then the cost per authority is £95,000.

7. FUTURE COSTS (On-going maintenance, servicing and management costs following project completion.)

The on-going maintenance and management costs will be the responsibility of the partners and these are likely to be in the region of £15,000. However, the works will be covered by contract for the rectification of defects for the first 12 months following practical completion and a service warranty will cover servicing of appliances for the same period.

8. OPTIONS AND CONSULTATION

Paragraphs 7, 8.23 and 9 of the Cabinet Report (3 December 2013) provide other options considered and the consultation process with regard to this project proposal.

9. CONSTRUCTION PROJECT PLAN

Task No.	Task / milestone	Completion Date	Responsible	Dependency
Stage 1- Consultation with WSCC (Highways and Waste Management Team)				
A	County Joint Leaders' commitment sought to County-wide approach	20 November 2013	DS	
B	CDC Cabinet considers the PID	3 December 2013	DS	
C	CDC Council considers the Cabinet's recommendations	17 December 2013	DS	
D	Design consultants invited to express interest in the project	December 2013	JB	
E	Obtain costs and lead times from utility providers (water and electricity)	December 2013	JB	
F	Prepare legal documentation providing WSCC with legal interest in land, to enable grant application	December 2013	D Stewart/ P Legood	
G	Tender for Design consultants	December 2013	JB/PP	
H	New road access provisional approval	December 2013/ January 2014	JB/Traffic Management Consultant	Completion of RSA Stage 1, Design Response & TPS
Stage 2 – Full Engagement				
A	HCA	May 2014	SH	
B	Parish Council	May 2014	SH	
C	Public Bodies	May 2014	SH	
D	G&T Community	May 2014	SH	
E	Commercial Businesses	May 2014	SH	
F	Local Residents	May 2014	SH	
G	Multi Agency groups	May 2014	SH	
H	Other Groups	May 2014	SH	
Stage 3 – Detailed Design and Planning Consent				
A	West Sussex authorities to have given approval	January 2014	DS	
B	West Sussex authorities to have confirmed commitment of funds	January 2014	DS	
C	Appoint Lead Consultant & Design Team.	January 2014	Project Team	Cabinet / Council Approval December 2013
D	Complete RIBA Stages A-D.	February	Design	

Chichester District Council

	Prepare Detailed Design Proposals	2014	Team/ Lead Consultant	
E	Grant application to be made to HCA (4-6 week lead time for decision)	March 2014	SH	
F	Planning Consent.	April 2014 (June 2014 subject to Dependency)	Design Team/ Lead Consultant	Completion of Stage 3 (B) by Mid February 2013
G	Complete RIBA Stages E- F Prepare Final Proposals and Production Information.	June 2014	Design Team/Lead Consultant	
H	Building Regulations Approval.	June 2014	Design Team/Lead Consultant	
I	Complete RIBA Stages G- H Prepare Tender Documents and Tender Action.	July 2014	Design Team/Lead Consultant	Award of Planning Consent
J	Award Works Contract.	July/August 2014	JB/Legal Services	
Stage 4 - Construction				
A	Complete RIBA Stage J. Mobilisation (lead in – 6 weeks)	September 2014	Lead Consultant/ Main Contractor	
B	Complete RIBA Stage K. Contract Works (20 working weeks)	February/ March 2015	Lead Consultant/ Main Contractor	Start on Site 22 nd September 2014
C	Practical Completion	February/ March 2015	Lead Consultant/ Main Contractor	
D	Apply To Draw Funding From HCA.	March 2015	Project Team	Completion of Stage 4 (C)
E	Rectification Period (12 months)	March 2016	Lead Consultant/ Main Contractor	
Stage 5 – Project Evaluation				
A	Complete RIBA Stage L Making good defects (Completion)	March 2016	Lead Consultant/ Main Contractor	
B	Post Project Evaluation Report	June 2016	Project Team	

10. PROJECT TEAM

The project will comprise the following:

Project Sponsor

Diane Shepherd

Chichester District Council

Project Leader	Steve Hansford (leading on Multi Agency Agreement between the partners)
Contract Administrator	John Bacon (leading on the Construction Contract)
Surveyors (site works)	Chris Field & Rod Thomas (Building Services)
Procurement	Phil Pickard
Legal	David Stewart – Contracts
Financial Services (section 151)	John Ward
Accountant	TBC
Client Project Team Members	Hazel Long (CDC) & Esther Quarm (WSCC)

The project team will also require an externally appointed Lead Consultant and Design Team, a Traffic Planning and Infrastructure Consultant and a consultancy to undertake the RSA stage1.

11. COMMUNICATION

Project team meetings will be arranged monthly. The Lead Consultant to be the appointed Project Manager. Preparation and distribution of agendas and minutes of meetings will be coordinated by the Contract Administrator. Site meetings with Contractors will be arranged through the Project Manager. The Contractors to produce a contractors report prior to site meetings.

In addition the project will be added to the major project list monitored by the Senior Leadership Team (SLT). SLT will receive a report at each milestone date. The relevant Cabinet Members will also receive regular update reports. Progress reports will also be placed on the Member's Bulletin Board.

12. EXIT STRATEGY

Should the Council fail to achieve Planning consent, or the multi-agency agreement, the scheme to provide a G&TTS at Westhampnett will be withdrawn and the site will be developed for industrial use.

13. INITIAL RISK LOG

Risk No	Risk Description	Likelihood Unlikely Possible Probable Certain	Impact Minor Significant Serious Major	Planned Actions to Reduce Risk	Responsible Officer
1	Not all West Sussex authorities sign up to the proposed arrangement	Possible	Major. Project could not commence	All Chief Executives to seek necessary approvals to enter into the project by January 2014	DS
2	Permission to create new road access refused by WSCC	Possible	Major	Survey data provided, traffic management study provided, access	JB

Chichester District Council

				designed to full WSCC & HCA	
3	Permission for planning consent delayed beyond April 2014	Probable	Significant	Design stage to progress to RIBA Stage F prior to award of planning consent.	JB / Lead Consultant
4	Permission for planning consent refused by LPA	Possible	Major	Undertake comprehensive consultation exercise	JB / Lead Consultant
5	Unable to source HCA grant funding	Possible	Significant. Net cost to each authority would increase	Design to meet, LPA, WSCC, HCA , Consultee and Fire Officer requirements	JB/ SH
6	HCA application approved but fail to secure practical completion by 31 March 2015	Probable	Significant. Net cost for each authority would increase	Tight project timetable. However, some elements may be outside of contractors' control. See risk 10.	JB/SC/DS
7	Transit site area requirements exceed space availability at Westhampnett	Possible.	Serious	Appraise site spatial usage and potential over the life of the site.	JB/ SH
8	The completed facility proves unpopular, underused and fails to resolve local issues	Possible	Serious	Senior level consultation, Review business plan and other initiatives currently being considered monitor and review the use of the completed site facility and implement recommendations.	SH/HL/EQ
9	Excessive management costs outweigh benefits	Unlikely Possible	Serious	WSCC to confirm management costs as part of initial design scope	SH/HL/EQ
10	Challenge from the community/ businesses residing near the site	Possible/ Probable	Serious. Could significantly delay the project timetable	The need for a transit site has been established. Efforts to identify other sites have not been	SH/HL/EQ

Chichester District Council

				successful. Therefore, only 1 site is deemed to be a viable option. Once CDC has approved the project in December an engagement process will take place with the local community	
11	Civil and Building Construction related risks cause major delays in delivering the project on time for Feb 2015 opening.	Unlikely Possible	Significant	Aim to achieve full Planning Consent by mid May 2014. This should result in a 20 week civil and building construction contract.	JB/ Lead Consultant
12	Loss of key staff	Unlikely	Significant	Consultant to provide staffing continuity	JB/ SH
13	Statutory undertakers unable to provide essential services.	Unlikely	Significant	Alternative supplies sourced, possible shared arrangement with CCS.	JB
14.	Ineffective multi-agency arrangement	Unlikely	Significant	All West Sussex authorities to work closely together to ensure success	WSCC