

**BHTC REQUEST FOR INTERVENTION**

**TITLE:** New Depot

**DATE:** 15 August 2023

**Reason (please place an x in the corresponding box/es):**

Financial:

Economic:

Social:

Health & Safety:

Legal:

Other  
(Please state):

Please complete the following information regarding the project:

**Background:**

The Town Council currently has storage facilities as follows:

3 x shipping containers located at Jobs Depot off the A2300 which are owned by the Town Council but are situated within the WSCC depot. There is no formal agreement with WSCC to allow us to use their land.

2 x garages at Gravett Court which are rented from Clarion Housing.

The old toilet block in Cyprus Road Car Park known as Cyprus Road Storage Facility which is rented from MSDC.

The cage area at the rear of 96 Church Walk.

A workshop area at 96 Church Walk.

The 3 x work vans that were previously parked at The Burgess Hill Academy are now parked to the rear of the building when not in use and overnight.

**Purpose/ Justification:**

To have one unit that can accommodate all stored items and equipment and also space to park the work vehicles in a safer environment.

**Financial implications**

£25000 per annum rental for a new depot.

A saving of £906.84 gross per garage per annum as the garages would no longer be needed.

**Benefits:**

Time saved travelling.

Less fuel used which is better for the environment and will also save money.

More security for vans.

Additional parking will be created at the Council offices.

**Payback/ Value for Money:**

As above.

**Current Situation:**

The Maintenance Team spend a great deal of time travelling between the various storage units. We have tried to streamline so equipment that is used on a more regular basis is stored nearest to the Town Council office but there is still a great deal of travelling involved.

It also takes considerable time to keep the inventory of equipment etc up to date as it is important to know where everything is being kept to try and avoid unnecessary journeys.

There is no formal agreement with WSCC for the Town Council to have the 3 shipping containers at Jobs Depot and therefore this could be rescinded at any

time. This has always been a 'gentleman's agreement' with the previous Highways Managers.

**Other Options:**

We continue as we are.

**Desired Outcome:**

That £25000 per annum be set aside in future budgets for the rental of a new depot and the CEO be given delegated authority to enter in to a lease if a suitable premises becomes available.

**Risk:**

A suitable premises may not become available or may be more expensive than what has been budgeted.

**Conclusion and Recommendation:**

That £25000 per annum be set aside in future budgets for the rental of a new depot and the CEO be given delegated authority to enter in to a lease if a suitable premises becomes available.

If a new premises is found the lease on the 2 garages at Gravett Court and Cyprus Road Storage Facility be relinquished and the 3 shipping containers be sold.

**SCORE:**