



**QUARTERLY PROGRESS REPORT**

**DECEMBER 2019**

# CONTENTS

1	SUMMARY .....	1
2	ACTIVITIES AND OUTPUTS .....	1
3	SITE ACTIVITY.....	2
4	PARTNERS AND STAKEHOLDERS.....	3
5	BUDGET.....	4
6	PLAN FOR THE NEXT THREE MONTHS .....	5

# 1 SUMMARY

- 1.1.1 Cabinet and Full Councils meetings held by each Partner Council when approval given to continue the project through to the development phase, allowing for the Contract Notice to be published and the formal tender process to begin.
- 1.1.2 Bidder returns were received on 25<sup>th</sup> November and will be evaluated by the Project Team to shortlist four potential providers from each Lot to go through to the next stage – evaluation due to conclude 30<sup>th</sup> January 2020.
- 1.1.3 All necessary planning chapters have been complete in readiness of planning application submission, anticipated early 2020, including public engagement event held on 9 October.
- 1.1.4 The proposed site has been secured and clearance works have begun to allow for full site investigation to be undertaken early 2020. This information will be available to Bidders ahead of Final Tender so that it can be incorporated in to their bids and costings.
- 1.1.5 Further financial modelling has been undertaken to evaluate the anticipated impact of the proposed government Deposit Return Scheme and the potential for positive extraction of low-grade plastics.

# 2 ACTIVITIES AND OUTPUTS

- 2.1.1 The following table provides a summary of the core tasks that have been progressed during the last three months:

Task	Status	% Complete	Comments on Progress, Outputs and Results
<b>Planning Application – anticipated early 2020 submission</b>	<b>In Progress</b>	95%	Fee paid to Coventry City Council planning team for formal review of chapters. Meetings held with CCC ecologist and parks team to develop plan to replace lost ecology on site in the Whitley Common area /along the River Sherbourne. Public sewer running beneath site confirmed as abandoned with Severn Trent Water.
<b>Public Engagement</b>	<b>Achieved</b>	100%	Engagement event held 09 Oct 2019. Newsletter circulated to properties in the immediate vicinity of the proposed site.

<b>Contract Notice Publication</b>	<b>Achieved</b>	100%	Market engagement pre-tender notice at RWM trade event (Sept 19). Contract notice issued 30 September 2019. Webinar to provide context to tender documents held 14 October 2019.
<b>Evaluation of Tender Returns</b>	<b>In Progress</b>	10%	Returns received 25 November 2019. Standard Selective Questionnaire and Invitation to Submit Outline Solution evaluation completion due 30 January 2020.
<b>Joint Working Agreement (JWA)</b>	<b>Achieved</b>	100%	All Partner Councils signed up to JWA (2) committing to the project and associated development costs up to contract award.
<b>Additional Partner Councils</b>	<b>In Progress</b>	80%	Further discussion and modelling with additional potential Partner Councils ongoing.
<b>Deposit Return Scheme (DRS) Impact Review</b>	<b>Achieved</b>	100%	Impact of DRS modelled against tonnage presented by Partner Councils and income achieved through the sale of recyclate. Positive public participation likely to reduce over sale of materials by c.£2/t through the extraction of higher values materials.
<b>Power Capacity Review</b>	<b>In Progress</b>	75%	Progressing proposal for a private wire connection for electricity supply from the Energy from Waste Facility on the adjacent site operated by CSWDC. Proposal for MRF building roof to be covered in Photovoltaic Panels as an additional source of Green Energy.
<b>Low Grade Plastics</b>	<b>In Progress</b>	95%	Project team exploring technology required and impact on design and costs for the inclusion of sorting equipment to target low grade plastics (e.g. film).
<b>Project Team and Governance</b>	<b>In Progress</b>	75%	Secondment of Project Director, Project Manager and Financial Manger roles. Operational Manger role recruitment to support procurement phase agreed to be undertaken early 2020. Richard Dobbs appointed Project Board chair.

Status:	<b>Achieved</b>	<b>In Progress</b>	<b>Challenges</b>	<b>Not Started</b>
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### 3 SITE ACTIVITY

3.1.1 The table below provides a summary of the site activities undertaken this quarter.

Activity	When	Comments
<b>Site preparation</b> <ul style="list-style-type: none"> <li>- Clearance of vegetation and fly tipped waste to allow for full topographic surveys to be undertaken</li> </ul>	Autumn 2019	Preparation of site to allow full Site Investigation to be undertaken
<b>Continued site surveys</b> <ul style="list-style-type: none"> <li>- Various, including Bats, Otters, Trees, Breeding Birds</li> </ul>	Autumn 2019	In support of planning application
<b>Securing site</b> <ul style="list-style-type: none"> <li>- Perimeter Heras fencing erected to secure site from intruders</li> </ul>	November 2019	Temporary footpath closure (1 week) whilst fencing installed to prevent contact between contractors and members of the public
<b>Bird nesting boxes</b> <ul style="list-style-type: none"> <li>- Placement of nesting boxes along the public footpath running along the boundary of the site</li> </ul>	December 2019 / January 2020	Early biodiversity offset

### 4 PARTNERS AND STAKEHOLDERS

4.1.1 The following table summarises our relationship with key partners and stakeholders during the reporting period:

Partner / Stakeholder	Relationship Update
<b>Coventry City Council</b>	Confirmed as Project Partner
<b>North Warwickshire District Council</b>	Confirmed as Project Partner
<b>Nuneaton and Bedworth Borough Council</b>	Confirmed as Project Partner
<b>Rugby Borough Council</b>	Confirmed as Project Partner
<b>Stratford District Council</b>	Confirmed as Project Partner
<b>Solihull Metropolitan Borough Council</b>	Confirmed as Project Partner

<b>Walsall Council</b>	Confirmed as Project Partner
<b>Additional Partner Councils</b>	Meetings being held to discuss involvement with project with 3 potential additional Partner Councils. Formal decision on involvement within the project to be concluded January 2020.
<b>Planning Authority</b>	Positive Pre-Application meetings held for planning and traffic. Ecologist and Tree Officer also being engaged regarding survey approach.
<b>Depot / transport staff</b>	Ongoing communication regarding access and activities on site.
<b>Severn Trent Water</b>	Engagement continuing regarding sewer traversing site

## 5 BUDGET

5.1.1 Please see below for a summary table of spend.

<b>Activities</b>	<b>Spend to Date</b>	<b>Budget</b>	<b>Status</b>
<b>Phase 1</b>			
- Detailed feasibility study	<b>£808,000</b>	<b>£800,000</b>	<b>Complete</b>
- Financial Model			
<b>Phase 2</b>			
- Development of contract documentation	<b>£380,724</b>	<b>£2,053,500</b>	<b>Ongoing</b>
- Procurement of contractor(s)			
- Preparation of proposed site, including planning			
<b>Total Spend</b>	<b>£1,188,724</b>	<b>£2,853,500</b>	

## 6 PLAN FOR THE NEXT THREE MONTHS

6.1.1 The table below provides an outline of the planned tasks for the next month.

<b>Activity</b>	<b>Comments</b>
<b>Planning Application</b>	Submit planning application early 2020

<b>Site Investigation</b>	Undertake full site investigation in support of planning application and bidder returns
<b>Partner Councils</b>	Finalise Partner Councils end of January 2020
<b>Tender Evaluation</b>	Shortlist tender returns for bidders to take through to detailed solution stage
<b>General</b>	Finalise contract documentation
<b>Dialogue</b>	Commencement of Competitive Dialogue with the successful bidders following outline solution tender evaluation in the lead up to detailed solution submissions.

