

Executive Report

Ward(s) affected: Stoke

Report of Managing Director

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Weyside Urban Village: Relocation of Woking Road Depot

Executive Summary

Weyside Urban Village (formerly The Slyfield Area Regeneration Project (SARP)) is a major 41-hectare brownfield regeneration scheme that the Council anticipates could deliver 1,500 homes across a range of tenures as well as 2,000 square metres of community space and 6,500 square metres of employment space.

The Weyside Urban Village Project requires the Council Depot at Woking Road to be relocated to allow for housing development and associated infrastructure to take place.

At its meeting on 7 January 2020, the Executive authorised the Managing Director, in consultation with the Leader of the Council, to sign and complete the Grant Agreement with Homes England to implement the infrastructure works and draw down the grant expenditure.

At its extraordinary meeting held on 16 January 2020, the Council approved a capital budget of £359.504 million to enable the infrastructure phase of the Weyside Urban Village Project development to be carried out.

This report seeks Executive approval to the preferred option to relocate the Woking Road Depot to the land in the northern section of Weyside Urban Village. Approval is also required to move the budget of £2.48 million from the provisional to the approved capital programme.

Recommendation to Executive

- (1) That the relocation of the Council depot to accommodate administrative and operational functions, as described in this report, be approved.
- (2) That the sum of £2.48 million be transferred from the Provisional to the Approved Capital Programme to enable the detailed design of the new Guildford Borough Council depot to be undertaken.

Reason for Recommendation:

The budget will enable the detailed design of the new depot site in order to deliver construction, thereby releasing the current depot site as part of the Weyside Urban Village Development.

Is the report (or part of it) exempt from publication?

Yes, part of the report: Appendices 1 - 2

If "Yes" (whether whole or in part):

- (a) The content is to be treated as exempt from the Access to Information publication rules because the appendices contain commercially sensitive information about the Council and is therefore exempt by virtue of paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 as follows: "Information relating to the financial or business affairs of any particular person (including the authority holding that information)".
- (b) The content is restricted to all councillors.
- (c) It is likely that the exempt information can be expected to be made available for public inspection after completion of the procurement
- (d) The decision to maintain the exemption may be challenged by any person at the point at which the Executive is invited to pass a resolution to exclude the public from the meeting to consider the exempt information.

1. Purpose of Report

1.1. The purpose of the report is

- (a) to provide the Executive with an update of the technical and financial work carried out so far in assessing the delivery of the depot which is to be relocated and to advise on the programme for delivery; and
- (b) seek authority for the proposed budget which will allow the Council to carry out detailed design work to enable the preparation of a planning application.

1.2. In due course and following submission of the planning application, the Executive will be asked to approve the construction budget of £22.4 million.

2. Strategic Priorities

2.1. The recommendations support the delivery of the strategic objectives from the Weyside Urban Village Business Case.

2.2. Delivery of the Weyside Urban Village Programme will have a positive impact on the supply of housing and employment land in the Borough and regenerate the Slyfield Landfill Site.

2.3. The recommendations support the delivery of the following priority from the Corporate Plan 2018-2023 (page 7): *delivering the local plan and providing the range of housing that people need, particularly affordable homes.*

2.4. As a specific action, to start delivery of the Slyfield Area Regeneration Plan by 2021 (page 15).

- 2.5. The Council declared a Climate Emergency on 23 July 2019 and the project will prioritise environmental impact throughout the process.

3. Background

- 3.1. The Weyside Urban Village (formerly known as the Slyfield Area Regeneration Project) is a major 41 ha. brownfield regeneration scheme that the Council anticipates could deliver 1,500 homes across a range of tenures as well as an additional 2,000 square metres of community space.
- 3.2. The Council has been working for over 15 years to de-risk the infrastructure and site assembly process. A conditional agreement was signed with Thames Water in April 2019, which sets out the responsibilities in delivering the new sewage treatment works.
- 3.3. In order to further facilitate the development of new housing the Council's Woking Road Depot will need to be relocated.
- 3.4. The key purpose of the relocated depot is to provide an operational and administrative hub for various functions and departments of the Council. The functions considered in assessing the options for the proposed depot are: Waste Collection, Fleet Maintenance, Housing Repairs, Parks and Countryside Services, Engineering Services and the Museum Store /archive.
- 3.5. There is also a significant interface between the relocation of the depot and Future Guildford; a Council-wide approach to potentially reorganising our whole organisation.
- 3.6. The new depot makes provision for Parks & Countryside offices and parking for operational vehicles & staff. The deployment of the Stoke Park facility will be the subject of a separate report to the Executive.
- 3.7. Proposed Operational and Administrative functions are set out in the table below:

Service	
Fleet Services	
Vehicle Servicing	
MOT Centre	
Waste Collection and Street Cleaning	
Housing Repair Ops	
Housing Store*	-66%
Wheelie Bin Store*	-50%
Canteen / Training Room	
Museum Store and Workspace	Shell and Core
Salt and Sand Store	
Parks and Countryside Offices and Parking	
Cost	£24.8 million

*Percentage denote reduction in facility size

- 3.8. The Council has produced a business case (see the "Not for Publication" **Appendix 1**) to relocate the Woking Road depot, in order to facilitate the

overall project. The business case studied three potential options of varying degrees to establish a recommended option. The principle of the depot's relocation to the Council's former landfill site has been endorsed by Full Council at its extraordinary meeting on 16 January 2020 as part of its consideration of the overall Weyside Urban Village Development Programme

3.9. The options considered took into account the following:

- a) Provide a depot that proposes the use of sustainable technology to improve upon operational efficiency.
- b) Provide a depot that functions across all departments, focusing on synergies and shared / efficient use of space.
- c) Deliver a depot that works for a "future Guildford" Borough Council in terms of:
 - Improving services and customer care,
 - Future proofing the organisation,
 - Modernising services and systems,
 - Making the Council's services more efficient,
 - Delivering savings and addressing any financial challenges.
- d) Deliver a depot that fits within the constraints of the Weyside Urban Village Programme and Business Case in terms of:
 - Project cost,
 - Most suitable location/Area / footprint; total land take required,
 - Programme,

4. Key Risks

- 4.1. Relocating the Woking Road depot to the Weyside Urban Village carries risk at this stage in terms of planning consent. The relocation site forms part of policy A24 of the 2019 Guildford Borough Council adopted Local Plan. The risk on planning is therefore limited to design only as the relocation is compliant in policy terms.

5. Financial Implications

- 5.1. At its meeting on 7 January 2020, the Executive recommended to the Council that a further provisional capital budget of £274.057 million be approved to allow a total capital budget of £359.504 million to enable the Council to deliver the infrastructure phase of the Weyside Urban Village Programme incorporating the new Council depot.
- 5.2. The depot project will require the sum of £2.48 million to be transferred from the provisional to the approved Capital programme for detailed design fees.
- 5.3. The fees are a reasonable estimate based on an industry norm of 15% for core design services as advised by Gleeds Cost Consultants.
- 5.4. A full and firm cost for construction and pre-construction works will be prepared and defined during the detailed design stage.
- 5.5. A full estimate of costs is based on an area assessment undertaken by Gleeds Cost Consultancy and is set out in a table below. A full breakdown of Fees, Surveys and Utilities can be found in the "Not for Publication" **Appendix 2**.

Element	Cost
Fees, Surveys & Utilities	£2,471,623
Pre-Construction Service; Early and Enabling Works	£2,750,000
Construction Cost	£15,794,480
Fit Out and Decant Costs	£625,000
Developers Contingency / OB @ 20%	£3,158,897
Total Project Estimate	£24,800,000

5.6. An Activity programme is detailed below:

Item	Approval	Activity	Date	Funding Requirement
1	1	Project business case approval	Jul-20	
2	2	Concept design	Aug-20	£2,471,623
3		Developed design	Jan-21	
4	3	Planning application submission	Apr-21	
5		Planning Approval	Aug-21	
6		Issue OJEU Notice	Sep-21	
7		Issue Contract tender	Oct-21	
8	4	Appoint contractor	Jan-22	
9		Start on Site	Mar-22	£22,328,377
10		Construction Complete	May-23	
11		Decant from Woking Road to new depot	Jun-23	
				£24,800,000

6. Legal Implications

- 6.1. Legal support will be required in procuring a professional team for the detailed technical work on this project.
- 6.2. If councillors wish to discuss the information contained in the appendices to this report, the Executive is asked to consider passing the following resolution:

"That under Section 100A(4) of the Local Government Act 1972 (as amended) and Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the public be excluded from the meeting to enable the Executive to discuss the information contained in the appendices to this report on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the 1972 Act."

7. Human Resource Implications

- 7.1. Weyside Urban Village is being led by the Regeneration Lead and the Council's depot project is being managed by the Weyside Development Surveyor. The related human resources expenditure is within the approved budget provision.

7.2. There are no current HR implications other than those being dealt with under Future Guildford and any necessary consultations and processes will be followed to ensure best practice and to deal with any relocation implications and transitions. If and when the relocation of the depot impacts upon staffing then specialist HR advice will be sought.

8. Equality and Diversity Implications

8.1. This duty has been considered in the context of this report and it has been concluded that there are no equality and diversity implications arising directly from this report.

9. Climate Change/Sustainability Implications

9.1. The Council declared a Climate Emergency on 23 July 2019. The Council is committed to reducing emissions, particularly from vehicles. The new depot relocation site will make provision for electric charging for the entire Council fleet. The buildings will be constructed using materials and techniques, taking reference of embedded CO₂ in the construction method. The new building will meet BREEAM UK standards taking into account the impact and cost from a lifecycle perspective.

10. Summary of Options Considered

10.1. There are two options:

- a) To continue with the regeneration programme and realise the benefits identified in the corporate plan to enable the relocation of the Council depot.
- b) To cease the project, retaining the Council depot on its existing site.

10.2. Officers strongly recommend option (a) to continue the programme as detailed in this report.

11. Conclusion

11.1. The Weyside Urban Village programme has major benefits for Guildford by providing a new sewage treatment works, employment units and 1500 homes (40% affordable) by bringing a brownfield site back into use.

11.2. The relocation of the Woking Road depot is crucial in the delivery of the Weyside Urban Village development and will provide a fit for purpose facility that aims to improve efficient ways of working and responds to the climate change emergency

11.3. The Executive is asked to approve:

- a) The relocation of the Council depot to accommodate administrative and operational functions; and
- b) The transfer of £2.48 million from the Provisional to the Approved Capital Programme to enable the detailed design works of the new depot to be undertaken.

12. Background Papers

[Weyside Urban Village Development Report - Full Council 16 January 2020](#)

13. Appendices

Appendix 1: NOT FOR PUBLICATION Outline Business Case (OBC) - Dated:
23.06.2020

Appendix 2: NOT FOR PUBLICATION Initial Funding Requirement Breakdown