

Mandate Proposal
St Peter and St Pauls Church, Albury

Introduction and background

The old parish church of St Peter and St Paul is a Grade 1 listed structure located within the Albury Estate to the south east of Guildford. It is set within a burial ground that is enclosed by a substantial brick and flint boundary wall.

The Council does not own the wall or the land that it surrounds but, as the cemetery is closed to further burials and following a formal request to do so, it has a statutory obligation to maintain it under the Local Government Act 1972.

1. Why should a project be started, or growth bid considered now?

To fulfil the Council's statutory obligations to maintaining closed burial grounds by substantially repairing a dilapidated boundary wall.

2. What is the good idea or problem to be solved?

The boundary wall to the cemetery of the church is dilapidated and in need of repair.

3. What will be delivered? What are the success criteria? What is the purpose of the project?

The purpose of this project is to design an appropriate repair to the dilapidated boundary wall, seek Listed Building consent for the repair, engage a suitably experienced specialist contractor and implement the repair work to return the structure to a safe condition.

4. What priority, corporate objective or strategy is fulfilled by this project?

The proposed work does not specifically address a corporate objective or strategy. It does, however, fulfil a statutory obligation to maintain closed burial grounds under the Local Government Act 1972.

5. What are the strategic options available to GBC to deliver a solution?

As a project designed to repair and maintain an existing structure, there are few alternatives to affecting an approved repair in the manner described.

Whilst the option of doing nothing always exists, in this case there is a significant risk to the Council's legal position as it has an obligation to maintain this structure.

6. Who are the lead Director and Service Manager and portfolio Holder (Cllr) who will lead and direct the project and use the products in live service

Whilst responsibility for closed burial grounds lies with Bereavement Services, the work will be managed and undertaken by building surveyors of the Asset Management team. As such, the relevant leads for that team are as follows:

Dawn Hudd –Strategic Services Director

Marieke van der Reijden –Head of Asset Management

7. What impact assessments have been undertaken? What are the impacts on other service leaders or projects?

Not applicable.

8. What general approach will be taken to deliver?																											
<p>The proposal will be to employ a conservation architect to design the necessary repair work and obtain the necessary Listed Building consent.</p> <p>The project will be managed in-house by a member of the Building Surveying team.</p>																											
9. When and why must the work/project start?																											
<p>The nature of the work and the materials involved dictates that it must be undertaken between spring and autumn. It is not yet known how long the work itself will take but we know from experience that the design work and obtaining Listed Building consent can be a lengthy process. To that end, we are proposing to procure the specialist consultants in the spring so that the design work can commence.</p>																											
10. What stakeholders will need to be involved?																											
<p>We will co-ordinate the work with the custodians of the burial ground, the Friends of Albury Old Saxon Church.</p> <p>The site is located wholly within the grounds of the Albury Estate and, as such, we will have to seek their permission and arrange access to undertake the work.</p>																											
11. What resources (internal and external) are needed to consider this mandate and to develop the business case or progress this request?																											
<p>The work will be managed by a building surveyor in the Asset Management team.</p> <p>Input will be required from our colleagues in Procurement to assist with tendering for the work and our Legal colleagues for putting the necessary contracts in place.</p> <p>Externally, we will require the input of a specialist conservation architect in connection with the design and management of the project. We will also require the services of an external CDM coordinator to oversee compliance with the Construction (Design and Management) Regulations 2015.</p>																											
12. What are your best estimates for the Whole Life Costs of this request or investment proposed? Split by capital, revenue and income stream/savings for this and future years.																											
<p>The following breakdown represents the design of the repair work, undertaking the work itself and release of retention 12 months after completion.</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Capital Total (£)</th> <th>Revenue Total (£)</th> <th>Income Total (£)</th> </tr> </thead> <tbody> <tr> <td>2022/23</td> <td>57,000</td> <td></td> <td></td> </tr> <tr> <td>2023/24</td> <td>3,000</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Year	Capital Total (£)	Revenue Total (£)	Income Total (£)	2022/23	57,000			2023/24	3,000														
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12a. For projects, what are the potential resource costs to progress to the next stage/gate?
Subject to financial approval, the next stage of this project is to design the repair works and seek the necessary approval to proceed. For that we will require the input of external consultants together with officer time to manage the process. We estimate the cost of this exercise to be in the region of £5-£10k.
13. What are the strategic Issues, Assumptions, Constraints, Dependencies, Opportunities, Risks
Assumptions – It is assumed that GBC will fulfill its obligations to maintain closed burial grounds as required by the Local Government Act 1972.
Constraints – <ul style="list-style-type: none"> • Undertaking work of this nature is very weather dependent because of the lime mortar to be used. Significant rainfall or very low temperatures will have a detrimental impact on the ability to complete the work and it is for this reason that it must be undertaken during the summer and autumn months. • The site is located entirely within the grounds of the Albury Estate and the wall forms the boundary between their property and the church. We must liaise with them to gain the necessary access to undertake the works.
Risks – There are a number of broad risks associated with the project beyond those normally attributed to construction work: <ul style="list-style-type: none"> • The boundary walls may deteriorate to the point that they become unsafe. Whilst the site is a restricted location and poses no risk to the general public, it may impact on the ability of the site custodians to undertake their normal activities. • It is difficult to determine the exact extent of the work required until the structure is dismantled. This is mitigated by contingency allowances in this proposal. • The work is very susceptible to the effects of poor weather. This is mitigated by project planning to take advantage of the typically drier months but also by contingency allowances in this proposal.
14. Reviewer List:
Involved or sighted so far and to be updated on changes: <ul style="list-style-type: none"> • Marieke van der Reijden, Head of Asset Management Next to be consulted: <ul style="list-style-type: none"> • Vicky Worsfold, Lead Specialist (Finance) & Deputy s151 Officer • Chris Wheeler, Head of Operational & Technical Services
15. CMT Direction
Next steps: Not applicable