

# **WAVERLEY BOROUGH COUNCIL**

## **EXECUTIVE**

**29 NOVEMBER 2022**

**Title:**

**69 High Street, Godalming Project Initiation Document**

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**Portfolio Holder:** Cllr Mark Merryweather, Portfolio Holder for Finance, Assets and Commercial Services

**Head of Service:** Abi Lewis, Executive Head of Regeneration and Planning Policy

**Key decision:** No

**Access:** Public

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**1. Purpose and summary**

To inform the Executive of the objectives, risks and governance arrangements for the regeneration project at 69 High Street Godalming.

**2. Recommendation**

It is recommended that the Executive note the Project Initiation Document (PID).

**3. Reason for the recommendation**

To comply with approval and governance arrangements as defined within the PID.

**4. Background**

4.1 69 High Street was purchased by the Council in compliance with the permitted objectives within the revised prudential rules published on 20 December 2021 and the draft revised Capital Strategy 2022/2027.

4.2 It was purchased in May 2022 by the General Fund, as approved by the Executive on 8th Feb 2022 and March 2022 Council meeting.

4.3 The Asset and Commercial team have worked together to draw together the objectives of the project into a Project Initiation Document.

## **5. Relationship to the Corporate Strategy and Service Plan**

5.1 This project supports many of the Council's aspirations contained within the [Corporate Strategy 2020-25](#).

5.2 The project will bring forward housing in the town centre, on a brownfield site.

5.3 The project will deliver a positive contribution to Godalming by regeneration of an empty commercial unit on the High Street.

## **6. Implications of decision**

### **6.1 Resource (Finance, procurement, staffing, IT)**

A budget for a site optimisation appraisal of £150K was agreed by Council in March 2022. Commissioning of this work has been undertaken in accordance with the Council's Contract Procedure Rules.

Project Management staff are in place to complete the project.

### **6.2 Risk management**

Risk will be assessed in line with the Council's [Risk Management Framework](#) and [Risk Appetite Statement](#) and in accordance with the [Property Investment Strategy](#)'s requirements with regard to risk.

This includes ensuring comprehensive due diligence is undertaken in all projects and the use of external agents to give expert and independent opinion.

A risk register has been drafted. It will be monitored by the Project Manager and Project Board.

### **6.3 Legal**

Legal advice support will be required throughout the project, as part of the project team, including in respect of the current legal title position of the site and any proposals for its development.

Any external legal support costs will need to be budgeted for within the project costs.

However, there are no direct legal implications arising from this report.

### **6.4 Equality, diversity and inclusion**

There are no direct equality, diversity or inclusion implications in this report. Equality impact assessments are carried out when necessary across the council to ensure service delivery meets the requirements of the Public Sector Equality Duty under the Equality Act 2010.

An Equality Impact Assessment will be completed at the next stage in the process.

## **6.5 Climate emergency declaration**

The project will seek to achieve a development that supports the new environmental and sustainability objectives arising from the [Climate Change and Sustainability Strategy 2020-2030](#) and [Carbon Neutrality Action Plan 2020-2030](#).

It will do this by using Design Standards agreed by the Executive that incorporate sustainability standards for housing development. Commercial development will be measured using BREAM assessment.

## **7. Consultation and engagement**

This regeneration project will have a full programme of engagement and consultation as the scheme design progresses.

## **8. Other options considered**

Specific options for consideration are included within the Project Initiation Document.

## **9. Governance journey**

This report will go to Executive Briefing (15<sup>th</sup> November) and Executive on 29<sup>th</sup> November 2022.

## **Annexes:**

Annexe 1 – Project Initiation Document – 69 High Street Godalming, V3.

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## **Background Papers**

There are / are no background papers, as defined by Section 100D(5) of the Local Government Act 1972).

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Agreed and signed off by:  
Legal Services: 10/11/22  
Executive Head of Finance:  
Director: 15/11/22  
Portfolio Holder: 15/11/22