

## MUNICIPAL YEAR 2013/14 REPORT

### ACTION TAKEN UNDER DELEGATED AUTHORITY

#### Report of:

Assistant Director – Strategic  
Property Services

#### PORTFOLIO DECISION OF:

Cabinet Member for Finance &  
In conjunction with the  
Director of Finance,  
Resources and Customer  
Services

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Part: 1

KD - 3722

**Purchase of Ridge House Clinic, Church  
Street, Bush Hill Park, N9 9JT**

**WARD: Bush Hill Park**

#### Cabinet Members consulted:

Cllr Andrew Stafford

### 1. EXECUTIVE SUMMARY

- 1.1 Authority is sought to acquire the freehold interest of the Ridge House Clinic in Church Street, Bush Hill Park by private treaty.
- 1.2 Approval is required to fund the acquisition of the clinic site for which terms have been agreed with the NHS.

### 2. RECOMMENDATION

Cabinet Member for Finance in consultation with the Director of Finance, Resources and Customer Services approve, as per the Property Procedure Rules and the Finance Procedure Rules:

- 2.1 The acquisition of the freehold interest in the Property by the Council on the terms as stated in Part 2 of this report.
- 2.2 The release of General Fund capital resources to enable the acquisition as detailed in the Part 2 report.
- 2.3 The Assistant Director, Property Services, is granted delegated authority to make the necessary arrangements to exchange contracts and to acquire the Property.

### **3. BACKGROUND**

- 3.1 An opportunity has arisen to acquire the Ridge House Clinic, Church Street, Bush Hill Park, N9 from NHS Property Services Ltd, the property arm of the National Health Service.
- 3.2 The Clinic site is situated directly behind the Ridge Avenue Library, at the end of Church Street.
- 3.3 The Clinic and the Council owned Ridge Avenue library are located on the borders of Winchmore Hill/Bush Hill Park. The site is facing the southern side of Ridge Avenue (A105), at the junction of Ridge Avenue and Church Street see plan attached at appendix 1.
- 3.4 Prior to 1 April 1974 the Council was the owner of the Property. By virtue of Section 16 of the National Health Service Re-Organisation Act 1973 the Property became vested in the Secretary of State for Social Services on 1 April 1974.
- 3.5 In 2013, the freehold interest in the Property was offered back to the Council as it had right of first refusal to re-acquire the Property.
- 3.6 The Property comprises a single storey building which was formerly a NHS GP Clinic. The Clinic building has been vacant for nearly 3 years.
- 3.7 The financial justification for recommending the acquisition of The Property is detailed in the Part 2 report.

### **4. PROPOSAL**

- 4.1 To purchase the freehold interest in the Property at a price detailed in Part 2 of this report.

### **5. ALTERNATIVE OPTIONS CONSIDERED**

- 5.1 Not trying to acquire The Property is considered a lost opportunity to the Council.
- 5.2 Acquiring the property for a corporate objective, storage, health use, decant and community use (D1/2).

### **6. REASONS FOR RECOMMENDATIONS**

- 6.1 This is a rare opportunity for the Council to acquire an asset that will assist in the improvement of the whole apex of this neighbourhood and streetscene.
- 6.2 The Property is adjacent to the Ridge Avenue Library Site.
- 6.3 The purchase of the Property will allow flexibility within the Council's portfolio at reasonable cost and could allow short term leasing for internal services, depending upon condition.

## **7. KEY RISKS**

See Part 2.

## **8. COMMENTS OF THE DIRECTOR OF FINANCE, RESOURCES AND CUSTOMER SERVICES AND OTHER DEPARTMENTS**

### **8.1 Financial Implications**

See Part 2.

### **8.2 Legal Implications**

8.2.1 The Council has powers under section 120 of the Local Government Act 1972 to acquire land by agreement for any of the Council's functions now or for future use. In addition the general power of competence under section 1 of the Localism Act 2011 grants the Council the power to do anything that a private individual may do subject to the restrictions set out in section 2 of that Act. .

8.2.2 When considering an acquisition of land/property the Council must act in accordance with the Property Procedure Rules which state that: "Acquisitions of property must be approved by the Assistant Director (Property Services) in consultation with the relevant Portfolio holder and the report must outline the purpose to which the asset will be put. This must be demonstrated by the inclusion of a business case that the service is able to fund all costs and expenses associated with the acquisition and running costs." Advice must also have been obtained that the property to be acquired represents value for money and is suitable for the proposed purpose, or is required for an approved Council scheme.

8.2.3 In the event of an onward disposal this will also need to comply with the Property Procedure Rules.

8.2.4 Planning permission will be required before any alternative use can be implemented on the Property and the relative merits of the application must be considered at that time.

### **8.3 Property Implications**

8.3.1 As embedded within this report.

8.3.2 The acquisition of the property is not without risks. Please see Part 2 Report – Key Risks.

8.3.3 Once acquired the property will require various surveys that can be undertaken within the Council. These will include, but not limited to a full condition and structural survey, asbestos testing, a full range of health & safety checks.

8.3.4 The asset will need to be registered on the Council's asset management system. The property will also need to be managed as part of the vacant buildings portfolio.

8.3.5 The insurance department will have to be informed so that the property can be entered onto the Corporate Buildings Insurance schedule. To aid this process a reinstatement valuation of the property will have to be provided.

## **9. PERFORMANCE MANAGEMENT IMPLICATIONS**

The purchase of The Property will assist in the delivery of much required housing and a new fit for purpose modern library facility.

## **10. EQUALITIES IMPACT ASSESSMENT**

The proposed purchase will not cause a change to policy, budgets or service delivery and therefore an Equalities Impact Assessment is not considered necessary.

## **11. PUBLIC HEALTH IMPLICATIONS**

If the property is held vacant, appropriate security measures will need to be put in place.

## **12. IMPACT ON COUNCIL PRIORITIES**

### **12.1 Fairness for All**

Not applicable

### **12.2 Growth and Sustainability**

To ensure the site is in beneficial use and will improve the streetscape, improve the quality of life for local residents and increase local economic development by creating jobs in the local area.

### **12.3 Strong Communities**

The acquisition of this property will provide the Council with greater options in delivering community services.

## **BACKGROUND PAPERS**



# Ridge Avenue Clinic

 = 704.2sqm



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Scale:- 1:1250  
Paper Size:- A4  
Date:- May 2013  
Map Produced By Asset Information Team/AVLH

  
**NORTH**

**ENFIELD**  
Council  
[www.enfield.gov.uk](http://www.enfield.gov.uk)  




## MUNICIPAL YEAR 2014/2015 REPORT NO.

### MEETING TITLE AND DATE:

#### REPORT OF:

Director of Finance, Resources and  
Customer Services

Contact officer and telephone number:

Justin Caslake Tel: 0208-379-3130

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#### Agenda - Part: 1

#### Item:

#### Subject:

New letting of Holly Hill Equestrian Centre, The  
Ridgeway, EN2 8AN

#### Ward: Chase

Key Decision 3930

#### Cabinet Member consulted:

Not applicable

### 1. EXECUTIVE SUMMARY

- 1.1. The subject property is a Council owned Green Belt asset.
- 1.2. Property Procedure Rules (PPR's) dictate that any lease to be granted which is greater than 15 years and/or where the cumulative value of the terms of the lease exceeds £250,000 will require approval from the Director of Finance, Resources and Customer Services. This new letting falls within this requirement.
- 1.3. A full delegated authority report (DAR), rather than a DAR light, is required as the proposed letting falls within the criteria of a Key Decision and as such has been placed on the forward plan under Key Decision 3930.
- 1.4. The proposed terms of the new letting are set out in part 2 and approval of these are required.
- 1.5. The Council's managing agents, Knight Frank (KF), have recommended the proposed terms for approval.

### 2. RECOMMENDATIONS

- 2.1. That the Director of Finance, Resources and Customer Services approves the terms of the new letting as detailed in the part 2 report.



### **3. BACKGROUND**

- 3.1.** Holly Hill Equestrian Centre (HHEC) is a Council owned asset within the Green Belt portfolio and was created following a review of Holly Hill farm buildings and its immediate vicinity.
- 3.2.** This review identified an opportunity for an equestrian centre to operate from the location and accordingly the opportunity was offered to the market by way of tender.
- 3.3.** The 'stables' comprised 12 loose boxes, a steel portal framed indoor school and room within the yard for additional loose boxes together with surrounding fields of 25 acres approx. In addition the letting includes a 5 bedroom, 4 reception room Grade II farmhouse.
- 3.4.** HHEC provides an opportunity to generate significant additional long term income once the farmhouse is repaired.
- 3.5.** HHEC was offered on new 25 year lease expiring on 24<sup>th</sup> March 2039 with the tenant being required to undertake the necessary repairs to the farmhouse within the first two years. The stables and associated farm buildings will also require significant works to be undertaken.
- 3.6.** The marketing was led by Knight Frank who worked with Strategic Property Services in preparing the Invitation to Tender (ITT).
- 3.7.** The ITT contained 10 Appendices: The Tender Form; The Heads of Terms for the letting; Location plan; Site plan; Photographs; Copies of the Listed Building Consent for the works to the farmhouse; a copy of the architect's plans; a copy of the Quantity Surveyor's quote to refurbish the residential accommodation; copies of the planning permission; and a copy of an independent investigation of the planning status (because a copy of the decision notice cannot be located at LB Enfield's planning office although a copy of the planning consent for the existing equestrian facilities submitted in April 1974 was included)
- 3.8.** All Council Farm and Equestrian Tenants were notified of the ITT on 26<sup>th</sup> September 2013 with all previously interested parties and local Equestrian centres notified on Monday 30<sup>th</sup> September.
- 3.9.** Sign boards were erected on The Ridgeway and adverts were placed in Horse and Hound on Thursday 3<sup>rd</sup> October and Farmers Weekly on Friday 4<sup>th</sup> October
- 3.10.** There were 45 enquiries resulting in 14 viewings over the two open days of Fridays 18<sup>th</sup> and 25<sup>th</sup> October.
- 3.11.** The tender closed at 12 noon on Wednesday 20 November 2013 with tenders being sent to Knight Frank's Hertfordshire office.
- 3.12.** Property Procedure Rules (PPR's) dictate that any lease to be granted which is greater than 15 years and/or where the cumulative value of the terms of the lease exceeds £250,000 will require approval from the



Director of Finance, Resources and Customer Services. This new letting falls within this requirement.

- 3.13. A full delegated authority report (DAR), rather than a DAR light, is required as the proposed letting falls within the criteria of a Key Decision and as such has been placed on the forward plan under Key Decision List Number 148

- 3.14. See part 2 for the proposed terms.

#### **4. ALTERNATIVE OPTIONS CONSIDERED**

##### **4.1. Do nothing and leave vacant**

- 4.1.1. This option is not recommended. The condition of this asset would deteriorate due to lack of investment; The Council would miss the opportunity to generate a significant income; The asset would be vulnerable to squatters and illegal encampments.

#### **5. REASONS FOR RECOMMENDATIONS**

- 5.1. The proposed new letting will generate significant additional long term income once the farmhouse is repaired.
- 5.2. It will bring back to use a Grade II listed farmhouse.
- 5.3. All future repairs for the buildings will vest solely with the tenant thereby taking away a financial burden to the Council.
- 5.4. It will provide a new business opportunity within the Borough and will enable the tenant to plan and build their business for the future.

#### **6. COMMENTS OF THE DIRECTOR OF FINANCE AND CORPORATE RESOURCES AND OTHER DEPARTMENTS**

##### **6.1. Financial Implications**

- 6.1.1. See Part 2

##### **6.2. Legal Implications**

- 6.2.1. See part 2

##### **6.3. Property Implications**

- 6.3.1. See part 2

#### **7. KEY RISKS**

- 7.1. See part 2

## **8. IMPACT ON COUNCIL PRIORITIES**

### **8.1. Fairness for All**

- 8.1.1.** The rent will be pooled and help fund spending priorities within the general fund, which in turn will help protect those functions deemed essential.

### **8.2. Growth and Sustainability**

- 8.2.1.** The annual rent will help fund prioritises within the general fund once the farmhouse is repaired and maintain an income stream from this asset

- 8.2.2.** It will help a local business plan and build for the future.

### **8.3. Strong Communities**

- 8.3.1.** The proposal will help the Council build strong communities within the borough.

## **9. EQUALITIES IMPACT IMPLICATIONS**

- 9.1.** An equality impact assessment/analysis is not deemed relevant or proportionate for the proposed lease.

## **10. PERFORMANCE MANAGEMENT IMPLICATIONS**

- 10.1.** The tenant will be required to comply with all legislation as part of their occupation

## **Background Papers**

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## MUNICIPAL YEAR 2014/2015 REPORT NO.

### MEETING TITLE AND DATE:

Portfolio Key Decision KD3597

### REPORT OF:

Directors of Schools and  
Children's Services and Finance,  
Resources and Customer Services

### Agenda – Part: 1

### Item:

Subject: Award of individual contract via  
framework suppliers for the Primary Expansion  
Programme.  
Wards: Chase

Cabinet Members consulted:  
Cllr Orhan, Cllr Stafford

### Contact Officer:

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## 1. EXECUTIVE SUMMARY

- 1.1 This report covers a decision required to implement the Pupil Places Strategy agreed in the Cabinet Reports of December 2011 and June 2012.
- 1.2 A contract is required with Kier Construction Ltd to formalise the delivery of building works to expand Worcesters Primary School by confirming the contract, appointment, contract sum and contingency amounts.
- 1.3 The EU compliant Scape framework contract was used to procure Kier Dixon for construction works associated with four PEP school expansions. Under the Scape framework the contract is termed "Memorandum of Agreement", or MoA.
- 1.4 The value of the contract with Kier is **£3,200,600**. This amount is within the Capital Monitor allocation agreed by Cabinet.
- 1.5 The contract sum has been reviewed by our independent Quantity Surveyors and the recommendation made to proceed to MoA. The tender report is included in the Part Two version of this report.
- 1.6 Commitments totalling **£1,837,098** for this scheme have been made through the Scape framework 'project order' process. These commitments have enabled design to progress, future orders to be placed and have allowed the contractors to start work on site.
- 1.7 This decision also covers the allocation for client side costs of **£912,500**. This amount takes the total allocation for the project to above the current Capital Programme allocation agreed by Cabinet but it will be funded by diverting funding from within the overall school expansion programme allocation on the Capital Programme.

- 1.8 Once approval to the recommendations in this report is gained, the details of the contract for the project will be finalised in compliance with the Scape framework and the NEC3 form of contract that is to be used. The Authorised Officer within Legal Services will execute, via Seal, the contract (Memorandum of Agreement).

## 2. RECOMMENDATIONS

2.1 That the Cabinet members for Finance *and Education, Children's Services and Protection* approve:

- 2.1.1 The award of a NEC3 contract to Kier to deliver the works to support the expansion and improvement of Worcesters Primary School;
  - 2.1.2 Expenditure of **£3,200,600** on the contracts for building works with Kier Construction Limited to deliver the expansion and improvement works at Worcesters Primary School;
  - 2.1.3 An allocation of **£912,500** for the scheme for client side costs (breakdown included at Appendix A of Part Two of this report), which includes an allowance to cover risk items and compensation events;
  - 2.1.4 That the Director of Schools and Children's Services or relevant managers (in line with the SCS scheme of delegation) allocate funding from the allowance for risk as contingency via operational decisions, as and when required.
- 2.2 Note that Legal Services will process the contract documentation (Sealing) and Deed of Variation.
- 2.3 Note that the total expenditure for the school is more than the current total budget of **£3,542,000** approved as part of the Capital Programme. The Capital Programme is reported quarterly and the variation of the costs approved in this report will be managed through that process.

## 3. BACKGROUND

- 3.1 Enfield subscribes to the Greater London Authority's School Roll Projections Service, which are updated and reviewed annually.
- 3.2 On 20<sup>th</sup> June 2012, Cabinet approved a revised Primary Strategy to provide further additional school places from September 2013. The Primary Strategy was further updated by a portfolio holder report on the 14<sup>th</sup> August then a Cabinet report on 5<sup>th</sup> December 2012, which provided further detail on additional school places and the operational budget. That budget has since been updated to £354.782 million to reflect re-allocation of schemes between delivery phases and the cost updates based on more detailed work on design and market testing.
- 3.3 Kier is supporting the programme by providing permanent and improved accommodation that supports the provision of additional



places and/or capacity at five schools in total. The design and costs for Worcesters Primary School have reached a stage where the contract can be put in place. The description of the works at Worcesters Primary School is below:

#### Worcesters Primary School

This project will provide the remaining additional building capacity for the School to permanently expand from 2 FE to 3 FE. The works comprise the construction of a modular two storey extension to the existing building; to house classrooms, group rooms, a new staff room, a new library and an ICT space; In addition minor re-modelling of the existing building will be undertaken including the expansion of the dining hall. **A formal contract is now required for the main works.**

- 3.4 The annual review of population projections and school capacity has been conducted and a separate report for the 19<sup>th</sup> June 2013 Cabinet covers the need and approach to further expansion for September 2014 to September 2017.

#### Procurement

- 3.5 Scape System Build Limited is a Local Authority controlled company. Scape undertook a procurement process to set up a framework for works that comply with the Public Contract Regulations 2006 in a two stage selection process under OJEU (Restricted procedure). The selection criteria contained in the tender documents was as follows:
- 3.6 Corporate Procurement conducted due diligence of the Scape frameworks and have confirmed that it is set up in line with EU requirements. The most economically advantageous tenders were provided by Kier and Willmott Dixon.
- 3.7 The Council has entered into an Access Agreement with Scape enabling the Council to call off in accordance with the framework terms. The call off via the Project Order extensions with Kier and Willmott Dixon is in accordance with the terms of the framework.
- 3.8 The Scape Framework has a value for money (vfm) component which the contractors have to demonstrate as costs are firmed up in preparation for signing contracts. This is done through value for money statements and the requirement that where feasible three quotes for each work package are sought.
- 3.9 The contract will be NEC3, as set out under the framework terms. All payments to contractors will be made in arrears in accordance with the contract terms.

- 3.10 As the school designs are finalised the contractors issue work packages and aim to get three quotes. These are then used to generate the contract sum. The contract sum which has now been submitted as part of a contractor's proposal, as a tender return would be, and reviewed by our Quantity Surveyors who have recommended that it is acceptable.

#### **4. ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 Enfield Council has a statutory responsibility to provide the necessary school places. The Primary Expansion Programme creates a mechanism to assist with the delivery of extra capacity required. Not providing places cannot be considered an option.
- 4.2 The following proposals have been considered but rejected:
- Increasing class sizes to over 30 pupils. Current legislation stipulates that Key Stage One classes cannot exceed 30 pupils with only one qualified teacher. This does not apply to Key Stage two. However, school accommodation does not normally allow for more than 30 pupils in one class; and
  - The use of community halls as emergency class bases. This option has been explored with a number of head teachers in relation to the development of the Partner School initiative. However, the revised strategy seeks to deliver a programme of permanent expansions.
- 4.3 At this stage the only other option in contractual terms is not to enter into contract with Kier for completing the building works at Worcesters Primary School. This would mean the extra capacity required by the school could not be completed which in turn would mean the Council could not meet the statutory responsibility to provide enough school places to meet demand.

#### **5. REASONS FOR RECOMMENDATIONS**

- 5.1 The Council has an overriding statutory duty to provide sufficient pupil places to meet anticipated demand. The strategy will deliver the additional places required in the areas of the highest demand over the short term, up to 2018. The expanded capacity aims to provide a higher level of flexibility built in to counter sudden increases in demand and to provide an element of parental choice on an area by area basis.
- 5.2 Significant orders for materials and initial site works have already commenced under the Scape framework terms. The detailed scope and designs are in the process of being signed off by the Council

through the Design Acceptance Process. The Scape contractor has submitted their contractor's proposal which includes a contractor's sum for the building works they will undertake.

- 5.3 Contract documentation and the contract sum have reached a stage where it is clear we will be able to enter into contract. The contract sum has been reviewed by our independent Quantity Surveyors and have been recommended as representing value for money. The tender report is included in the Part Two version of this report.

## 6. COMMENTS OF THE DIRECTOR OF FINANCE, RESOURCES AND CUSTOMER SERVICES AND OTHER DEPARTMENTS

### 6.1 Financial Implications

- 6.1.1 The table below shows the expenditure and funding profile for this scheme.

Worcesters	Pre 2014/15	2014/15	TOTAL
	£000's Actual	£000's Budget	£000's
Budget within SCS Capital Programme	624	2,918	3,542
Estimated Expenditure as detailed in Part 2 Appendix A	624	3,489	4,113
Funded by			
Targeted Basic Need Grant	549	1,660	2,209
General Schools Capital Grants	75	370	445
Council Resources	0	1,459	1,459

- 6.1.2 The proposed costing requires is £571k more than the current approved budget for this particular scheme. This is partly due to inflationary cost pressures for constructions costs (+£200k) and an increase in the contingency (+ £241k) for client risks which may or may not arise as the scheme progresses. As a result this potential additional cost will need to be funded from council resources unless additional grant funding or new S106 funding can be identified during 2014/15.

### 6.2 VAT Implications

- 6.2.1 VAT incurred towards the supply of such education provision can be recovered under provisions of S33 of VAT Act 1994, subject to the normal rules for VAT recovery i.e. the Council must contract

for/procure the supply, receive the supply, pay with corporate funds, and receive a VAT invoice in its name. Qualifying VAT include VAT incurred in making the site suitable for the supply of education (e.g. construction, furniture and fittings, educational tools and equipment, etc).

- 6.2.2 It is not expected that exempt revenue income (e.g. from leases or lettings) generated by the primary expansion programme, will not impact on the Council's partial exemption position.

### 6.3 Legal Implications

- 6.3.1 Section 14 of the Education Act 1996 requires that an authority ensures that sufficient school places are available within its area for children of compulsory school age. Case law upon this statutory duty confirms that compliance with the duty requires an education authority to actively plan to remedy any shortfall. Section 111 of the Local Government Act 1972, includes the power to do anything ancillary to, incidental to or conducive to the discharge of any of its statutory functions. The recommendations within this report are in accordance with these powers.
- 6.3.2 The Council entered into the Access Agreement with Scape on 20th September 2012, enabling the Council to call off from the EU compliant frameworks set up by Scape. The call off from the framework is in accordance with the Councils Constitution, in particular the Contract Procedure Rule and the framework terms.
- 6.3.3 The contract for the works will be the NEC contract, which is an industry standard contract in accordance with the framework and approved by the Assistant Director of Legal Services. The contract will be under Seal.

### 6.4 Property Implications

- 6.4.1 The Strategy set out in this report will provide additional primary places in Chase ward.
- 6.4.2 The individual contracts will also give more direct control to the Council of the potential outcomes of the works programmes.
- 6.4.3 To meet statutory requirements it is vital to ensure that LBE financial accounts do not include buildings (or parts of buildings) that have been demolished. To ensure we have high quality records and meet our statutory obligations, Education Asset Managers will complete a demolition notification form and return to Property Services.



- 6.4.4 The use of modular construction will assist with speeding up the construction process, but requires significant investment upfront in the design process. The modular construction also significantly improves a buildings environmental performance and overall sustainability.
- 6.4.5 An inventory list of any material procured and produced will need to be kept. In the event of failure or contractual disputes appropriate arrangements will need to be made for these supplies to be retained and secured for the Council until a decision is made on how best to dispose of them or use.
- 6.4.6 Property Services will need to be aware and sent the new data being generated for the expansion of these schools. These include floor plans with room data for the purposes of the Asset Management System, Atrium.
- 6.4.7 Planning permission has been gained for the expansion works at Worcesters Primary School, Building Regulations will now need to be adhered to as part of the enabling and construction works.
- 6.4.8 Once the development is completed, Building Control will need to sign off on the completed development. All warranties and guarantees should be available in the event that building failure occurs.
- 6.4.9 There should be a requirement upon the contractor at certain set dates for snagging inspections.

## **7. KEY RISKS**

### **Additional capacity**

- 7.1 The revised Provision of Primary Places Strategy - June 2012, which the Primary Expansion Programme is a part of, aims to deliver additional capacity to meet the projected demand for reception places with a higher level of flexibility. The PEP has provided additional capacity from September 2013 for reception classes. If the works are not completed then there will not be enough capacity in the schools to continue with the increased Reception intake in September 2014.
- 7.2 The annual review of population projections and school capacity has been conducted and a separate report for the 19<sup>th</sup> June Cabinet covers the need and approach to further expansion for September 2014 to September 2017. Our aim is to improve parental choice and minimise the risk of no providing sufficient pupil places.

### **Opposition to permanent expansion**

- 7.3 The factors that caused concern to some stakeholders were around car parking and increased traffic flow. Architects and Client Project Officers have worked closely with schools and Governing Bodies to ensure that designs are of high quality and that issues of concern are addressed in the design proposals. This risk is mitigated by the fact that planning consent has been granted.
- 7.4 The PEP team have provided a large number of consultation opportunities on an informal and statutory basis for the expansion proposals in order to meet stakeholder engagement requirements. Separately, residents and businesses have the opportunity to comment on each school as part of the planning application and decision-making process. The PEP team have facilitated on-going discussions with stakeholders where necessary.

#### **Basic Need**

- 7.5 The annual submission to the Department for Education (DfE) is based on identifying existing capacity in the system. Thus, close monitoring of pupil numbers and the annual review of projections will ensure that the Council is best placed to maximise any Basic Need Funding for the provision of school places.

#### **Delivery Timescales**

- 7.6 Programme milestones have been clearly identified and programme progress is monitored by the PEP Board which is made up of stakeholders, Cabinet Members, Head Teachers, Governors and Council officers at the most senior level. The programme timescales are extremely challenging. However, close involvement at Board level and an experienced dedicated team have and will ensure that the programme is delivered.

#### **Planning Consent**

- 7.7 Planning consent has been granted for this scheme. The contractors were permitted to start on site as the Local Planning Authority indicated they were happy with the proposed pre-commencement conditions. Progress on discharging other planning conditions, particular those that are pre-occupation, is being monitored by the PEP team and remains on track.

#### **Cost control**

- 7.8 Kier is already on site and delivering the works required to expand this school. The discipline of the formal processes of managing the NEC3 contract has already been introduced to manage contractor activity, variations in the works and changes in cost that result from problems on-site or changes in specification.

- 7.9 The Contract Administrators (termed Project Managers under NEC3) are responsible for managing the contractor's progress on site, problems or variations to the works and any changes in cost. The company providing this service is managed jointly by the PEP Programme Team and Technical Client staff in Corporate Maintenance and Contracts Team (CMCT).
- 7.10 The Council technical team has worked with the main Contractor to establish a risk register and has identified those works items that it is not suitable for the main Contractor to deliver. For either of these instances there can be estimated costs or areas where costs cannot yet be estimated. The Council will manage these risks and works separately.
- 7.11 The purpose of the contingency sum being agreed is to cover this area of works activity. Authorisation for amounts higher than estimated will be sought in line with the Council's Corporate Procurement rules but in most instances will be via the Programme team to the Director of Schools and Children's Services as an operational decision.

## **8. IMPACT ON COUNCIL PRIORITIES**

### **Fairness for All**

- 8.1 This proposal will result in pupil places being created across the Borough in order to meet demand in the relevant geographical area which will also create employment opportunities for teaching and support staff. Further improvement and investment in school buildings will provide greater opportunities for enhanced community use.

### **Growth and Sustainability**

- 8.2 By ensuring that places are provided in areas of highest demand, this will ensure that pupil mobility across the Borough is kept to a minimum. This therefore means that increased road travel is minimised and families can be encouraged to walk to school.
- 8.3 Specific planning conditions related to sustainability are being implemented that include the installation of Solar Photovoltaic (PV) panels and a sustainable urban drainage system (SUDS).

### **Strong Communities**

- 8.4 The proposals outlined in this report will provide additional places in parts of the Borough where pressure on local schools is forecast to be greatest. The extra places provided in the neighbourhoods of highest demand will help satisfy demand in these specific areas and will ensure that young children will not have to travel unmanageable distances to and from school.
- 8.5 The management structures established to support the PEP will allow the Authority to have greater control over the provision (and potential

future reduction) of pupil places, allowing more opportunities to stabilise local communities and ensure that there are local places for local children.

## **9. EQUALITIES IMPACT IMPLICATIONS**

- 9.1 An equality impact assessment was completed for approval of the strategy in June 2012. The strategy was developed to ensure that there are sufficient places across the Borough to meet demand, that these places are not discriminatory and to ensure that all children have access to high quality education. In accordance with the publication of statutory notices, full consultation with residents and parents on each proposed school expansion was conducted.

## **10. PERFORMANCE MANAGEMENT IMPLICATIONS**

- 10.1 The provision of additional places at the school identified in this report will enable the Authority to meet its statutory duty to ensure the availability of sufficient pupil places to meet demand.
- 10.2 The strategy presented in this report is consistent with the national agenda for expanding popular and successful schools.

## **11. HEALTH AND SAFETY IMPLICATIONS**

- 11.1 As all of the PEP projects will involve contractors working on existing school sites, the Council will ensure that contractors provide the highest level of Health and Safety on site and meet Criminal Records Bureau (CRB) requirements.
- 11.2 There are no specific health and safety implications other than the impact of additional traffic, generated by increased numbers at the PEP schools. Working with Highways, funding has been included in the cost summary to allow for traffic mitigation measures on each of the schemes. As part of the planning approvals process, traffic impact assessments have to be submitted for each scheme, and the Planning committee will have to give approval.

## **12. PUBLIC HEALTH IMPLICATIONS**

- 12.1 Providing primary school places in the areas where there is demand will encourage parents and carers to walk to school. This will impact on the health and well-being of the public in Enfield. Walking to school will encourage healthy lifestyles, and reduce pollution caused by traffic.