

Report of the Director of Children's Services

Report to the Executive Board

Date: 22 January 2014

**Subject: Design & Cost Report for Allerton Bywater Primary School
Basic Need Project: Phase 2 - New build accommodation to facilitate
school expansion**



Capital Scheme Number: 16585/ALB/000

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):	Kippax and Methley	
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. The purpose of this report is to seek approval to incur capital expenditure of £2,035,338 to deliver the proposed Basic Need Expansion at Allerton Bywater Primary School.
2. A key objective within the Best Council Plan 2013-2017 is to build a child friendly city. The delivery of pupil places through Basic Need is one of the most baseline entitlements of a Child Friendly City and directly contributes to key outcomes identified within the Children and Young People's Plan (CYPP) 2011-2015 such as our obsession to 'improve behaviour, attendance and achievement'.
3. As a consequence of the rapidly increasing birth rate and new housing in the Allerton Bywater area it is necessary to expand Allerton Bywater Primary School from a one form entry school to a two form entry (FE). This work will be completed under the City Council's Basic Need Programme which aims to ensure its statutory duties are met with respect to ensuring a school place for every child within the city. Final determination to approve this increase in pupil numbers was granted at the September 2013 Executive Board meeting.
4. The formal expansion of Allerton Bywater Primary is proposed to take affect from September 2014.
5. The project will be delivered in conjunction with Leeds City Council's design consultant partners NPS Ltd. The construction partners are the Leeds LEP.

6. This is phase 2 of the expansion programme. Phase 1, the refurbishment of an existing building and small extension to accommodate an additional class in Reception for September 2013 was completed on 2nd October 2013.
7. This project is part of the Targeted Basic Need Programme.

Recommendations

Executive Board is requested to:

1. Authorise expenditure of £2,035,338 from capital scheme number 16585/ALB/000 to enable the construction of additional accommodation at Allerton Bywater Primary School.
2. Note the programme dates identified in section 4.4 of this report in relation to the implementation of this decision. The final delivery date for this scheme is September 2014.
3. Note that the Director of Children's Services is responsible for implementation.

1.0 Purpose of this Report

1.1. The purpose of this report is:

- To provide background information and detail to Executive Board for the proposed Basic Need expansion at Allerton Bywater Primary School to enable the admission limit to increase from 30 to 60 pupils.
- Seek authority to incur capital expenditure of £2,035,338 to undertake the works required to provide six additional teaching spaces, cloakrooms space, toilet facilities and additional parking provision at Allerton Bywater Primary.

2.0 Background Information

2.1. The Basic Need programme represents the Council's response to the demographic growth pressures in primary school provision. The rapidly increasing birth rate in Leeds has required Leeds City Council to approve over 1118 new reception places since 2009 in order that it fulfils its statutory duty to ensure sufficiency of school places.

2.2. The scale of the response cannot be met through the existing estate; therefore the expansion of existing schools or the creation of new schools has been required in many instances. Under the Education and Inspections Act 2006, these changes all constitute prescribed alterations, and each requires a statutory process to confirm the change and make it permanent. Capital school building solutions to the demographic need are managed via Children's Services Basic Need Programme.

2.3. The proposal for Allerton Bywater Primary School will form part of the on-going work to address capacity and sufficiency across all of Children's Services, which includes provision for primary and secondary school places, early years, as well as specialist provision. These proposals form part of the Council's Basic Need Programme that embeds the 'one council' approach that has achieved shared ownership of proposed solutions.

2.4. In February 2013 the Council's Executive Board considered a report requesting permission to consult on a proposal to expand Allerton Bywater Primary School from 1FE to 2FE, by increasing the admission number from 30 to 60 with effect from September 2014. The Statutory Consultation was held from 25 February to 29 March 2013 and the outcome was reported back to Executive Board in May 2013. Executive Board approved the recommendation to proceed with the proposal and Statutory Notices were published in June 2013. Final determination to increase from 1FE to 2FE was given at the September 2013 Executive Board Meeting.

2.5. Allerton Bywater Primary, a member of the Brigshaw Trust, will gradually increase to its maximum capacity by increasing the Reception intake to 60 pupils with effect from September 2014. The school agreed to take a bulge cohort into Reception in September 2013.

2.6. The additional space to enable the school to accommodate the extra Reception class was provided via the refurbishment of an existing building at the front of the school site, together with a small extension, at an approved budget cost of £378,100. This was provided through the Phase 1 works and completed on 2 October 2013. This was a Key Decision delegated to the Director of Children's

Services which was published on 28 June 2013 and became effective on 8 July 2013.

- 2.7. The City Council's design partner, NPS Ltd., has been commissioned to design and deliver the additional accommodation for phase 2 in partnership with the Leeds Local Education Partnership (LEP).

3.0 Main Points

3.1. Design Proposals and Full Scheme Description

The proposed work at Allerton Bywater Primary School consists of the following components:

- Construction of a six classroom block with associated ancillary facilities (toilets, cloaks, stores etc).
 - Modifications and enhancement of external areas in response to increased pupil numbers and space lost to new building footprint.
 - Extension of the existing school car park and development of an off-site car park to anticipate increase in staff numbers.
 - Necessary off-site highways works; and
 - A contribution toward additional teaching furniture and ICT equipment required to populate the new classroom spaces.
- 3.2. As part of on-going project design evolution, a two storey option for providing the necessary accommodation was presented at RIBA Stage B (feasibility). This has been further developed through design stage, in consultation with the school, taking account of the needs of the school and any potential impact on the management of the school. The construction design will comprise of insulated wall panels and a half pitched traditionally constructed roof. It will be predominantly natural ventilation with low temperature surface radiators in classrooms and radiant panels in circulation areas.
- 3.3. The lack of available land at the front of the school presents limited options to increase the parking provision associated with the expansion of the school to 2FE. A small area of land within the site of the Brigshaw Trust offices, and very close to the school, has been made available to the school in order to develop additional parking spaces for the sole use of school staff. This area, along with the few additional spaces on the school site, complies with planning requirements for parking provision to accommodate the expansion of the school. A desk-top survey of this site, completed during December 2013, has identified a redundant mine shaft in the vicinity of this site; precise details of which are unknown. The project contingency has been adjusted accordingly.
- 3.4. The estimated scheme cost is £2,035,338; this includes all design fees and costs associated with completing this project. These costs have been provided by NPS Leeds in conjunction with the Leeds LEP as part of their design commission for this project and were presented at RIBA Stage D. This point represents 'design freeze' and the cost estimates have been developed to the required level of detail to allow this report to be compiled. Interserve Construction Limited, the LEP's construction partner, has undertaken a benchmarking exercise in an effort to provide cost

confidence in the cost plan. Value for money will be achieved through the tender process built into the programme.

- 3.5. Planning approval is expected by mid-February 2014. The design of the building, materials to be used, redesign of external areas, off-site highways requirements and parking provision have been discussed in detail with the Planning and Highways and amendments to the proposals have been made as recommended throughout the design process. Advice has also been sought on any foreseeable planning conditions based on experience from other school projects. Site visits have taken place with Planning & Highways departments. The project is now at design freeze but discussions will continue until final project delivery. From a Planning and Highway perspective these solutions are acceptable in principle but further discussions will be required about the details of the off-site and on-site parking proposals as part of the process of determining the planning application.
- 3.6. Allerton Bywater has been allocated Targeted Basic Need Funding of £1,818,821 by the Education Funding Agency (EFA). Funding has timescales for spend and grant claim and there is a risk that the Council may be unable to claim the allocated funding for Allerton Bywater if the scheme were delayed beyond the current programme

4.0 Programme

- 4.1. This is the second phase of the proposed expansion scheme at Allerton Bywater Primary School which will ensure sufficient teaching accommodation is completed by the commencement of term in September 2014. The first phase, to accommodate the bulge cohort, was handed over to the school on 2 October 2013.
- 4.2. Allerton Bywater is part of the Targeted Basic Need Programme and as such progress towards an agreed programme of delivery and quarterly grant funding allocations will continue to be closely monitored by the EFA until project completion. The programme has been drawn up in order to meet the terms of the grant funding award. As a consequence, and to ensure the accommodation is ready for September 2014, all parties involved are aware that delays cannot be afforded.
- 4.3. The planning application is due to be submitted on 6 December and because of the size of the development, an eight week planning period has been included in the programme. The projected decision date is 31st January. Start on site is expected in March 2014 with a completion date of August 2014. All internal works will be completed prior to the commencement of the new term in September 2014.
- 4.4. The key milestones to achieve this programme are detailed below:

- | | |
|---------------------------------------|--------------------------------|
| • Planning submitted | 6 th December 2013 |
| • Planning achieved | 11 February 2014 |
| • Contractor lead-in / mobilisation | 17 th February 2014 |
| • Start on-site | 14 st March 2014 |
| • Completion, including external work | 22 th August 2014 |

5.0 Corporate Considerations

5.1. Consultation and Engagement

- 5.1.1. The proposed scheme and associated work at Allerton Bywater Primary has been the subject of consultation with Children's Services Officers, school representatives and local ward members. The statutory consultation for the increase in admission limit, which included Ward members for Methley and Kippax, was undertaken between 25th February 2013 and 29 March 2013. All detailed project communication is being managed via a formal project communication plan.
- 5.1.2. Pre-planning meetings have been held with officers from Planning & Highways prior to the submission of the planning application. Substantial engagement has taken place with key stakeholders in respect of the off-site highway solution. A pre-planning drop in session was held for local residents and parents on 10th December 2013 and elected members were briefed on 3rd December 2013.
- 5.1.3. Consultation meetings with reference to the proposed designs have been held with the school and the Trust throughout. The designs have subsequently been shared with staff and pupils. Two consultation meetings were held with parents on the phase 1 works with reference to the phase 2 works.
- 5.1.4. Local Members have been briefed on progress of the scheme and the Basic Need Programme Manager holds regular 6 weekly meetings with the Deputy Executive Board Member, Children's Services (Learning). Children's Services will continue to brief Councillors at key stages throughout the expansion project as required.

5.2. Equality and Diversity / Cohesion and Integration

- 5.2.1. The recommendation within this report does not have any direct nor specific impact on any of the groups falling under equality legislation and the need to eliminate discrimination and promote equality. A screening document has been prepared and an independent impact assessment is not required for the approvals requested. The screening document has been sent to the Equality Team to be approved and published and held on file. A copy is included as appendix A to this report.

5.3. Council Policies and City Priorities

- 5.3.1. This scheme is due to be delivered under the City Council's Basic Need Programme and is required to fulfil the Local Authority's statutory responsibility to provide sufficient school places.
- 5.3.2. A key objective within the Best Council Plan 2013-2017 is to build a child friendly city. The delivery of pupil places through Basic Need is one of the most baseline entitlements of a Child Friendly City. A good quality school place contributes to the achievement of targets within the Children and Young People's Plan such as our obsession to 'improve behaviour, attendance and achievement'. In addition, "Narrowing the Gap" and "Going up a League" agenda and is fundamental to the Leeds Education Challenge.
- 5.3.3. A further objective of the Best Council Plan 2013-2017 is to ensure high quality public services. We want to promote choice and diversity for parents and families and deliver additional school places in the areas where families need them. Meeting this expectation while demonstrating the five values underpinning all we do is key to the basic need programme.

5.4. Resource and Value for Money

- 5.4.1. The estimated cost of the additional accommodation at Allerton Bywater Primary School is £2,035,338, this figure is inclusive of all fees and other costs associated with the project.
- 5.4.2. The cost will be met through capital scheme number 16585/ALB/000 as part of the Basic Need Programme.
- 5.4.3. The design phase was extended to allow robust cost estimates to be provided by the Leeds LEP on a fixed cost basis. These costs have been validated by NPS as part of the RIBA Stage D 'design freeze' report. These costs reflect the complexity of the project, comments received from Highways and Planning departments, perceived risk levels and site specific issues identified during the design development & consultation. A priced risk register has been included within the project management paperwork.

5.4.4. Capital Funding & Cash Flow

Funding Approval :	Capital Section Reference Number :-						
Previous total Authority to Spend on this scheme	TOTAL	TO MARCH 2013	FORECAST				
	£000's	£000's	2013/14	2014/15	2015/16	2016/17	2017 on
			£000's	£000's	£000's	£000's	£000's
LAND (1)	0.0						
CONSTRUCTION (3)	256.0		256.0				
FURN & EQPT (5)	30.0		30.0				
DESIGN FEES (6)	63.0		63.0				
OTHER COSTS (7)	29.1		29.1				
TOTALS	378.1	0.0	378.1	0.0	0.0	0.0	0.0
Authority to Spend required for this Approval	TOTAL	TO MARCH 2013	FORECAST				
	£000's	£000's	2013/14	2014/15	2015/16	2016/17	2017 on
			£000's	£000's	£000's	£000's	£000's
LAND (1)	0.0						
CONSTRUCTION (3)	1444.3			1408.2	36.1		
FURN & EQPT (5)	0.0						
DESIGN FEES (6)	8.0		8.0				
OTHER COSTS (7)	583.0		169.0	410.0	4.0		
TOTALS	2035.3	0.0	177.0	1818.2	40.1	0.0	0.0
Total overall Funding (As per latest Capital Programme)	TOTAL	TO MARCH 2013	FORECAST				
	£000's	£000's	2013/14	2014/15	2015/16	2016/17	2017 on
			£000's	£000's	£000's	£000's	£000's
Basic Need Grant	0.0						
	2413.4		555.1	1818.2	40.1		
	0.0						
Total Funding	2413.4	0.0	555.1	1818.2	40.1	0.0	0.0
Balance / Shortfall =	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Parent Scheme Number: 16585/000/000

Title: Basic Need Primary Expansion 2014

5.5. Revenue Effects

- 5.5.1. Under local management arrangements Allerton Bywater Primary School is responsible for meeting all revenue costs. Any additional revenue costs arising from this project will be managed within the school budget

5.6. Legal Implications, Access to Information and Call-In

- 5.6.1. This report constitutes a 'Key Decision' and as such will be subject to 'Call-In'.
- 5.6.2. On the 1st January 2010 the school converted to Trust status; and at this point the ownership of the school site automatically transferred to the Brigshaw Trust under the relevant legislation. This means that a legal development agreement between the Council and the Trust is required prior to the commencement of any works on this site. The drafting of this is underway.

5.7. Risk Management

- 5.7.1. Risk is to be managed through application of 'best practice' project management tools and techniques via the City Council's 'Delivering Successful Change' methodology. Experienced Project Management resource Children's Services Built Environment team has been tasked with ensuring the project remains within the predetermined risk tolerances.
- 5.7.2. A risk log has been maintained throughout the project and escalation is via Basic Need Programme Manager.
- 5.7.3. Pre-planning consultation with Highways and Planning have been undertaken with a view to designing out key risks, items remaining on the risk log will be managed via exception.
- 5.7.4. It has recently come to light through a desk top survey that the land potentially identified for the off-site parking for the scheme contains a redundant mine shaft, the details of which are currently unknown. A more detailed survey has been commissioned through the relevant LCC department to identify the precise location and the extent of the works needed to resolve this issue prior to any development taking place. This is an abnormal issue and as such the project contingency has been increased accordingly.

6.0 Conclusions

- 6.1. As a result of an increased intake of pupils at Allerton Bywater Primary School for the 2014/15 academic year the expansion scheme detailed within this report is required to ensure sufficient accommodation as the school fills from 210 to 420 pupils.
- 6.2. The project to expand Allerton Bywater Primary School to create additional teaching space and enhance essential core provision has been managed by Children's Services in partnership with the school management team, NPS Leeds, Leeds LEP and other key stakeholders. The cost of the accommodation will be met through capital scheme 16585/ALB/000 to the value of £2,035,338.
- 6.3. The requirement to expand Allerton Bywater Primary School for a September 2014 delivery has been developed through continued consultation with the appropriate stakeholders. Teaching accommodation will be available by this date with completion of the whole project including external work and off-site highway improvements anticipated by August 2014.

7.0 Recommendations

- 7.1. Executive Board is requested to:

- 7.1.1. Authorise expenditure of £2,035,338 from capital scheme number 16585/ALB/000 to enable the construction of additional accommodation at Allerton Bywater Primary School
- 7.1.2. Note the programme dates identified in section 4.4 of this report in relation to the implementation of this decision. The final delivery date for total completion of this scheme is August 2014.
- 7.1.3. Note that the Director of Children's Services is responsible for implementation.

8.0 Background Documents¹

- 8.1. None.

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.