

# Public Document Pack



## NOTICE OF MEETING

<b>Meeting</b>	Executive Member for Education and Skills, Human Resources and Performance Decision Day
<b>Date and Time</b>	Thursday, 17th January, 2019 at 2.00 pm
<b>Place</b>	Chute Room, The Castle, Winchester
<b>Enquiries to</b>	members.services@hants.gov.uk

John Coughlan CBE  
Chief Executive  
The Castle, Winchester SO23 8UJ

## FILMING AND BROADCAST NOTIFICATION

This meeting may be recorded and broadcast live on the County Council's website. The meeting may also be recorded and broadcast by the press and members of the public – please see the Filming Protocol available on the County Council's website.

## AGENDA

### Deputations

To receive deputations in accordance with Standing Order 12.

### Key Decisions - Non Exempt/Confidential

#### 1. **SOUTH FARNBOROUGH INFANT SCHOOL** (Pages 3 - 14)

To consider a report of the Director of Culture, Communities and Business Services regarding South Farnborough Infant School.

### ABOUT THIS AGENDA:

**On request, this agenda can be provided in alternative versions (such as large print, Braille or audio) and in alternative languages.**

**ABOUT THIS MEETING:**

**The press and public are welcome to attend the public sessions of the meeting. If you have any particular requirements, for example if you require wheelchair access, please contact [members.services@hants.gov.uk](mailto:members.services@hants.gov.uk) for assistance.**

County Councillors attending as appointed members of this Committee or by virtue of Standing Order 18.5; or with the concurrence of the Chairman in connection with their duties as members of the Council or as a local County Councillor qualify for travelling expenses.

## HAMPSHIRE COUNTY COUNCIL

### Decision Report

<b>Decision Maker:</b>	Executive Member for Education and Skills, Human Resources and Performance
<b>Date:</b>	17 January 2019
<b>Title:</b>	South Farnborough Infant School
<b>Report From:</b>	Director of Culture, Communities and Business Services

**Contact names:** Steve Clow and Bob Wallbridge

**Tel:** 01962 847858  
01962 847894

**Email:** steve.clow@hants.gov.uk  
bob.wallbridge@hants.gov.uk

#### 1. Recommendations

- 1.1. That the Executive Member for Education and Skills, Human Resources and Performance gives approval to the project proposals for the kitchen expansion at South Farnborough Infant School, at an estimated total cost of £350,000.
- 1.2. That the Executive Member for Education and Skills, Human Resources and Performance gives approval to spend and enter into the necessary contractual arrangements to implement the project.

#### 2. Executive Summary

- 2.1 This report seeks approval to the project proposals for the kitchen expansion at South Farnborough Infant School in Farnborough, at an estimated total cost of £350,000.
- 2.2 The purpose of this paper is also to obtain spend and procurement approval for contracting activity associated with the project, including associated external works.

#### 3. Scope of Work

- 3.1 The works will expand the school meal kitchen including the provision of a new ventilation system and the provision of new catering equipment, the construction of a new extension to provide more space and the provision of a new covered walkway canopy.

#### 4. Contextual Information

4.1 The work is required as a result of the additional pupils the school has taken in the last two years to meet local demand for school places. The school currently caters for 360 pupils (4FE). Additional accommodation for the increase in the number of pupils has been provided through the school occupying the former Linden Centre Pupil Referral Unit buildings on the same site. This project is required to provide extra capacity to provide additional school meals.

4.2 Funding for the project was approved at the Executive Lead Member for Children's Services Decision Day on 12 July 2018 and this report outlines the available budget from within which the project must be designed and delivered.

#### 5 Finance

##### 5.1 Capital Expenditure:

The Capital Expenditure has already been approved; the following tables outline the breakdown of its distribution across the project:

<b>Capital Expenditure</b>	<b>Current Estimate</b>	<b>Capital Programme</b>
	<b>£'000</b>	<b>£'000</b>
Buildings	300	300
Fees	50	50
<b>Total</b>	<b>350</b>	<b>350</b>

##### 5.2 Sources of Funding:

<b>Financial Provision for Total Scheme</b>	<b>Buildings</b>	<b>Fees</b>	<b>Total Cost</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
1. From Own Resources			
a) Capital Programme (as above)	300	50	350
<b>Total</b>	<b>300</b>	<b>50</b>	<b>350</b>

##### 5.2.1 Building Cost:

Net Cost: A net cost is not relevant as this project is a small extension and refurbishment.

### 5.2.2 Furniture & Equipment:

An allocation of £23,779 has been made for the provision of new fixed kitchen equipment from within the capital allocation. HC3S are also allocating £20,000 from their 2019/20 budget towards the cost of the new kitchen equipment. This equipment will be ordered directly by HC3S.

No loose furniture, fittings (excluding the kitchen appliances), equipment or I.T is being provided by this project. Any additional loose furniture and equipment will be funded directly by the school

### 5.2.3 School Balances:

The school has the following level of balances:

*Published revenue balance as at 31 March 2018: £73,012.74*

*Devolved capital as at 31 March 2018: £1,215.57 Deficit*

## 5.3 Revenue Issues:

### 5.3.1 Overview of Revenue Implications:

	(a) Employees £'000	(b) Other £'000	(a+b) *Net Current Expenditure £'000	(c) Capital Charges £'000	(a + b + c) Total Net Expenditure £'000
Revenue Implications Additional + / Reductions	0	0	0	19	19

## 6 Details of site and existing Infrastructure

- 6.1 South Farnborough Infant School is a victorian school located off Queens Road, Farnborough.
- 6.2 The original school was built in 1900 of traditional brick construction under a predominantly pitched slate roof. Extensions were added in 1999, 2002 and 2014 and these were constructed using complimentary materials.
- 6.3 The existing mains services and drainage infrastructure at the site will be sufficient to accommodate the project proposals.

## 7 Scope of the Project

- 7.1 The expansion works at South Farnborough Infant School will include:
  - Expansion of the existing kitchen including a new ventilation system and new kitchen equipment
  - Construction of a new extension to re-provide group working / meeting rooms

- Construction of a timber canopy / walkway

7.2 It is proposed that the works will be procured through the Minor Works Framework.

7.3 It is anticipated that works will commence on site during Spring 2019 and complete during Summer 2019.

## **8 The Proposed Building Works**

8.1 The existing school kitchen will be expanded into the adjacent group work / meeting rooms by removing existing walls. The area will be fully refurbished with new mechanical and electrical services, new ceilings, new floor coverings and redecoration.

8.2 The proposed extension will be constructed of traditional masonry walls with a high performance roof covering and parapets to match the existing buildings immediately adjacent. A timber canopy will be constructed to provide a covered walkway to the new extension.

8.3 It is proposed that the contractor will access the school site via the access road located by the main school entrance off Queens Road. The contractor's compound will be located adjacent to the proposed extension.

8.4 No deliveries or movements of vehicles will take place at the start or end of the school day, in order to avoid traffic conflict when pupils are arriving at or departing from the school.

8.5 The school site will remain in use during the construction period and local management arrangements will be put in place to manage the health and safety impact to all users.

## **9 External Works**

9.1 There are no plans for any external works other than making good any damage by the construction work

## **10 Planning**

10.1 The works are permitted development under the General Permitted Development Order and therefore no planning permission is required

## **11 Building Management**

11.1 The existing building management arrangements will remain in place.

## **12 Professional Resources**

Architectural	- Culture, Communities & Business Services
Mechanical & Electrical	- Culture, Communities & Business Services
Structural Engineering	- Culture, Communities & Business Services
Quantity Surveying	- Culture, Communities & Business Services
Principal Designer	- Culture, Communities & Business Services

## **13 Consultations**

13.1 The following have been consulted during the development of this project and feedback can be seen in overview in Appendix C:

- Headteacher
- School Governors
- Children's Services
- Executive Lead Member for Children's Services
- Local County Councillor
- Fire Officer
- Access Officer
- Planning Department
- Ecology Officer

#### **14 Risk & Impact Issues**

14.1 Please see Appendix B for a summary of the risk and impact issues considered in relation to the design of this project.

**CORPORATE OR LEGAL INFORMATION:**

**Links to the Strategic Plan**

<b>Hampshire maintains strong and sustainable economic growth and prosperity:</b>	Yes
<b>People in Hampshire live safe, healthy and independent lives:</b>	Yes
<b>People in Hampshire enjoy a rich and diverse environment:</b>	Yes
<b>People in Hampshire enjoy being part of strong, inclusive communities:</b>	Yes

**Other Significant Links**

<b>Links to previous Member decisions:</b>		
<u>Title</u>	<u>Reference</u>	<u>Date</u>
<b>Direct links to specific legislation or Government Directives</b>		
<u>Title</u>	<u>Date</u>	

<b>Section 100 D - Local Government Act 1972 - background documents</b>	
<p><b>The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)</b></p>	
<u>Document</u>	<u>Location</u>
None	



## **RISK & COMBINED IMPACT ASSESSMENT:**

### **1. Equality Duty**

1.1 The County Council has a duty under Section 149 of the Equality Act 2010 ('the Act') to have due regard in the exercise of its functions to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

**Due regard in this context involves having due regard in particular to:**

- a) The need to remove or minimise disadvantages suffered by persons sharing a relevant characteristic connected to that characteristic;
- b) Take steps to meet the needs of persons sharing a relevant protected characteristic different from the needs of persons who do not share it;
- c) Encourage persons sharing a relevant protected characteristic to participate in public life or in any other activity which participation by such persons is disproportionately low.

1.2 Equality Impact Assessment please see below in Appendix 1

### **2. Crime Prevention Issues:**

2.1 The County Council has a legal obligation under Section 17 of the Crime and Disorder Act 1998 to consider the impact of all the decisions it makes on the prevention of crime and disorder in the County. The proposals in this report have no impact on the prevention of crime.

### **3. Fire Risk Assessment**

3.1 Sprinkler systems shall be installed in new and refurbished buildings where appropriate, based upon a risk assessment methodology.

3.2 With respect to fire safety and property protection, the proposals have been risk assessed in line with the agreed Property Services procedures, and confirmed that the provision of sprinklers is not required in this instance.

3.3 The proposals will meet the requirements of the Building Regulations (BB100 Fire Safety in Schools), including enhancements beyond minimum provision, and are consistent with current fire safety legislation, the partnership arrangement with Hampshire Fire and Rescue Services, and are in line with the County Council's policy to manage corporate risk.

3.4 The project proposals include the following fire safety and enhanced features:

- Extension of the existing fire alarm system
- Automatic cut out fire safety systems on the kitchen equipment
- External finishes specified as fire resistant.
- The kitchen will be protected within a 30-minute fire resistant compartment

#### **4. Health and Safety**

4.1 Design risk assessments, pre-construction health & safety information and a Health & Safety File will be produced and initiated in accordance with the Construction Design and Management Regulations for the proposed scheme.

#### **5. Climate Change:**

5.1 The project will incorporate the following sustainability features:

- A highly insulated building envelope for the extension including high performance windows, doors and roof lights to reduce energy consumption.
- A site waste management plan will be developed to ensure that during construction the principles of minimising waste are maintained.
- Energy efficient lighting and heating controls
- Provision of good levels of day lighting to all teaching areas to reduce the need for artificial lighting and energy use.
- Strategic placement of extended roof canopies above large glazing areas to avoid summer time overheating.
- The use of timber from sustainable sources.

# Equality Impact Assessment



Hampshire  
County Council

## South Farnborough Infant School - Kitchen expansion and Extension

Accountable officer: Zdena Mayes  
 Email address: zdena.mayes@hants.gov.uk  
 Department: Culture, Communities and Business  
 Services  
 Date of  
 assessment: 21/09/2018

### Description of current service/policy

School meals provided (cooked and served to pupils and staff on daily basis in the school hall) by the HC3S staff on school premises. Current kitchen provision is not suitable as pupil numbers increased by 30 extra pupils from September 2018.

Geographical impact: Rushmoor

### Description of proposed change

Its proposed to double up the size of an existing school kitchen in order to comply with current regulations BB103. The proposed expansion works consists of a load bearing wall between kitchen and meeting room which is to be removed to provide extra kitchen space. The new large kitchen is to be fitted out with some re used and new equipment. Loss of existing meeting room to be replaced with new flat roofed extension. The new meeting room extension will have a new timber canopy adjoining the new extension and existing building. Its expected that new arrangements will allow kitchen staff to work in much better environment and there will be no negative impact on staff or pupils.

### Impacts of the proposed change

This impact assessment covers Service users

### Engagement and consultation

Has engagement or consultation been carried out? Yes

Children's Services have been engaged in proposed changes and also head teacher and HC3S service provider. School to consult school's governors if not already done so.

**FEEDBACK FROM CONSULTEES:****OTHER EXECUTIVE MEMBERS:**

<b>Executive Member &amp; Portfolio</b>	<b>Reason for Consultation</b>	<b>Date Consulted</b>	<b>Response:</b>
Councillor Stephen Reid, Executive Lead Member for Education and Skills, Human Resources and Performance	Portfolio Holder		

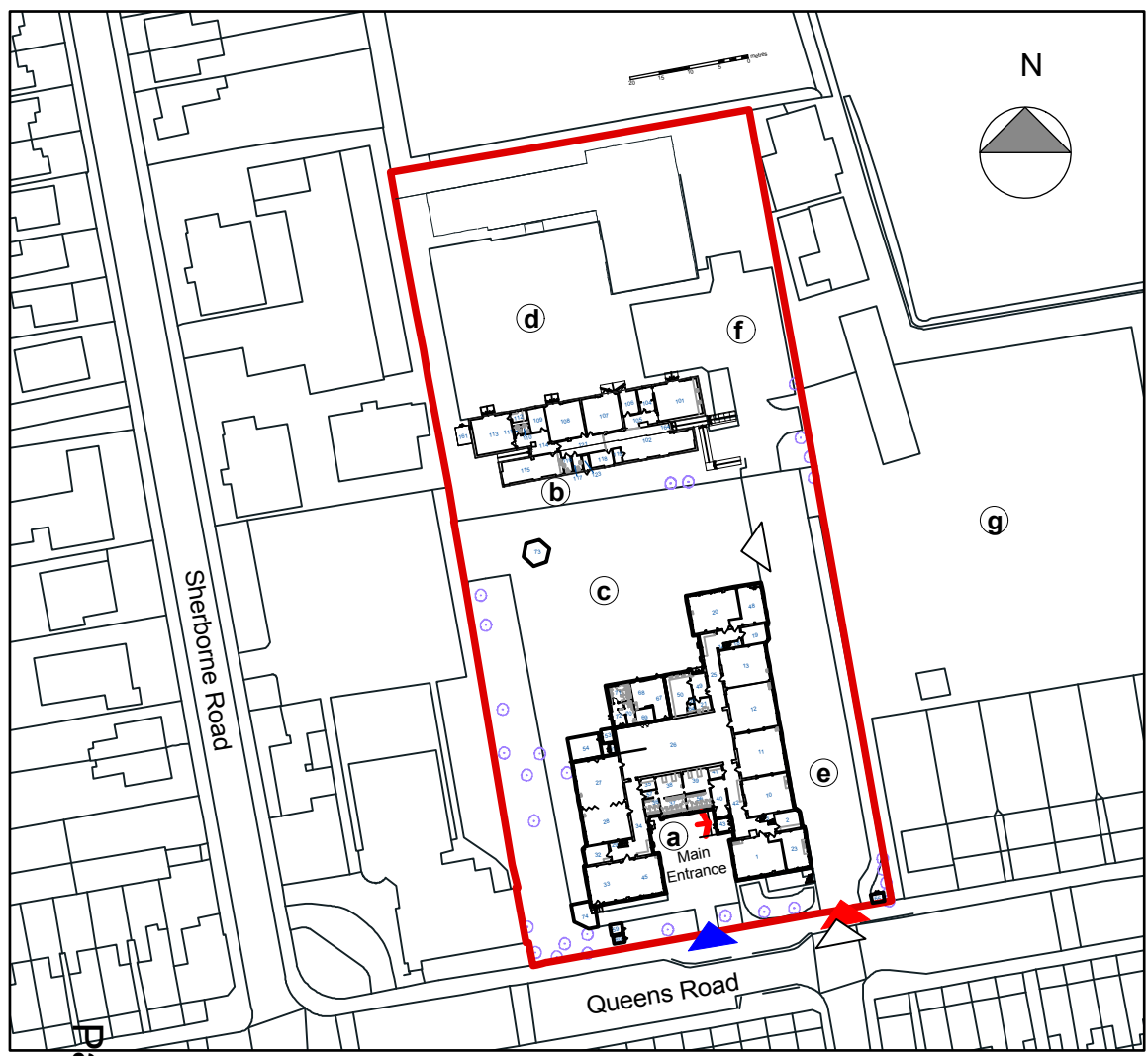
**OTHER FORMAL CONSULTEES:**

<b>Member/ Councillor</b>	<b>Reason for Consultation</b>	<b>Date Consulted</b>	<b>Response:</b>
Councillor Roland Dibbs	Local Member for Farnborough South		

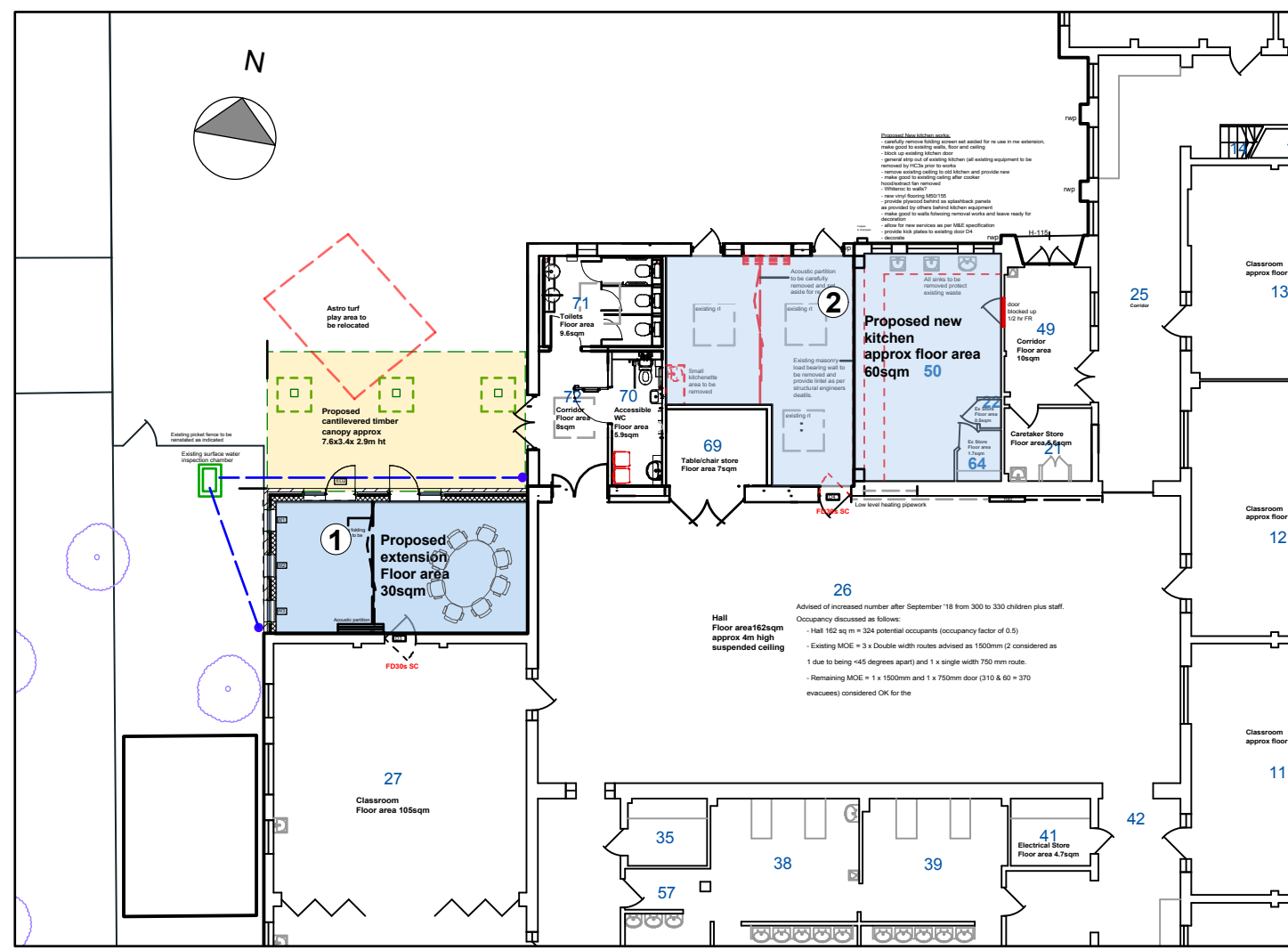
# South Farnborough Infant School, Farnborough Kitchen Expansion & extension Proposed Site & Building Plans

- Key:
- a South Farnborough Infant School
  - b Early Years Unit
  - c School Playground
  - d EY Playground
  - e Infant school car park
  - f EY car park
  - g Public playground

- Proposed Site Plan:
- 1 Proposed Extension
  - 2 Proposed Refurbishment Area



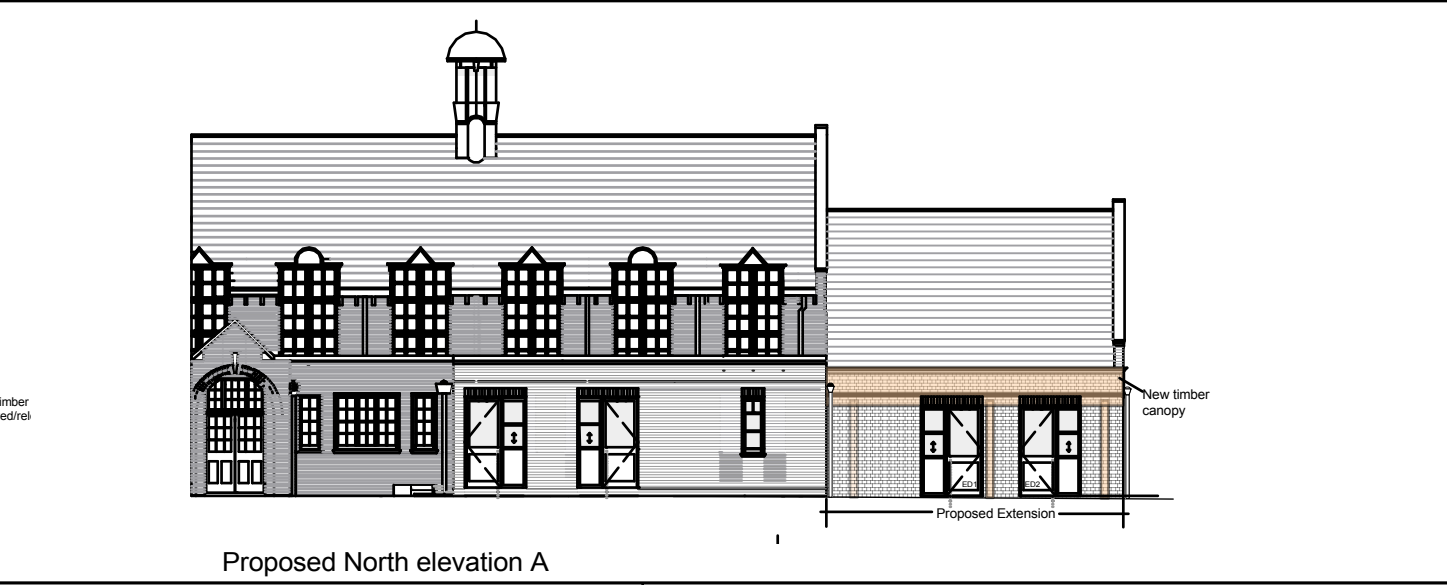
Existing Site Location Plan - Scale 1:2500



Proposed Floor Plan - Scale 1:200



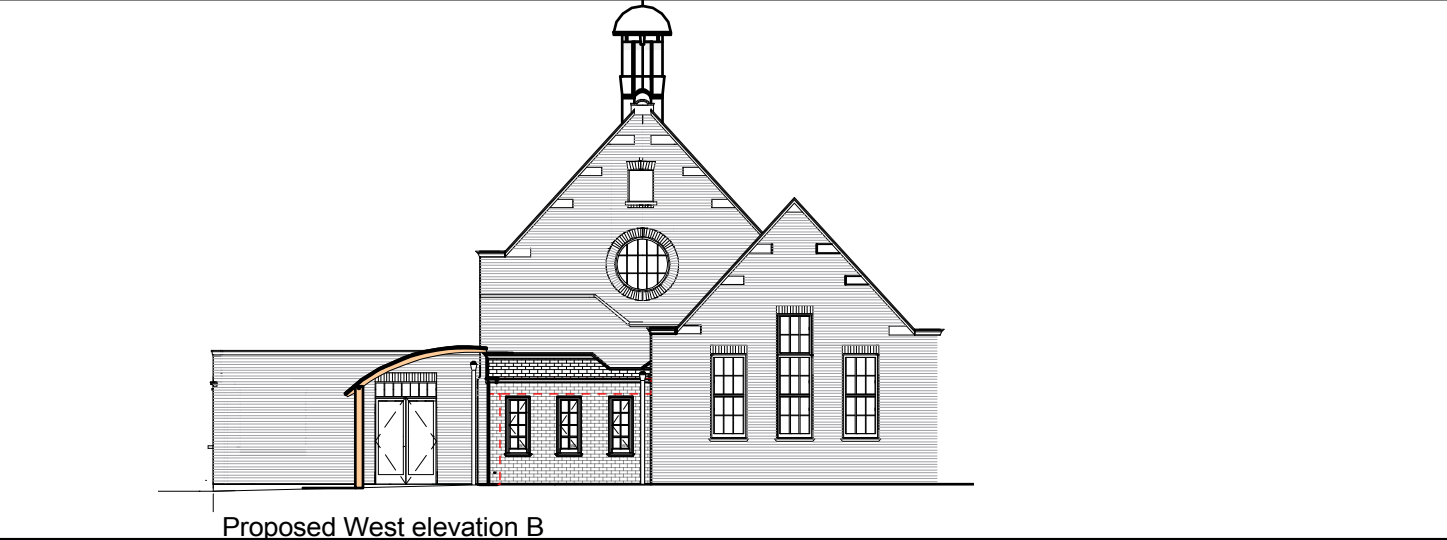
Existing North elevation A



Proposed North elevation A



Existing West elevation B



Proposed West elevation B

- Non-Teaching - New Build
- Non-Teaching - Refurbishment.
- Circulation
- Site Boundary
- Blue triangle: Pedestrian Access
- Red triangle: Vehicular Access
- White triangle: Contractor Access

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Project Appraisal  
Scale as shown  
P11859 - A.101  
August 2018

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