

Notice of Meeting

Cabinet Member for All-Age Learning Decisions

**Date & time**

Tuesday, 9 June
2020 at 3.30 pm

Place

Remote

Contact

Joss Butler
joss.butler@surreycc.gov.uk

Chief Executive

Joanna Killian

SUPPLEMENTARY AGENDA

2c Petitions

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Joanna Killian
Chief Executive
Published: 8 June 2020

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**CABINET MEMBER FOR ALL-AGE LEARNING DECISIONS
9 June 2020**

PROCEDURAL MATTERS – PETITIONS

Response to the petition regarding renovating and rebuilding the Cranleigh Church of England Primary School on the present site

Cranleigh C of E Primary School has been seriously neglected in terms of building fabric for many years. The roof has major leaks and windows do not adequately seal. Children and staff have been subjected to hazards and threats to safety, health and well-being for far too long. The current site has excellent space for outdoor play and educational activities including a small pond with aquatic life for experiential learning. There is ample space for building additional facilities to bring the existing infant's school onto the same site thus providing considerable savings in staff and running costs. The sale of the infant's site would provide money to fund the improvements which are long overdue.


Submitted by: Trevor Dale
Signatures: 223

Response:

Response attached as appendix 1.

**Julie Iles
Cabinet Member for All-Age Learning
8 June 2020**

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Cranleigh CofE Primary School
Petition Response
June 2020

Purpose

The purpose of this document is to provide a response on the recent petition on proposals relating to the relocation of Cranleigh CofE Primary School.

History

Cranleigh CofE Primary School was formed in 2008 when Cranleigh Infant and St Nicholas CofE Junior amalgamated. The plan at the time was to have a combined school, and as soon as practicable co-locate the infant and junior campuses onto a single site. The site identified was on the Glebelands Secondary school playing fields. A memorandum of understanding between the various parties was agreed.

During the financial crisis the plans for the co-location were put on hold. This decision was reviewed at least twice between 2010 and 2015, it was upheld for lack of financial viability.

In 2015 the project was reviewed again and found to be financially viable and work began to plan the co-location, and to provide a further 1 Form of Entry (1FE) at the school to accommodate the forecast pupil numbers based on housing development approved and projected for the area.

The project team have developed the scheme with key stakeholders. A planning application was submitted in 2017, which following extensive consultation, was withdrawn to address concerns raised by the Environment Agency. In 2018 a second application was submitted, and again extensive consultation undertaken. There is one remaining concern, raised by the Environment Agency which is being addressed.

Two petitions have been submitted under Surrey County Council's Petition Scheme, for residents to consider. The first in March 2020 was rejected under the scheme. The second petition in April 2020 was deemed acceptable under the scheme

Petitions

Petition March 2020

We the undersigned petition Surrey County Council to We, the undersigned, petition the Surrey County Council not to relocate Cranleigh Primary School to the Glebelands playing field but to rebuild the school on the present site.

The proposed relocation is unacceptable for the following reasons:

- The new site has been deemed unsuitable for housing therefore not suitable for a school*
- Access to the Glebelands School site will be restricted and unsafe for young children who will have to walk up a long narrow footpath to the pupil entrance at the far end.*
- Vehicular access to the main entrance of the Glebelands site will be reserved for staff vehicles only. There will be no parking provision for parents nearby nor places to wait outside the school gate at school pickup time.*
- The Glebelands site will be further from the school bus stops and further from the new housing estates.*
- The Glebelands site is prone to flooding and will have to provide artificial grass whereas the present school site has plenty of natural grassy areas for play and sport.*
- With regard to climate change, the rebuilding of Cranleigh Primary School on its present site will have less environmental impact and be more sustainable.*

This was deemed not suitable for a petition under SCC's petition scheme, as it related directly to a planning application that was already under consideration. – Section 9 of Petition Scheme. The instigator of the petition was informed of this, including the reasons why.

Petition April 2020

A subsequent petition began in April 2020 which was acceptable under the petition scheme, and by its closure on 26 May had attracted 223 online signatories

Petition to:

renovate and rebuild Cranleigh C of E Primary School on the present site.

More details from petition creator

Cranleigh C of E Primary School has been seriously neglected in terms of building fabric for many years. The roof has major leaks and windows do not adequately seal. Children and staff have been subjected to hazards and threats to safety, health and well-being for far too long. The current site has

excellent space for outdoor play and educational activities including a small pond with aquatic life for experiential learning. There is ample space for building additional facilities to bring the existing infant's school onto the same site thus providing considerable savings in staff and running costs. The sale of the infant's site would provide money to fund the improvements which are long overdue.

Response to April 2020 Petition

The petition identifies a desire by the signatories that the existing school be refurbished and renovated. It then goes on to indicate a desire to relocate the existing infant pupils onto the existing junior site, with some reasoning for this including the condition of the existing buildings and available space on the existing junior school site.

Relocation

There has been a long-standing intention to bring the infant and junior school sites together onto a single campus. The project to relocate Cranleigh CofE Primary fulfils that intention and provides a new state of the art facility for the pupils, and generations to come. It also provides the additional school places that will be required in Cranleigh, as the various housing developments in the area are constructed and families move into the village.

Building Condition

SCC acknowledges that the building condition at Cranleigh CofE Primary is sub-optimal. Given the situation where SCC are intending to provide a completely new school, only necessary repairs have been carried out to the existing buildings.

SCC's plan for improving the school buildings is to build an entirely new school to the latest standards and guidance. This will not only improve the environment for the staff and pupils but will decrease the ongoing running and maintenance costs of the school buildings.

SCC also offer two schemes to support schools with the maintenance and repairs of their buildings

- Buyback^{Works}
- Buyback^{Inspections}

For a number of years Cranleigh CofE Primary School has opted not to join either the Buyback^{Works} or Buyback^{Inspections} schemes. This may have been a cost saving decision, based on the intention that a new school will be built. However, this does mean the school need to fulfil their ongoing responsibilities for repair and maintenance in the meantime.

The provision of a new state of the art facility will deal with all the current building condition issues.

Educational Provision

Carrying out a project on an existing school site, no matter how well planned and implemented, will cause significant disruption to the education of the pupils. A relocation to a new facility however will have no detrimental impact on the educational provision. The works will be carried out on the new site, and the school will be able to continue undisturbed until the new building is ready to be occupied.

Phasing for Relocation

Once planning permission is achieved the expected phasing for the project is as follows

| Item | Weeks |
|----------------------------|-------|
| Finalise contract award | 8 |
| Construction of new school | 52 |
| Relocate to new school | 2 |
| Total | 62 |

This would mean that Cranleigh Primary School could relocate to its new buildings in less than 16 months.

Refurbish and Relocate on the Junior School site

The works to the existing site will cause a large amount of disruption. Although this would be minimised through a carefully designed programme the large amount of work required will impact the operation of the school.

As much work as possible would be scheduled for the holidays, eg demolition of Horsa blocks, but the vast majority of the works will need to take place during term time.

During the works the amount of outdoor space will be restricted. This is for hard playground as well as playing fields. This could impact the delivery of some parts of the curriculum, eg Physical Education.

Phasing- Refurbishment & Relocation

| Item | Weeks |
|---|--------------|
| Design and planning application | 70 |
| Demolition of Horsa blocks | 6 |
| Construction of new build infant and nursery block | 48 |
| Installation of temporary classrooms | 6 |
| Junior pupils relocate to new infant block and temporary classrooms | 2 |
| Refurbishment of existing buildings | 40 |
| Junior pupils relocate to refurbished buildings | 2 |
| Removal of temporary classrooms | 3 |
| Infant children relocate to new infant block | 2 |
| Total | 179 |

All works take place on the existing site throughout term time.

This programme would mean that the project would take 45 months, meaning that a child starting year 3 in September 2020, would leave the school before the project completed

Impact on School Performance

In order to deliver this project on the existing site each phase would need to be carefully designed and considered, requiring a larger input from the school's management. The school is currently highlighted as a support and challenge school under the Schools Causing Concern following a decline in standards. The school management need to be able to focus on improving educational delivery rather than project delivery. Works on the relocated site provide the best way to do this.

Pros and Cons

| Pros | Cons |
|---|--|
| Refurbishment& Relocation | |
| Provides new school facility | Reduced outdoor space on site during works |
| Appeases some public opinion | Reduced outdoor space on site on completion |
| | Construction works taking place on occupied site |
| | Disruption to education during construction |
| | Length of works is excessive |
| | Increased number of moves for pupils |
| | Higher cost of construction due to inflation as would not begin for approx 2 years |
| | BB103 deficiencies in existing building remain hall remains too small, classrooms remain small |
| | Safeguarding challenges re access to nursery on relocated site |
| | No improvement to playing field provision at Cranleigh Primary, or Glebelands |
| | Longer timescale for delivery- 3½ years |
| | Difficult to bring existing building up to BREEAM Very Good standard |
| | Abortive costs for works |
| | Need to start whole project process from beginning |
| | Space for required expansion is limited, and will impact on outdoor spaces |
| Relocation to New Site | |
| Works take place on unoccupied site- eliminating disruption to education | Some opposition to planning application |
| Improved playing field provision for Cranleigh Primary and Glebelands- including 3G pitch | |
| 3G pitch will be available for community use- in line with community use agreement | |
| Minimises number of moves for pupils | |

| | |
|--|--|
| Shorter timescale for delivery- 16 months | |
| Building fully compliant with BB103- larger hall and larger classrooms | |
| Building will meet BREEAM Very Good standard | |
| Design provides for expansion from outset | |
| Safeguarding requirements met | |

Conclusion

The content of the petition, in the context of this project, and the public interest is welcomed.

Cabinet has considered the business case for the project and approved it. This project has considerable benefits for the pupils of Cranleigh CofE Primary School both now and in the future.

Taking all the information, and comments made, on this project into consideration we thank the members of the public for their interest, but there will be no change to Surrey County Council's intention to relocate and provide a new school for Cranleigh CofE Primary on a new site.

Planning Application

Any queries that relate directly to the planning application need to be dealt with via the planning process. Planning is a statutory consultation process and queries not raised directly via this process cannot be considered.

Annex 1- Petition Scheme Rules



Surrey County Council's Petition Scheme

Introduction

1. Surrey County Council welcomes petitions from all people resident, working or studying in the county or users of the service to which the petition relates, recognising that petitions are one way in which people can let us know their concerns. The purpose of this scheme is to establish a clear process for petitions submitted to the council to be handled in accordance with the relevant legislation. This version of the scheme updates the version that was approved by the County Council on 15 June 2010 and is available on the authority's website (www.surreycc.gov.uk)
2. The County Council provides a number of ways in which petitions may be considered - depending on the subject, the actions sought, and the number of signatories. We will treat something as a petition if it is identified as being a petition, or if it seems to us that it is intended to be a petition.
3. There are various actions you might want to consider before deciding whether or not to raise a petition to Surrey County Council. For example, you could call our Contact Centre, as staff there may be able to offer advice and help to resolve an issue, and for some issues, you may be able to log them on the website. You may want to discuss your issue with your local County Councillor (known as Member), who may be able to help you with it or explain how to make representations on a particular subject to the right person at the County Council. Details on how to contact your local County Councillor are available on the authority's website. Alternatively, you could ask a question about your issue at a committee meeting. Information about how you can do this is also available on the County Council's website.

How to submit a petition

4. Petitions may be submitted to Surrey County Council in the following ways:
 - on paper (via post)
 - in person (to the Council's main office)
 - electronically through the council's own e-petition facility
 - electronically by email*
5. All paper petitions sent to Surrey County Council will receive an acknowledgement from the council within 10 working days of receipt. This acknowledgement will set out what we plan to do with the petition.

* in the case of emailed petitions, each sheet of signatures must be scanned in full as an exact replica of the original copy. Original copies will be retained for six months.

With the exception of those intended to be presented at a local committee meeting, paper petitions should be sent to:

Democratic Services Lead Manager
Legal and Democratic Services
Room 122
Surrey County Council
County Hall
Kingston upon Thames
KT1 2DN

Petitions for local committees should be sent directly to the relevant Community Partnership and Committee Officer, whose contact details can be found on the County Council's website.

6. The council also welcomes e-petitions that are created and submitted through our website. E-petitions must follow the same guidelines as paper petitions.
7. Should you choose to use an alternative e-petition system e.g. Change.org please be aware that online petition systems outside of the Council's own e-petition system do not automatically notify us when a petition has been submitted and therefore we will have to treat these in the same way as paper petitions. In these cases, the petition organiser will need to print a copy of the petition statement and the corresponding signatures and send these into us via post, in person or via email.
8. Petitions submitted to the council **must** include:
 - a clear and concise statement covering the subject of the petition.
 - a statement about what action the petitioners wish the council to take.
 - the name and address (and signature in the case of a paper petition) of any person supporting the petition.
9. A paper petition or e-petition will not be accepted where:
 - it refers to matters that are "confidential" or "exempt" under the Local Government Access to Information Act 1985;
 - it is considered to be vexatious, abusive or otherwise inappropriate, including referring to specific individuals;
 - it refers to a development plan, specific planning or right of way matter;
 - it refers to a decision for which there is an existing right of appeal, for example school admissions; or
 - it is the same or very similar to a petition received or submitted within the last six months, although this may be allowed at local committees at the Chairman's discretion.
10. The petition must refer to a matter that is relevant to the functions of the County Council, except in the specific case of the Woking Joint Committee, Spelthorne Joint Committee and Runnymede Joint Committee where petitions can be submitted relating to both council and borough functions. If a petition is about something over which the council has no direct control (for example the local railway or hospital) we will consider whether we can still deal with the matter. The County Council works with a large number of local partner organisations and, where possible, will work with these partners to respond to a petition. If we are not able to do this for any reason then we will set out the reasons for this. You can find more information on the County Council's services on its website.
11. If a petition is about something that a different council is responsible for, we will give consideration to what the best method is for responding to it. It might consist of simply forwarding the petition to the other council, but could involve other steps. In any event we will always notify you of the action we have taken.
12. The person who submits a petition must provide contact details, including an address. For e-petitions, an email address is also required. We will regard this person as the petition organiser and we will contact them to explain how we will respond to the petition
13. If we feel we cannot publish an e-petition for some reason, we will contact the petition organiser within five working days to explain why. The organiser will be able to change and resubmit the petition if they wish. If they do not do this within 10 working days, a summary of the petition and the reason why it has not been accepted will be published under the 'rejected petitions' section of the website.
14. The only change that can be made once an e-petition has been published online, is the date when it is due to close. If the petition organiser requires any other changes to be made, such as amending the wording of the petition, Democratic Services will withdraw the e-petition from the website and it will need to be resubmitted by the organiser with the amendments included. Any signatures collected for that e-petition prior to its withdrawal will not be automatically transferred to the revised petition.



15. If a petition does not follow the guidelines set out above, the council may decide not to do anything further with it. In that case, we will write to the petition organiser to explain the reasons.
16. Further information on the County Council's procedures and how you can express your views are available on our website, including how to have your say on:
 - Rights of Way
 - County planning applications
 - School admission appeals.

What will the council do when it receives my petition?

Paper petitions

17. An acknowledgement will be sent to the petition organiser within 10 working days of receiving a paper petition. It will let them know what we plan to do with the petition, according to the options set out in paragraph 27 below.
18. If a petition is delivered in person to the Council's offices this should be handed in at main reception and a receipt will be provided. Please note that you will be contacted following this by Democratic Services who will notify you of what we plan to do with the petition, according to the options set out in paragraph 27 below. Officers and Members will not be available to receive petitions at this stage in the process.
19. If the County Council can, and wishes to, immediately do what your petition asks for, the acknowledgement may confirm that the action requested has been taken and the petition will be closed. If the petition has enough signatures to trigger a council debate, or a senior officer giving evidence, then the acknowledgment will confirm this and tell you when and where the meeting will take place. If the petition needs more investigation, we will tell you the steps we plan to take.
20. A suggested template for paper petitions can be found at annex 1.

E-petitions

21. When an e-petition is created, it may take up to five working days before it is published online. This is because we have to check that the content of the petition is suitable before it is made available for signature.
22. When the petition organiser has submitted the required contact information they will be sent an email to the email address they have provided. This email will include a link, which the petition organiser must click on in order to confirm the email address is valid. Once this step is complete that 'signature' will be added to the petition. People visiting the e-petition will be able to see that name in the list of those who have signed it but the contact details will not be visible.
23. In the case of e-petitions, the petition organiser will need to decide how long they would like the petition to be open for signatures. Most petitions run for three months, but you can choose a shorter or longer timeframe, up to a maximum of six months.
24. To ensure that people know what we are doing in response to the e-petitions we receive, the details of the petitions submitted to us will be published on our website, except in cases where this would be inappropriate. When you sign an e-petition you can elect to receive this information by email. We will not send you anything that is not relevant to the e-petition you have signed, unless you choose to receive other emails from us.



Officer evidence

41. A petition may ask for a senior council officer to give evidence at a public meeting about something for which the officer is responsible as part of their job. For example, a petition may ask a senior council officer to explain progress on an issue, or to explain the advice given to elected members to enable them to make a particular decision.
42. If a petition contains at least 10,000 signatures and clearly states a specific issue to raise, the relevant senior officer will give evidence at a public meeting of the appropriate scrutiny board.
43. The senior officers that can be called to give evidence are the Chief Executive, Deputy Chief Executive, Strategic Directors, Assistant Directors and Heads of Service. You should be aware that the scrutiny board referred to at paragraph 26 above may decide that it would be more appropriate for another officer to give evidence instead of any officer specified in the petition. The scrutiny board may also decide to call the relevant Cabinet Member to attend the meeting.
44. Members of the scrutiny board referred to at paragraph 27 above will ask the questions at this meeting, but the petition organiser will be able to suggest questions to the chairman of the scrutiny board by contacting the Scrutiny Manager up to five working days before the meeting. Details will be given to the petition organiser to assist with this process when receipt of the petition is acknowledged.

What can I do if I feel my petition has not been dealt with properly?

45. If a petition organiser feels that the council has not dealt with a petition properly, i.e. the process outlined above was not followed, he or she may request a review. Such a request should be made in writing within 28 days of the dispatch of the formal response to the petition organiser, providing a short explanation of the reasons why the council's response is not considered to be adequate.
46. Within five working days of receipt of intention to appeal, the County Council will determine which is the relevant scrutiny board to carry out the review. The board will endeavour to consider the request at its next meeting, although on some occasions this may not be possible and consideration will take place at the following meeting. Should the board determine we have not dealt with your petition adequately, it may use any of its powers to deal with the matter. These powers may include making recommendations to the Cabinet or relevant Cabinet Member or local committee as appropriate.
47. Once the appeal has been considered, the petition organiser will be informed of the results within five working days. The results of the review will also be published on our website. There is no further right of appeal through the County Council.

ANNEX 1

SCC Written Petition Template

[If there is also an on-line petition on the same subject, please do not sign both petitions]

We the undersigned petition Surrey County Council to..... [Set out the issue you'd like SCC to address and if appropriate what you'd like us to do to improve things. If your concern is at a particular location please include the full address and if possible in which Borough or District it is situated]

Lead petitioner: [Name, address, e-mail]

| No | Name | First line of address and postcode | Email address (optional) | Signature |
|----|------|------------------------------------|--------------------------|-----------|
| 1 | | | | |
| 2 | | | | |
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