

## Notice of Meeting

# Cabinet Member for Children and Learning Decisions



**Date & time**  
Tuesday, 15  
January 2013 at  
2.00 pm

**Place**  
Room 107, County  
Hall, Kingston upon  
Thames, Surrey KT1  
2DN

**Contact**  
Anne Gowing  
Room 122, County Hall  
Tel 020 8541 9938

**Chief Executive**  
David McNulty

[anne.gowing@surreycc.gov.uk](mailto:anne.gowing@surreycc.gov.uk)

**If you would like a copy of this agenda or the attached papers in another format, eg large print or braille, or another language please either call 020 8541 9068, write to Democratic Services, Room 122, County Hall, Penrhyn Road, Kingston upon Thames, Surrey KT1 2DN, Minicom 020 8541 8914, fax 020 8541 9009, or email [anne.gowing@surreycc.gov.uk](mailto:anne.gowing@surreycc.gov.uk).**

**This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Anne Gowing on 020 8541 9938.**

**Elected Members**  
Mrs Linda Kemeny

## AGENDA

### 1 DECLARATIONS OF INTEREST

To receive any declarations of disclosable pecuniary interests from Members in respect of any item to be considered at the meeting.

Notes:

- In line with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, declarations may relate to the interest of the member, or the member's spouse or civil partner, or a person with whom the member is living as husband or wife, or a person with whom the member is living as if they were civil partners and the member is aware they have the interest.
- Members need only disclose interests not currently listed on the Register of Disclosable Pecuniary Interests.
- Members must notify the Monitoring Officer of any interests disclosed at the meeting so they may be added to the Register.
- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest.

## **2 PROCEDURAL MATTERS**

### **2a Members' Questions**

- (i) The deadline for Member's questions is 12pm four working days before the meeting (9 January 2013).

### **2b Public Questions**

The deadline for public questions is seven days before the meeting (8 January 2013).

### **2c Petitions**

The deadline for petitions was 14 days before the meeting, and no petitions have been received.

## **3 EXPANSION OF BISLEY COFE PRIMARY SCHOOL**

(Pages 1  
- 8)

To determine a proposal to permanently expand Bisley Church of England Primary School from 1.5 to 2 forms of entry (a total increase of 105 pupils) from September 2013.

*[The decisions on this item can be called in by the Education Select Committee]*

## **4 PORTESBURY SPECIAL SCHOOL**

(Pages 9  
- 16)

To determine whether to publish statutory notices indicating the Local Authority's intention to implement a proposal to relocate Portesbury Special School from its current location to a new site and to increase the capacity of the school from 70 to 105 places.

*[The decisions on this item can be called in by the Education Select Committee]*

## **5 PROPOSAL TO PERMANENTLY EXPAND CRANMERE PRIMARY SCHOOL, ESHER**

(Pages  
17 - 26)

School rolls have been rising steadily across Elmbridge since 2006. To ensure sufficient provision of infant school places in the area Surrey County Council is proposing the expansion of Cranmere Primary School with effect from 1 September 2015.

*[The decisions on this item can be called in by the Education Select Committee]*

## **6 PROPOSAL TO PERMANENTLY EXPAND ESHER C OF E HIGH SCHOOL**

(Pages  
27 - 32)

Secondary School rolls are set to rise significantly across Surrey from 2015 onwards as larger pupil cohorts move out of the primary sector. Esher C of E High School has already taken additional pupils in the previous two years in order to meet local need and to build temporary capacity within Elmbridge. To ensure sufficient provision of secondary school places Surrey County Council is proposing the permanent

expansion of Esher High School with effect from 1 September 2015.

*[The decisions on this item can be called in by the Education Select Committee]*

**David McNulty**  
**Chief Executive**

Published: 4 January 2013

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## SURREY COUNTY COUNCIL

## CABINET MEMBER FOR CHILDREN AND LEARNING

DATE: 15 JANUARY 2013

REPORT OF: NICK WILSON, STRATEGIC DIRECTOR OF CHILDREN, SCHOOLS AND FAMILIES

SUBJECT: A PROPOSAL TO PERMANENTLY EXPAND BISLEY CHURCH OF ENGLAND PRIMARY SCHOOL FROM 1.5 FORMS OF ENTRY (315 PUPILS) TO 2 FORMS OF ENTRY (420 PUPILS) FROM SEPTEMBER 2013

**KEY ISSUE/DECISION:**

To determine a proposal to permanently expand Bisley Church of England Primary School from 1.5 to 2 forms of entry (a total increase of 105 pupils).

**DETAILS:****Business Case**

1. Following a period of consultation with parents, residents and other statutory consultees, the Governors of Bisley Church of England Primary School decided to publish a statutory notice indicating their intention to expand the school from 1.5 to 2 forms of entry. This was done in partnership with Surrey County Council and the Diocese of Guildford. The notice was published on 9 November 2012 and is included as an appendix to this report. The Cabinet Member is asked to determine this proposal.
2. The Local Authority has a statutory duty to provide sufficient school places. Earlier in the year, the Army indicated to Surrey County Council that about 120 families of servicemen from the 2nd Yorkshire Regiment ('2 Yorks') were expected to be returning to the UK from Cyprus next year and children would require a school place for a September 2013 start. There are three primary schools in the area that could serve Pirbright Barracks: Pirbright Primary School, Brookwood Primary School and Bisley Church of England Primary School. Pirbright has little or no spare places and Bisley and Brookwood have a small surplus of places between them across different year groups. If a significant number of families return to the Barracks next year it is unlikely that this demand could be met by the existing schools in the area within their current accommodation.
3. Following the reorganisation of the armed services the 2 Yorks have been merged and will not be returning to Pirbright Barracks. However, the Army have indicated that the Local Authority should 'pause but not cancel' their plans as it is likely that families will still return to Pirbright Barracks next year but from a different base abroad. At the time of writing this report a basing plan indicating how many families would be returning to the barracks had not yet been provided by the Army, so the number of additional children that the Local Authority must provide for is not yet known. This information is expected to be

provided by the end of December and therefore an update will be tabled to the Cabinet Member in the meeting on the 15 January 2013 so that an informed decision can be taken on this proposal.

4. As a signatory to the Surrey Community Covenant, Surrey County Council is committed to supporting families from the armed services. Part of this covenant is to ensure that there are sufficient school places for families returning into the area. Officers decided to consult on and work up plans for additional accommodation (including a planning application) at the school in advance of confirmation on returning families from the Army and therefore 'at risk,' on the grounds that there would be insufficient time to build new classrooms if the process had started only once the Army had produced their basing plan.
5. Planning educational provision for families from the army can be a difficult process given the high mobility and unpredictable nature of their movements. Ordinarily the Local Authority would seek to meet demand from service families within spare capacity in the existing schools in the area. The context to primary place planning issues in the area is that there is great pressure on places in Woking, Runnymede and to a lesser extent in Surrey Heath which makes this approach untenable at this time.
6. In discussion with the three primary schools in the area, Bisley Church of England Primary School was deemed the preferable school to expand to meet the potential demand for the following reasons:

(i) Demand profile – assuming there will be a similar demand profile to the 2<sup>nd</sup> Yorks regiment returning to Pirbright Barracks, creating 105 additional places at Bisley (15 extra pupils at reception and across all other year groups) better meets the expected demand than expanding any of the other schools by 30 places and is more likely to avoid a situation where too many places are created. This is therefore a more cost effective option.

(ii) Planning educational provision on classes of 30 – Bisley has a Published Admission Number (PAN) of 45 – the County Council prefers to plan school provision on multiples of 30. A PAN of 45 means schools have to mix year groups. The Local Authority is of the view that this is inefficient educationally, financially and organisationally and will seek to address this where possible. This proposal presents an opportunity to do this.

(ii) Difficulty in expanding the other two schools in the area – Pirbright Primary School already has 2-forms of entry and would not wish to expand further to 3 forms of entry. The school sits in the Green Belt and therefore from a planning point of view there is a presumption that the Local Authority should seek an alternative option for meeting the demand. The school has an adequate site for expansion but the current configuration makes access to site difficult. Based on the above assumptions, creating an additional 30 places may be more than is actually required. Brookwood Primary School has a small site. Although not in the greenbelt the site has poor access making expansion very difficult to deliver in practice. Creating an additional 30 places may create spare places in this school or others as this would create more provision than the expected demand. Brookwood is also a school named to expand to meet additional pressure expected from the Brookwood Farm Housing development from September 2014.

7. Bisley Church of England Primary School is a Voluntary Aided primary school. The Local Authority values diversity in school provision and works with the Diocese of Guildford to ensure that there are sufficient places for children who would choose a place at a church school. Further details of this proposal are set out in the consultation paper that was published on 26 September 2012 (available on Surrey CC website – [Home > Learning > Schools > Education Consultation and Plans](#)).

## Consultation

8. The School, Diocese and Surrey County Council consulted on this proposal between 27 September 2012 and 25 October 2012. A report was issued to the Governors outlining the responses that were received throughout that consultation. In summary, there were 31 responses to the consultation. This includes all written responses either in response form, email or petition format.
9. There were two questions in the consultation form that respondents were asked to respond to:

(i) “If service families return to Pirbright Barracks the Local Authority should provide more school places in the area”. Across all the responses the following results were recorded and broken down further in the box below (totals may not add up to 31 given that some people have multiple interests):

Agree: 24  
 Disagree: 4  
 Don't know: 3

Total 31

Type of respondent	Agree	Disagree	Don't know
Parent (Nursery, pre-school or mainschool)	20	1	3
Member of staff	3	0	0
Governor	1	0	0
Local Resident	1	2	0
'Other'	1	2	0

(ii) “If service families return to Pirbright Barracks, Bisley Church of England Primary School should permanently expand to become a 2 -form entry primary school to meet the additional demand”. Across all the responses the following results were recorded and broken down further in the box below (totals may not add up to 31 given that some people have multiple interests)

Agree: 16  
 Disagree: 12

Don't know: 3

Total 31

Type of respondent	Agree	Disagree	Don't know
Parent (Nursery, pre-school or mainschool)	13	8	3
Member of staff	3	0	0
Governor	1	0	0
Local Resident	1	2	0
'Other'	1	2	0

10. The dominant issue raised during the consultation was regarding any additional traffic, parking concerns and concerns over child safety. This is reflected in the comments to the consultation as well as those views raised at the consultation meetings that were held with parents and local residents. The access to the school is tight and comes through a residential area. This is clearly an issue for local residents but is also an issue for parents who are worried about the safety of their children. Alongside these issues, many respondents cited the distance between the school and the Barracks as a concern as there are currently few, if any, safe routes to school. Traffic and parking concerns were cited equally between those people that agreed and disagreed with the proposal.
11. Taking into account the response to the consultation as well as the case for and against the proposal, the Governors decided to publish a notice indicating their intentions to proceed with the proposal. Following the publication of the statutory notice, a further 4-week period was undertaken to hear any formal representations. This was a final opportunity for anyone to make comments on the proposal, whether statements of support or objection. The deadline for all representations was 7 December 2012.
12. 3 formal representations have been received regarding the proposal. All are from local residents. All three representations raised objections on the grounds that the expansion of the school would have an unacceptable impact as a result of increased traffic, parking issues and poor access to the school that is already an issue for local residents. One resident also raised an objection to the proposed elevations of the extension.
13. It should be noted that no residents objected to the principle of the school expanding, only the planning issues associated with such an expansion. As this is the focus of this report, these objections should not be considered grounds to reject the proposal on educational grounds. Objections or concerns regarding amenity, traffic and parking issues will be dealt with through the travel planning process led by the school and ultimately by the planning approval process on the expansion which is currently underway.

#### **Financial and Value for Money Implications**

14. This scheme was not in the original Basic Need Capital Programme as reported in the Medium Term Financial Plan (2012-2017). This is because the Army



communicated the potential return of families to Pirbright Barracks after the capital programme was compiled. This project will be reported as part of the 2013-2018 business planning cycle. Financial details on the expansion are not given in this report as they are commercially sensitive and may prejudice the tendering process should the project proceed.

15. A feasibility scheme has been developed by the Diocese of Guildford in conjunction with the school outlining the additional accommodation required to facilitate this expansion. This will involve a 3 classroom extension with toilets and a small group room space. Approval for the funding of this scheme will be requested from the Cabinet Member for Children and Learning acting on behalf of the Cabinet Member for Assets and Regeneration Programmes, also on 15 January 2013. These reports are being submitted together for the reasons set out in paragraph 4.

### **Equalities implications**

16. The proposal would enhance educational provision for children in the community served by the school as well as ensure that adequate educational provision is in place for service families. There are no direct equalities implications arising out of the proposal. However the increase in provision will be open to all applicants with the highest priority given to Looked After Children (LAC) and pupils on the SEN register and/or who would benefit from a statement of educational need, thus supporting provision for our most vulnerable children.

### **Risk management implications**

17. Given that the Army has not yet confirmed their basing plan for Pirbright Barracks, there is a risk that this information will not arrive by the time in which a decision is required or this information or will be incomplete / unreliable. This is a risk to the proposal and to the investment. Officers have been assured by Army representatives that the Local Authority will be informed of the basing plan, with details of the number of families returning to the area, as soon as the Ministry of Defence has completed this work and as 'soon as they know'.
18. Given the objections that have been raised by local residents a further risk is that planning approval for the scheme will not be approved, or will be delayed meaning that the additional accommodation cannot be delivered in time for the school to take additional pupils from September 2013.
19. Officers are working with the Army to ensure that any decision on this proposal is taken with the latest information and an update will be given at the meeting on the 15 January before any decisions are made. Given the above, any decision by the Cabinet Member will be conditional on planning permission being granted.

### **Climate change/carbon emissions implications**

20. The County Council attaches great importance to being environmentally aware and wishes to show leadership in cutting carbon emissions and tackling climate change. Given that the school already serves Pirbright Barracks, the catchment of the school is not expected to increase significantly and the school is working on a number of schemes to encourage parents to find alternative modes of transport into the school as well as investigating the possibility of coach transport from the Barracks to the school.

### **Legal implications/legislative requirements**

21. The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 contains the regulations that apply to prescribed alterations. The DfE has published two pieces of Guidance relating to prescribed alterations: Expanding a Maintained Mainstream School or Adding a Sixth Form and Making Changes to a Maintained Mainstream School (Other than Expansion). These contain both statutory guidance (i.e. guidance to which proposers and decision makers have a statutory duty to have regard) and non-statutory guidance on the process for making changes to school provision.

### **Corporate Parenting/Looked After Children implications**

22. The Council has a duty to promote and improve educational outcomes for all children, particularly for vulnerable and disadvantaged children, including Looked After Children. Securing provision at this school, where the demand for places is very local and also prioritised for children in local authority care will support this obligation.

### **Section 151 Officer commentary**

23. The Section 151 Officer notes that this scheme was not part of the 2012/17 capital programme as the army only notified the local authority of its intentions after the programme of work was agreed. However, it is included in the proposed capital programme for 2013/18.

### **RECOMMENDATIONS:**

It is recommended that the Cabinet Member approve the proposal to permanently expand Bisley Church of England Primary School from 1.5 to 2 forms subject to confirmation from the Army that Pirbright Barracks will have a significant number of families returning with children requiring a school place from September 2013. Furthermore, any approval is conditional on planning permission being granted for the scheme.

### **REASONS FOR RECOMMENDATIONS:**

The Local Authority has a statutory duty to provide sufficient school places and as a signatory to the military covenant is committed to addressing the specific needs of service families. This proposal achieves this aim should a significant number of children return to Pirbright Barracks requiring a school place from September 2013 next year.

## **WHAT HAPPENS NEXT:**

- Cabinet Member for Children and Learning acting on behalf of the Cabinet Member for Assets and Regeneration Programmes approves the costs of the scheme on 15 January 2013
- Planning permission will be sought on the expansion of the school building.
- Subject to approval above, tendering for a contractor to deliver the works required at the school.

### **Contact Officers:**

Kieran Holliday, School Commissioning Officer, tel 020 8541 7383

### **Consulted:**

Schools – Head Teachers and Governors in Woking and Surrey Heath  
Parents and Pupils at Bisley Church of England Primary School  
Diocese of Guildford  
Local Councillors (Borough/District and County Councillors)  
Local Residents

### **Informed:**

School Commissioning  
Estates  
Finance  
Legal Services

### **Sources/background papers:**

- Consultation Paper – ‘ A Proposal to expand Bisley Church of England Primary School to 2 forms of entry from September 2013’. (available on Surrey CC website – [Home > Learning > Schools > Education Consultation and Plans](#))
  - Bisley Public Notice (see below)
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**Appendix 1 – Statutory Notice on the proposed expansion of Bisley Church of England Primary School**

**Proposed expansion of Bisley Church of England Primary School in September 2013**

Notice is given in accordance with section 19(3) of the Education and Inspections Act 2006 that The Governing Body of Bisley Church of England Primary School, in partnership with Surrey County Council and Guildford Diocese, intends to make a prescribed alteration to Bisley Church of England Primary School (Voluntary Aided), Hawthorn Way, Bisley, Woking, Surrey, GU24 9DF from 01 September 2013.

The proposal is to expand the school from a 1.5 form entry primary school with a Published Admission Number of 45 (total of 315 pupils), to a 2 form entry primary school with a Published Admission Number of 60 (total of 420 pupils). The school will admit 15 additional pupils across all year groups (Reception Year to Year 6) from the date in which the proposal is effective. Accommodation would be provided on the existing site of the school to enable this change to take place by September 2013.

The current number of pupils registered at the school is 291 (as at 9 January 2012).

This Notice is an extract from the complete proposal. Copies of the complete proposal can be obtained by writing to: Kieran Holliday, Room 326, County Hall, Penrhyn Road, Kingston Upon Thames, KT1 2DJ or emailing [schoolorg@surreycc.gov.uk](mailto:schoolorg@surreycc.gov.uk).

Within four weeks from the date of publication of these proposals, any person may object to, or make comments on, the proposal by sending them to Kieran Holliday using the contact details above.

Signed: Julie Holt, Chair of Governors, Bisley Church of England Primary School

Publication Date: 9 November 2012

**Explanatory Notes**

This proposal is being made on the expectation that a significant number of service families will be returning to Pirbright Barracks and requiring a school place in September 2013.

## SURREY COUNTY COUNCIL

## CABINET MEMBER FOR CHILDREN AND LEARNING

DATE: 15 JANUARY 2013

REPORT OF: NICK WILSON, STRATEGIC DIRECTOR OF CHILDREN, SCHOOLS AND FAMILIES

SUBJECT: A PROPOSAL TO RELOCATE PORTESBERY SPECIAL SCHOOL FROM ITS CURRENT LOCATION TO A NEW SITE AND TO INCREASE THE CAPACITY OF THE SCHOOL FROM 70 TO 105 PLACES

**KEY ISSUE/DECISION:**

To determine whether to publish statutory notices indicating the Local Authority's intention to implement a proposal to relocate Portesbery Special School from its current location to a new site and to increase the capacity of the school from 70 to 105 places.

**DETAILS:****Business Case**

1. Surrey County Council in partnership with the Governing Body of Portesbery Special School, has recently consulted on the above proposal. The school would be relocated from its current location to the old Blackdown Primary School site, GU16 6TA. The new school would be open by September 2015.
2. Portesbery School is a special school serving up to 70 pupils with severe learning difficulties (SLD). Pupils may have additional sensory impairments, physical difficulties or challenging behaviors. The school is an all age school (2-19 years) and is currently located on Portesbery Road, Camberley, GU15 3SZ.
3. Portesbery is an 'outstanding school' as judged by Ofsted, but the school achieves outstanding outcomes in spite of the buildings and site that it currently operates from. The Local Authority's SEN strategy is to develop its special school provision to avoid costly placements in the non-maintained and independent sector. If special schools in Surrey are to be in a position to cater for the needs of the most complex children in Surrey then they need a modern and fit for purpose learning environment that is also outstanding. The current school is deficient for the following reasons:
4. Site - the current school site is significantly smaller than what has been recommended by the Department for Education (DfE) as a typical site for a school of this nature and size. The school has no playing fields and many of the informal play spaces are unusable because of the slope that exists on the site (the school is located on the top of a steep rise). The school has some hard play facilities but this currently doubles as a drop off and pick up point for the several buses, minibuses and taxis that are used to transport children to and

from the school. As a result, the play area cannot be developed in any meaningful way and is often 'polluted' by dirt and oil brought in by bus traffic.

5. Building issues – The accommodation at the current school is well below the standard for special schools outlined by the DfE (Building Bulletin 101). The school's planned number is 70 but against the same standard the capacity of the school is less than this figure. The shortfall in capacity at the school is largely a result of the small classrooms and hall, the lack of specialist curriculum spaces and break out areas. Additionally, the buildings which date back to the 1960's, although reasonably well maintained, are poorly insulated and costly to run. Both the site and building shortfalls have been referenced in previous Ofsted reports as a concern, despite the school achieving good and outstanding ratings in the last reports.
6. On top of building issues, there are other reasons to consider this proposal favourably. Portesbery School serves children who have a range of difficulties including children with severe learning difficulties (SLD), low functioning autism as well as children with more profound or multiple learning difficulties (PMLD). Over the last 10 years, the number of children with SLD has remained roughly the same in Surrey but there have been increases in the number of children with PMLD, and to a greater extent autistic spectrum disorder (ASD). The Local Authority is not proposing for Portesbery to change in the type of needs that the school will meet but wants more places to be available and to provide facilities that allows the school to manage greater numbers of children with SLD but for whom there will be other conditions that make their needs complex (medical, behavioural and language needs). In creating a new school, there is an opportunity to secure sufficient and high quality provision in Surrey for many years to come. This will contribute to Surrey's overarching SEN strategy and ensure that there are sufficient places in outstanding special schools in Surrey with modern fit for purpose facilities reducing our reliance on non-maintained or independent placements in the future.
7. It is also noteworthy that funding for special schools is changing from next year and the new proposed formula for special schools suggests that larger schools will be more financially sustainable in the future than smaller schools. For this reason and the reasons given above the Local Authority is proposing to rebuild the school to cater for 105 places in the future.
8. The proposal is for the new school to be located at the former Blackdown Primary School site. The school on this site was closed in 2005 and the site has remained vacant since then. The old school buildings are derelict and will be demolished to make way for the new purpose built SEN school. The map in Annex 1 indicates the location of the new site in relation to the existing site. The new site is approximately 4.5km from the existing site (straight line distance) and is located within The Princess Royal Barracks, Deepcut. This area has been identified as a site for a large housing development (1200 dwellings) which is expected to take place in 2016. Significant additional infrastructure is being planned as part of this development including retail, health and recreational facilities as well as a new primary school.
9. A viability study has been completed for this project and the Cluster Programme Office is now developing a detailed feasibility study for the school. A planning application is expected to be made in the New Year.

## Consultation

10. Portesbery School and Surrey County Council consulted on this proposal between 23 November 2012 and 21 December 2012. A meeting for staff and a public meeting for parents, Governors and other interested parties was held on 6 December at the school to discuss the proposal in detail. A consultation document was sent to all parents at the school and a copy was loaded onto the schools website and the Surrey County Council website: [Home > Learning > Schools > Education consultations and plans.](#)
11. In summary, there were only 10 responses to the consultation. 6 were from parents, 2 from Governors and 2 from members of staff. This includes all written responses either in response form or via email. Although Portesbery is a relatively small school this is a low response rate. This is not untypical for consultation exercises of this nature – particularly where the majority of people support the proposals or the proposals have been considered for some time (as is the case with Portesbery). With this in mind, it is hard to say that the conclusions of the consultation provide a representative view of what people in the local community think. Nevertheless, all stakeholders have been given the opportunity to make their views known. The outcomes of the consultation were as follows:

Q1 - Portesbery School should relocate to the old Blackdown Primary School site, GU16 6TA in new purpose built facilities.

Agree:	9
Disagree:	1
Don't know:	0
Total	10

Q2 - Portesbery School should expand from a 70 place to a 105 place special school.

Agree:	10
Disagree:	0
Don't know:	0
Total	10

12. There is little point in breaking down the results by the type of respondent. There was one objection by a parent that agreed with the need to relocate and expand the school but was concerned about the proposed location and its proximity to the town centre – something that the current pupils greatly benefit from. The vast majority of other responders agreed with the proposals largely for the reasons set out in paragraphs 4-5.

### **Financial and Value for Money Implications**

13. The project is included in the County Council's Special Educational Needs (SEN) capital strategy as forms part of the current medium term financial plan. A feasibility study has been developed providing a robust cost estimate for the project and the Cabinet will be asked to sign off the funds necessary to tender for the project in February 2013.

### **Equalities implications**

14. The proposal would enhance educational provision for children in the community served by the school. There are no direct equalities implications arising out of the proposal. The new school building will comply with Disabilities Discrimination Act (DDA) and a larger school will provide employment opportunities in the area.
15. The school will contribute towards community cohesion and many of the facilities will be planned with extended community use in mind so that the local community can use the facilities outside of school hours including in holiday periods.

### **Risk management implications**

16. There are risks associated with this project and a project risk register has been compiled and is regularly updated. An appropriate level of contingency is included within the project budget.
17. The main risk is that the site sits adjacent to the Metropolitan Green Belt. Early pre-planning consultation has taken place to establish the measures required to mitigate these risks.
18. Any decision by the Cabinet Member will be conditional on planning permission being granted.

### **Climate change/carbon emissions implications**

19. The design philosophy is to create a building that will support low energy consumption, reduce solar gain and promote natural ventilation. The aim is for the buildings to exceed the requirements of Building Regulations in terms of thermal insulation and energy consumption and this will be achieved by a high performance thermal envelope which will reduce the overall heating demand with minimal heating provided to compensate for fabric losses only.

### **Legal implications/legislative requirements**

20. The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 contains the regulations that apply to prescribed alterations. The DfE has published two pieces of Guidance relating to prescribed alterations: Expanding a Maintained Mainstream School or Adding a



Sixth Form and Making Changes to a Maintained Mainstream School (Other than Expansion). These contain both statutory guidance (i.e. guidance to which proposers and decision makers have a statutory duty to have regard) and non-statutory guidance on the process for making changes to school provision.

### **Corporate Parenting/Looked After Children implications**

21. This proposal would provide increase provision in the area, which would be of benefit to all in the community served by the school. This means it would therefore also be of benefit to any looked after children who may attend the school.

### **Section 151 Officer Commentary**

22. The Section 151 Officer confirms that funding for this capital scheme is included in the 2012/17 medium term financial plan and fits with the Special Education Needs Strategy.

### **RECOMMENDATIONS:**

It is recommended that the Cabinet Member approve the publication of statutory notices on this proposal outlining the Local Authority's intention to implement the proposal.

### **REASONS FOR RECOMMENDATIONS:**

The current site and buildings are deficient and a solution has been required for some time. Although the responses to the consultation were minimal, there are good reasons to believe that this has the strong support of both the school, Governors and the local community. Now that a suitable site has been identified that is acceptable to both the school and parents, the Local Authority should seek to proceed with the proposal to seek planning approval on the scheme.

### **WHAT HAPPENS NEXT:**

- 18 January 2013 - Statutory notices to be published at the school and in the local community with a 6 week period for formal representations
- 5 February 2013 - Cabinet to approve for project to proceed to design stage and for a planning application to be submitted.
- 7 March 2013 - deadline for all formal representations
- 13 March 2013 – Final decision from Cabinet Member for Children and Learning on educational proposal
- (Approx) April 2013 – planning application considered and decided by Local Planning Authority.
- September 2013 – Contractor appointed to build the new school
- November 2013 – Contractor starts on site, main construction phase
- June 2015 – Handover of buildings to school
- September 2015 – School starts new academic year in new school premises

**Contact Officers:**

Kieran Holliday, School Commissioning Officer, tel 020 8541 7383

**Consulted:**

Parents and pupils at Portesbery School

Matthew Sartin / Susan Carpenter – Head Teacher / Chair of Governors, Portesbery School

Portesbery Governing Body

David Hodge, Leader

Peter Martin, Deputy Leader

Julie Fisher, Strategic Director for Change & Efficiency

Nick Wilson, Strategic Director, Children, Schools & Families

Peter-John Wilkinson, Assistant Director for Schools and Learning

John Stebbings, Chief Property Officer – Property Services.

Linda Kemeny, Cabinet Member for Children and Learning.

Tony Samuels, Cabinet Member for Assets and Regeneration Programmes

Chris Pitt, Local Member for Surrey Heath, Frimley Green and Mytchett

Bill Chapman, Local Member for Surrey Heath, Camberley East.

Paula Chowdhury, Senior Finance Manager – Children, Schools and Families.

Susan Smyth, Senior Finance Manager – Change and Efficiency.

**Informed:**

School Commissioning

Estates

Finance

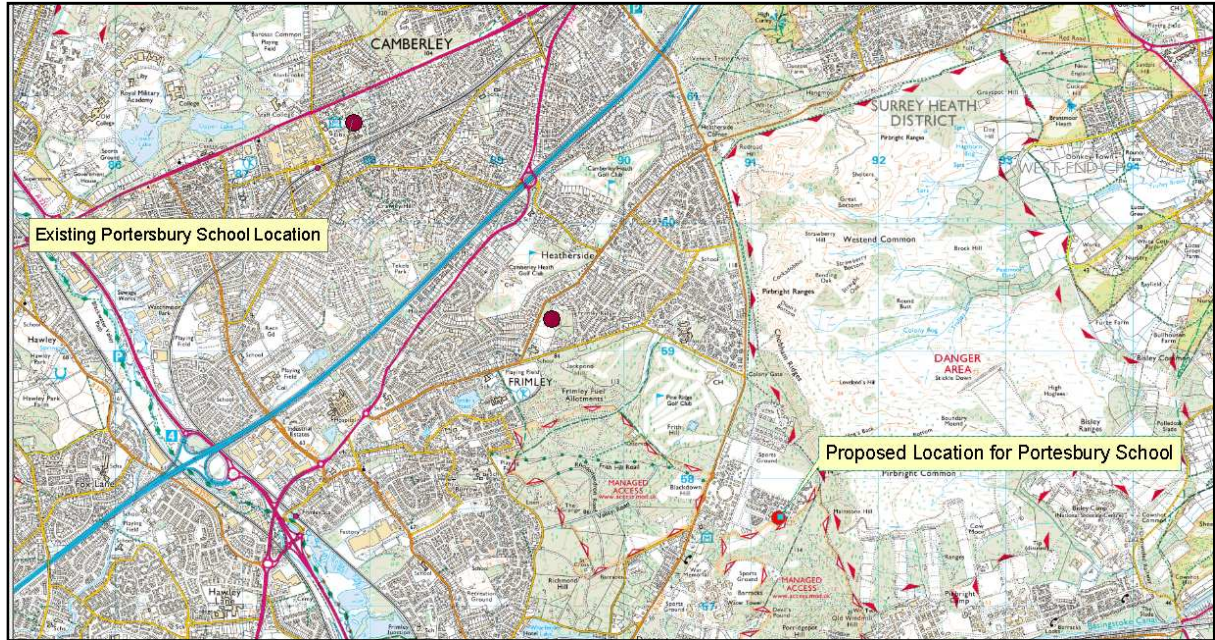
Legal Services

**Sources/background papers:**

- Consultation Paper – ‘A proposal to relocate portesbery special school from its current location to a new site and to increase the capacity of the school from 70 to 105 places. (available on Surrey CC website – [Home > Learning > Schools > Education Consultation and Plans](#))
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# PORTESBURY SCHOOL, RELOCATION AND EXPANSION

Portesbury - the location of the new site in relation to the existing site



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**SURREY COUNTY COUNCIL****CABINET MEMBER FOR SCHOOLS AND LEARNING****DATE: 15 JANUARY 2013****LEAD OFFICER: NICK WILSON, STRATEGIC DIRECTOR OF CHILDREN, SCHOOLS AND FAMILIES****SUBJECT: TO DETERMINE A PROPOSAL TO EXPAND AND REBUILD CRANMERE PRIMARY SCHOOL****SUMMARY OF ISSUE:**

School rolls have been rising steadily across Elmbridge since 2006. To ensure sufficient provision of infant school places in the area Surrey County Council is proposing the expansion of Cranmere Primary School with effect from 1 September 2015.

**RECOMMENDATIONS:**

It is recommended that:

1. The school is enlarged by 2 forms of entry (from 1 FE to 3 FE) plus the addition of a new 26 place nursery.
2. The school will be rebuilt on an adjacent site on land owned by Surrey County Council.
3. This expansion would be effective from 1 September 2015.

**REASON FOR RECOMMENDATIONS:**

Cranmere Primary is a popular and successful school which delivers a high quality education. It was rated by OFSTED, at its last inspection (Nov 2011), as good with some outstanding features. The provision of additional places at Cranmere meets the Government's policy position to expand successful schools in order to meet parental preferences.

**DETAILS:****Business Case**

1. There is a need for additional places in the Dittons and Weston Green planning area. Cranmere Primary School has already been expanded on a temporary basis; it has accommodated two Reception classes each year since 2009 with the addition of temporary accommodation in the form of demountable classrooms. It is no longer possible to expand further on the present site without compromising play space. Also, the other accommodation is insufficient to support the size of the school, i.e. the school was built to accommodate 7 classes and it now has 11 classes; the hall is too

small. as is the staff room and there are insufficient toilet facilities for the number of pupils.

2. The school is willing to expand and is keen to do so with the promise of new, purpose-built accommodation which is designed to enhance the quality of the educational opportunities on offer and provide nursery education on site. The staff and governors have been working closely with Surrey County Council and the Hampshire County Council Cluster Programme Office to design a new building fit for twenty-first century primary education. The design is now at a stage ready to be submitted to the Planning Authority.
3. The present school site and the new land are both situated within the Green Belt and therefore the Planning Application addresses this issue. It is proposed that once the new school is built the current school building will be demolished and this land will be returned to the Green Belt.
4. The Local Authority has a statutory duty to provide sufficient school places and it is not currently possible to expand other local schools in the immediate planning area. Based on the most recent pupil projections, the County Council is forecasting a need for one additional form of entry in the Dittons and Weston Green in the short to medium term. This proposal forms one part of an area strategy for Elmbridge which will require at least 7 additional forms overall by 2020. The area strategy includes a number of other expansions of schools; some of these are agreed with the schools in question and others are still at the proposal stage, but all are accounted for within the Capital Strategy and the Council's Medium Term Financial Plan.

**CONSULTATION:**

5. A public consultation was carried out between 5 and 30 November 2012. A consultation document was produced and circulated to all parents and other stakeholders and interested parties. In addition a meeting was held at the school on 21 November. This was attended by approximately 26 parents and residents. The consultation document was also published on the Surrey County Council website and the local Borough and County councillors were sent copies of this document.
6. The Council has received 15 written consultation responses. An analysis of these is given in the table below:

Respondent	Agree	Disagree	Don't Know
Parent of a child attending the school	0	1	0
Potential Future parent/child in an Early Years setting	8	1	1
Parent of child at another school	0	0	0
Employee of the school	3	0	0
School governor	0	0	0
Other stakeholder	0	1	0

7. Eleven responses are in agreement with the proposal. One respondent stated that they do not know whether or not they are in favour; three respondents are against the proposal.
8. The main concern raised by respondents was the need to retain the 'family ethos' of the school; the perception being that this was much easier if a school is small in size. To some extent this concern was addressed by the Headteacher at the public meeting where she explained in some detail how she would manage a larger organisation and also manage the transition to the new site.
9. Residents on Arran Way and some parents raised the issue of access to the proposed new building stating that the expansion may cause further traffic problems, especially if there is no vehicular access to the site enabling parents to drive in, drop off or pick up and drive out of the school. Traffic management issues have been addressed in the planning stages with pupil safety considerations being of paramount importance. The council's policies on safeguarding, site security and environmental issues have been factored into the final design for the new school. Those in support of the proposal recognised the need for more places and welcomed the opportunity to provide some of these at Cranmere in order to benefit the local community. A number of people were enthusiastic about the proposed new provision.

#### **RISK MANAGEMENT AND IMPLICATIONS:**

10. The key risk to this proposal is the dependency on a successful planning application to develop the site. This scheme has been discussed informally with planners throughout the design and development process and a planning application is ready for submission.

#### **Financial and Value for Money Implications**

11. The cost of the proposed project will be funded through the Schools Basic Need Capital Programme and was approved as part of the Medium Term Financial Planning process.

#### **Legal Implications – Monitoring Officer**

12. The *School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007* contain the regulations that apply to prescribed alterations. The DCSF has published two pieces of Guidance relating to prescribed alterations: *Expanding a Maintained Mainstream School or Adding a Sixth Form* and *Making Changes to a Maintained Mainstream School (Other than Expansion)*. These contain both statutory guidance (i.e. guidance to which proposers and decision makers have a statutory duty to have regard) and non-statutory guidance on the process for making changes to school provision.

### **Equalities and Diversity**

13. There are no direct equalities implications arising out of the proposal. However the increase in provision will be open to all applicants with the highest priority given to Looked After Children and pupils on the SEN register and/or those who would benefit from a statement of educational need, thus supporting provision for our most vulnerable children.

### **Safeguarding responsibilities for vulnerable children and adults implications**

14. The school has a robust Safeguarding Policy which is monitored by the designated Child Protection Lead Officer, is regularly reviewed by the governing body and is subject to OFSTED inspection. Site access and security, both during the proposed building programme and afterwards, have been considered and addressed in the planning and design of this building project.

### **Climate change/carbon emissions implications**

15. The County Council attaches great importance to being environmentally aware and wishes to show leadership in cutting carbon emissions and tackling climate change. A safe walking route to the school has been identified for use by residents and facilities will be provided at the new campus for children cycling or using scooters to come to school.
16. The additional school provision is centred close to the demographic demand and as a result will enable parents and children to attend a local school and thus reduce the need for lengthy school journeys.

### **Section 151 Commentary**

17. The section 151 officer confirms that the high level financial implications have been considered as part of this report and confirms that funding is available for this scheme. The detailed financial and business implications will be considered as part of the next stage.

### **WHAT HAPPENS NEXT:**

- Subject to Cabinet Member approval, Statutory Notices stating the Council's intent to expand the school will be published. The Cabinet Member would then receive a report to determine the proposed expansion within two months of the expiration of the Statutory Notices.
- The outcome of this consultation will be published on the Surrey County Council website and parents of pupils at the school will be notified by letter from the Governing Body.

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#### **Contact Officer:**

Melanie Harris

School Commissioning Officer NE Surrey tel. 020 8541 9556



**Consulted:**

Parents of pupils and prospective pupils of Cranmere Primary School  
Local Councillors  
Local residents via the consultation document published on the SCC website

**Annexes:** Copy of Planning Application Consultation analysis

**Sources/background papers:**

School Organisation Consultation Proposal  
15 Consultation responses

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# Consultation Response Form Raw Data

81 People attended the exhibition.

42 response forms were completed at the time and 2 have been posted since then.

Of the respondents, 20 were parents and 34 were local residents.

## Question responses:

Do you understand and agree that a new school is required in education terms?			
Yes	Don't know	N/A	No
<input type="text" value="37"/>	<input type="text" value="3"/>	1	<input type="text" value="1"/>

Do you like the proposal for a new enlarged Primary School?			
Yes	Don't know	N/A	No
<input type="text" value="35"/>	<input type="text" value="4"/>	1	<input type="text" value="4"/>

Do you like the proposed appearance of the building?			
Yes	Don't know	N/A	No
<input type="text" value="26"/>	<input type="text" value="13"/>	3	<input type="text" value="2"/>

Do you like the proposed layout of the buildings?			
Yes	Don't know	N/A	No
<input type="text" value="29"/>	<input type="text" value="10"/>	4	<input type="text" value="1"/>

Do you like the proposals for access and parking?			
Yes	Don't know	N/A	No
<input type="text" value="8"/>	<input type="text" value="4"/>	1	<input type="text" value="31"/>

Do you like the proposed landscaping and tree cover?			
Yes	Don't know	N/A	No
<input type="text" value="41"/>	<input type="text" value="7"/>	3	<input type="text" value="3"/>

Do you like the proposed school facilities?			
Yes	Don't know	N/A	No
<input type="text" value="29"/>	<input type="text" value="11"/>	3	<input type="text" value="1"/>

Do you support the scheme?			
Yes	Yes, with reservations	N/A	No
<input type="text" value="12"/>	<input type="text" value="23"/>	0	<input type="text" value="7"/>

## Respondent Characteristics:

20 Parents

34 Local Residents

1 Governor

1 Residents Association representative

**Some comments made in feedback forms:**

“I am sure that the school will be very nice ...” - Local resident

“... I absolutely support the development of the new site.” - Parent and Local resident

“Happy about provision for (a) Nursery” - Parent and Local resident

“The scheme is excellent ...” - Parent and Local resident

“Like the school plan” - Parent and Local resident

<b>Concerns from those consulted</b>	<b>No. people who raised issue</b>
Concerned about the effect of parking & access on Arran Way	19
Felt the parking and access could be unsafe	4
Worried about traffic increase	7
Concerned about the presence of HGVs	6
Concerns about through traffic on Mill Road	1
Concerned about noise levels	1
Dislikes the concept of building in the Greenbelt	1
Thought the demolition of the existing school is wasteful	1
Concerned the nursery is not large enough	1

### **More details regarding the parking, access and highways concerns**

Would like to see options for access set out and pros/cons considered

Has consideration been given to allowing a third access point by retaining access down the Drive. Or retaining access down the Drive only and not using Arran Way.

Has consideration been given to an alternative access from Hershams side with parking provision for parents.

Strong traffic management and calming required.

Arran Way/Douglas Road junction congestion as school capacity increased and wider catchment area inevitably increase traffic. This is already a heavily parked area.

Need to consider how to restrict parking in Arran Way and the garage blocks to either side of its northern end.

Need to consider potential for installing more parking bays in Douglas Road and bollarding off grassed areas to prevent parking on those areas.

Need to consider how to restrict parking in Douglas Road.

How are people's drives to be protected from unsociable drop off parking.

Potential danger to children with vehicular movements in the restricted area of Arran Way; and with the number of HGV movements along Douglas Road and Woodlands Road, and junction with Farm Road to and from the Industrial estate on Mill Road. Need pedestrian crossing.

Narrowness of roads a concern with HGV traffic and increased traffic generation. Also longstanding issue of lorries attempting to park and turn on local roads such as Farm Road when they take wrong turn. ERA have been campaigning for years to get this addressed.

Has consideration been given to staggering school opening hours for different years?

Reconfiguration and upgrade of pavement from junction with Arran Way to surrounding streets to encourage people to walk to school.

Douglas Road is not suitable for further parking – how will this be protected from dangerous or problem parking. Full up with residents cars.

Insufficient parking proposed.

Poor transport links. Public transport assessment – only one bus per hour each way. No direct buses from Molesey area – how will children from further afield get to the site.

Concerns over pedestrian access from Blair Avenue.

**\*\*\* N.B.**

**Many of the responses supported the scheme overall but voiced the above concerns about highway matters as reservations**

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**SURREY COUNTY COUNCIL****CABINET MEMBER FOR SCHOOLS AND LEARNING****DATE: 15 JANUARY 2013****LEAD OFFICER: NICK WILSON, STRATEGIC DIRECTOR OF CHILDREN, SCHOOLS AND FAMILIES****SUBJECT: TO DETERMINE A PROPOSAL TO EXPAND ESHER CHURCH OF ENGLAND HIGH SCHOOL****SUMMARY OF ISSUE:**

Secondary School rolls are set to rise significantly across Surrey from 2015 onwards as larger pupil cohorts move out of the primary sector. Esher C of E High School has already taken additional pupils in the previous two years in order to meet local need and to build temporary capacity within Elmbridge. To ensure sufficient provision of secondary school places Surrey County Council is proposing the permanent expansion of Esher High School with effect from 1 September 2015.

**RECOMMENDATIONS:**

It is recommended that:

1. The school is enlarged by 2 forms of entry (from 6 FE to 8 FE).
2. The school to undertake a building remodelling programme on its present site to add teaching accommodation and improve the use of space on campus. This will enable the school to accommodate 1200 students (PAN 240).
3. This expansion would be effective from 1 September 2015.

**REASON FOR RECOMMENDATIONS:**

Esher High is a popular and successful school which delivers a high quality education. It was rated by OFSTED at its last inspection (Nov 2009) as an outstanding school. It also holds a number of awards and is recognised as a National Teaching School, a National Support School and a Lead school for educating Gifted and Talented students. The provision of additional places at Esher High meets the Government's policy position to expand successful schools in order to meet parental preferences.

**DETAILS:****Business Case**

1. There will be a need for additional Year 7 places in Elmbridge from 2015. The current pupil forecast numbers indicate a need for an additional 42 places to meet demand. This figure then rises to 98 places in 2016 and continues to increase to 2020. These figures can be treated with a degree of certainty as the pupils are already in the primary sector. There are four secondary schools

in Elmbridge but only three of them have the capacity to expand on their present sites. By expanding Esher High School in 2015 we can meet the immediate demand while we plan to increase capacity elsewhere in the medium term.

2. Esher High School has already been expanded on a temporary basis in previous years (2010, 2011 and 2012). Surrey County Council has supplied temporary classrooms to enable this to happen. However it is not possible to expand further on the present site without rationalising the existing accommodation and creating some new classrooms and a specialist science teaching area. Originally the school was built to accommodate 900 pupils and it now has 1080 students on campus in a mixture of permanent and temporary accommodation. A new sports hall has recently been built by the school to enable specialist teaching and create a space large enough to allow this increased number of students to meet together as a whole school.
3. The school is willing to expand permanently and is keen to do so with the promise of new, purposebuilt accommodation which is designed to enhance the quality of the educational opportunities on offer and provide permanent classrooms and some additional ancilliary space. This project has been identified as 'Basic Need' and as such is to be funded by Surrey County Council. It was offered to the market as a single tender and the design contract was awarded to MACE. The staff and governors have been working closely with SCC, a project manager and the architects to re-design the space within main building by linking the two halves of this main block and adding a science block extension to the rear of the building. The design is now at a stage ready to be submitted to the Planning Authority.
4. The present school site and the new land are both situated within the Green Belt and therefore the Planning Application addresses this issue.
5. The Local Authority has a statutory duty to provide sufficient school places and it is not currently feasible to expand other local schools or academies within the borough by 2015. Rydens Academy (RES) has announced its intention to rebuild and Surrey County Council has agreed with the governing body to finance some capacity onto their site. However, the earliest this can be achieved would be 2016. The area strategy includes this and other expansions all of which have been discussed with the schools in question and are accounted for within the Capital Strategy and the Council's Medium Term Financial Plan.

<b>CONSULTATION:</b>
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6. A public consultation was carried out between 5 and 30 November 2012. A consultation document was produced and circulated to all parents and other stakeholders and interested parties. In addition a meeting was held at the school on 13 November but regrettably this was not well attended (only one parent and a governor turned up). The consultation document was also published on the Surrey County Council website and the local Borough and County councillors were sent copies of this document.
7. The Council has received 15 written consultation responses. An analysis of these is given in the table below. NB Some respondents are parents of



children at the school, parents of likely future pupils and/or governors; for the purposes of this summary table they have been counted once:

Respondent	Agree	Disagree	Don't Know
Parent of a child attending the school	4	1	1
Potential Future parent/child in an Early Years setting	5	0	0
Parent of child at another secondary school	1	0	0
Employee of the school	0	0	0
School governor	1	0	0
Other stakeholder – student or anonymous	1	1	0

8. Twelve responses were in agreement with the proposal. One respondent stated that they do not know whether or not they are in favour, two respondents were against the proposal.
9. The main concern raised by respondents was the need to retain the ethos of the school and assurance was sought that resources would not be so stretched as to have a negative impact on standards. Many respondents noted that this is a popular school which is oversubscribed; they expressed support for the expansion so that more local children would have the opportunity to attend an outstanding school. The two people who disagreed with the proposal state that they liked the fact that Esher High was a small school and felt that much would be lost if it were to increase in size. One person mentioned a perceived diminution in standards of behaviour and restrictions on tutorial time since it has increased in size on a temporary basis.

#### **RISK MANAGEMENT AND IMPLICATIONS:**

10. The key risk to this proposal is the dependency on a successful planning application to develop the site. This scheme has been discussed informally with planners throughout the design and development process and a planning application is ready for submission.

#### **Financial and Value for Money Implications**

11. The cost of the proposed project will be funded through the Schools Basic Need Capital Programme and funding for this scheme is included in the current 2012/17 Medium Term Financial Plan.

#### **Legal Implications – Monitoring Officer**

12. The *School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007* contain the regulations that apply to prescribed alterations. The DCSF has published two pieces of Guidance relating to prescribed alterations: *Expanding a Maintained Mainstream School or Adding a Sixth Form* and *Making Changes to a Maintained Mainstream School (Other than Expansion)*. These contain both statutory guidance (i.e. guidance to which proposers and decision makers have a statutory duty to have regard)

and non-statutory guidance on the process for making changes to school provision.

#### **Equalities and Diversity**

13. There are no direct equalities implications arising out of the proposal. However the increase in provision will be open to all applicants with the highest priority being given to Looked After Children, pupils on the SEN register and/or those who would benefit from a statement of educational need, thus supporting provision for the most vulnerable young people.

#### **Safeguarding responsibilities for vulnerable children and adults implications**

14. The school has a robust Safeguarding Policy which is monitored by the designated Child Protection Lead Officer, is regularly reviewed by the governing body and is subject to OFSTED inspection. Site access and security, both during the proposed building programme and afterwards, have been considered and addressed in the planning and design of this building project.

#### **Climate change/carbon emissions implications**

15. The County Council attaches great importance to being environmentally aware and wishes to show leadership in cutting carbon emissions and tackling climate change. A safe walking route to the school has been identified for use by residents and facilities will be provided at the new campus for students and staff who cycle to school.
16. The additional school provision is centred close to an area of demographic demand and therefore will enable young people to attend a local school; thus reducing the need for lengthy school journeys.

#### **Section 151 Commentary**

17. The section 151 officer confirms that funding for this scheme has been included in the 2012/17 medium term financial plan and scheme costs are expected to be contained within this funding allocation. More detailed costings will be developed as the scheme progresses to tender.

#### **WHAT HAPPENS NEXT:**

- Subject to Cabinet Member approval, Statutory Notices stating the Council's intent to expand the school will be published. The Cabinet Member would then receive a report to determine the proposed expansion within two months of the expiration of the Statutory Notices.
- The outcome of this consultation will be published on the Surrey County Council website and parents of pupils at the school will be notified by letter from the Governing Body.

**Contact Officer:**

Melanie Harris

School Commissioning Officer NE Surrey tel. 020 8541 9556

**Consulted:**

Parents of pupils and prospective pupils of Esher C of E High School

Staff and Governors of the school

Local Councillors

Local residents and other local schools via the consultation document published on the SCC website

**Annexes:** None

**Sources/background papers:**

School Organisation Consultation Proposal

15 Consultation responses

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