

SURREY COUNTY COUNCIL**CABINET**

DATE: 26 MARCH 2024

REPORT OF CABINET MEMBER: NATALIE BRAMHALL, CABINET MEMBER FOR PROPERTY, WASTE AND INFRASTRUCTURE

LEAD OFFICER: KATIE STEWART, EXECUTIVE DIRECTOR FOR ENVIRONMENT, INFRASTRUCTURE & GROWTH

SUBJECT: CHENNESTONE PRIMARY SCHOOL – ROOFING WORKS

ORGANISATION STRATEGY PRIORITY AREA: ENABLING A GREENER FUTURE/ EMPOWERING COMMUNITIES

Purpose of the Report:

Cabinet is asked to approve capital funding for essential works at Chennestone Primary School, Manor Lane, Sunbury-on-Thames, TW16 5ED. The works are required to improve the condition of the school's flat roofing, thereby safeguarding the health and safety of pupils and staff, mitigating the impact on the school's operational activities and the children's education whilst improving the school's overall energy efficiency.

The existing roof coverings are in poor condition and prone to leaks causing disruption to the educational operation of the school. The concrete roof deck also exhibits signs of structural damage, whilst the steel water tanks feeding water outlets in the school are also deteriorating.

The proposed works include provision of new insulated roof coverings, water tank replacement, structural repairs and strengthening, asbestos removals, high level window replacements, internal decorations and consequential works.

The proposed works will be phased to take place during school holidays where possible, including critical health and safety works such as asbestos removal.

The works will contribute to Surrey County Council's (the Council) Net Zero Carbon (NZC) target due to improved thermal insulation in the roof. The roof structure is not suitable for photovoltaic (PV) installation.

Recommendations:

It is recommended that Cabinet:

1. Approves capital funding allocated within the School Capital Maintenance Budget for the Minor Capital Works (MCW) Programme of FY2024/25 to replace the roof coverings and water tanks, remove asbestos, undertake structural repairs, and carry out any other associated work for essential condition improvement works to Chennestone Primary School, Sunbury-on-Thames. The capital funding required is commercially sensitive at this time and is set out in the Part 2 report.

2. Approves procurement of appropriate construction partners to carry out the works in accordance with the Council's Procurement and Contract Standing Orders.
3. Notes that, regarding the procurement of construction partners, the Executive Director for Environment, Infrastructure & Growth and the Director of Land and Property are authorised to award such contracts, up to +5% of the budgetary tolerance level.
4. Authorises Legal Services to seal any awarded contract where required.

Reason for Recommendations:

Approving the recommendations in this report will enable the Council to:

- Provide a dry, warm and safe learning and working environment for the school's pupils and staff.
- Support the school's operational activities and the children's education.
- Improve the building's energy efficiency and contribute to the Council's NZC target.
- Maintain and protect the building, providing a fit for purpose building for future years.
- Reduce the maintenance burden for the Council and school.

Executive Summary:

1. Chennestone Primary School is a community school for children aged 4 to 11 years of age. The school has an approximate capacity for 340 pupils and has an Ofsted rating of "Good". The school is situated in Sunbury-upon-Thames within the borough of Spelthorne.
2. A building condition survey carried out by the Council in 2019 noted that the condition of the flat roof of the school was "bad" and classified the roof as needing essential replacement within a year. Although design works were initiated at the school within the original timeframe, these were slow to progress meaning that the works have slipped and now have a greater urgency than previously. The cold-water storage tank was classed as "satisfactory" but to be replaced in 2026. The roof work is now overdue, and the tank replacement works are being brought forward to deliver efficiency savings.
3. Since the 2019 survey, the school have requested remedial works of a temporary nature to stem roof leaks and repair damage to the internal fabric caused by rainwater leaking through the roof.
4. The works have been developed in conjunction with the Council's Greener Futures team, to incorporate measures which will contribute to the Council's ambition to be NZC by 2030. The measures include improving insulation however installation of PV panels are not suitable for these roofs due to the roof deck composition and material condition.
5. The proposed works will be phased to take place during school holidays and term time. The intention is to complete the critical works over the school holidays. A temporary double classroom unit will also be provided to support the school and limit disruption to its operations.
6. The proposed approach, timeframes and programme of works have been discussed and agreed by the school, the Council's Education Service, Land and Property and its project delivery team.

Consultation:

7. The following have been consulted before, during and after site inspections by Council Officers, and in the development of the works programme and schedule:

- Mrs Hayley Mulhall, Head Teacher, Chennestone Primary School
- Mr Nick Watkins, School Business Manager, Chennestone Primary School
- Natalie Bramhall, Cabinet Member for Property, Waste and Infrastructure.
- Buddhi Weerasinghe, Divisional Cabinet Member, SCC
- Carrie Traill, Service Manager, Educational Effectiveness, SCC
- Katie Stewart, Executive Director, Environmental, Infrastructure and Growth
- Stuart Clayton, Head of FM Services, L&P, SCC
- Amanda Boyton, Customer Experience Manage, L&P, SCC
- Vicky Reader, Head of Estates, Estate Management, L&P, SCC
- Fotini Kallipoliti Vickers, Renewable Energy Programme Manager, Strategic Energy, SCC
- Property Panel and Capital Programme Panel members, SCC
- Finance and Legal Teams, SCC
- Macro, SCC's Managing Agent and Delivery Partner

Risk Management and Implications:

8. Key risks associated with the project at this time have been identified and are being actively managed, as outlined below.

	Risk description	Mitigation action/strategy
a.	<p>Operational activity</p> <ul style="list-style-type: none"> • Works being undertaken at an active school which even out of term-time will likely have users for which the works could cause disruption (including but not limited to operation of site equipment/ plant, storage of spoil/debris, storage of construction materials, COSHH etc.) • Delays due to discovery of unidentified asbestos in concealed structures. • Functionality of site and safety procedures e.g. fire evacuation plans 	<ul style="list-style-type: none"> • Pre-Contract meeting to be held to ensure Contractor and School staff understand the works programme. • Contractor to provide a Construction Phase Plan (CPP) which will detail codes of practise and H&S policies. The CPP will be approved by a third-party Principal Designer prior to the works commencing. • Plans to include details on how works can be isolated from building users without negatively impacting operational activity or safety plans. • Regular engagement between school staff and Contractor with works monitored regularly by consultant team.
b.	<p>Works programme and schedule</p> <ul style="list-style-type: none"> • Supply chain and labour shortages • Delays to programme if works can only take place outside of term-time 	<ul style="list-style-type: none"> • Early engagement is planned with manufacturers for early procurement. • Programme schedule and budget includes allowance for works to commence during term-time.
c.	<p>Health and Safety (H&S)</p> <ul style="list-style-type: none"> • Potentially working in close proximity to building users • H&S of site staff • Working at height (roofing) • Working on/around structures known to contain Asbestos Containing Materials 	<ul style="list-style-type: none"> • H&S codes of practise and policies will be included in the CPP. • Contractor to provide Asbestos Survey Information report.

	Risk description	Mitigation action/strategy
d.	Financial <ul style="list-style-type: none"> • Insufficient funding if scope of works increases, rise in cost of materials, discovery of deleterious materials. • Inflation increases. 	<ul style="list-style-type: none"> • A sufficient contingency is held outside of the contract sum to cover any unplanned changes to the scope of works, cost increases and a risk contingency for unforeseen items (e.g. deleterious materials). • An allowance for a rise in inflation is included within the budget in line with current forecasts.
e.	Reputational	<ul style="list-style-type: none"> • Engagement with the school is in progress and will continue throughout the planning and works period. • The school is responsible for liaising and engaging with staff, parents and pupils, and the Consultant team will provide support and information as and when necessary.

Financial and Value for Money Implications:

- The budget for this scheme has been allocated within the School Capital Maintenance Budget for the Minor Capital Works (MCW) Programme of 2024/25. The funding allocation for the 2024/25 programme of works is sufficient to accommodate the above proposed works and other prioritised works for the programme year.
- Not carrying out these works could lead to potential closures of the Surrey-maintained school with decant costs incurred. Officers are not aware of a pending academy conversion; however, should an application be received, SCC would still be liable for the replacement works prior to conversion.

Section 151 Officer Commentary

- Significant progress has been made in recent years to improve the Council's financial resilience and the financial management capabilities across the organisation. Whilst this has built a stronger financial base from which to deliver our services, the increased cost of living, global financial uncertainty, high inflation and government policy changes mean we continue to face challenges to our financial position. This requires an increased focus on financial management to protect service delivery, a continuation of the need to be forward looking in the medium term, as well as the delivery of the efficiencies to achieve a balanced budget position each year.
- In addition to these immediate challenges, the medium-term financial outlook beyond 2023/24 remains uncertain. With no clarity on central government funding in the medium term, our working assumption is that financial resources will continue to be constrained, as they have been for the majority of the past decade. This places an onus on the Council to continue to consider issues of financial sustainability as a priority, in order to ensure the stable provision of services in the medium term.
- There is sufficient capital funding in the Schools Capital Maintenance budget in the current MTFs for the proposed roofing works. The majority of this budget is funded by government grant and the revenue cost of the borrowing is included in the MTFs. As such the Section 151 Officer supports the recommendations in this report.

Legal Implications – Monitoring Officer:

14. This paper seeks approval of capital funding to carry out essential works required at Chennestone Primary School, Sunbury-on-Thames. The works include extensive external refurbishment works including asbestos removal to safeguard the health of pupils and staff and improve the overall condition and energy-efficiency of the building.
15. The Council is empowered under section 2 of the Local Authorities (Land) Act 1963 to undertake such works and improvements and it is recommended that such works are progressed to ensure that the Council discharges its responsibilities in respect of Health & Safety requirements associated with the building.
16. Cabinet is under fiduciary duties to residents in utilising public monies and in considering this business case Cabinet Members will want to satisfy themselves that the recommendations represent an appropriate use of the Council's resources.
17. Officers, must ensure that any procurement to appoint appropriate construction partners to carry out the works, is done in accordance with the requirements of the Public Contracts Regulations 2015 (and any successor legislation) where appropriate, and the Council's Procurement and Contract Standing Orders.

Equalities and Diversity:

18. An Equalities Impact Assessment is not applicable to this project and has therefore not been completed.

Other Implications:

19. The potential implications for the following Council priorities and policy areas have been considered. Where the impact is potentially significant a summary of the issues is set out in detail below:

Area assessed:	Direct Implications:
Corporate Parenting/ Looked After Children	No implications arising from this report.
Safeguarding responsibilities for vulnerable children and adults	No implications arising from this report.
Environmental sustainability	No implications arising from this report.
Compliance against net-zero emissions target and future climate compatibility/resilience	Supports the Council meeting its NZC targets through making the building energy efficient by reducing heat and electricity demand through efficiency. Efficiency measure include increasing the roof's insulation to current Building Regulation requirements.
Public Health	No implications arising from this report.

What Happens Next:

20. Should this proposal be approved, the timeframes for completion are as set out below.

Key milestones	Start	Complete
Detailed design	Feb 2024	March 2024
Tender period, evaluation and contract award	April 2024	May 2024
Mobilisation and commencement of contractor	Jun 2024	Jul 2024
Construction works	Jul 2024	Nov 2024

21. The school is responsible for communicating timescales, implications for school operations and mitigating management actions to staff, parents and pupils. The Council's project team will provide information to inform and support such communications.

Report Author:

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Consulted:

Hayley Mulhall, Head Teacher, Chennestone Primary School
 Nick Watkins, School Business Manager, Chennestone Primary School
 Natalie Bramhall, County Cabinet Member, Property, Waste & Infrastructure, SCC
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 Fotini Kallipoliti Vickers, Renewable Energy Programme Manager, Strategic Energy, SCC
 Property Panel and Capital Programme Panel members, SCC
 Finance and Legal Teams, SCC
 Macro (SCC's Managing Agent and Delivery Partner)

Annexes:

Part 2 report

Sources/background papers:

None
