

HAMPSHIRE COUNTY COUNCIL

Decision Report

Decision Maker:	Executive Member for Education
Date:	14 May 2024
Title:	Alterations and Refurbishment at Samuel Cody School, Farnborough
Report From:	Director of Universal Services

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Purpose of this Report

1. The purpose of this report is to seek spend approval to the project proposals for alterations and refurbishment at Samuel Cody School to create additional teaching accommodation for children with special educational needs at a total cost of £800,000.

Recommendation

2. That the Executive Member for Education gives approval to spend £800,000 on the project proposals for alterations and refurbishment at Samuel Cody School to create additional teaching accommodation for children with special educational needs.

Executive Summary

3. Samuel Cody School currently provides education for up to 294 pupils aged between 4 and 16 years old with Moderate Learning Difficulties, Autism Spectrum Condition or Social, Emotional and Mental Health needs.
4. The project comprises alterations and refurbishment to the main school to provide an additional 14 places for pupils aged between 4 and 11 years old with Moderate Learning Difficulties, enabled by the relocation of the existing pre-school from the main school into a separate pavilion building.
5. The project includes alterations and refurbishment to the pavilion building to enable its use by the pre-school for children aged between 2 and 4 years old and providing a larger space for the potential expansion of the pre-school in the future from 26 places up to 40 places.

6. The project is included in the Children's Services Capital Programme, approved at the Executive Lead Member for Children's Services Decision Day on 19 January 2024 with a budget of £800,000.
7. Hampshire County Council Development Management have confirmed that the works are Permitted Development and do not therefore require planning consent.

Background

8. Samuel Cody School currently provides education for up to 294 pupils aged between 4 and 16 years old with Moderate Learning Difficulties, Autism Spectrum Condition or Social, Emotional and Mental Health needs.
9. Originally built as a secondary school in 1973, the secondary school closed in 2011 and became the new location for Samuel Cody Special School in 2012. A new-build specialist facility was added to the campus in 2022 for pupils aged between 10 and 16 years old with Social Emotional Mental Health needs.
10. Oak Farm Community Pre-School currently operates from within the main school building, providing 26 mainstream places for pre-school children aged between 2 and 4 years old.
11. A stand-alone building, known as the Pavilion, currently supports various community uses adjacent to the school's synthetic turf sports pitch and is proposed as the new location of the pre-school, providing a larger space for the potential expansion of the pre-school in the future from 26 places up to 40 places.
12. The proposed alterations to the main school building increases the capacity of the school by 14 pupils. A further 30 pupils will be accommodated in spare capacity within the existing accommodation, including the Cody Oaks facility, taking its overall capacity to 338 pupils, to meet the demand for additional places in the local area for pupils with Moderate Learning Difficulties.
13. The project is included in the Children's Services Capital Programme, approved at the Executive Lead Member for Children's Services Decision Day on 19 January 2024 with a budget of £800,000.

Finance

Capital Expenditure:

14. The Capital Expenditure has already been approved in principle; the following table outlines the breakdown of its distribution across the project. The current estimate includes inflation to mid-point construction in August 2024 (3Q24).

Capital Expenditure	Current Estimate	Capital Programme	
		£'000	£'000
Buildings		687	687
Fees		113	113
Total		800	800

Sources of Funding:

15.

Financial Provision for Total Scheme	Buildings	Fees	Total Cost
	£'000	£'000	£'000
1. From Own Resources			
a) Capital Programme (as above)	0	0	0
2. From Other Resources			
a) High Needs Provision Grant	687	113	800
Total	687	113	800

a) Building Cost:

Net Cost = not applicable due to the nature of the works

Gross Cost = £1,779/m²

Cost Per Pupil Place = £57,143/pupil

Gross Internal Floor Area = 364m² (refurbishment area)

b) Furniture & Equipment:

Included in the above figures is an allocation of £30.5k for the provision of loose furniture and fittings to the primary building (inclusive of fees).

c) School Balances:

The school has the following level of balances:

- Published revenue balance as of 31 March 2023: £220,818
- Devolved formula capital balance as at 31 March 2023: £68,879

Revenue Issues:

16. The revenue impact of this project was laid out in the report Additional Specialist Provision and approved by the Executive Member for Education at the 14th May 2024 Decision Day. Any ongoing revenue funding needs should be met by the DfE national funding formula allocation.

17. Schools in England receive revenue funding provided on the basis of the DfEs National Funding Formula, this formula takes a variety of factors into account, including the number of pupils a school has and how this affects school's running costs. Schools are able to use this funding to pay for the day-to-day running costs of a school, such as teacher pay, support staff pay, energy bills, minor maintenance, and teaching materials.

18. Overview of Additional Revenue Implications:

	(a) Employees £'000	(b) Other £'000	(a + b) *Net Current Expenditure £'000	(c) Capital Charges £'000	(a + b + c) Total Net Expenditure £'000
Revenue Implications Additional +/ Reductions	0	0	0	16	16

Details of Site and Existing Infrastructure

19. Samuel Cody School is located off Ballantyne Road in Farnborough within a residential area, with public playing fields to the south. The site is entered off Ballantyne Road to the north-east and exited via Chaucer Road to the north-west.
20. A site plan of the school is included in Appendix 2.
21. The existing pre-school is currently located at the west end of the school campus within the area of the school that caters for primary aged pupils, in a single-storey Scola Mark 3 building, built in 1977.
22. A single-storey brick building known as the Pavilion is in the centre of the campus adjacent to the synthetic turf sports pitch. Built in 1996, it has a pitched roof with metal covering. The southern end of the Pavilion provides changing facilities for the adjacent sports pitch and this use will continue, accessed directly from the pitch. The remainder of the building and its associated external area is currently used for various community purposes, with a separate access.
23. Staff car parks are located to the north of the site at the front of the school, adjacent to the boundaries with Ballantyne Road and Chaucer Road.
24. An external hard play area is located to the south of the main school buildings, with a grassed school playing field to the south. A further small external play area is located directly adjacent to the Pavilion.
25. The existing services infrastructure to the site are sufficient to accommodate the project proposals.

Scope of the Project

26. The project comprises alterations to the main school building for primary aged use, together with alterations to the Pavilion building and associated external

play area to accommodate the relocation of the pre-school from the main school building, as shown on the plans in Appendix 2.

The Proposed Alterations

27. The proposed alterations to and refurbishment of the primary building comprise:
- Refurbishment of existing pre-school classroom for use by Reception year pupils
 - New toilets for Reception year pupils
 - Conversion of existing staff room into classroom
 - Reconfigured staff offices and toilet
 - New reception and lobby
28. The proposed alterations to and refurbishment of the Pavilion building comprise:
- New floor coverings to existing multi-use space
 - New pre-school toilets
 - New staff /visitor toilet

External Works

29. The proposed external works comprise:
- New path access for the primary age pupils
 - 2 new canopies to the new pre-school play area, together with new rubber crumb and artificial grass external surfaces and replacement solid-boarded boundary fences.
 - New directional road markings and signage to school car park areas
 - Conversion of 2 existing standard parking bays into an additional minibus parking bay
 - Conversion of 4 existing standard parking bays into 2 accessible parking bays.
30. The current parking arrangements have sufficient capacity to accommodate the increased staff parking requirements, in accordance with Hampshire County Council On-Site School Parking Policy.

Planning

31. Hampshire County Council Development Management have confirmed that the proposed alteration work, including the external canopies, is Permitted Development and does not therefore require planning consent. An updated school travel plan will be required.

Construction Management

32. The school site will remain in use during the construction period and local management arrangements will be put in place to manage the health and

safety impact for all school users. The contractor will access the school site via the staff car park off Ballantyne Road site entrance and will leave via Chaucer Road school site exit.

33. Two contractor site compounds will be established adjacent to their respective working areas, one directly adjacent to the main school building and one adjacent to the Pavilion, as shown on the plans in Appendix 2. Both will be segregated from school users.
34. No deliveries or movements of vehicles will take place at the start or end of the school day, to avoid traffic conflict when pupils are arriving at or departing from the school.
35. The works will be procured through the Minor Works Framework and are anticipated to commence on site during early summer 2024 with the new arrangements becoming operational in September 2024.

Building Management

36. The existing building management arrangements will remain in place.

Professional Resources

37.

Architectural	Universal Services – Property Services
Landscape	Universal Services – Property Services
Mechanical and Electrical	Universal Services – Property Services
Structural Engineering	Universal Services – Property Services
Quantity Surveying	Universal Services – Property Services
Principal Designer	Universal Services – Property Services
Drainage Engineering	Universal Services – Hampshire Engineering Services

Consultation and Equalities

38. The local HCC Member, Cllr Roz Chadd, Member for Farnborough North has been consulted throughout the process and is fully supportive of the proposal.
39. A principle of enlargement consultation was undertaken in February 2024.
40. The following have been consulted during the development of this project.
 - Headteacher and School Staff.
 - School Governors.
 - Parents of Current Pupils.
 - Residents.
 - Children’s Services.
 - Executive Lead Member for Children’s Services.
 - Local County Councillor; Cllr Roz Chadd

- District Council and District Councillors
- Fire Officer.
- Access Officer.
- HCC Strategic Transport Team
- HCC School Travel Planning Team
- HCC Development Management.
- HCC Management Surveyor.

41. An Equalities Impact Assessment has been carried out and is included in Appendix 1.

Risk & Impact Issues

Fire Risk Assessment

42. Sprinkler systems shall be installed in new and refurbished buildings where appropriate, based upon a risk assessment methodology.
43. With respect to fire safety and property protection, the proposals have been risk assessed in line with the agreed Property Services procedures and it is confirmed that the provision of sprinklers is not required in this instance.

Health and Safety

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

Climate Change Impact Assessments

45. Hampshire County Council utilises two decision-making tools to assess the carbon emissions and resilience of its projects and decisions. These tools provide a clear, robust, and transparent way of assessing how projects, policies and initiatives contribute towards the County Council's climate change targets of being carbon neutral and resilient to the impacts of a 2°C temperature rise by 2050. This process ensures that climate change considerations are built into everything the Authority does.

Climate Change Adaptation

46. Along with the rest of the existing school buildings, the areas of the proposed internal alterations will be vulnerable to the future extreme heat, rain and wind events that will occur with the climate consequences of a global average 2°C temperature rise by 2050. Such events could cause significant disruption to the use of the school, like many schools and buildings across the Council's estate.

Carbon Mitigation

47. Carbon emissions from this project arise during the supply of its raw materials manufacture and construction, together with the operational emissions from its heating and power consumption throughout its use.

48. The project will incorporate the following measures to reduce the operational carbon emissions and those embodied in its construction process:
 - The adaptation and reuse of existing buildings, rather than building an extension, reducing the embodied carbon emissions from construction.
 - Energy efficient lighting and heating controls
 - The use of timber from sustainable sources
 - A site waste management plan will be developed to ensure that during construction the principles of minimising waste are maintained.

REQUIRED CORPORATE AND LEGAL INFORMATION:

Links to the Strategic Plan

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

Section 100 D - Local Government Act 1972 - background documents

The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)

Document

Location

None

EQUALITIES IMPACT ASSESSMENT:

Equality Duty

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

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act with regard to the protected characteristics as set out in section 4 of the Act (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation);
- Advance equality of opportunity between persons who share a relevant protected characteristic within section 149(7) of the Act (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation) and those who do not share it;
- Foster good relations between persons who share a relevant protected characteristic within section 149(7) of the Act (see above) and persons who do not share it.

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

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

Equalities Impact Assessment:

An Equalities Impact Assessment has been carried out and is included in Appendix 1 below.



Equality Impact Assessment

What is an Equality Impact Assessment (EIA) and why does the County Council do them?

The [Public Sector Equality Duty](#) (PSED) is an obligation within the [Equality Act 2010](#) ("the Act"), which asks public authorities, like Hampshire County Council, to give 'due regard' to equality considerations, in particular to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

This includes assessing the impact of policies and practices on individuals and communities with a protected characteristic, as defined in the Act and some other specific groups. The County Council uses EIAs to ensure it has paid 'due regard' to equalities considerations when there are changes to a service or policy, a new project or certain decisions.

EIA author	Position & Department	Contact
Amy Chambers	Senior Operations Officer Children's Services	amy.chambers@hants.gov.uk Tel:03707 798802

Title:	Consultation on the proposal to increase the capacity of Samuel Cody School, Farnborough
Related EIAs:	None

EIA for Savings Programme:	No
Service affected	Samuel Cody School, Ballantyne Road, Farnborough, GU14 8SN
Description of the service/policy/project/project phase	<p>The Samuel Cody School currently has capacity for 294 pupils aged 4-16 years and caters for pupils with Moderate Learning Disabilities (MLD), Autism Spectrum Condition (ASC) and Social, Emotional and Mental Health needs (SEMH). This is provided in three separate buildings across the main site. Places at the school are offered by the local authority to children who have an Educational Health Care Plan (EHCP) identifying the school as being the most appropriate educational setting. It has been identified that there are an increasing number of children in the county who are being diagnosed with Moderate Learning Disabilities (MLD) and we are working towards expanding the offer of support to these children. The proposed additional SEND provision outlined within this EIA will help manage some of the school place pressures generated by the increase in the number of Education, Health and Care Plans (EHCPs) maintained by the Local Authority. On 31st March 2022 in Hampshire there were 13,178 children with EHCPs. An increase of 428 from January of the same year.</p>
New/changed service/policy/project	<p>It is proposed to increase the overall places at the school to 338 (248 in main school and 90 in Cody Oaks SEMH provision) from September 2024. The increase in pupil numbers will be in the main school site for pupils with Moderate Learning Difficulties (MLD). The area of the main school that caters for primary pupils has unused spare classrooms that can be brought back into use. In addition it is proposed to move Oak Farm Community Pre-School into the Pavilion building on the site to increase the accommodation for primary pupils. The Pavilion building will also be reconfigured to make a larger pre-school space to allow the preschool to grow and cater for the demand from the local community, it would have its own access and entrance. The total cost of the proposals is estimated to be c£750,000.</p>

Engagement

This consultation will run from Friday 26 January to Friday 23 February. The purpose of this consultation was to seek the view of consultees on the principle of enlarging the school to meet the demand for additional specialist school places in the local area. It was important to hear the views of stakeholders so that Hampshire County Council can consider them as part of the detailed work to be undertaken should approval to the enlargement be obtained.

The proposal was also included on the Hampshire County Council's (HCC) consultation website: <http://consultations.hants.gov.uk/active.aspx> Letters were sent to; Parents of children at the school (via the school) • Headteacher • Chair of Governors • Schools within 2 miles • Staff union representatives • MP • HCC Elected member – Cllr Roz Chadd • Local District Council • Other relevant HCC Officers •

A drop-in session was held at Samuel Cody Special School on Thursday 8 February 2024 between 3:30pm and 6:30pm enabling members of staff and the public to discuss the proposal with Hampshire County Council officers. A website was also set up with the details of the consultation which included some 'Frequently Asked Questions' that may address any queries. The initial consultation drop in event was attended by a number of local residents and nursery school staff who wanted to understand how the proposals will impact the local community. There was positivity about the need for increased provision and specialist support and some concerns about increased traffic in the area.

Equalities considerations - Impact Assessment

Age

Impact on public	Positive
Impact on staff	Positive
Rationale	<p>The increase in specialist provision will support primary aged pupils with special education needs, specifically Moderate Learning Difficulties (MLD) and enable them to thrive in an inclusive, and supportive specialist environment. It means that more children will be able to attend the special school in Farnborough and could result in less children being out of school whilst waiting for a place in a specialist provision. With the increase of children in Hampshire with EHCP's this expansion will have an incredibly positive impact on primary aged children who share this protected characteristic.</p> <p>As we are proposing to do renovation work to the pavilion building to allow Oak Farm Nursery to move into their own self contained space, the children and staff of Oak Farm Nursery will also positively benefit from the proposal. The relocation of the nursery will allow them to increase their capacity, offer a wider range of services to more families within the community, and will provide additional jobs in the local area.</p>

Mitigation	

Disability

Impact on public	Positive
Impact on staff	Positive
Rationale	<p>Hampshire County Council is proposing to deliver renovation works to the pavilion building that would see the formation of 3 separate rooms and associated toilet works. The renovation would see the installation of an accessible toilet for both children and staff to use. There will also be landscaping works to the external areas that will be level and accessible to all. There will be shaded areas throughout the external play area that will ensure all children can access the outdoor space.</p> <p>Within the main primary school building, Hampshire County Council are proposing to complete renovation works that would reconfigure internal spaces into two new classrooms, reception area, staff room and planning, preparation and assessment (PPA) area, emotional literacy support assistants (ELSA) room and associated toilets. These improvement works across the school campus will have a positive impact on all of the children who attend this special school, and will also allow the school to admit additional students. All work which is proposed is being designed in conjunction with the school and their headteacher in order to ensure that the needs of the children and staff are being met.</p> <p>The staff are also going to be positively impacted as there will be an accessible toilet installed within the pavilion.</p>
Mitigation	

Gender Reassignment

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Impact on public	Positive
Impact on staff	Positive
Rationale	As part of the planned proposal, the pupil and staff toilets will both be unisex which makes them more accessible to any individuals that may share gender reassignment as a protected characteristic.
Mitigation	

Pregnancy and Maternity

Impact on public	Neutral
Impact on staff	Neutral
Rationale	There will be no change in benefits to this protected characteristic group, over and above the current circumstances and over other protected characteristics groups, therefore the impact has been assessed as neutral for both staff, children and young people.
Mitigation	

Race

Impact on public	Neutral
Impact on staff	Neutral
Rationale	There will be no change in benefits to this protected characteristic group, over and above the current circumstances and over other protected characteristics groups, therefore the impact has been assessed as neutral for both staff, children and young people.

Mitigation	

Religion or Belief

Impact on public	Neutral
Impact on staff	Neutral
Rationale	There will be no change in benefits to this protected characteristic group, over and above the current circumstances and over other protected characteristics groups, therefore the impact has been assessed as neutral for both staff, children and young people.
Mitigation	

Sex

Impact on public	Positive
Impact on staff	Positive
Rationale	As part of the planned proposal, the pupil and staff toilets will both be unisex which makes them more accessible to any individuals that may share sex as a protected characteristic.
Mitigation	

Sexual Orientation

Impact on public	Neutral
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Impact on staff	Neutral
Rationale	There will be no change in benefits to this protected characteristic group, over and above the current circumstances and over other protected characteristics groups, therefore the impact has been assessed as neutral for both staff, children and young people.
Mitigation	

Marriage and Civil Partnership

Impact on public	Neutral
Impact on staff	Neutral
Rationale	There will be no change in benefits to this protected characteristic group, over and above the current circumstances and over other protected characteristics groups, therefore the impact has been assessed as neutral for both staff, children and young people.
Mitigation	

Poverty

Impact on public	Positive
Impact on staff	Positive
Rationale	There is a high level of poverty within the area the school is located in and therefore any project that will bring additional jobs is a positive action. The increase in provision for children with Special Educational Needs is also positive as it means that more children will be able to access the appropriate provision for their needs potentially closer to home

	providing that the school is named on their Education and Health Care Plan (EHCP).
Mitigation	

Rurality

Impact on public	Neutral
Impact on staff	Neutral
Rationale	There will be no change in benefits to this protected characteristic group, over and above the current circumstances and over other protected characteristics groups, therefore the impact has been assessed as neutral for both staff, children and young people. The area the school is located in is not seen to be rural.
Mitigation	

Geographical Impact: Basingstoke and Deane, Hart, Rushmoor

Equality Statement

Additional information:

Hampshire County Council has a statutory duty to provide school places for all children including those who have special educational needs and/or a disability. The County Council is committed to further developing successful provision to meet this demand within the Special Education Needs and Disability (SEND) sector within the County of Hampshire to reduce using the more expensive private and independent school sector. This is part of an ongoing drive to seek opportunities in Hampshire Schools to expand, develop or re-designate themselves. or increase their pupil numbers, in order to meet the increasing need for SEN places.

Overview Statement:

A summary assessment to show that due regard to the Public Sector Equality Duty has been paid, which is undertaken when a full EIA is not needed:

EIA reference number: 00580

Date of production of EIA for publication: 14/02/2024