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APPENDIX 5

(SCRUTINY PANEL
10 JANUARY 2018)

Annex B

(To Appendix 5 for Overview and Scrutiny Commission 4 August 2016)

Minutes of meetings and correspondence with EFA relating to Harris Wimbledon School (February 2015 to the present)

**Whilst previously restricted, this document has been approved for
publication except where information has been redacted.**

RESTRICTED

Tom Procter

From: [REDACTED]@education.gsi.gov.uk
Sent: 17 June 2016 16:07
To: Tom Procter
Cc: Paul Ballatt; James McGinlay
Subject: RE: Harris Wim site LSG 20 June 2016 - Copy

Hi Tom

Thanks for sending this all through. The report reads really well...why can't other LAs produce such clear, easy to read plans?!

With regard to the EFA's contribution, I have confirmed at the last few meetings that I was prepared to review our stance and, having looked at your figures below and the report, I can confirm the following:

- The EFA will pay up to £1m for the relocation of the day centre to Leyton Road;
- The EFA will meet the cost of converting the playing field at Merton Abbey Primary School to an all-weather surface. I am also prepared to consider some additional 'sweeteners' but this will not be extensive and I should be grateful if you would ensure the school's expectations are managed carefully until we can agree what we may be able to offer;
- The EFA will meet the cost of any works required to the Whately Avenue Adult Education Centre to allow Harris Wimbledon to operate from a temporary site for up to 2 academic years;
- The EFA will meet the cost for the resurfacing of the tennis courts close to the temporary site (Tom, I am so sorry, I cannot recall the name of this park!) to provide a suitable external PE facility and play space for the school. This cost will be capped. Details of who should procure the work to be discussed as part of the HOTS for the temporary site; and
- The EFA will meet the costs for the development of the permanent site.

Regarding the costs in association with the purchase of Domex and the land swap/construction works required for Elim Church, I am prepared to increase the EFA's contribution up to a maximum of £4.85m (rounded up). Please note, this does not include the contingency sum totalling £290k for both projects. The EFA will not fund a contingency sum of this nature. However, as part of our regular review meetings, your updates will advise on whether there is a financial implication arising which may need to be reconsidered.

I trust that this offers you the reassurances needed for your LSG meeting and the cabinet meeting on 4 July. If you want to clarify any points raised, please do give me a call on Monday morning and I would be happy to discuss further.

Kind regards,
Sarah

Sarah Crocker
Project Director – Free Schools Capital Team

From: Tom Procter [mailto:Tom.Procter@merton.gov.uk]
Sent: 17 June 2016 13:39

To: CROCKER, Sarah
 Cc: Paul Ballatt; James McGinlay
 Subject: Harris Wim site LSG 20 June 2016 - Copy

Hi Sarah – here is the confidential LSG report for any comments and to show our figures with the expectation that you can increase the site contributions above £4 million.

Below is the breakdown of the maximum financial authority we are asking the Council’s Cabinet.

	Value	CPO 50% compensation allowance	Total maximum offer	Sub total after offset for Merton hall value	3% fees allowance their side	1.5% fees allowance our side	Stamp du 5%
Domex	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Elim	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Total	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Stamp duty for Elim is calculated as [REDACTED] as we will have to pay Elim's costs to sell their land							

Regards

Tom

Tom Procter
 Head of Contracts and School Organisation
 Children Schools and Families Department
 London Borough of Merton
 Tel: 020 8545 3306

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Debbie Maleci

From: [REDACTED]@education.gsi.gov.uk
Sent: 12 May 2016 10:54
To: Paul Ballatt; Tom Procter
Cc: [REDACTED]@education.gsi.gov.uk
Subject: Harris Wimbledon - acquisition progress and actions needed

Dear Paul and Tom

As we discussed in yesterday's meeting, I agreed to write to you both to summarise where we need to be, in relation to the site acquisitions, relocation of the day centre (and the knock-on relocations for the Community Association and CSF staff at Leyton Road), and the timescales.

We agreed last year that, should the High Path site progress, the LA would lead on the acquisition of the Domex and Elim Church sites due to the likelihood of either of the purchases needing to go down the CPO route. We now have one site following the withdrawal of STC back in March and therefore progress on the two High Path acquisitions needs to move forward and progress; something we all acknowledged at our meeting on 18 March 2016. The last three meetings have been informative regarding the status of each site but progress has been extremely slow, regardless of identifying clear actions and reiterating such actions in the notes of each meeting.

I understand that a project board has been set up within the LA with an aim to focus on delivery of the High Path site. Whilst I am pleased that this is finally in place, the first meeting is today and I question how quickly the board will be in a position to undertake the necessary work required to provide the information for the cabinet report in time for the meeting and to progress with the acquisitions and relocations in the timescales necessary. My concerns remain with regard to the LA's ability to deliver.

In addition to the limited progress being reported, I had a response from James yesterday morning, declining the conference call on the 27 May. He is a crucial player at this stage of the process and I have significant concerns that, without him being party to the meeting, both of you will be asked some quite challenging questions about progress in relation to the acquisitions.

I think we made it very clear yesterday that both the EFA and Harris Federation wish for the school to open in September 2017 and, based on this, the comments below focus on this as a target date; both for the temporary site and also the availability of the permanent site to ensure phased works can commence Summer 2017 to allow for the school to move to the permanent site by September 2019.

Temporary site:

Task	By whom	Completion date	Comments
Early Design work (Joseph Hood Adult Ed. Centre)	EFA	July 2016	We will ensure that at least one design meeting is with Harris Fed. And the neighbouring primary school to discuss security and ingress/egress. An outline budget will be produced by our Regional Technical Adviser (RTA)
Response to HOT	LA	w/c 16 May 2016. Discuss/response	Response required in relation to draft HOT and addition of the tennis courts

		27-5-16	at JH Rec.
Caretaker's house	LA	w/c 16 May 2016. Discuss on 27-5-16	View of likely rental value expected should this form part of the temporary site. It should be noted that this is unlikely to be required.

Permanent site:

Task	By whom	Completion date	Comments
ELIM CHURCH:			
Merton Hall feasibility study	LA	3-6-16. share prior to meeting on 14-6-16	LA to conclude feasibility study and undertake cost assessment (appoint a QS through our framework)
Agree relocation package with Elim Church "subject to agreement"	LA	Check progress on 27-5-16. Expect agreement to be reached by 14-6-16	
Final valuation/cost of providing alternative site	LA	27-5-16	To be shared with Noelize
Due Diligence	LA	3-6-16	Will need to be in place for cabinet report
HOT to be drafted in readiness	LA	Confirmation that this is underway on 27-5-16	Date of vacation to be dictated by feasibility study outline programme
DOMEX:			
Revised valuations to be shared with EFA	LA	13-5-16	RBV, Domex's valuation and revised valuation to take account of hope value etc.
LA to seek confirmation from Domex of agreed acquisition [cost] price	LA	27-5-16 – confirmation that this has been achieved	Is there a requirement for a meeting between planners, Domex and LA to allow this to proceed? If the valuations are already close, why is such a meeting required?
HOT to be drafted in readiness.	LA	Confirmation that this is underway on 27-5-16	Vacation of site early summer 2017. Will Domex require a relocation site to be secured first?
DAYCARE RELOCATION:			
Feasibility completed for Leyton Rd site. Planning requirements? LA to confirm what likely timescales will be	LA	27-5-16	Planning requirements (change of use/permitted development) How will this affect the programme?
Programme of works	LA	27-5-16	TP to review programme to show how works can progress to ensure site is vacant by Summer 2017. Construction is likely to be IRO 6 months. Planning requirements will dictate the likely risk of relocation by Summer 2017
COMMUNITY			

ASSOCIATION:			
Meeting with Group to consider alternative site	LA	11-5-16	Report back on 27-5-16
OTHER MATTERS:			
Standard free schools model 125 year lease to be [developed] used for permanent site	LA to commence	Draft status by 14-6-16	
Project Board	LA	27-5-16	<ul style="list-style-type: none"> - Confirmation of property lead - Terms/remit for the group.
Cabinet report	LA	27-5-16 Prior to 27-5-16 Following meeting on 27-5-16	<ul style="list-style-type: none"> - Confirmation that this can be dealt with as a confidential paper due to the commercial sensitivities surrounding the site acquisitions - List of recommendations to be shared to ensure all key decisions are included in one report - Draft report for comment
Letter of comfort	LA	17-5-16	Letter of comfort to clearly define the LA's commitment to purchasing the sites and exactly what needs to be done to achieve this, i.e. what authority is required to make the purchases happen, and when.

I hope this will be helpful for your meeting on Friday. By all means let me know if you would like to discuss in more detail.

Regards,
Sarah

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Sarah Crocker

Project Director, Free Schools Capital

Ext: – Web: www.gov.uk/efa

Address: 4th Floor, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT



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Debbie Maleci

From: [REDACTED]@education.gsi.gov.uk
Sent: 09 May 2016 13:54
To: Paul Ballatt; Tom Procter; [REDACTED]@harrisfederation.org.uk;
 [REDACTED]@education.gsi.gov.uk; [REDACTED]@education.gsi.gov.uk; James
 McGinlay; Tara Butler
Cc: [REDACTED]@education.gsi.gov.uk
Subject: FW: FS0 447 Harris Wimbledon:- Actions from Meeting of 12 April 2016

Dear All

Apologies for the delay in getting these minutes to you. I had two urgent acquisition that needs to be completed in the last few weeks and before the Mayoral elections.

Please see below actions from the meeting of 12 April 2016.

Attendees:

Chris Randall, Paul Ballatt, Tom Procter, James McGinlay, Ian Runeckles, Noelize Mesmain, apologies Sarah Crocker and Andy Baker

	Meeting of Meeting 12 April 2016	
		Actions
1.	Meeting with South Wimbledon councillors and Harris Federation still to be arranged.	PB/TP & CR
2.	Merton Abbey and proposed shared space: LA to arrange meeting.	PB/TP
3.	Temporary site – key points from site visit that took place before the main meeting:- <ul style="list-style-type: none"> • Harris Fed happy with space available – adapted as necessary. • Vehicular access with Joseph Hood primary needs to be managed to allow for deliveries to kitchen. • Emergency access/egress from kitchen area needs to be agreed. • How to treat shared utilities to be decided. • Limited outside space so use of Joseph Hood Rec ground tennis courts to be explored – would require resurfacing. • Meeting with Harris Fed and Joseph Hood Primary to be arranged • Current occupiers leave in July 16. Who maintains the building from that date to be decided. • Decision needed as to whether to include caretakers house in demise. • LA would expect recompense for loss of rental income to private residential tenant • EFA technical advisor to provide temp budget. Inspection to be arranged via JMcG • Draft heads of terms. LA comments still awaited. 	JMcG PB/TP/JMcG PB/TP/JMcG/EFA PB/TP/JMcG/EFA EFA/JMcG JMcG
4.	High Path:- <ul style="list-style-type: none"> • Domex opinion of value based on a mixed use (resi) scheme. • LA commissioned revised valuation supports [REDACTED] Domex offer. Agreed EFA can have sight of valuation. • Meeting to be arranged with Domex, architects, LA and planners to agree a scheme for the site. • Possibility of a phased development with [REDACTED] coming on 	JMcG LA/EFA/Harris

	<p>later. This option to be explored further.</p> <ul style="list-style-type: none"> 4 weeks to agree terms. 	Fed
5.	<p>Elim Church:-</p> <ul style="list-style-type: none"> Church happy with alternative site, Merton Hall, but have concerns that it looks too much like a church. Elim agreed to work with LA to re design. Façade locally listed making demolition difficult. LA to seek planners/architects view on what can be done to property. LA view is of 1 year programme of refurbishment/rebuild, estimated at [REDACTED] 4 weeks to agree terms. 	PB/TP/JMcG
6.	Communications:- carried over from meeting of 18 March 16	
7.	<p>Key dates to note:</p> <p>2 July 2016 – Cabinet meeting w/c 9 May 16 - Agreement on both land deals at High Path</p>	All to note
8.	<p>Next meeting:</p> <ul style="list-style-type: none"> Tuesday 10th May 16 11.30am-1.00pm 	All to note

Debbie Maleci

From: [REDACTED]@education.gsi.gov.uk
Sent: 25 March 2016 10:22
To: [REDACTED]harrisfederation.org.uk; Paul Ballatt; Tom Procter;
 [REDACTED]@education.gsi.gov.uk; [REDACTED]@education.gsi.gov.uk; James
 McGinlay; Tara Butler; [REDACTED]@education.gsi.gov.uk
Subject: Harris Wimbledon - notes of meeting 18-3-16

Dear all

Very concise snapshot of key actions from our meeting last week.

		Actions
1.	STC withdrew from further negotiations with EFA. Details of decision sent to all parties.	SC
2.	Domex site: Still no response from their agent. Await James return and push for a response.	JMcG
3.	Church: South Wimbledon Community Centre are now aware that of the church potentially moving into the building. Pastor to visit w/c 21-3-16 and discuss with community association.	
4.	<p>Risk and Issues analysis/viability report: a summary report identifying the following points is required from the LA (document will also support cabinet report):</p> <ul style="list-style-type: none"> • Details of each site involved, including sites to be considered as relocation opportunities; • LA's current position with users at each site, including knock-on to other parties; • Proposed action plan – discussions, approvals required, Key decisions, process, negotiations and how purdah fits in; • Next steps and timescales; • Likely risks and issues for each option; • RAG rated viability to meet timescales. <p>Paul and Tom to discuss with James in some detail upon his return from jury service. To be shared prior to next meeting. Noelize offered to meet with James prior to the next meeting to assist with this task.</p>	PB, TP and JMcG
5.	LA to consider whether there is a requirement to undertake revised RBVs for the three sites.	JMcG
6.	Key dates to note: 6 June 2016 – Cabinet meeting	To note
7. ✓	<p>South Wimbledon councillors are keen to meet with Harris Federation. Agreed that EFA does not need to be involved at this time as focus is not on property related matters. To be arranged between LA and CR.</p>	PB/TP & CR

8.	Merton Abbey and proposed shared space: No formal response received from the governing body. Agreed to arrange a visit for later in the summer term. LA to arrange nearer the time.	PB/TP
9.	Due Diligence: Noelize confirmed that she has commenced some early investigations but the acquiring party (LA) needs to undertake this activity. LA to advise at next meeting.	JMcG
10.	<p>Planning meeting – key points:</p> <ul style="list-style-type: none"> i) TfL: site adjacent to main trunk road so urgent to discuss roads, buses and tramlink; ii) Sport England consultation/early discussion required; iii) Main 'High Path' estate to be developed and outline plan approval expected in June/July 2016; iv) Public engagement with all stakeholders. <p>Next agenda item: communications</p>	To note
11.	<p>Temporary site – key points:</p> <ul style="list-style-type: none"> • Car-free primary school (Joseph Hood) but emergency vehicle access for fire tenders and disabled along front of adult education building; • Caretaker's house will remain outside the demise; • Adult education will be vacant by 1 September 2016; • Holding statement issued regarding the future use of the adult education building; • Tom and Paul met with Joseph Hood on 17 March and advised them that we were actively pursuing an alternative option but consideration is being given to the adult education centre for temporary use. • LA is brokering a meeting between the school and Harris Federation after Easter. • Site visit planned for after Easter (See future meeting details below). • Schedule of accommodation developed which shows that the adult education building could accommodate two year groups – 120 and 180. Accommodation would be too small for two year groups of 180. 	
12.	Draft heads of terms (temporary site): Noelize has drafted but there remains a number of gaps in the document. To be populated with information following the Whatley Ave site visit. Tom to be CC'd into all correspondence.	JMcG and NM
13.	Sarah to feedback to LA urgently about basic need allocations and the impact on the authority's allocation in future years.	SC
14.	<p>Programme: Andy shared two programmes – Non-CPO and CPO route. Key dates (est) are:</p> <ul style="list-style-type: none"> • 6 June – cabinet report to seek approval to High Path proposals and LA's contribution • CPO route: Start on site June 2019, complete December 2020 • Non-CPO route: Start on site May 2017, complete November 	

	2018	
15.	Next meetings: <ul style="list-style-type: none">• Adult Education (Whatley Ave): 12 April, 10am. Meet on-site.• Main meeting: 12 April, 11:30am. Meet at LB Merton offices.	All to note

Sarah Crocker

Project Director – Free Schools Capital Team

Email: [REDACTED]@education.gsi.gov.uk

Web: www.gov.uk/efa



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Debbie Maleci

From: Paul Ballatt
Sent: 18 March 2016 16:36
To: [REDACTED]@education.gsi.gov.uk'
Subject: RE: Harris Wimbledon - STC option

Thanks Sarah – hopefully we're edging forward together!

Have a good weekend.

Paul

Paul Ballatt
Assistant Director Commissioning, Strategy & Performance
Children Schools and Families Department
020-8545 4066
paul.ballatt@merton.gov.uk
www.merton.gov.uk



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From: [REDACTED]@education.gsi.gov.uk [mailto:[REDACTED]@education.gsi.gov.uk]
Sent: 18 March 2016 14:21
To: Tom Procter; Paul Ballatt
Subject: FW: Harris Wimbledon - STC option

Dear Paul and Tom

Thanks for your time yet again this morning. Below is the ditty I sent Chris to provide the audit trail of why STC is no longer an option.

Kind regards
Sarah

Sarah Crocker
Project Director – Free Schools Capital Team
[REDACTED]

From: CROCKER, Sarah
Sent: 17 March 2016 09:41
To: [REDACTED]@harrisfederation.org.uk'
Cc: BAKER, Andy; MESMAIN, Noelize
Subject: Harris Wimbledon - STC option

Dear Chris

Thanks for your time on the phone a moment ago. I just wanted to clarify, in writing, the STC position for your files and to share with colleagues at Harris Federation.

As you are aware, we have now completed a revised RBV which took into account the accommodation we were looking to acquire, land value, cost of works for the school and also the work required for the re-provision of STC's reduced facilities. The RBV came in significantly lower than the [REDACTED] that the college were seeking. I was hoping that we could negotiate with Chris Wright and agree an acquisition figure that would be lower than the [REDACTED] but above our RBV.

Unfortunately, Chris has informed me that he wishes to 'draw a line' under the discussions. He tells me that the Lambeth merger is taking a considerable period of time and that the free school proposal was something that could have been financially beneficial for the college if the [REDACTED] figure was achievable. He is not prepared to enter into negotiations for anything less than this figure.

I have informed Chris that, although this is disappointing, it is also understandable at this time in the college's development and should their position change, to get in touch.

I will share this with LB Merton tomorrow at the meeting.

Our focus now must be on the High Path option. As we discussed, the Joseph Hood permanent option is not really viable due to the significant sensitivities surrounding the closure/relocation of a good primary school. The site is also an unusual shape and very small for a secondary school. We will continue to develop the HOT for the use of the adult education centre as a temporary base and I am very pleased that the LA is prepared to work with us and retain this accommodation for Harris Wimbledon's use.

Regards,
Sarah

Sarah Crocker
Project Director – Free Schools Capital Team

[REDACTED]
Email: [REDACTED]

Web: www.gov.uk/efa



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Debbie Maleci

From: [REDACTED]@education.gsi.gov.uk
Sent: 16 March 2016 12:11
To: [REDACTED]@education.gsi.gov.uk; [REDACTED]@harrisfederation.org.uk; Tom Procter; Paul Ballatt; James McGinlay; [REDACTED]@education.gsi.gov.uk; Chris Lee; Tara Butler
Cc: [REDACTED]@education.gsi.gov.uk
Subject: RE: Harris Wimbledon: AGENDA 18-3-16 (main meeting)

Thanks for the Agenda Sarah.

James/Tara

I am conscious that we haven't received your comments on the temp site HOTS. Will we get this before our meeting, or do you want to discuss at the meeting.

Regards
Noelize

From: CROCKER, Sarah
Sent: 16 March 2016 11:35
To: [REDACTED]@harrisfederation.org.uk; 'Tom Procter'; 'Paul Ballatt'; 'james.mcginlay@merton.gov.uk'; MESMAIN, Noelize; BAKER, Andy; 'chris.lee@merton.gov.uk'; 'tara.butler@merton.gov.uk'
Cc: RONECKLES, Ian
Subject: RE: Harris Wimbledon: AGENDA 18-3-16 (main meeting)

Good morning all

Please find below the email with the notes of the last meeting and a gentle reminder to each of us that there are actions to complete.

The planning meeting will commence at 9:30am with the main meeting following after at 10:30am. Planning meeting attendees from EFA will be Andy and Ian Runeckles; I will not be in attendance.

Proposed agenda (aide memoire) for Friday's main meeting:

1. Actions from last meeting 23 February 2016
2. Acquisition update:
 - a. High Path:
 - i. Update from LBM on LA's current position, timescales and next steps
 - ii. Domex update
 - iii. Church update and Merton Hall implications
 - b. STC:
 - i. Valuation
 - ii. Update on discussions with STC (Chris Wright)
 - c. Day Centre: anything new?
 - d. Anything fundamental from planning meeting?
 - e. Cabinet meeting 6 June 2016: preparation and information required
 - f. Site options analysis (to be tabled at meeting)

3. LBM response regarding contributions and ownership
 - a. BN grant allocations
 - b. Merton Abbey Primary – environmental imps
 - c. 125 year lease of High Path land.
4. Programme – review of CPO process
5. Temporary site:
 - a. Schedule of Accommodation
 - b. HOT
6. Purdah
7. AOB
8. Next meetings

Regards
Sarah

Sarah Crocker

Project Director – Free Schools Capital Team

Mob: 07468 714 342

From: CROCKER, Sarah

Sent: 01 March 2016 15:42

To: [REDACTED]@harrisfederation.org.uk; 'Tom Procter'; Paul Ballatt; 'james.mcginlay@merton.gov.uk'; MESMAIN, Noelize; BAKER, Andy; 'chris.lee@merton.gov.uk'; 'tara.butler@merton.gov.uk'

Cc: RONECKLES, Ian

Subject: Harris Wimbledon: action points from meeting 23-2-16

Good afternoon everyone

Here are the action points from yesterday's meeting. Invites already sent for the proposed planning meeting and next project review meeting on 18-3-16

Attendees:

Chris Randall, Paul Ballatt, Tom Procter, James McGinlay, Noelize Mesmain, Sarah Crocker

Copied to:

Andy Baker, Chris Lee, Tara Butler, Ian Runeckles

		ACTION
1.	Tom provided an outline programme detailing likely timescales if CPO route was followed. It was noted that to go through the CPO route, the LA has been advised to ensure planning permission has been secured on the site. Actions: <ol style="list-style-type: none"> i) Andy to add Tom's dates to the outline programme/create an alternative programme. Review at next meeting. ii) Sarah and Andy to start considering early funding requests and procurement options for design work up to and including a planning application. Consider frameworks and 	AB SC/AB

	limitations	
2.	<p>Domex update: LA offer of [REDACTED] has not formally been rejected but it is believed that this would not be accepted. Domex has not responded within timescale set by LA and they are aware of the CPO possibility. Savilles are acting on behalf of Domex. Agreed to wait for counter-offer from Domex/Savilles. Agreed could increase offer to [REDACTED]</p> <p>Action:</p> <p>i) James to circulate details of the LA's current position, next steps and timescales.</p>	JMcG
3.	<p>Church: Has agreed to move but there may be some concerns about the size/capacity of Merton Hall. Merton Hall has been occupied by a Community Association for the last two years. This is sensitive as they have been moved more than once.</p> <p>Should Merton Hall not be suitable for the church, it is likely that the purchase will move quickly to a CPO.</p> <p>Action:</p> <p>i) Could Merton Hall be extended to appease the Church and accommodate the Community Assoc?</p>	TP/PB/JMcG
4.	<p>Daycentre: Property review underway for other children's services and running in parallel to negotiations for Leyton Road site.</p> <p>Action:</p> <p>i) Update needed at next meeting to check risk/issue status.</p>	TP/PB/JMcG
5.	Pre-planning meeting re-arranged to 18-3-16 at 9:30am.	To note
6.	<p>Access to playing fields for High Path option: Tom explained the possibility of using Nursery Road playing fields. This is owned by the Rutlish Foundation and linked to the Rutlish School who are interested in the possibility of installing an all-weather pitch. LA is currently the custodian of the site (55 years remaining of 100 year protected lease).</p>	To note
7.	<p>Temporary site: Visit to Whatley Road Adult Education Centre is sensitive at present, in particular with Joseph Hood Primary School. Agreed to wait until permanent site is agreed which would offer the primary school some assurances. LA confirmed that should the school opening be deferred beyond September 2017, the temporary site will remain available for Harris Wimbledon.</p> <p>Actions:</p> <p>i) Noelize to further develop the HOT for temporary site with Chris and James.</p> <p>ii) Tom to provide plans of adult education buildings and a red line plan of the site to support the HOT.</p> <p>iii) Consideration to be given to how playtime and lunchbreaks could be accommodated on the site with Joseph Hood Primary School. Meeting to be convened in the future.</p> <p>iv) Noelize to consider holding costs for adult education accommodation, should the school opening be deferred beyond September 2017.</p> <p>v) Chris and Andy to commence developing the schedule of accommodation for the temporary accommodation.</p>	<p>To note</p> <p>NM TP Future action</p> <p>NM</p> <p>AB/CR</p>

8.	<p>South Thames College site: A formal valuation has now been commissioned to replace the desktop study recently completed. This will offer a more realistic value of the site and buildings.</p> <p>Action:</p> <p>i) Noelize to update all at next meeting regarding negotiations with STC.</p>	NM
9.	<p>LA response to proposed contribution: a response has been drafted to Noelize's E-mail dated 12-1-16. PB/TP to send to Sarah and Noelize.</p>	PB/TP
10.	<p>Approval processes: LA confirmed that the council has monthly Cabinet meetings (excluding August). Lead-in time for papers:</p> <ul style="list-style-type: none"> • Papers published 10 days before meeting • Leaders Strategy Group (LSG) – 3 weeks before Cabinet • Key decision call-in period – 10 days after Cabinet. <p>Next likely meeting dates for report seeking approval to enter into acquisitions and use of proposed temporary site: 18 May and 6 June.</p> <p>Actions:</p> <p>i) Focus on taking paper to 6 June 2016 Cabinet. To be monitored at future meetings.</p> <p>ii) LA to keep all updated regarding purdah</p>	Future action PB/TP
11.	<p>Next meeting: 18 March at 10:30am.</p>	All to note

Kind regards
Sarah

Sarah Crocker

Project Director – Free Schools Capital Team

Mob: [REDACTED]

Email: [REDACTED]@education.gsi.gov.uk

Web: www.gov.uk/efa



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Debbie Maleci

From: [REDACTED]@education.gsi.gov.uk
Sent: 05 February 2016 16:06
To: Tom Procter; Paul Ballatt; Tara Butler; Chris Lee;
 Chris.Randall@harrisfederation.org.uk; [REDACTED]@education.gsi.gov.uk;
 [REDACTED]@education.gsi.gov.uk
Subject: Harris.Wimbledon: Action points from meet 4-2-16

Good afternoon everyone

Here are the action points from yesterday's meeting. Invite(s) to follow for planning meeting and next main meeting.

Attendees:

Chris Randall, Paul Ballatt, Tom Procter, Tara Butler, Chris Lee (apologies if I have spelt your surname wrong Chris!), Andy Baker, Noelize Mesmain, Sarah Crocker

		ACTION
1.	High Path sites: All agreed to focus on completing heads of terms by end of April 2016. Key actions: <ul style="list-style-type: none"> - LA to consider who will own the sites – Sec of State or LA with a 125 yr peppercorn lease to Harris. - NM to provide a list of bullet points for the LA to consider when drawing up the heads of terms, including a requirement for - access prior to vacant possession for surveys etc. - LA to start briefing in-house legal team - Domex and Church sites: TP/PB to keep all updated regarding negotiations. 	TP/PB/CL/TB NM PB/TP/CL/TB TP/PB
2.	Timescales for securing sites: Outline timescales to be provided by Tom, showing the process for a CPO. Andy to add to programme/create a second programme to identify the impact on the opening date for the school.	TP/AB
3.	Chris confirmed that the school would not wish to be in temporary accommodation longer than 2 academic years. Sarah to feedback to FSG for information and all to note.	SC and all to note
4.	Shared use of primary school site: At appropriate time, plan for early (pre-planning) discussions with Sport England.	AB
5.	Planning pre-application meeting: To be arranged between LA Planners, Tom, Andy and Ian Runeckles who is the new EFA Regional Planner for South London. Date provisionally agreed as 23-2-16 at 10am.	AB, TP, CR. SC to send invite out.
6.	STC site: Agreed this should be pursued further. Noelize to make contact with Chris Wright to investigate whether there is the possibility to negotiate. Option to remain open until risks have been reduced with the High Path option.	NM

7.	Temporary site: <ul style="list-style-type: none"> - Noelize to commence drafting heads of terms for the use of the Joseph Hood Adult Education building. Share with all for comment. To be agreed by end of April 2016 along with other heads of terms. - Visit to be arranged. Tom to consider the best timing for this regarding Joseph Hood Primary School. Andy, Noelize and Chris to attend a visit. 	NM TP
8.	LA proposed contribution: LA to respond to SC and NM regarding E-mail dated 29-1-16.	TP/PB
9.	Approval processes: Tom to provide details of likely political approval stages that should be included in the programme as milestones. Andy to update programme accordingly.	TP/AB
10.	Sarah to seek clarification on changes to how properties are purchased after April 2016 and what impact this will have on trusts	SC
11.	Next meetings: 23 February 2015 i) 10am for planning meeting, ii) 11:30am for main meeting.	All to note. Sarah to send invites

Kind regards
Sarah

Sarah Crocker

Project Director – Free Schools Capital Team

Mob: [REDACTED]

Email: [REDACTED]@education.gsi.gov.uk

Web: www.gov.uk/efa



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Tom Procter

From: [REDACTED]@education.gsi.gov.uk
Sent: 30 October 2015 18:28
To: Tom Procter
Cc: Paul Ballatt; [REDACTED]@harrisfederation.org.uk;
[REDACTED]@education.gsi.gov.uk
Subject: RE: HIGH PATH SITE AND OTHER MATTERS

Tom

Thanks for confirmation that negotiations on the two High Path pieces of land can occur in parallel to talks with the college.

The matters I think would be useful to know for our meeting are:-

- before we next meet, to have sight of your valuations of the land and the assumptions upon which they are based.
- Red line plan of whole site detailing the different ownerships i.e. LBM and the two commercial land owners. I think this was part of the feasibility but in pdf format
- a full update on where you are at with your negotiations.
- the legal advice on whether EFA can take over negotiations without prejudicing the council's right to cpo the land.
- what contribution (if any) the council is looking to efa to fund for the land purchase
- the council's view on the structure of the deal to the free school i.e. 125 year lease
- the timeframe and process for moving the High Path Community Resource from the site
- the timeframe and process for making the temporary site (Whatley Avenue Adult Education) available for 2016.

With regards to the college site. Please can you ask for the following:-

- red line drawing of the whole site in the college ownership. We can do some early legal due diligence once we have this
- the proposed red line for the free school
- the terms upon which the college would allow the free school to occupy the land. i.e. freehold sale or long lease, capital receipt, rent etc.

I look forward to hearing back once you have met with the college.

Regards
Noelize

From: Tom Procter [<mailto:Tom.Procter@merton.gov.uk>]
Sent: 28 October 2015 13:54
To: MESMAIN, Noelize
Cc: Paul Ballatt; [REDACTED]@harrisfederation.org.uk; WEBSTER, Tom
Subject: HIGH PATH SITE AND OTHER MATTERS

Hi all

Following yesterday's meeting I am pleased to confirm that we have now got everyone agreed in LB Merton that we will continue negotiations to purchase the two pieces of land on High Path. Noelize – our Head of Sustainable

Communities in our Environment Department who is leading this is happy to meet with you. Since we agreed our next meeting for 16 November which is only just over 2 weeks away I suggest we do this as part of that meeting. We are just checking his availability, but if there is anything specific you would like him to bring to the meeting please let me know.

Finally, just a reminder Noelize, that if you forward me the specific information you want from South Thames College to enable a valuation I will request it of South Thames College, and both Tom and I can also bring it up when we meet them next week.

Thanks

Tom

Tom Procter, Head of Contacts and School Organisation,
Children Schools and Families Department
London Borough of Merton
Tel: 020 8545 3306

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Tom Procter

From: [REDACTED]@education.gsi.gov.uk
Sent: 07 October 2015 17:08
To: Tom Procter; [REDACTED]@harrisfederation.org.uk;
[REDACTED]@education.gsi.gov.uk; Paul Ballatt; [REDACTED]@south-thames.ac.uk
Cc: [REDACTED]@education.gsi.gov.uk
Subject: RE: FS0 447 Harris Wimbledon - Meeting at Merton Offices Friday 9 October

Dear All

You may not be aware that Sarah is off sick at present and won't make the meeting on Friday. I will still attend and Tom Webster will come along in Sarah's place. I believe this meeting is to get an update on:-

- the feasibility carried out on the south Thames college site
- update on talks with land owners at High Path

Tom

You were also to arrange for your property person to attend the meeting and to get to check that you could send me the valuation that was carried out on the High Path site. Could we have this and the feasibility study before we meet on Friday please?

Regards
Noelize

Noelize Mesmain
Property Project Manager (Free Schools, UTCs & Studio Schools)

Mob: [REDACTED] **Web:** www.gov.uk/dfes

PA: Moji Adetosoye, email: [REDACTED]@education.gsi.gov.uk

Direct Tel: [REDACTED]

Reception: 0207 340 7000 Ext: [REDACTED]



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Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

From: Tom Procter [mailto:Tom.Procter@merton.gov.uk]
Sent: 28 September 2015 12:45
To: Chris Randall (HF); CROCKER, Sarah; Paul Ballatt; [REDACTED]@south-thames.ac.uk
Cc: MESMAIN, Noelize
Subject: RE: Harris Wimbledon - joint valuation and fields

Thanks Sarah and Chris

On 1 – Noted!

On 2 – Yes – I'm speaking to our head of leisure this week so will feed back, but I can say now that the new leisure centre location was agreed several months ago to be immediately the other side of the access road adjacent to the College/close as possible to the main highway.

On 3 – Yes the 8,820m² (well 4m² less to be precise!) is what we are working to but there will have to be acknowledgement that there will be some inefficiencies from adapting an existing building rather than new build. I provided the attached draft brief to Chris Wright on Friday afternoon with ideal schedule to allow the architect to understand the scope to price. Chris R – this is based on the standard school EFA schedule but with some adjustment to take out D&T and put in more general classrooms as per the general Harris model. It is just a feasibility study, but if you want to adjust further before the architects start, please feel free!

Tom

From: Chris Randall (HF) [mailto: [REDACTED]@harrisfederation.org.uk]
Sent: 28 September 2015 12:25
To: [REDACTED]@education.gsi.gov.uk; Tom Procter; Paul Ballatt; [REDACTED]@south-thames.ac.uk
Cc: [REDACTED]@education.gsi.gov.uk
Subject: RE: Harris Wimbledon - joint valuation and fields

Thanks Sarah – Tom you can ignore my email just now asking for that figure (8820 sq m)!

chris

From: [REDACTED]@education.gsi.gov.uk [mailto: [REDACTED]@education.gsi.gov.uk]
Sent: 28 September 2015 12:22
To: Tom.Procter@merton.gov.uk; Paul.Ballatt@merton.gov.uk; [REDACTED]@south-thames.ac.uk
Cc: [REDACTED]@education.gsi.gov.uk; Chris Randall (HF)
Subject: Harris Wimbledon - joint valuation and fields

Dear all

Few points following our meeting last week:

1. I can confirm that the EFA is prepared to agree a joint valuation of the College site but we would propose that this is undertaken following completion of the feasibility study and when we understand that this option is preferred/feasible and we have a defined red line. I have copied in my colleague, Noelize Mesmain, Property Manager. Noelize will liaise with Ralph following the feasibility study and a clear understanding that this option is one to move forward with.
2. New leisure centre – Paul/Tom, please can we discuss this in more detail at our meeting on 9-10-15? I would like to understand timescales in a little bit more detail and who best to speak to about the possibility of developing a sports centre as part of the proposal and also using some of the old playing fields.
3. Size of floor area for a 900 place secondary school with a 250 post 16 unit would be 8,820m². This is as per Building Bulletin 103.

Regards
Sarah

Tom Procter

From: [REDACTED]@education.gsi.gov.uk
Sent: 22 September 2015 11:25
To: Paul Ballatt; Tom Procter
Subject: Harris Wimbledon - costing visit

Morning Paul and Tom

Just to let you know, I am taking my Regional Technical Adviser to the High Path site on Wednesday 30th @ 10:30am. Would it be possible to get access to the Daycentre site or is this too sensitive at present? I suspect we can see all we need from the highway (both in High Path and Merantum Way) but, if possible, access may be useful to just walk the site.

You are most welcome to join us. I suspect it will be about ½ hour and my RTA will then go away and come up with a budget figure which will then give us an EFA perspective of likely cost and then we can really knuckle down to what type of a contribution we would be talking about.

See you tomorrow at the College.

Regards
Sarah

Sarah Crocker
Project Director – Free Schools Capital Team

Mob: [REDACTED]
Email: [REDACTED]@education.gsi.gov.uk
Web: www.gov.uk/efa



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PRELIMINARY

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Tom Procter

From: [REDACTED]@education.gsi.gov.uk
Sent: 10 September 2015 18:14
To: Tom Procter
Subject: Re: Meeting with Chief Executive

My apologies Tom, I did say I would get back to you.

Attendance will be myself, Juliet Yates and Michael Couzens and Hannah Sheehan who are all part of the DfE Free School Group responsible for implementation of the school whereas I am EFA and responsible for capital. I may be accompanied by my Director Sarah Maclean but as I explained on the phone, I think, there is a WIP meeting with Lord Nash which clashes with our meeting.

Regards
Sarah

From: Tom Procter [mailto:Tom.Procter@merton.gov.uk]
Sent: Thursday, September 10, 2015 05:02 PM
To: CROCKER, Sarah
Subject: RE: Meeting with Chief Executive

Hi Sarah – please would you confirm who is attending on Monday from the EFA/DfE and their titles, as I need to brief my chief executive by the end of tomorrow.

Thanks

Tom

From: [REDACTED]@education.gsi.gov.uk [mailto:[REDACTED]@education.gsi.gov.uk]
Sent: 04 September 2015 15:02
To: Paul Ballatt
Cc: Tom Procter; Yvette Stanley
Subject: Re: Meeting with Chief Executive

Many thanks Paul. Have a good week off.

Regards
Sarah

From: Paul Ballatt [mailto:Paul.Ballatt@merton.gov.uk]
Sent: Friday, September 04, 2015 02:15 PM
To: CROCKER, Sarah
Cc: Tom Procter <Tom.Procter@merton.gov.uk>; Yvette Stanley <Yvette.Stanley@merton.gov.uk>
Subject: Meeting with Chief Executive

Sarah,

Thanks for confirming you can make the meeting with our Chief Executive on the 14th September. He has asked for our Director, Yvette Stanley, and the Corporate Services Director responsible for finance, Caroline Holland, to attend the meeting so I'm wondering if you have plans/or want to consider inviting any EFA colleague to accompany you? The scope of the meeting is likely to include both the practicalities and difficulties involved in site identification as well as the financials.

I have a week's leave next week so if you wish to discuss anything, do contact either Tom or Yvette Stanley.

Regards.

Paul

Paul Ballatt
Assistant Director Commissioning, Strategy & Performance
Children Schools and Families Department
020-8545 4066
paul.ballatt@merton.gov.uk
www.merton.gov.uk



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Tom Procter

From: [REDACTED]@education.gsi.gov.uk
Sent: 14 July 2015 13:10
To: Paul Ballatt; Tom Procter; [REDACTED]@harrisfederation.org.uk
Subject: Harris Wimbledon - EFA comment on draft report

Dear Paul, Tom and Chris

I agreed to provide a response from the EFA about the two site options – Whatley Avenue and High Path. I have tried to comment on each site and then summarise at the end. I didn't envisage writing such an essay but I believe that the importance of the report warrants such a response.

Whatley Avenue:

This option offers a reasonable sized site for a new secondary school, with the added benefit of the nearby Joseph Hood Recreation ground. However, the site includes an existing adult education centre and a primary school which is rated 'good' by OfSTED (February 2013).

It is acknowledged that the Council has already agreed that the delivery of adult education should move to a commissioning model and that the Whatley Avenue Adult Education Centre is likely to become surplus, subject to the decision by Cabinet on 14 September 2015. However, as part of this option, the primary school would need to close.

The impact that such a closure has on a school community, and the potential emotional fall out, should not be underestimated.

The cost for this option is above the EFA funding threshold and therefore the council will be asked to contribute towards the overall capital cost to address basic need in the Borough (shortfall circa £7m - £8m).

High Path:

This option identifies a small sized site, made up of three parcels of land, in differing ownership, but with the possibility that the neighbouring Merton Abbey Primary School playing field could be improved and shared with the free school, as well as the use of the nearby Abbey Recreation Ground.

There is a significant concern that the owners of 59 and 61 High Path may be unwilling to negotiate with the council and therefore consideration would need to be given to the council using its Compulsory Purchase Order (CPO) powers to secure the two sites for the new school. The unknown timescales and purchase costs creates a significant impact upon the delivery of the free school and available funding.

In addition to the two site purchases, High Path Community Resource ("Day") Centre will need to be re-provided within the Borough which will generate an additional capital cost. However, it is noted that it would be possible to commence constructing the new school prior to the centre being relocated and therefore this element does not add such a timescale risk.

The possible programmes for delivery can only be based on best/worst case scenarios due to the unknown timescales in relation to the purchase of land.

There are four key risks for this option: unknown timescales in relation to purchasing land, negotiations with Merton Abbey Primary School to agree shared use of the playing field, Sport England objection in relation to the playing field shared use, significant capital costs including site purchases, re-provision of day centre and a 5-storey school building.

The cost for this option is significantly above the EFA funding threshold and therefore the council will be asked to not only contribute towards the capital cost to address basic need in the Borough but also the purchase of land (shortfall circa £18m - £22m)

Summary:

The Harris Wimbledon Free School was due to open September 2016. However, due to the difficulty in finding a suitable site, the opening has been deferred until September 2017.

The Free School programme provides funding to deliver new free schools in new, or remodelled, accommodation. The cost of providing free schools is monitored across the country and funding thresholds are set, based on actual costs, per pupil place. The current thresholds for a secondary school in the Greater London area is between £7m and £22m less than the current capital costs identified in the report and therefore the viability of either of these options is dependent on the council's level of contribution.

The EFA is happy to work with either option, subject to a suitable funding contribution, from the council, to support the project and a rigorous on-going review of timescales to ensure a plan of action is in place to address the basic need issue expected in September 2018.

I have not included a comment that Harris Wimbledon is also happy with either option as I wanted to put a caveat on the EFA's view.

Please do let me know if you would like to discuss in more detail, or tweak any of the above. I am out all afternoon but I will check emails sporadically and can amend later tonight or first thing Thursday morning.

Regards
Sarah

Sarah Crocker
Project Director – Free Schools Capital Team

Mob: [REDACTED]

Tom Procter

From: [REDACTED]@education.gsi.gov.uk
Sent: 05 June 2015 12:32
To: Tom Procter
Cc: [REDACTED]@harrisfederation.org.uk
Subject: RE: SITE REQUESTED FOR FURTHER INVESTIGATION

Dear Tom and Chris

Many thanks for sending this through.

My initial view is that the site is far too small for a secondary school, is costly and has a significant number of complications which would have a potential impact on the timescales for this new school, most of which is succinctly detailed in your email below.

I would very much like to discuss in more detail on Monday when we can meet face-to-face. At present, I do not think a site visit would be beneficial but I am happy to go to site afterwards if we think there is some merit in visiting. Hopefully we can make such a choice on Monday.

Chris – for your information at this point and forewarning for Monday!

Kind regards
Sarah

From: Tom Procter [mailto:Tom.Procter@merton.gov.uk]
Sent: 04 June 2015 17:24
To: CROCKER, Sarah
Cc: 'Chris Randall (HF)'
Subject: SITE REQUESTED FOR FURTHER INVESTIGATION

Hi Sarah

As discussed earlier today, at our meeting with Cabinet Members last week they requested that more work was undertaken on a combined site in south Wimbledon, which comprises two sites that would need to be purchased (at an estimated cost of circa £8.7 million) and a council Day/Community Centre.

As you can see from the text in the report below we are sceptical about whether this site has any merit but have agreed to do an intensive piece of work on it over the next month. Clearly the EFA and Harris Federation's view on the site will also be important! The essence is that our Cabinet Members want to ensure that all alternative options have been looked at properly.

I also attach my brief to Atkins to undertake a high level feasibility study, which shows a plan of the site.

It could be helpful to have a site visit before or after our meeting on Monday, and clearly we can discuss the matter in more detail on Monday.

I have copied this to Chris

- (a) *Land to the south of the High Path Estate* – This considered the feasibility of utilising land on the south side of High Path and adjacent to Merton Abbey Primary School. It comprises three parcels of land - the Day Centre, industrial unit (51 High Path) and Pentecostal church. The Day Centre is within the ownership of the council but the

industrial unit and Pentecostal church would need to be purchased. The total area of the three parcels of land is circa 7,100m².

There are the following issues associated with this option as follows

- Whether the council or the EFA would be able to make the timely purchase of two parcels of land, complicated by the proposed regeneration of the estate, and without the power of CPO
- Moving of the day centre
- Whether the site, at 7,100 m² and an irregular shape, is of sufficient size for a secondary school
- Whether this would be a sufficiently attractive site, at least in the short term, opposite the High Path Estate in need of regeneration, and then subject to approximately 10 years regeneration construction works, and backing onto Merantun Way.

The site size and shape has not been subject to a detailed feasibility study but has been considered by CSF officers on the basis of the EFA's standard 3-storey model footprint against plans of the site. This building would not fit on the site due to the narrowing of it to the east, and a four or five storey building would probably be required to an irregular design to fit onto the site. While schools can have detached playing field they do need some immediate outside space to operate safely and effectively and it is difficult to see how the site could work, even if four and five storey, without use of the adjacent Merton Abbey Primary School site.

This proposal was put forward to the EFA and their agents DTZ for consideration. The conclusion of DTZ was that given the programme issues this proposal is not considered deliverable but discussions can be opened up with the relevant parties if desired. The view of the EFA project manager for the Harris Wimbledon school was that this should not be pursued.

Given the complexity of two site purchases and therefore the time and uncertainty, the site size and specific location, and the view of the EFA that they expect projects to be lower risk, officers are sceptical about whether this option is worth further detailed consideration

Regards

Tom

Tom Procter, Service Manager Contacts and School Organisation,
Children Schools and Families Department
London Borough of Merton
Tel: 020 8545 3306

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<u>AGENDA: HARRIS WIMBLEDON FREE SCHOOL</u>	
Date:	Thursday 14 May 2015
Location:	Civic Centre, London Borough of Merton SM4 5DX
Attendees:	Chris Randall, Harris Federation Sarah Crocker, EFA Project Director John Tweedie, EFA Property Project Manager Tom Procter, LB Merton School Organisation Service Manager Paul Ballatt, LB Merton
Distributed to:	All listed above

TIME	AGENDA ITEM	LEAD
1.	Amendments to minutes dated 14 April 2015: 5.0 – A site search was undertaken in July 2013 (and not December 2014, as stated).	
2	A site search has been commissioned by the EFA and undertaken by DTZ. The search identified a number of potential properties but, following a lengthy discussion, it was agreed that none of the options were suitable due to time, cost, size and/or availability issues. PB/TP clarified that the Whatley Avenue site had been put forward as an option by the LA following extensive site search work to find a site in the general Wimbledon area. The DTZ study reinforces the view that there appears to be no reasonable alternative. Due to its existing use it has a lot of uncomfortable service impacts and the matter is to be discussed again It was agreed, in principle, by all present that the preferred site was the option tabled by the LA – Whatley Avenue site.	TP/PB To note
3	Feasibility study: Whateley Avenue Secondary School The feasibility study has been completed by LBM, identifying three options for the site. The feasibility study has been undertaken using the standard EFA accommodation brief. CR informed all parties that the Harris Federation would likely 'tweak' the accommodation schedule to include one extra science space in lieu of a DT room. <u>Option 1:</u> Retains part of the Joseph Hood Primary building (newest extension) and part of the Adult Education Centre. Key points: three storey; no staff car park; stand alone sports centre (two-courts); and the main entrance on the heart of the site.	

	<p><u>Option 2:</u> Retains part of the Joseph Hood Primary and no other accommodation. Key points: superblock on the site of the old Adult Education Centre; integral sports hall (two-courts); no staff car park; and main entrance at front of site.</p> <p><u>Option 3:</u> All new build, including a four-court sports hall. This option has a significant impact on external space.</p> <p>Phasing costs to be provided by TP when completed.</p> <p>It was agreed that the preferred option would be option two.</p>	TP
4	<p>Playing field access: The preferred site offers limited space for a full sized sports hall or external space for the delivery of the PE curriculum. TP and PB to commence initial discussions with Leisure Services and Planners at LBM regarding the use of the Joseph Hood Recreation Ground. Consideration could be given to the installation of an all-weather pitch (or similar provision) which would also offer an additional community facility (out of hours).</p> <p>Cost provision for an all-weather pitch to be included in the brief.</p>	TP/PB
5	<p>Next meeting: 8 June 2015 at 1pm. Venue: Merton Offices.</p> <p><u>Outline agenda for the next meeting:</u> Primary school options Response from Leisure and Planners Feedback from Leader Strategy Group meeting (26-5-15) Programme Procurement Adult Education update</p>	

	<p>and agree a suitable solution. The ICT Adviser will set the ICT budget, scope and specification, in agreement with the Technical Adviser (see above). This person will also provide support on the procurement options available.</p> <ul style="list-style-type: none"> • Legal Adviser: Will provide advice, carry out due diligence against potential site options and progress property and construction contracts to completion. 													
3.0	<p>Overview of project timeline (capital):</p> <p>SC explained that the programme will be dependent on a number of factors, in particular the time it takes to secure a site. However, the following is a good rule-of-thumb for a new free school capital project:</p> <table border="1"> <tr> <td>3 to 6 months</td> <td>Agreeing site and Heads of terms with landowner/landlord (until this time, no mention should be made to any third parties about the potential site).</td> </tr> <tr> <td>6 weeks</td> <td>Capital approval process and due diligence checks.</td> </tr> <tr> <td>2 to 3 months</td> <td>Procurement and building design team.</td> </tr> <tr> <td>3 months</td> <td>Design and preparation of planning application</td> </tr> <tr> <td>4 to 8 weeks</td> <td>Discharging planning conditions and judicial review (6 weeks).</td> </tr> <tr> <td>12 to 18 months</td> <td>Construction (if new build)</td> </tr> </table> <p>CR confirmed that the Harris Federation still wishes to aim for a September 2016 opening and this was acknowledged by SC.</p>	3 to 6 months	Agreeing site and Heads of terms with landowner/landlord (until this time, no mention should be made to any third parties about the potential site).	6 weeks	Capital approval process and due diligence checks.	2 to 3 months	Procurement and building design team.	3 months	Design and preparation of planning application	4 to 8 weeks	Discharging planning conditions and judicial review (6 weeks).	12 to 18 months	Construction (if new build)	To note
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3 months	Design and preparation of planning application													
4 to 8 weeks	Discharging planning conditions and judicial review (6 weeks).													
12 to 18 months	Construction (if new build)													
4.0	<p>Understanding of premises requirements:</p> <p>PB explained that there is a significant need for additional secondary school places in the borough and the LA is committed to the delivery of the new free school.</p> <ul style="list-style-type: none"> • 11 to 18 6FE secondary school with 250 place post 16 • Planned opening: September 2016 • Year 1, 2 and 3 intake: <ul style="list-style-type: none"> ○ Year 1 = 120 (to be discussed) ○ Year 2 = 180 ○ Year 3 = 180 • Estimated Gross Floor Area for permanent site = 8,820m² <p>The consultation process for the new free school is due to commence Autumn 2015. This consultation will not form part of the coordinated admission arrangements run by the LA.</p>													
5.0	<p>Site solutions and property search:</p> <p>A site search was undertaken in December 2014 in relation to another project. At that time, no suitable site options were identified.</p>													
5.1	<p>the Whatley Centre, which is currently used as an adult education centre and the adjacent primary</p>													

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<u>SITE KICK-OFF MEETING: HARRIS WIMBLEDON FREE SCHOOL</u>	
Date:	Tuesday 14 th April 2015
Location:	Civic Centre, London Borough of Merton SM4 5DX
Start:	11am
End:	12pm
Attendees:	Chris Randall, Harris Federation (CR) Juliet Yates EFA Pre-School Opening Team (JY) Bhavini Tailor, EFA Lead Contact (BT) Mark Sarjant, EFA Regional Head of Free Schools (MS) Sarah Crocker, EFA Project Director (SC) John Tweedie, EFA Property Project Manager (JT) Tom Proctor, LB Merton School Organisation Service Manager (TP) Paul Ballatte, LB Merton, Assistant Director (PB)
Distributed to:	All listed above

ITEM	AGENDA ITEM	ACTION
1.0	No apologies received. JY explained that BT would be covering the role of Lead Contact until Helen Fawcett returns from maternity leave at the beginning of May 2015. A separate kick-off meeting with the Pre-School Opening Team has been arranged for Friday 24 April 2015.	
2.0	<p>Roles and responsibilities of attendees were explained. Other parties involved in the process of implementing the new school were briefly explained. The key roles and responsibilities are as follows:</p> <ul style="list-style-type: none"> • Project Director: SC will have a strategic overview of the project and will be a point of escalation. SC will ensure the project manager (see below) is delivering the project and adhering to all internal processes. SC will also be responsible for the development of ministerial submissions, approvals and provide guidance and expertise when required. • Project Manager: will be appointed and work to SC. The project manager will be responsible for the day-to-day project activities and will be the primary point of contact for the EFA. The project manager is responsible for seeing the project through to completion. • Property Project Manager/Adviser: JT will carry out site searches, arrange planning assessments and will negotiate property acquisitions. • EFA Technical Adviser: Once a site is secure, the technical adviser will undertake a site assessment and will determine whether the preferred site is viable. The TA will set the capital budget, inclusive of FF&E (furniture, fittings and equipment) and ICT (see below). He will also select the procurement route most suitable for the project. • ICT Adviser: Will discuss all IT requirements with the school 	

	<p>school site, Joseph Hood Primary School which includes The Avenue Children's Centre.</p> <p>The proposal would provide a site suitable for the building and some external space needed for an 11-18 6fe secondary school, with sixth form. However, provision for the PE curriculum would need to be carefully considered. Access to the Joseph Hood Recreation Ground was discussed as a possibility. It was suggested that a sports hall and/or a plastic pitch could be provided as part of the project, providing the necessary facilities for the school and also providing improved community facilities. Careful consideration will need to be given to this matter due to the Recreation Ground being surrounded by housing.</p> <p>A feasibility study has been commissioned by the LA, funded by the EFA, to develop this option further. The outcome of the study should be known by the end of April 2015. TP to issue to SC prior to circulation.</p>	TP/SC
5.2	<p>PB confirmed that adult education services in Merton will become a commissioned service but it may be necessary to find an alternative location for them as part of the project. South Thames College was considered as a possible option. TP/PB to consider further for discussion at the next meeting.</p>	PB/TP
5.3	<p>SC questioned the implication of closing a Sure Start Children's Centre and the likely capital claw back. PB confirmed that the Children's Centre is a small facility and the capital works included refurbishment of a modular classroom. Reprovision to be discussed at next meeting.</p>	
5.4	<p>The future of Joseph Hood Primary School and the reprovision of school places will need to be considered as part of any negotiations.</p> <p>It would be possible to expand an existing primary school approximately ¾ mile from Joseph Hood Primary School.</p> <p>To be discussed in more detail at the next meeting.</p>	CR/PB/TP
5.5		

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5.6	<p>JT to commission a new site search, considering also a split site option (subject to the two sites being in close proximity).</p> <p>Post meeting: CR, JT and TP developed a red line plan showing the preferred area for the new school. Site search to be based on this plan.</p>	JT
5.7	<p>LA timeline:</p> <p>The LA will be discussing the outline proposals and the likelihood of the Adult Education/Joseph Hood campus being the preferred option</p> <p>It is anticipated that approvals to move forward could be completed during the summer with a public announcement early Autumn 2015.</p>	
6	<p>Procurement of building works:</p> <p>There are a number of contractor frameworks available through the EFA and these will be discussed in more detail once the site has been secured. It is probable that the capital works will be undertaken through a design & build procurement route. The route of procurement to be discussed at a future meeting.</p>	
7	<p>Next meeting: 14th May at 11am Venue: Merton Civic Centre</p>	All to note

NOT FOR PUBLICATION

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Annex C

(To Appendix 5 for Overview and Scrutiny Commission 4 August 2016)

Minutes of officers School Expansion meeting related to secondary school

(November 2015 to the present)

School Expansion Meeting 9.6.16

Present :

Chris Lee

Paul McGarry

Paul Ballatt

Tom Proctor

Damian Hemmings

1. Site Acquisitions

Domex – Upper limit of [REDACTED] excl fees] offer based on latest valuations agreed earlier in week . Meeting with Agents on 10/6 to discuss this.

Elim – Work progressing on feasibility study for works to rear of Façade at Merton Hall . Meeting scheduled for 14/6 with QS / Project Manager . CSF taking responsibility for delivery of all works once agreed . Upper limit of [REDACTED] cost of works / fees agreed earlier.

Pincott Rd – No change SWCA like this relocation site , needs limited work and this is factored into CSF calculations of total scheme cost.

Whately Avenue – Likely to be vacated from July . Need to check arrangements for security and responsibility from then [TP] EFA have agreed to take on responsibility for refurb/ adaptation costs and responsibility for site once Heads of Terms agreed for Elim / Domex acquisition.

2. Funding

Cost of scheme likely [REDACTED] at present including contingencies and additional cost of Leyton Rd works . [excluding works at Whately Ave which are fully funded by EFA]

Funding from EFA in 2 tranches - [REDACTED] gap on site acquisition plus £1m for Leyton Rd.

CSF to negotiate further with EFA to seek improvement particularly if costs increase following offers in 1 above.

Cabinet Report

Cabinet report for decision on 4th July. This will deal with the key decisions on site acquisition and back to back leases to Harris together will all other related decisions on organisation / service site moves and costs. To be taken to Pre-Decision Scrutiny on 29/6 and E&R to attend as necessary .[JM/ PM]

3. Communications

PB has met with comms to begin to prepare comms / engagement plan to sit alongside the acquisitions etc.

Bring outline to next meeting or circulate [PB]

Next Meeting

To reconsider Special Education matters as well as above matters

Date 22nd June 2016

NOTES

School Expansion Meeting

24th May 2016

Present:

Chris Lee (CL)
Paul Ballatt (PB)
Paul McGarry (PM)
James McGinlay (JM)
Caroline Holland (CH)

Apologies:

Tom Proctor

Notes of last meeting 13th May 2016

Agreed

1. Site Acquisition

Domex

JM responded that we are still expecting to make an offer before the end of May.

Elim

Architects commissioned to do work on feasibility at Merton Hall.

Day Centre

Need to seek clarification of relocation timescales and work requests for next meeting.

Action: AOS

PB suggested that there should be little difficulty in CSF decanting from Leyton Road.

Pincott Road

To be relocated for SW Community Association.

Whateley Avenue

PB to check whether security will be needed

Next Meeting: Thursday 9th June at 9am

NOTES

School Expansion Meeting

12th April 2016

Present:

Chris Lee (CL)
Tom Proctor (TP)
Paul Ballatt (PB)
Paul McGarry (PM)
James McGinlay (JM)
Caroline Holland (CH)

Apologies:

None

Notes of last meeting 22nd March 2016

Agreed

1. Site Acquisition

Domex

Very little disagreement over value. Some discussion over volumemassing as they seek to justify the valuation of [REDACTED] We are looking to discount this due to the absence of a need to market the site for 2 years to exhaust any interest in current use .
Completion aimed for by August 2017.

Elim

Site visit with pastor to Merton Hall completed.
Some concerns from Elim about suitability and seeking extension and contemporary frontage. LBM Offering some architectural support and advice.
CWU club not a viable proposition since this is likely to come forward for housing and would be a significant extra cost.

2. Timescale Issues

TP presented paper following discussions with EFA based on conclusion timescales. Working to September 2020 for High Path opening Whatley Avenue from September 2018 for 2 years will require Secretary of State agreement to slip to September 2018.

Leyton Road site – amend from Green to Amber.

Discuss with EFA taking over lease at Whatley Avenue from earliest opportunity to remove any risk to LBM from vacant site.

TP to clarify timings for payments of one contribution to site acquisitions.

TP to amend paper taking into account amendments proposed by CH and others before discussing with EFA .

Next meeting to be rearranged to allow 60 mins min with Jane McSherry attending re SEN

NOTES

School Expansion Meeting

22nd March 2016

Present:

Chris Lee (CL)
Tom Proctor (TP)
Paul Ballatt (PB)
Paul McGarry (PM)
James McGinlay (JM)

Apologies:

Caroline Holland (CH)

Notes of last meeting 15th March 2016

Agreed

STC have withdrawn any interest in disposal following EFA discussion and offers.
EFA have asked for LBM risks/ issues and timescale paper for after Easter.

Elim Church

Visit being arranged for them to view the SWCA and Merton Hall, visit to be arranged this week.

Action: JM

Whateley Avenue

Discussion with Joseph Hood School about potential for use of the Adult Education Site for 2 years.

Domex

Awaiting further response from Domex before further offer.
Awaiting refreshed valuation on AUV basis before making further offer to them.
Awaiting to get final offer considered by Domex before end of April.

Nursery Road

Need to look at arrangements and plan for curriculum needs at this site and whether any EFA money is needed.

Next Meeting 12th April at 9.00 a.m.

NOTES

School Expansion Meeting

15th March 2016

Present:

Chris Lee (CL)
Tom Proctor (TP)
Paul Ballatt (PB)
Paul McGarry (PM)

Apologies:

Jane McSherry (JM)
Caroline Holland (CH)

1. Notes of last meeting

Agreed

2. Site acquisition update

a) High Path

Domex site no further update

b) Elim Church

Potential move to Merton Hall is still being explored along with SWCA possible move to Pincott Road. Visits being arranged.

c) South Thames College

No further progress

Cllr Judge requested ward member invitation to meet with Harris Federation as well as a visit to the Leyton Road site to better understand the day centre relocation.

Action: TP/ PB to contact Cllr Judge and arrange site visit

Press interest in Whateley Avenue future use.

Action: TP/ PB should discuss with Cabinet Member and release advice that the site with almost certainty be required for temporary class rooms for at least 2 years.

Virgin Active Site off Garfield Road

Action: PMc to meet with property and tenants to better understand the lessee's interest and future plans.

This site not to be considered as possible education site as there is no present certainty over its availability or suitability.

3. **Special Needs report**
Deferred until early April
4. **Critical path/ timetable**
To be considered at next meeting

Next Meeting 22nd March 9.00 a.m.

RESTRICTED

School Expansion Meeting

2ND March 2016

Notes

1. Notes of last meeting – to follow
2. Progress with site acquisition

High Path – JM updated on progress with offer to Domex and their consideration. They are looking at Alternate Use Value and we agreed we would obtain valuation on this basis to speed up any negotiations [**Action JM**]

Purchase will be a key decision delegated to the Director. **Action JM** to arrange for this to be added to Forward Plan as key decision.

TP confirmed that the school site had been added to the Forward Plan from their perspective [**Action TP and JM** to check that the 2 Forward Plan items complement and not duplicate]

Elm church – alternate sites still being explored . Merton Hall is preferred site and discussions with Community Association to progress .

Virgin Active site Off Haydons Rd to be explored as possible opportunity site. **Action TP/JM**

South Thames College – No further progress and no meaningful dialogue but remains open as an option. This remains with EFA to progress and purchase or reject.

3. Discussions with EFA remain positive. Financial support is subject to negotiation and with the possible costs at Domex increasing this will be necessary . Heads of terms of legal agreement are being discussed.

Land deal would include leasehold interest to be sold to Harris by LBM after we have secured freehold interest.

4. AOB –

Timetable / critical path – TP tabled latest version . **Action – TP** to add in other elements of the critical path – Cabinet decisions etc..

Negotiated purchase currently has c6 months window to secure opening in 19/20 Academic year .

SE paper to be deferred to next meeting and Jane McSherry to present. **Action PB**

Next Meeting 15th March 9.00 a.m.

School Expansion Meeting

2nd February 2016

NOTES OF MEETING

Present: CL, CH, JM, TP, AOS

1. Notes of last meeting/ updates

TP advised that EFA do not have a standard formula for allocation of Capitals. TP still obtaining information on how much capital provided to other LAs and will update at next meeting.

Action: TP

Update 02/02/16: TP has raised with several other LBS. Their experience is not having to contribute to cost other than land.

EFA meeting on the 14th January 2016 postponed; rescheduled for the 4th February 2016
TP/ AOS confirmed that refurbishment cost for Day Centre is £1.1m. TP to provide cost or re-provision of 9 staff and move at next meeting.

Action: TP

Update 02/02/16: Not seen as major risk in deliverability or cost.

SEN papers may be delayed – expected in 4 weeks max

Action: TP

Update 02/02/16: Now 2 weeks

Paper on alternate locations for special Schools in 4 weeks

Action: JM

Update 02/02/16: Now 2 weeks

Merton Hall site is being explored and to be discussed

Update: JM

Agreed paper on proposals/ options and land ownership issues in 4 week's time.

Action: JM

Update 02/02/16: Now 2 weeks

Timeline and critical path paper presented by TP and discussed.

Paper to be represented and discussed at meeting in 2 weeks.

Action: TP

Update 02/02/16: TP circulated to all; needs to clarify the Day Centre with Critical Path users

2. Progress with site acquisition options

a) High Path

- Meeting held with Elim Church Wimbledon
- Agreed that, subject to a suitable alternative site, they would be willing to move
- They have supplied details of their space requirements
- Potential sites being determined:
 - Merton Hall, Kingston Road and community space at the new Colliers Wood library identified
- Consultation with local ward members underway
- Consultation with South Wimbledon Community Association to be undertaken
- Subsequent site visit by Elim Church Wimbledon to be arranged

Offer sent to Domex – awaiting their response (due end of January 2016) – currently being chased.

JM to clarify financial implications of Elim Church proposals re: Merton Hall

Action: JM

b) STC

No progress

3. Upcoming EFA meeting

EFA have written to clarify their consultation for regeneration.

Basic need funding – needs to be chased

Need to clarify when EFA will make a decision

Nursery Road Playing Field – JM raised.

4. AOB

Nothing to report

School Expansion Meeting

19 January 2016

AGENDA

Notes of Meeting

Present: CL, PB, JM, ADS, TP & CH

1. Notes of last meeting

TP advised that EFA do not have a standard formula for allocation of Capitals. TP still obtaining information on how much capital provided to other LAs and will update at next meeting.

Action: TP

EFA meeting on the 14th January 2016 postponed; rescheduled for the 4th February 2016
TP/ AOS confirmed that refurbishment cost for Day Centre is £1.1m. TP to provide cost or re-provision of 9 staff and move at next meeting.

Action: TP

SEN papers may be delayed – expected in 4 weeks max

Action: TP

Paper on alternate locations for special Schools in 4 weeks

Action: JM

2. Progress on site acquisition

JM advised that response from Domex agents is expected by end of January

Elim Church negotiations progressing positively

Reposition of site for Church seen as priority

Merton Hall site is being explored and to be discussed with Cabinet member Cllr Andrew Judge.

Action: JM

South Thames College

Little progress since STC cancelled meeting with EFA in January.

EFA indicating their preference would be to take over delivery or whichever site is selected.

3. AOB

Timeline and critical path paper presented by TP and discussed.

Paper to be represented and discussed at meeting in 2 weeks.

Action: TP

CSF report to Cabinet now likely to be March.

School Expansion Meeting

5.1.16

AGENDA

1. Feedback from LSG discussions on 4.1.16
 2. Progress with site acquisition options
 - a. High Path
 - b. STC
 3. SEN
 4. AOB
-

Notes of Meeting

Present : CL,CH,PB,JM,TP,AOS,PMcG

1. All noted the Members discussion and draft report for Cabinet which agrees to proceed with school expansion at Harris Merton and noted the work to progress a site and negotiate funding with EFA
 - **Action** – TP to check with other Local Authorities the funding levels that they were receiving from EFA before 14/ 1 meeting
2. JM updated on offer to DMOEX and discussions ongoing with Elim church. STC meeting with EFA on STC site on 14th Jan and planning to submit a bid after that date .Next meeting between LBM and EFA is also on 14th Jan and CSF colleagues expect to obtain better clarity on timetable and after that
 - **Action-** AOS/TP to finalise Refurbishment costs for Day centre relocation to Layton Road
 - **Action-** TP to confirm costs of reprovision of 9 staff and move
3. Jane McSherry has been progressing work to assess need for SEN . This will be brought to this meeting in 4 weeks time so colleagues can review the demand side evidence. Assumed at present that c100 extra places are required for off site provision allied to Cricket Green school . Work to look at options for location will now be developed
 - **Action** – PB to bring forward SEN demand side evidence in 4 weeks for consideration / information
 - **Action** – JM to consider options for off site development to meet c 100 places of SEN need and b/f for discussion at a future meeting.
4. AOB – Need for timetable / critical path was reinforced
 - **Action** – TP to bring timetable / critical path to next meeting for consideration

Actions from meeting on Tuesday 24th Nov and following CMT on same date updated on 8/12 .

Present :

CH,PB,TP,CL Plus PB and JM at CMT

1. Work ongoing to assess feasibility and cost of reprovision of Day centre at High Path noted with clearer analysis by end of Nov. [AOS / TP progressing] TP/AOS to liaise with D Leeds on layout and costs before next meeting
2. TP raised issues regarding Sutton school provision that may affect STC site usage . No change though recent GLA report suggests this is geographically an area of low growth in school age population.
3. Harris now preferring STC site . No change
4. Assumptions about any exclusive use by the STC site school of the Leisure centre should not be made and will need to be discussed with Planning [PB] Noted . To continue to discuss both issues – MUGA and use of MPP with Planning
5. **Both options require the use of Whately Ave. Noted**

From CMT

1. More work to be done on STC site in terms of possibility of whole site acquisition
2. Need to clarify EFA timetable for decision asap. TP/P[B to contact EFA and seek urgency in their actions to obtain valuations and to progress negotiations at STC site whilst twin tracking discussions at High Path with LBM . Need to seek to obtain position for meeting with EFA on 16th
3. All 4 options need to remain in scope – High Path , STC , Whately Ave and school expansion
4. Elim church seeking SW19 site for replacement provision. Farm Rd not suitable – JM to update please

SEN to be discussed at next meeting – JM to attend

Need pre-meet before meeting with EFA on 16th to decide our position – TP to arrange please

Aiming for discussion with Members in January 2016

Need to better understand what the plan is should schools sites not be available in timescale provided for.

Next meeting 22/12 at Chaucer centre

Actions from meeting on Tuesday 24th Nov and following CMT on same date .

Present :

CH,PB,TP,CL Plus PB and JM at CMT

1. Work ongoing to assess feasibility and cost of reprovision of Day centre at High Path noted with clearer analysis by end of Nov. [AOS / TP progressing]
2. TP raised issues regarding Sutton school provision that may affect STC site usage
3. Harris now preferring STC site
4. Assumptions about any exclusive use by the STC site school of the Leisure centre should not be made and will need to be discussed with Planning [PB]
5. **Both options require the use of Whately Ave**

From CMT

1. More work to be done on STC site in terms of possibility of whole site acquisition
2. Need to clarify EFA timetable for decision asap
3. All 4 options need to remain in scope – High Path , STC , Whately Ave and school expansion
4. Elim church seeking SW19 site for replacement provision. Farm Rd not suitable

Aiming for discussion with Members in January 2016

Need to better understand what the plan is should schools sites not be available in timescale provided for.

New Secondary School in Merton – Steering Group meeting
Notes of Meeting 10.11.15

Attendance

Caroline Holland
Chris Lee
James McGinlay
Paul McGarry
Paul Ballatt
Andy Otaway Searle

Discussed :

- High Path – negotiations with landowners – progress update
- South Thames College – update
- Day Centre relocations
- EFA position / possible meeting
-

Agreed :

1. JM to proceed with making qualified “offer” to DOMEX and Elim church in order to establish best sale price for comparison with other site options and consideration by LBM / EFA
2. Continue to explore Farm Rd Church site as possible alternative location for Elim church
3. TP to ensure that feasibility study for STC site makes clear ref to challenges in allowing separate / fenced MUGA or other such facility in MOL pays attention
4. Complete feasibility assessment of Leyton Rd day centre as alternative location for HP Day centre and assess outline costs – TP/AOS
5. Discount options of all Saints day centre being included for purposes of this exercise
6. Noted meeting with EFA Monday 16.11.15 2.00pm to discuss progress [JM/PB attending] CL possibly attending
7. Noted the other options of Whateley Ave and School expansions that will remain in scope
8. Fortnightly meetings and timeline to be discussed at future meeting

