

**MINUTES OF MEETING HELD
HAVERFORDWEST ENGLISH MEDIUM SCHOOL
TASK AND FINISH GROUP
MONDAY 21st JUNE 2018**

Present:

Cllr Mike Stoddart,
Cllr Tim Evans,
Cllr Lyndon Frayling,
Cllr Alison Tudor,
Cllr Michael Williams (Chair)
Cllr Phil Baker (Observer),

Jon Haswell, Director of Finance
Darren Thomas, Head of Highways and Construction
Jane Harries, Headteacher, Haverfordwest High VC School
Andrew Nicholas, Project Manager
Nick Haggart, Legal Executive
Shafi Alam, Highways Engineer
Anthony Hayward – Project Supervisor

1 Apologies

Nicola Lewis, Finance Manager
Kate Evan-Hughes, Director for Children and Schools
Cllr Stan Hudson
Cllr Reg Owens

2 Previous Minutes and Actions

2.1 The minutes of the meeting held on 14th May 2018 were agreed as a true record.

3 Project Managers Report / Presentation

3.1 Background / Work streams

3.2 The PM's report is for reporting period between the 14th May 2018 and the 21st June. AN explained the work streams to date during the last period, namely:

3.3 Topographical information completed assessments on going; Decanting options agreed in principle; Leisure strategy on going; Programme and risk updated.

3.4 Summary and collation of all meetings to date and preparation of draft T&F report.

3.5 A more detailed discussion regarding the work streams continued:

3.6 Highways

3.7 The Highways Engineer confirmed the Highways access works would be done under a “technical note” (minimised WelTAG process) and deposited by the end of the week to WG for consideration.

3.8 Cllr Phil Baker asked about the time scales for the WG process of approval, The Highways Engineer commented that it was hoped an early informal response would be forthcoming shortly but a full approval could take up to 12months.

3.9 Cllr Mike Stoddart asked are we confident that we can satisfy the WelTag requirements. The Highways Engineer confirmed that PCC are satisfied with the outcome of the studies undertaken to date which recommends the best viable access option in line with the WG requirements (i.e. design compliance, network efficiency) is off the A40 trunk Road. However, there is a possibility that WG might reject the proposal (i.e. access off Trunk Road).

3.10 The Head of Highways confirmed that WG stated their preference is Scotchwell roundabout but based on limited technical information. As the technical work has been now been developed this evidence based approach strengthens the preferred option to access the site via the by-pass.

3.11 Cllr Mike Stoddart acknowledged that we may not have an WG approval prior to full council. The Project Manager confirmed that there was a high risk on the highways element and could affect the build start date. The Head of Highways reiterated that we would need a recommendation to move forward on the project.

3.12 Cllr Michael Williams highlighted the risk of the WG not agreeing to the proposals.

3.13 The Director of Finance also mentioned that due to the current inflationary increases, from a financial perspective the costs will go up, so a clear recommendation would help to move the project forward.

3.14 It is hoped that the Director of Finance could challenge Welsh Government in order to fund the highways access work as the preferred access option is now within the curtilage of the STP site.

3.15 The Head of Highways mentioned that there is an unresolved risk relating to the highway approval. It was agreed that due to the timing of information from Highways consultant that the Council would be apprised of a verbal briefing on progress.

3.16 Cllr Tim Evans queried if the existing speed of the carriageway cause issues in the decision process. The Highways Engineer commented that any safety concerns associated with the speed of the carriageway would be raised via Road Safety Audit reports and this would be resolved/mitigated through the detailed design s, and therefore, should not cause an issue to the decision

making for the access to the site.

3.17 *Decant Works*

3.18 The Education department have signed off the draft proposals for the new Portacabin village. The Utility companies have agreed in principle that the onsite services can be adapted or upgraded to accommodate the additional loading. The next stage would be the procurement of this package of work.

3.19 Cllr PB noted that Cabinet would like formal confirmation that WG would not consider utilising the new Welsh Medium school as part of the de-cant strategy. This formal request has now been sent to WG. However it should be noted that the WM school does not have the capacity to accommodate the de-cant; the temp move to WM may have require a revised statutory consultation; further consultations would be required with the Parent and community of the WM School and the temporary Governing body would have to agree to this de-cant approach.

3.20 JH noted that she and the Headteacher of Cae'r Elen had been tasked with responding to this request.

3.21 Cllr Tim Evans noted parents need reassurance of the "portacabin" provision JH – confirmed that she has had meetings with parents and has made assurances that the accommodation is of high standard.

3.22 *Cost / finance*

3.23 AN noted that approximately £241k will be spent on the option site appraisals to date. Cllr Phil Baker noted that this work would have been carried out as part of the feasibility work.

3.24 *Land purchase.*

3.25 AN noted the main strategy is to avoid access onto 3rd party land. NH mentioned that the landowners had previously been contacted and were open to discussion.

3.26 The Head of Highways added assuming all the information gets approved a 278 agreement is required and gave background to this process.

3.27 *Leisure Strategy*

3.28 The Project Manager confirmed that a leisure strategy document has been received comparing both sites. BB requirements have been identified. The general view is to bring leisure facilities to one site formalise all issues into a brief and receive sign off from education. A Two stage tender is the preferred procurement route and a contractor will work up the design and incorporate leisure requirements.

3.29 Leisure Services Officer confirmed that the leisure strategy had gone to scrutiny

committee and from a leisure perspective it was necessary to build the correct leisure facilities on the site and to analyse the paybacks with a view to add and enhance the facility.

3.30 The Director of Finance confirmed to provide facilities over BB requirements would involve borrowing money to delivery it.

3.31 The Head of Highways commented on the risks around the leisure cost – and why haven't the cost been established? The Project Manager confirmed that the leisure strategy has been confirmed although plans will need to be developed and designed to understand the associated costs. Design team and contractors to be involved to assist this process. SAW possibly able to access some funds to assist in some areas.

3.32 Cllr Alison Tudor asked the Leisure Services Officer if the current facility is ok? The Leisure Services Officer noted that ideally a new facility would be incorporated in new school as the cost of refurbishment would be high. Cllr Alison Tudor also mentioned the costs associated the costs to comply with DDA can be high.

3.33 The Head Teacher – mentioned that in her previous experience if leisure services are putting capital build costs for refurb it makes sense to put the money into a new build instead and community use can be enhanced and incorporated into new build.

3.34 *Risk Register*

3.35 AN noted that originally there were 11 red risk which have now been de-risked to 2no.namely the site selection and the land assembly.

3.36 The Legal Executive mentioned that the legal issues in relation to the land ownership of the Tasker Milward site had been reported in full to cabinet last November and the land is held under the TM Charity. In relation to any future use of the Tasker Milward site although the Trustees may wish to retain the site for the benefit of the Charity, The statutory provisions indicate that a financial determination may have to be made if the site has been provided or enhanced in value at public expense. If this were the case the Council would be entitled to compensation for any monies spent by it in providing or enhancing the site. The historical background of the site and the statutory provisions are somewhat complicated and therefore the Council's entitlement cannot be determined with any certainty and will require further clarification with the Trustees.

3.37 The Head of Highways queried whether the risk register needs to reflect this risk. It was agreed that this should be shown as a red/amber risk as the proceeds of sale is still a risk but not perhaps impacting on the delivery of the scheme but may be a financial risk. PB noted that this was mentioned at Pre Cabinet.

3.38 Cllr Tim Evans mentioned if the new school is provided on the STP site could a new primary school be provided on the TM site. The Legal Executive

confirmed that the TM site is for education use then the existing Charitable Scheme could be amended with the support of the Trustees to allow the provision of a new school?

3.39 Cllr Tim Evans mentioned that pupils from Portfield School whom integrate with Taskers school could face issues going to STP and questioned if there would be money available to do this?

3.40 The Director of Finance confirmed that there was no additional money to modify the Portfield School and there is no additional funding to transport the children across sites. The Director of Finance confirmed that this could be a risk that pupils of Portfield may not have same levels of integration. Cllr Tim Evans asked where will the children go if no accommodation on site?

3.41 Chair recommended that Cllr Evans take up this issue with the Director of Education.

3.42 *Programme.*

3.43 The Project Manager explained current programme and key dates for approvals. It was noted that it had been difficult to prepare the programme for the Highways work due to the unknown nature of WG approval dates.

3.44 *Hall facilities*

3.45 YBG is recognised as the county hall for performances.

3.46 Cllr Tim Evans questioned the current Music services at STP the Head Teacher confirmed performances could still be accommodated in the new school albeit in sessions. AN noted that Building bulletin guidance will dictate the size of the new hall.

3.47 JH commented that STP hall will be seen as a huge loss but understood the financial constraints on space provision.

3.48 *Draft T&F report*

3.49 The Chair proposed that the draft report circulated with the agenda papers be inspected on a page-by-page basis. Comments were raised as follows, to be incorporated into the final report:

- a. Item 2.2 – Ref should be to “VC School”.
- b. Item 4.5 – Clarify the issue of eligibility funding.
- c. Item 4.6 – “off” not “of” in sentence.
- 30
- d. Item 4.7 – final sentence amended to incorporate ref to SSSI & SAC.
- e. Item 4.10 – add caveat to explain WG’s views
- f. Follow on from Item 4.12 – add latest update from Highways.
- g. Item 4.24 – clarify reference to modular build classrooms rather than “mobiles”.

- h. Item 4.25 – Further clarification in relation to sue of Caer Elen to be added.
- i. Item 4.28 – explain further issues relating to decant costs.
- j. Item 5.1c) – 2nd bullet requires slight rewording to reflect recent developments.
- k. Item 5.4 – Needs rewording to reflect road is now in site boundary.

3.50 In relation to the Report's recommendation, the members unanimously agreed that based upon the report and the work streams carried out, their recommendation was for the preferred site of the New English Medium School as the Sir Thomas Picton Site in Haverfordwest. This wording to be included at Section 6.0.

3.51 Members agreed that the final minutes and report would be produced and that the Chair would have final inspection before publishing the finished report.

4 Any Other Business

4.1 Cllr Baker –thanked for the effort and work put in by officers to date on project development.

Annex 2: Index of information considered by the Group

Task & finish group terms of reference.

Scheme background

Governance structure

School location background (email of 6 February to the Group)

Papers for meeting of 19 March 2018, including: scheme programme, risk register, project manager report.

Email of 16 March with WG transport team regarding site access.

Papers for meeting of 17 April 2018, including: scheme programme, risk register, project manager report.

Papers for meeting 14 May 2018

Papers for meeting of 21 June 2018.