

Minutes of a Meeting of: Project Board Meeting for Basic Need Project

held on: 17th December 2014
at: Theale Cof E Primary School

Present: Catherine Morley (School Headteacher)
Cllr. Alan Macro (Ward Member)
Rebecca Clifford (School Governor)
Lynn Park (School Finance Manager)
Mark Lewis (WBC SC&C Team Manager)
Greg Bowman (WBC SC&C Commissioning Officer)
Bill Bagnell (WBC Project Officer)

Apologies: Cllr Irene Neill (Education Portfolio Member)

	<u>Action</u>
<p>1. <u>INTRODUCTION</u></p> <p>Bill Bagnell gave apologies from Cllr Irene Neill and explained that BB and IN had a separate catch up meeting on the 12th December.</p>	
<p>2. <u>PREVIOUS MINUTES</u></p> <p><u>Matters Arising</u></p> <p>Minutes of the meeting held on 17th October 2014 identified the following key actions remaining from September:</p> <ul style="list-style-type: none">- To agree with the Englefield Estate to appoint agents to commence land negotiations: <i>BB reported that the Estate would appoint Haslams of Reading and that WBC would be responsible for all fees arising.</i>	

	<u>Action</u>
<ul style="list-style-type: none"> - To agree with the Englefield Estate a communications / liaison plan between WBC / Estate / Parish Council: <i>BB reported that it had been agreed with the Estate that BB would act as a single point of contact controlling correspondence both ways between on the hand WBC / School and Estate and on the other the Parish Council. The Estate have asked that all correspondence relevant to land negotiations be run past them first before sending onto the Parish Council</i> 	<p>BB</p>
<ul style="list-style-type: none"> - To ensure that the Education statement of need is ready for public scrutiny: <i>BB reported that this piece of work needed to be completed early in the New Year and sent to the Estate before sending it to the Parish Council.</i> 	<p>BB/GB</p>
<p>3. <u>PROGRESS REPORT</u></p>	
<p><u>General Update</u></p>	
<p>BB explained that ML has begun the process of taking the new project budget profile through the approval process which should culminate with approval at Exec by February end 2015.</p>	
<p>BB reiterated the need to have the School Statement of Need / Business Case published to the Estate as soon as possible; the Estate have made clear they are not comfortable with WBC attending a Parish Council meeting until the Estate have satisfied themselves the Business Case is robust. BB said the aim was for Council officers to meet with the PC by February end.</p>	
<p>BB explained that a meeting between the Estate and Carter Jonas had taken place (BB not present) on the 28th November. At that meeting the following were discussed:</p>	
<p>[REDACTED]</p>	
<p>[REDACTED]</p>	

Action

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

Sport England:

Carter Jonas brought to the Estate's attention the issue of Sport England. Sport England's unequivocal support will only be won by either allowing continued public access to new school playing fields or by providing more replacement land. (BB pointed out to the project board that a local sports provision survey would probably have to be commissioned in order to possibly prove that the local area is over provisioned – without this evidence BB pointed out it will be difficult to avoid shared school and community use of new school playing fields. BB pointed out that at present only two football pitches are marked up on the proposed new site. If more pitches are

marked up, the situation with Sport England will become more problematic).

Action

Going Forward

From another meeting held between the Estate, Cater Jonas and WBC at the Estate Office on January 14th 2015, the following outstanding and new actions have been identified:

- To agree with the Englefield Estate a communications / liaison plan between WBC / Estate / Parish Council. *(Actioned – BB to be single point of contact both ways between on the one hand WBC / School / Estate and on the other the Parish Council and wider community. Prior to WBC meeting with the Parish Council, the Estate has said they will need to have drawn up a draft press release and also rehearsed with BB some Q&A to deal with potentially contentious issues at any PC meeting. Rehearsed answers will be recorded and passed to members and officers attending the Parish Council meeting).*
- To ensure that the Education Statement of Need / Business Case is ready for public scrutiny. *(Actioned – Business Case sent to Estate on 15th February. Thereafter to be sent to PC as soon as possible and no later than one week before the agreed date of the Parish Council meeting.)*
- To ensure the estimated project budget is taken through the appropriate Council approval process. *(On-going – in January the budget has been taken through Capital Strategy Group and Management Board and will now shortly go to Exec and from there full Council).*
- To arrange a meeting with the Parish Council to confirm preferred site option. *(On-going – initial meeting dates were looked at for February end but it is unlikely that the Business Case can be passed to the PC until the end of Feb / beginning of March – document with the Estate for review – and therefore it is proposed WBC meet with the PC second half of March. New dates have been sought from the Parish Council Clerk; all relevant documentation will need to be published to the PC by March 16th if the meeting is held on the 23rd March. Jo Friend the Parish Council Clerk has confirmed that the Primary School redevelopment will be tabled at a special meeting which will be closed to the public and treated as confidential).*

BB

BB

ML

BB

Programme

Unchanged (last amended 23rd September).

Risk Register

Changed (amended 18th December – now to include Sport England).

Issue Log / Exception Report

None issued

Contractors Report

Not applicable

Budget / Cost Report

To be reprofiled and approved in order to account for land purchase

4. **ANY OTHER BUSINESS**

Date of Next Meeting – PENDING: 23rd February 13:00hrs 2015 at Theale Primary School

Action