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Date 16th June 2021

Dear Ms Sarah Bassitt

SCHOOL: Killinghall CE Primary

PROJECT: To install a MUGA

I write with reference to the Project Proposal Form you recently submitted.

I can confirm that from an educational point of view we have no objections to this development being undertaken (stage one check). A stage two check, as indicated on the PPF form now needs to be undertaken by the Property Officer (Investment and Delivery Management) and a copy of your form has been passed on to them so that they can undertake the necessary landlord role checks. The timescale for the Property Officer to provide initial comments on work is 8 weeks from submission of the form to Strategic Planning. You must, therefore, wait until this timescale has elapsed before you commence this work. For larger schemes you will then need to continue to liaise with the Property Officer and provide further information as the scheme progresses.

Once you receive the Property Officer's comments on the work the scheme should be progressed having regard to the LMS Procedure Rules and self-financed procedures that are already in place. The advice and procedures in relation to building projects must be adhered to. Please ensure that your Maintenance Officer is kept fully informed of developments at your school and especially where work now approved is of a maintenance nature. If for any reason you decide not to progress the scheme you put forward and wish to undertake an alternative scheme, you must inform Strategic Planning.

As you will be aware, it is important that we keep your Asset Management Plan up to date. Page 21 of the orange guidance booklet contains an AMP update form which you may need to complete once the project is finished. This form should be used to record new rooms, changes in size to existing rooms, changes to room usage, and rooms that are removed i.e. temporary classrooms. It should also reflect changes in suitability data.

Where capacity changes or physical alterations are made to the structure of the building, then it is your responsibility to complete the form and submit revised data. In many cases you will need to liaise with your architect with regard to the completion of the form. Where revised plans are available please could these be supplied to me in a DWG format, or if necessary in paper format. Please note that where Align

Property Partners Ltd are being used, capacity update information will be supplied automatically to Strategic Planning by them.

I trust the above information is helpful to you. If, however, further discussions would assist, please do not hesitate to contact myself, on extension 2232.

Yours sincerely

Cynthia Swales
Technical Support Assistant