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To: Headteachers of all Schools

Dear Headteacher

Annual Buildings Review Visit

The LEA and NPS Property Consultants Ltd have agreed that an NPS Building Surveyor will visit and formally meet with all (non-PFI) schools on an annual basis to assist them with their property management responsibilities. The principal objectives of the meeting are to ensure that AMP survey data is up to date and accurate, to introduce the new Building Maintenance Partnership Pool scheme (BMPP4) to subscribing schools, to advise on appropriate use of DFC and to help schools to plan development works. It is hoped that this consultation will result in improved communications and service delivery.

In preparation for the visit of your Building Surveyor, schools are encouraged to review their school buildings condition and suitability survey information which is held on EsiNet (www.norfolkesinet.org.uk). Details on how to access and update this information are set out in the Education Department Management Information Sheet that accompanies this letter (MI Sheet 83/04).

With regard to schools in the final PFI Scheme (Great Yarmouth and the market towns) such a visit should not be necessary since building requirements will have been the subject of much discussion with the PFI contractor in recent months. We will need to consider with Jarvis in due course, how this kind of support can best be delivered for these schools in future years.

Premises Development Plans

During the surveyor's visit to your school you will be asked to make available a copy of your Premises Development Plan (PDP), the schools own asset management plan. Guidance about producing PDPs was made available to schools during the Summer Term 2003 (MI Sheet 149/03). Your PDP will identify the spending priorities that you have identified for your school premises together with likely costs and potential funding sources and will be of assistance in your discussions with the surveyor about building related issues. Following the visit the surveyor will pass on the PDP to the Education Department Planning and Buildings Section.

If you require guidance about PDPs and what they should contain, more information is available on EsiNet or, you can contact a member of the Education Planning and Buildings Section as detailed below.

Condition Data

This is your opportunity to consult a surveyor on all building condition issues including work items and descriptions, grading and priority classification and estimated costs, seek clarification where necessary and consider where adjustments should be made. This will not involve a complete re-survey of your site and buildings and should take the form of a desk-top review of current survey data in conjunction with the surveyor. Data changes can be proposed on-line by either school or surveyor and will be subject to moderation as set out in the attached Management Information Sheet.

Suitability Data

With regard to suitability data and any works you have funded and carried out recently or plan to undertake in the future, please ensure that you use the Asset Management Plan data update facility detailed in the attached Management Information sheet to propose any appropriate changes to your school data once the work is completed. During the visit to your school the surveyor will ask for details of any works, that you have funded and completed, which have resulted in accommodation being added or removed and will note down details on a floor plan for your school and return this to the Education Planning and Buildings Team. This will allow for the appropriate rooms/spaces to be added to or deleted from the central database that holds and publishes the data you see via EsiNet. The process for dealing with updates of this sort beyond the surveyors visit is included in the attached MI Sheet under the section headed Floor Plans.

Schools should note that where projects are funded by the LEA through the Capital Programme and result in changes being needed to the data for your school, the updating of this information will be dealt with centrally by the LEA Planning and Buildings Team.

Devolved Formula Capital

Turning to the use of Devolved Formula Capital, all non Voluntary Aided schools are reminded that the letter included in the 2004/05 Budget Pack for your school details how schools should prioritise the spending of DFC allocations. However, it is important to re-iterate that priority must be given to dealing with urgent condition and health and safety issues first before considering other eligible priorities. Where schools are considering committing DFC you should discuss your intentions at the earliest possible stage with your Education Officer in the Education Department Planning and Buildings Section (Stephen Edwards for schools in the South East and West Tel 01603 224456, Elaine Hopkins for Central and North Tel 01603 223469). Full information about Devolved Formula Capital is also available on EsiNet by following the link given below.

Links to supporting information on EsiNet

Devolved Formula Capital (DFC) - Information on prioritising the spending of DFC:

From the Homepage of EsiNet select the following links:-

[NCC Home](#) > [Education Home](#) > [School Management & Governance](#) > [Managers and Administrators](#) > [School Buildings](#) > [Devolved Formula Capital](#)

EsiNet - Premises Development Plans - Guidance on producing a PDP:

From the Homepage of EsiNet select the following links:

School Management and Governance > Managers and Administrators > School Buildings > Premises Development Plans

For general advice about accessing any of the above information on Asset Management Planning on EsiNet, contact the Education Department Planning and Buildings Section: 01603 222353 or 01603 222420.

Timescale/ delegates

The surveyors have been asked to complete all meetings with schools before the end of the summer term and they will contact you individually to agree a mutually convenient date and time to meet. The school is encouraged to include the attendance of appropriate governors and other staff such as the site manager/caretaker in the visit. A checklist will be used for the meetings that will form the agenda and minutes and a copy will be given to the school in confirmation.

If you have any questions please contact the NPS Senior Building Surveyor in your local office. Their name and contact details are listed below.

Yours sincerely

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Northern Area

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