

*close
use*

Scott. II-27-58,004-27-10-47.

(K)

E.&.P.H.

(194 8) Department.

SERIES.

G.O. NO. Ms.1784 Edn.

Dated 19th July 1948.

*O.P.R.S.
p48
11-138
11-138
11-89
Report
the Committee
on School Sites
London Board*

[Despatch Abstract.]

Schools - Construction of buildings - Expedition of the whole process papers recorded.

*277
360*

Back Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

Further Papers.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

E & P H (B1) Dept.

C.M. 4662 B1/47.

Letter Ref. no. 4662 - B1/47-2 Edm. Dr 25/1/47

To
The Secretary to the High Commissioner
for India,
Education Department, London.

Sir,

Subj: Speed in School Building.

It has been commented

~~that the Ministry of Education's team of experts~~
~~contains certain comments on the construction~~
of school buildings under the

Education Act of 1944. I am to request
that the Government of Madras may be
supplied with a copy of the report of the

P.T.D.

have published their
recommendations &
have made some
excellent suggestions
for speeding up the whole
education scheme on the
construction side.

expert
Special Committee referred to therein
appointed by the Ministry of
Education in regard to the construction of
school buildings. I am ^{also} to request ~~you~~ ^{that arrangement} may be made
for the payment of its cost on ~~my~~ behalf of this govt

Y. O. S.
hr
23.1.47

27/1/47
L.S.K.
28.1.47

E JPH (B1) Dept.

Cor. 4662 B1/47.

Letter Ref. no.

To
The Secretary to The High Commissioner
for India,
Education Department, London.

Sir,

Subj: Speed in school building.

Ref: Letter Ref. no. 4662 B1/47 dt 25/1/47.

I am directed to enquire
when a reply to the letter cited above
may be expected.

Y. O. S.

Wait till
1.4.47

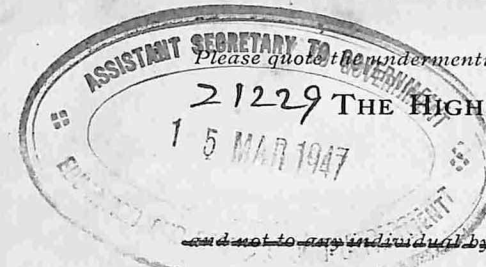
27/1/47
L.S.K.
6/3/47

hr
6.3.47

OFFICE OF THE HIGH COMMISSIONER FOR INDIA.

Telephone—
TEMPLE BAR 8484.

Address for Inland Telegrams—
HICOMIND, ESTRAND, LONDON.
Cables—HICOMIND, LONDON.



Please quote the undermentioned reference, and address any further communication to—

21229 THE HIGH COMMISSIONER FOR INDIA,
EDUCATION DEPARTMENT,
INDIA HOUSE, ALDWYCH,
LONDON, W.C.2.



Reference To

5th March, 1947.

BY GOVERNMENT BAG

FROM: The High Commissioner for India,
Education Department.

TO: The Secretary to the Government of Madras,
Education and Public Health Department,
Fort St. George,
MADRAS, India.

SUBJECT:- Speed in school building

Sir,

I am directed to refer to your letter No. 4662-B1-47-2 Edn. dated the 25th January 1947, and to forward herewith a copy of the pamphlet issued by the Ministry of Education - Report of the Committee on School Sites and Buildings Procedure.

I have the honour to be, Sir,
Your most obedient Servant,

Thos Quayle

Secretary
Education Department.

Encl: Pamphlet

[Faint, mostly illegible handwritten notes on the left page, possibly bleed-through from the reverse side.]

31
Vie 6/4

5

Ernst/201

speed in school building.

Memo, 4662/47-137-3. Edu. dated 9/4/47

A copy of the report of the Committee on School sites and buildings procedure appointed by the Ministry of Education, London, is forwarded to the DPJ; and he is requested to review the present arrangements in respect of selection of sites & construction of buildings for educational institutions under (a) Govt (b) local bodies and (c) private managements and to make suitable suggestions for expediting the whole process having regard to the suggestions made by the Committee of Experts and the modifications required to suit the conditions in this Province. The Director may consult the CE. P.W.D. (Genl. Buildings & Def) whenever necessary in the matter.

~~The reference should be treated as urgent~~

To
The DPJ (with report
to be returned)
Copy to the CE P.W.D.
(a. 3rd def)

24.3.47

depd
R
11/4/47

25.3.47 S. 25/101

609352

$$\frac{h}{2.3.4m}$$

C no. 4662 B1/47.

13/16/47

Speed in School buildings.

E & PH (B1) Dept.

From the C.E., PWD (B & D), no. 1972 Wks/47-1
dated 16/17/47.

25/4/47

Memo no. 4662 B1/47-5 Edn of 25/4/47 to the C.E., PWD.
The D.P.D. is requested to send

for reference the copy of the report of the Committee on School
sites and buildings procedure appointed by
the Ministry of Edu., London sent to him with
the Govt. Memo no. 4662 B1/47-3 Edn of 9/4/47,
~~it is wanted by him for reference.~~

To

The D.P.D. ✓

The C.E., PWD (B & D).

24/4/47

W 25/4/47

Blank lined paper with handwritten notes and signatures.

8

8

8

C.F. 32 (a).

Education Department

From (Name) Sri D.S.Reddi, M.A.,
(Oxon), M.B.E.,
Designation Director of Public
Instruction
Station Madras.

Received _____ Registered _____

To
The Secretary to Government,
Education and Public Health
Department, Madras.

Enclosures: Roc No. 630 G/47 dated 13-6-1947. 194

Sir,

Buildings - Selection of sites and Construction of
Buildings - Procedure - spending up - suggestion
for.

Ref: Government Memo No.4662/47-B1-3 Edn., dated
9-4-47 and reminder dated 30-5-1947.

I have the honour to state that the printed report
of the Committee on School sites and buildings procedure which
was sent to the Chief Engineer, Public Works Department for re-
ference as per Government Memo No.4662/47-B1-3 Edn., dated
25-4-1947, has not yet been received back. On its receipt
my reply to the Government Memo quoted above will be submitted.

k.h.13-6. 3rd 10/6

for Director of Public Instruction.

EdPH (B1) Dept.

Please see the reply from the DPG on
page 8 ante. In the circumstances stated
therein this reply may be awaited till 15/7/47.

[Signature]
16/6/47
16/6/47

[Signature]
16.6.47

oddpg

Cm. 4662 B1/47.

10

EdPH (B1) Department.

Speed in School Building. 9

Ref: Govt. Memo no. 4662-47-B1-3 EdPH
dated 9.4.1947

Memo no. 4662 B1/47-6 EdPH dt 9/10/47.

The Director of Public Instruction,
Madras is requested to report very
urgently when his reply may be
expected, as the matter is pending
for a very long time.

The DPG.

[Signature]
9/10/47
16/6/47
9/10/47

[Signature]
9.10.47

EDUCATION DEPARTMENT.

FROM

DR. S. R. U. SAVOON, M.A., D.Sc., I.L.S.,
DIRECTOR OF PUBLIC INSTRUCTION, MADRAS

THE SECRETARY TO THE GOVERNMENT OF MADRAS,
EDUCATION AND PUBLIC HEALTH DEPARTMENT,
FORT ST. GEORGE, M A D R A S.

R.O.C.No.630-43/47 Dated 4th January 1948.

Selection of sites and construction of buildings for
educational institution--suggestions for expediting
the whole procedure.

Reference:-Government Memorandum No.4662/47-B1/-3 Edn.,
dated 9.4.1947.

With reference to the Memorandum quoted above, I have
the honour to state that the present arrangements in respect
of selection of sites and construction of buildings for educa-
tional institutions under the various managements are as
follows:--

(i) Educational institutions under the managements of Government:-

So far as Government Educational institutions
are concerned, there are no special arrangements for the
selection of sites; nor any uniform procedure has been laid
down for this purpose. Usually, before selecting the site, the
Inspecting Officers will consider the suitability of the same
with reference to the general instructions contained, in the
Grant-in-aid Code (Appendix LL).

As regards the construction of buildings, the
existing procedure is, that after selecting the site for the
construction, preliminary plans and approximate estimate, as
per the requirements furnished by this Department, will be
prepared by the P.W.D. These plans and estimate will be
submitted to Government for their administrative approval, and
sanction of expenditure. If the scheme is approved by Government
the P.W.D. will after completing the preliminaries, such as
preparing the detailed plans and estimates calling for tenders
etc. carry out the work.

There are type-designs for secondary schools,
and usually these designs are adopted in the case of secondary
schools, with necessary modification, according to local
requirements.

(ii) Educational Institutions under the management of Local B
Bodies:-

So far as Secondary Schools under local
bodies are concerned it is submitted that with regard to the
selection of sites the Managements themselves select the sites
in consultation with the Inspecting Officers and with reference
to the general instructions in the Grant-in-Aid Code (Appendix LL)
and the sites are then approved by the P.W.D.

As for the construction of buildings, the
procedure is the same as for Government institutions that
except that while the P.W.D. that prepares plans and estimates
in the case of Government institutions the Engineering staff
of the respective local bodies prepares plans and estimates
in the case of local bodies. The Director accords administrative
approval, in consultation with the Consulting Architect to
Government to both the plans and estimates where the expenditure
is met either fully or partly from the Local Body funds. But
where the expenditure is met from Public donations and

12
: 2 :
subscriptions the Director accords approval **ONLY TO THE PLANS** and the Consulting Architect to Government is not consulted in such cases.

The usual approved type designs for Secondary schools are generally adopted in respect of local Board institutions also, with necessary modifications according to the requirements of each case.

(iii) So far as Secondary Schools under Aided managements are concerned, the Inspecting Officers see that the sites selected by the management are suitable from the educational point of view with reference to the instructions contained in Appendix LL of the Grant-in-aid Code and that no change appears necessary.

As regards the construction of buildings for aided Secondary Schools, the existing procedure is as follows:--

There are approved type designs for secondary schools according to the requirements. If the entire cost of construction is borne by the management, approval of plan is accorded from an educational point of view.

In respect of schemes for aid, on receipt of detailed plans and estimates prepared by qualified engineer they are sent to the Consulting Architect for scrutiny on the suitability of the design and the reasonableness of the estimate from a technical point of view. On the recommendation of the Consulting Architect the scheme is then placed on the list of approved works for purposes of grant and the management informed of the same. When the total estimate exceeds Rs. 10,000/- open tenders for the construction are called for and opened in the presence of the inspecting officers. The schemes are required to be completed within a period of 3 years. But as the point raised for consideration is whether there is any scope for quickening the process. This seems to be a matter more for the P.W.D. authorities.

The above remarks hold good in the case of colleges and special schools also except in that that there is no approved type design for colleges and that the application for grant is received by the Director direct.

So far as training schools under private managements are concerned the procedure laid down for secondary schools under private managements is followed:

As regards aided elementary schools, applications for alienation or acquisition of land for schools under private managements are forwarded to the Revenue Officers through the Inspecting Officers of this Department and not much delay is caused in selecting sites so far as this department is concerned.

In regard to the construction of buildings, the present procedure is that the managements apply for grants through the inspecting officers concerned and submit outline plans and approve estimate of the cost of the scheme. After the suitability of the scheme from an educational point of view is examined and the scheme is approved in general by the Director, the managements are required to send detailed plans and estimates for scrutiny by the Consulting Architect to Government. After the plans and estimates are approved by the Consulting Architect, the scheme is placed on the approved list and the managements are permitted to proceed with the construction and claim the grant after the buildings are completed. Any delay in this regard is caused only in regard to the actual construction of the buildings for want of materials, on account of the financial difficulties of the managements etc. It is not therefore possible to offer any suggestions for expediting the process.

In the case of elementary schools under local bodies, the site is selected by the local body concerned in consultation with the Inspecting Officers and approved by the Director. The plans and estimates for the construction of buildings, prepared by the Engineer of the local body is approved by the Director in consultation with the Consulting Architect to Government. Where the payment of a grant from provincial funds is involved, the actual work of construction is commenced only after obtaining the orders of Government, promising the grants.

As regards suggestions for expediting the whole process, I have to state as follows:--

(i) Selection and acquisition of sites:--

As already pointed out no uniform procedure is followed in this respect and the delay is entirely due to the procedure prescribed by the Board of Revenue. The question of simplifying this procedure is a matter for the Revenue Department. So far as Education Department is concerned there is no delay in this respect. As soon as an application for the purchase or acquisition of a site, is received, the local Inspecting Officers inspect the site and report on the suitability or otherwise. This is usually done within a few weeks. When it is a question of acquisition, the necessity for acquiring the site is reported to the Revenue Department. Beyond this, the department can do nothing. If Government order that all available and suitable sites should be reserved for the use of educational institutions, either for the construction of buildings or for use as playground it may help to avoid delay.

(ii) Construction of Buildings:--

So far as the Government institutions are concerned, the matter of construction of building is entirely left to the P.W.D. Government may therefore consult the Chief Engineer how best to expedite the construction.

As regards other institutions, in the matter of administrative sanction there is very little delay. If a type design is adopted, the approval is given almost immediately, where no ~~subsidy~~ subsidy or grant is required. In other cases, the opinion of the Consulting Architect to Government is obtained before sanction is accorded. The procedure adopted by this office is very simple. When the plans and estimate are received, they are sent to the Consulting Architect to Government u.c. to avoid delay. When they are approved by him, the schemes are submitted to Government for sanction. But the actual carrying out of the work is left to the managements. The Department has no means of controlling the actual time taken for the construction of buildings, though a time-limit is always fixed by the Department for the completion of the work.

There are only few type designs at present. If there are more types and cheaper types, the delay in the scrutiny by the Consulting Architect to Government may be minimised.

It may therefore be seen that there is no avoidable delay, so far as this department is concerned. The actual time taken in according departmental sanction is very small compared with the time taken over the construction of the building. In regard to the approval and acquisition of sites, it is done very promptly, and there is no question of delay at all.

In this connection some of the suggestions of the Committee on School sites and Buildings Procedure, London, - Recommendations 7 to 9 and 14 - may be considered by Government.

FOR DIRECTOR OF PUBLIC INSTRUCTION.

14

E + PH (B) Dept.

Telephonic Message.

From

The Asst. Secy to Govt.,
E + PH (B) Department.

26
20/1

To

The Dy. SDO, Office of the SDO,
Madras.

Depd
21.1.48

9/1/48
9.1.48

Sub: Speed in School buildings

ref: Director's letter Roc. No. 630-63/47
dated 4.1.48. pp11-1308

Please arrange to return the
copy of the report of the Committee on school
sites and buildings appointed by the Ministry
of Education, London, as it has not been
received with the letter cited above.

9/1/48
9.1.48

9.1.48

pcb 80

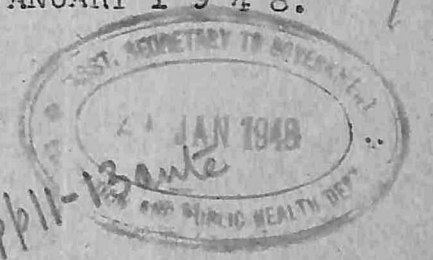
POST COPY OF TELEPHONIC MESSAGE DATED 17TH JANUARY 1948.

From

The Director of Public Instruction,
MADRAS.

To

The Assistant Secretary to Government,
Education and Public Health Department.



Sub: speed in school buildings and selection of site - suggestions;
REF: This office letter Roc. No. 630-63/47 dated 4.1.1948 and your
Telephone Message dated 10.1.1948. p14 ante

4703
9/1

The copy of the Report of the Committee on school sites and
buildings Procedure forwarded to me with Memo. 4662/47 B1 dated
9-4-47 is herewith sent as ~~xxx~~ desired. p5 ante

M. A. S. S. S.
for DIRECTOR OF PUBLIC INSTRUCTION.

Ram.19/1.

3/19/1

C. no. 4662 B1/47.

Schols. Government - Construction of buildings - Expedition of process - Provision of more cheaper type designs.

pp 11-13 of

From the Director of Public Instruction, R.O.C. no. 630- B3/47 dated 4.1.1948.

Despatched
to
Secretary

Memo. no. 4662 - B1/47 - 8 E Dn D 5/3/48

A copy of the letter cited above is forwarded to the Chief Engineer, P.W.D. (General) and he is requested to offer his remarks on the question of expediting the process of construction of buildings for Government educational institutions and on the provision of more cheaper type designs for buildings for all edl. institutions.

To
The C.E. (with a
copy of pp 11-13 of).

3/7/48

4/3/48

PUBLIC WORKS DEPARTMENT

From

Sri Rao Bahadur
A.R.Venkatachari, B.E., I.S.E.,
Chief Engineer, P.W.D.(General)
Chepauk, Madras.

To

The Secretary to Government,
Education & Public Health Department.

42719
Rt

11. Jan
Sir,

Letter No. 211 Wks/47-7,

dated 5th June 1948.

Sub: Government - Construction of Buildings - Expedition of
process - Provision of more cheaper type designs

Ref: Govt. Memo.No.4662 Bl/47-8, Edn., dated 5--3-48.

I invite attention to G.O.No.336 P.W., d/6-2-47 wherein
the Government have constituted a Committee to suggest cheaper designs
in place of the existing type designs for certain buildings. Cheaper
type designs have been called for by Government in respect of the
following buildings:

- (1). School Buildings (Elementary & Secondary)
- (2). Arts College Buildings, and
- (3). Hostels for School buildings and Colleges.

It is reported by the Secretary, Buildings Designs Committee
that revised cheap designs for School buildings (Elementary & Secondary)
were submitted by the Committee to Government and that they have approved
of them with certain modifications and that these modifications are
being

19

2-18

being embodied in the Designs which will be submitted to Government for final approval and issue as type-design.

Regarding cheap designs for Arts Colleges and Hostels for School buildings and Colleges, he has stated that cheap designs for the former are under consideration of the Committee and that cheap designs for the latter have been settled by the Committee and that the drawings are under preparation.

2. In this connection I also invite attention to my U.O. Note No.7425 Wks/46-2, dated 30-4-47 regarding the execution of their works by the Education Department through contractors.

S.S.7/6.

802396PW
577/48
Pks 9/16

for Chief Engineer, P.W.D.

(W)

4662

SPEED IN SCHOOL BUILDING.

"Committees are not usually associated with the idea of speed - especially Government-appointed ones - but the Ministry of Education's team of experts on school building have not only published their recommendations within six months of their appointment but have produced some excellent suggestions for speeding up the whole education programme on the construction side.

Well over three years to build a new school was the minimum pre-war rate, of which more than two years was spent in getting hold of the site, passing plans and obtaining tenders. In unfavourable circumstances a very much longer time was consumed in protracted negotiations before actual building could begin.

It is obvious that at this rate the 1944 Education Act would take a lifetime to put into practice, especially in view of present shortages, whereas it is hoped that within fifteen years the major part of the building programme may now be completed. To this end, special methods of school construction on modern lines, a three months' limit for the completion of negotiations and the elimination of some of "the usual channels" such as the submission of preliminary plans to Minister, are recommended. Too little, however, is made of the bottleneck in the procedure of the Local Education Authorities themselves, though the appointment of more technical personnel may perhaps do something towards easing the passage of legislation. A particularly interesting and practical suggestion is to seek the co-operation of the R.I.B.A. in training architects for school building."

4385 EB
ASST. SECRETARY TO GOVERNMENT
20 JAN 1947
FINANCE DEPARTMENT

23/1/47

I have this taken out from the 'Time and Tide'... I think the Report referred to is A. Harb's... for the plans in my book... the Committee to draw a line for... (the can be made, I suppose, by the... the way to be...)

4 Please see Secretary's note on p1 ante. A draft letter to the Secretary to the High Commissioner for India, Education Department, London is subd. below for approval.

2. It may be sent to Finance for acceptance.

23/1/47
23/1/47
has 23/1/47

hr 23.1.47

5545

The draft letter below may be accepted.

cc: 24.1.47

col. H.

E.P.H. 4662-101/47-1 EPH

Essential Prop

Fin. no. 4385 EB-1

The draft may issue / w/ hr 24.1.47

25/1/47 (hr) - a.i.

[Issued as letter ref. no. 4662-101/47-2 EPH 25-1-47] pp1-2 of

From the High Commissioner for India, Education Department, no. E. D. 5.3.47.



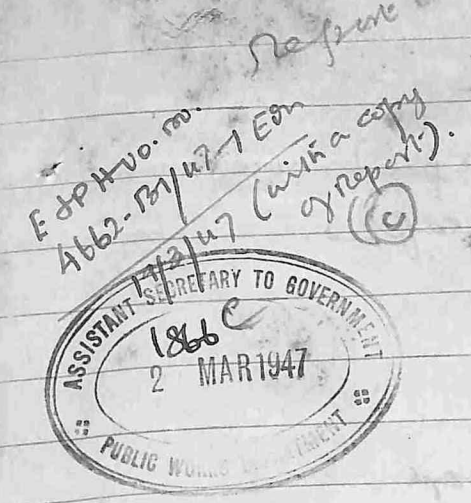
p48

The Report of the Committee on School Sites and Buildings Procedure sent by the High Comm. for India is submitted for perusal. P.W.D may see the report.

15/3/47

Allowing for the discrepancies in the administrative set-up, the problem arises from the committee set up to the delay in the procedure of issuing of plans & construction of buildings for educational buildings in Madras. The D.P. may be asked to review the present arrangement in a letter of the buildings & the buildings in Madras etc. for

3 16
with this minute local bodies & institutions belonging to private and municipal & other authorities for reference while process.
hr 21/3/47 P.W.D. P.W.D.



E + P.H Secy's note at pp 2-3 above may be perused. This dept may agree to the suggestion to send the report of the Ministry of Education to the D.P.I for his remarks and suggestions with a view to expediting the whole process so far as this Province is concerned. SPI may be referred to consult the CE where necessary. 2. It may be mentioned in this

file not put up

connection that at the instance of the former I + M (Edn), the C.E (P.W.D) has been asked to examine how far the existing procedure in respect of the construction of buildings for the Education dept could be made simpler and quicker from the point of view of expedition of work. His report is awaited. So also A Building Design Committee has been constituted by the Govt to evolve cheaper type designs for Govt buildings including educational institutions.

file sent to Pub

3. The file may be returned to the E + P.H dept.

PM 21/3/47

21.3.47

hr 2/3 E + P.H.

P.W.D no 1866/47-1 21-3-47



Please see the P.W.D note above. They agree to the suggestion of this department on pp 2-3 above. A draft memo to the D.P. is subd. below for approval. May be circulated to

hr (Ess)

hr 25.3.47 S 25/3/47

(Memo No. 4662-B1/47-5 Education, dated the 25th April 1947.)

From the Director of Public Instruction, Roc.No.630-G3/47
dated the 4th January 1948.

Please see the letter from the Director of Public Instruction on pages 11-13 c.f. He has explained the existing procedure in regard to the construction of buildings for the educational institutions in this Province under all types of managements (Government, Local Board, Municipal and Private). In the circumstances stated, the Director reports that there is no avoidable delay in the matter so far as the Education Department is concerned.

2. As regards the suggestions for expediting the whole process of the construction of buildings, the Director has made certain suggestions in regard to the selection and acquisition of sites and construction of buildings - Vide page 13 c.f. The suggestions at 'A', and 'B' and 'C' are for consideration by the Revenue and Public Works Department respectively. The C.E., P.W.D. and the Board of Revenue may be consulted on these suggestions. The remarks of Rev. may also be invited U.O. on the recommendations of the Committee on School Sites and Buildings Procedure, London, referred to at 'D' on page 13 c.f. which relate to the acquisition of sites for construction of buildings.

3. The file may be sent to Revenue and P.W.D. U.O. for remarks in the first instance.

status 3

Rev.
P.W.D.

Rev depts

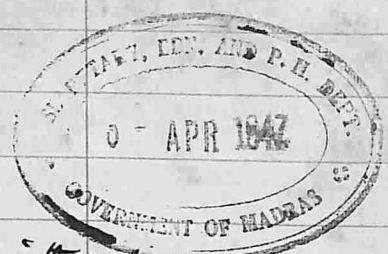
To A.S.

R 8195 K

Please see the notes above.
2. The Bd of Rev has already issued instructions to all Collectors, etc. suggesting measures to prevent delays in land acquisition and expects that they will go a long way to

With reference to 'A' i.e., to make construction for educational institutions quicker, the reply from the Chief Engineer may be expedited.

TSA
7-4-47

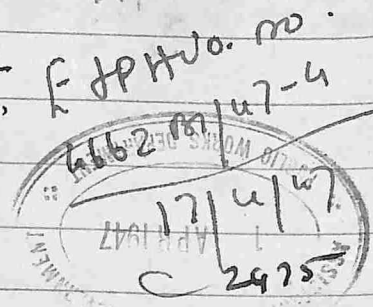


Memo no. 4662-B1/47-3 Edn dt 9.4.47

Maybe sent to PWD for reminding the CE. with ref to the minutes of HM (Edn) above

15/4/47
16.4.47 P.W.D.

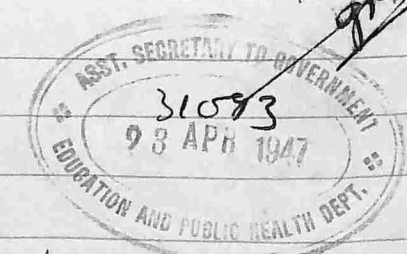
With reference to HM (Edn) minutes above, necessary action has been taken in the PWD file. This file may be returned to E.P.H.



21/4/47
21/4/47

P.W.D. no. 6073/46

From the C.E., P.W.D. (S.D. + D), PC of T.M.
no. 1972 Wks/47-1 dt 16/12/47



The P.W.D. have taken action separately with ref. to the minutes of HM (Edn) above. The CE requests that a copy of the report referred to in Memo no. 4662-B1/47-3 Edn dt 9.4.47 may be sent to him for reference. Only one copy of the report was recd from the High Commissioner and it has been sent to the D.P.S. with the memo referred to above. Vide the address entry on p.5 of. The Director may be requested to send the copy to the CE. for reference.

job 45
15 ef

2. A draft memo is submitted below for approval.

2/5/48

21/4/47

minimize delays. The Bd has also stated in another connection that it would watch the effect of these instructions for six months to see whether the provisions of the Land Acquisition Act should be amended at all so as to secure the speedy disposal of Land Acquisition cases. No other Special Remarks seem called for on this subject. ~~The file may be passed on to P.W.D.~~

With reference to X on p 13C-H, it is submitted that orders have already been issued in G.O. No. 339 Rev dated 10/2/47 to the effect that, in every village where there is sufficient vacant land at the disposal of the Govt, a suitable site should be reserved for purposes of a school and playground. It has also been ordered that collectors should select the sites in consultation with the officers of the Education Dept. It is proposed to call for quarterly reports from the Bd of Rev as to the progress made by collectors in ~~and discuss~~ the matter of selection of sites for schools and playgrounds in the various districts. No further action is called for in this connection. The matter.

The file may be passed on to P.W.D.

22/2/48

Please see E & P.H. note on p 5 ante. With ref to B and C on p 13Cf, over which this Dept's remarks have been invited, this Dept may also suggest that the C.E.'s remarks may be called for at the first instance.

23rd E & P.H.

220 F



81951 K/XR
27.2.48

27 FEB 1948
1446

P.W.D. U.O.
14460/48-1
1-3-48

Please see the notes on pages 5-6 ante. With reference to the note of P.W.D. on page 6 ante, a draft memo is submitted below for approval ~~for expediting the construction of buildings for Govt ed institutions and the provision of more cheaper type designs for all ed institutions.~~

2. In the circumstances explained by the Revenue Dept in their note on pages 5-6 ante, no further action is necessary on the recommendations relating to the acquisition of sites, etc.

31/3/48
1482
31/3/48

14.3.48
1482
31/3/48

[Memo. no. 4662-131/47-8 E.D. on 5/3/48]

From the C.E., P.W.D. (Genl), no. 211 W.D. 1/47-7
dated 5-6-48.

The C.E.'s report at pages 18-19 of is silent about the question of expediting the process of construction of buildings for Govt educational institutions. Perhaps expediting of the Govt building through ~~the use of the method by which the process of construction can be expedited~~ The designs proposed by him may be avoided.

P.W.D. may see the report for remarks if any.



P.W.D. U.O.
4662-131/47-9 E.D.
6/7/48
(with a letter placed below)

(Previous notes of this Dept on 6 ante) P.W.D. (C)
The file deals with the proposals for expediting the whole process of the construction of buildings.

for the Education Dept.

The question of how far the existing procedure, as obtaining in the P.W.D. in respect of the construction of buildings for the Education Dept, could be made simpler and quicker from the point of view of expedition of work was examined in detail in consultation with the E.E. vide this Dept's notes on pp 19-27 of (W). With these remarks the file may be returned to E. & P.H.

13.7.48 E & P.H.

Edn & P.H. (B1) Dept.

Please see the note of P.W.D. on pages 7-8 above. The file deals with the question of expediting the whole process of construction of buildings for the Education Department. The question of ~~avoiding~~ as to how the delay in the acquisition of lands for construction of bldgs is under the consideration of Revenue Dept. In regard to the procedure now adopted by the Edn Dept for the construction of buildings for aided edl. institutions, the D.P.S. has stated there is no delay and that the delay may be avoided to some extent if there are more cheap designs. The E.E. has reported that revised cheap designs prepared by the Buildings Designs Committee have been appd by Govt with certain modifications and they will be subd to Govt for approval in due course after embodying the modifications. In regard to the ^{expedition of} construction of buildings for Govt edl. institutions, it is subd that the question was already

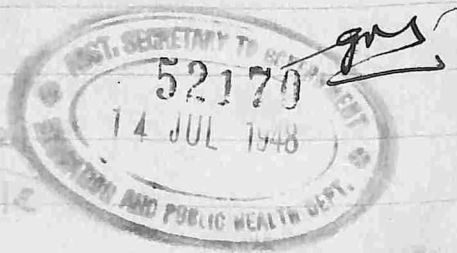
examined

King of (W)

x Please see H.M. (Edn)'s minutes on King of (W) of 19-27 of (W) (No 2396 P.W. 5-7-48)

P.W.D. u.o.

4819C/48-1
13.7.48.



Vide the notes of Rev on pp 5-6 ante

Vide '2' on p13c

'c' on p13c

pp 18-19 c

(W) 27 of

19/7

15/7/48
15.7.48

16-7-48

17/7/48

Abstract.

Schols. Construction of buildings. Expedition of the whole process. Papers - Recorded.

Recorded.
Go. MS. no. 1784 E.M. dt 19.7.1948.

by P.W.D. ~~the suggestion~~ at the instance of H.M. (Edn) and the papers have been recorded in Go. no. 2396 P.W. dt 5.7.48 - Vide the notes of P.W.D. on pp 19-27 of the Go referred to above. In the circumstances no further action is necessary in this file. The papers may be recorded.



MINISTRY OF EDUCATION

Report of the Committee
on
School Sites and Buildings
Procedure

LONDON: HIS MAJESTY'S STATIONERY OFFICE

1946

FOURPENCE NET

Committee on School Sites and Buildings Procedure

APPOINTED BY THE MINISTER OF EDUCATION

- Mr. W. Cleary, C.B., Chairman (*Ministry of Education*).
Dr. W. P. Alexander (*Association of Education Committees*).
Mr. F. Barraclough (*Secretary to Education Committee, Yorkshire, North Riding*).
Mr. A. B. Day (*Nottingham City Surveyor*).
Mr. T. C. Hayward, C.B.E. (*Clerk of the County Council, West Sussex*).
Mr. C. G. Stillman, F.R.I.B.A. (*County Architects Society*).
Mr. E. W. Woodhead (*Kent County Education Officer*).
Mr. L. R. Fletcher, Secretary (*Ministry of Education*) and other officers of the Ministry of Education.

The Committee had the assistance of representatives of the Chief Valuer's Office, Board of Inland Revenue, the Ministry of Town and Country Planning and the Treasury, and of Mr. W. T. Clegg (Assistant Valuer, Middlesex County Council).

MINISTRY OF EDUCATION

Report of the Committee on School Sites and Buildings Procedure

TERMS OF REFERENCE

1. The Committee was appointed in May, 1946, "to consider the possibility of simplifying and expediting the procedure for the examination of proposals to acquire sites and erect buildings for educational purposes."

REASONS FOR INQUIRY

2. It was anticipated in the Report of the 1943 Committee on Standard Construction for Schools* that there would be an unprecedented demand for school building after the war and that, if the demand was to be met with any reasonable speed, all obstacles to the rapid progress of building operations must as far as possible be removed. Recommendations were accordingly made that some system of standardisation for school construction should be adopted and that means of reducing delays arising from normal administrative procedure should be considered by Local Education Authorities and the Departments concerned. The anticipation which prompted these recommendations has been fully confirmed and their importance greatly accentuated by subsequent events, especially the passing of the Education Act, 1944.

BUILDING WORK IN PROSPECT

3. The building work proposed under the Development Plans submitted by Local Education Authorities under Section 11 of the Act for the reconstruction, reform and development of primary and secondary education will alone amount to hundreds of millions of pounds. Many new schools will be required in the immediate future for children from new housing estates. It must also be remembered that the higher standards of school provision required by the new Building Regulations will in themselves call for more labour and materials for an equivalent number of school places than did the standards of 1938. Concurrently County Colleges will have to be built, Further Education greatly developed and facilities for training teachers expanded.

CURRENT RATE OF PROGRESS

4. In an Appendix to this Report we have set out the various steps that have to be taken from the time when a proposal to build a school is first projected to the time when the school is ready for use, together with an estimate by a member of our Committee, who is himself a local authority officer, of the approximate length of time taken at each stage.

5. It will be seen that from beginning to end the erection of a school, even under favourable conditions, may take at least $3\frac{1}{2}$ years of which, allowing ten months for the actual erection of the buildings, not less than thirty months are spent in the acquisition and preparation of the site, the preparation of preliminary sketch plans and estimates, the preparation of final plans and quantities and their scrutiny by various authorities, and the letting of contracts. Of this period about two-thirds is spent in the various operations that have to be carried out locally, and one-third centrally.

* Post-war Building Studies, No. 2, H.M.S.O. 6d.

NEED FOR SPEEDIER RATE OF PROGRESS

6. The capital expenditure necessary to implement that Act will obviously be on a very much bigger scale than any with which educational administration has ever before had to deal. Under the normal procedure the greatest amount of capital expenditure ever approved in one year was £16½ million in 1938 and that at a time when the machine was working at full pressure to prepare for the raising of the compulsory school age in 1939 and to secure the urgently needed extension of technical education. Even when allowance is made for the subsequent increase in the cost of building, it is clear that quite apart from the necessary strengthening of the Local Education Authorities' and the Ministry's administrative, technical and clerical staffs, much shortening and simplifying of the procedure, both local and central, will be necessary if there is to be any prospect of coping, in a reasonable period of time, with the exceptional volume of work by which alone it will be possible to realise the major aims of the 1944 Act. The normal procedure, with its careful provision of checks and counterchecks, was, no doubt, well suited to the purpose for which it was designed, but for the tasks which now confront us special, and it may be emergency, methods will have to be adopted.

TARGET TO BE AIMED AT

7. The total building expenditure involved by the Local Education Authorities' Development Plans and Further Education Schemes is likely to be of the order of £1,000 million. The Government are pledged to the speedy implementation of the reforms of the 1944 Act and it would not be unreasonable in our view to fix a maximum of 15 years for the completion of the programme. This means an annual average expenditure of approximately £70 million a year which at present costs is roughly double the programme in 1938. The proportion of the country's aggregate building labour employed on school construction during the busiest period before the war was between 3 per cent. and 4 per cent. and though a programme of the size we envisage would involve at least doubling the school building labour force we do not consider that this programme would make unreasonable demands on the country's resources. Accordingly, in the recommendations which follow we have assumed that the necessary labour and materials will be available to enable this programme to be carried out.

AVAILABILITY OF BUILDING RESOURCES AND METHODS OF CONSTRUCTION

8. It must be a basic assumption of our report that during the difficult post-war period any planning of the national building programme should make the necessary provision for educational building to the degree which we have just indicated. At the same time, the competing demands of other important and exacting claimants—housing, industry and public utilities, health services—will make it necessary, in our opinion as in that of the 1943 Committee, to devise without delay and to apply for some years to come methods of school construction which will make the most economical use possible of skilled building labour and materials in short supply. We therefore strongly endorse and would like to see action taken on the recommendation of the 1943 Committee for further expert consideration of the design and type of structural elements of the kind which they suggested, and in particular we recommend an immediate examination of the application, in the light of the materials at present available, of the principles which that Committee recommended for school construction.

STAFF

9. Simplification of procedure will not be enough by itself unless there is sufficient qualified personnel and there are to-day shortages of staffs of all kinds both centrally and locally.

10. So far as the Ministry's staff is concerned, we are all agreed that the present organisation on a territorial basis is soundly conceived, though its personnel may need to be strengthened. Our local authority members in particular would deprecate any change which had the effect of eliminating or even reducing the opportunities afforded by the present organisation of contact between the representatives of a Local Education Authority and an officer of the Ministry in London who is familiar with the main problems of that authority.

11. We also think that the staff of the Ministry's Buildings and Priority Branch should be increased both at the administrative and at the clerical level. So long as controls of materials and labour are necessary that Branch is only too liable to become a serious bottle-neck if it is not adequately staffed at all levels.

12. Similar considerations apply to the Ministry's architectural staff which in our view is quite inadequate to cope with the demands that will be made upon it. More particularly we would recommend that each Territorial Division should have an Architect attached to it with whom a Local Education Authority's Architect could establish contact. We also consider that there should be a number of "floating" staff who should be available to visit schools and advise Local Education Authorities, School Managers, and H.M. Inspectors on the spot.

13. As for the Local Education Authorities' staffs, it is evident that there is no possibility of any appreciable increase in output without a corresponding increase in technical personnel of all grades. There is in particular at the present time a dearth of architects with a knowledge of post-war school planning and construction. We therefore recommend that the R.I.B.A. should be invited to see if courses could be arranged for architects concerned with school construction and layout. A common cause of delay at present is the submission of plans which, though they may technically comply with the requirements of the Building Regulations, do not necessarily embody sound principles of school planning.

14. While we are of opinion that every Local Education Authority should have an adequate architectural staff, we strongly recommend an extension, especially during the next few years, of the practice, already followed by a number of the largest Authorities, of employing private architects.

LOCAL EDUCATION AUTHORITIES' PROCEDURE

15. Without getting formal evidence from the local authorities' associations (which we regarded as outside our scope and liable to have delayed unduly the presentation of this report), we have not thought it practicable to examine in detail or make specific recommendations on the very wide and varied field of local authority procedure. Nevertheless, we consider that all Local Education Authorities should be asked to review their procedure and take any measures needed to make it more speedy in its operation.

16. There are also certain particular observations which we wish to make:—

(a) Careful co-ordination of the timing of meetings of an Authority's Committees and Sub-Committees, and (where they exist) of Divisional Executives, will lessen delays that would be occasioned by intervals between meetings of the Committees and Sub-Committees to which a proposal might have to be successively referred.

(b) Committee and Sub-Committee procedure can consume considerable time and consideration should be given to the desirability of so arranging functions as to make it unnecessary normally for projects to be submitted to a succession of such Committees.

(c) The practice which has been adopted by some Local Education Authorities of appointing a special Sub-Committee of the Education Committee, consisting of not more than two or three members who would be constantly available at short notice and able to give decisions on behalf of the Education Committee, has much to be said for it.

(d) The functions of Divisional Executives are regulated by the Scheme of Divisional Administration under which they are constituted. Most Schemes provide for the Executive at least to be consulted about a building project and such consultation is certainly desirable. To avoid delay, however, it should be so timed as to precede the consideration of the project by the Local Education Authority's Education Committee and Sub-Committee concerned.

(e) There has been no authoritative decision on what is required to comply with Section 86 (2) of the Local Government Act, 1933, but the practice which has been adopted by a number of Authorities of regarding particular items of expenditure in excess of £50 as covered by the general estimate approved under the appropriate head of expenditure in the annual estimates has obvious advantages, from the point of view of saving time, over the alternative of requiring every individual item of expenditure in excess of £50 to be covered by a separate resolution of the Council. The concern of the Council in building projects being primarily financial, it does not appear to us to be necessary for such projects to be submitted to the Council more than twice, first in the annual estimates and secondly for approval of the tender and authorisation of the application for loan sanction.

(f) References to the Authority's Education Committee might well be limited to three of which the first and last would immediately precede the references to the Council just mentioned. The second would be for approval in principle of the preliminary plans.

STEADY FLOW OF OUTPUT

17. In order to reach the target of completing the major educational building programme in not more than 15 years in any area, it will be necessary to adopt, as it were, an "assembly line" technique whereby one project will follow another steadily, the programme being phased in accordance with its ultimate target date. For this purpose a sufficient number of sites will have to be obtained in advance and plans carried to the final stage ready for putting into effect at short notice at the appropriate time.

PRELIMINARY CONTACTS WITH PLANNING AND OTHER INTERESTS AND SELECTION OF INDIVIDUAL SITES

18. Many Education Authorities have established a satisfactory system of liaison with the Planning Authorities within their area and have thereby been able to ensure that the sites which they intend to acquire are earmarked in planning schemes and adequately safeguarded until it becomes necessary to purchase them. Some Authorities have also found it of value to discuss their site proposals at informal meetings at which not only the Planning Authorities are present but also H.M. Inspectors, the District Valuer and representatives of the Highway Authority and Rural Land Utilisation Officer.

19. It is felt that early consultation of this kind is valuable and should be extended to include the Regional Planning Officer. This is of particular importance in the preliminary stages when Development Plans and Further Education Schemes are being formulated and the projected lay-out of educational development and the general location of the necessary sites can be forecast. Throughout the country major developments are being undertaken, sometimes by Government Departments themselves—new towns, new roads, the direction and location of industry, the activities of the Service Departments and the needs of agriculture are all factors which will affect population movements and thereby vitally affect educational requirements. On matters of this kind the Regional Planning Officer, who is in constant touch with the other Government Departments as well as with the housing authorities, is in a specially good position to render valuable practical assistance in the early stages, and subsequently in the "clearance" of individual sites if difficulties arise. We are informed that the "clearance" of sites by the Regional Planning Officer with the authorities responsible for Town and Country Planning, Rural Land Utilisation and Ribbon Development and any Government Department locally concerned, which has been adopted as normal procedure in the case of housing sites, has greatly expedited matters in that field. We understand that the Ministry of Town and Country Planning would welcome similar arrangements being made with its officers by any Local Education Authority which felt that this would be of advantage.

20. We consider that there is a need for a clearer and more effective procedure for reserving sites for educational purposes and we recommend that this matter should be pursued further in conjunction with the Ministry of Town and Country Planning.

COMPULSORY PURCHASE AND PURCHASE BY AGREEMENT

21. It has been represented to us that negotiations are often unduly protracted since the pace at which they can be conducted depends very largely on the owner, and that this is particularly so where the owner is unwilling to sell on the basis of 1939 values. Undue prolongation of negotiations must, of course, be avoided and we think it would be reasonable for Authorities to prescribe a limit of time, say, three months at most, after which if agreement has not been reached a Compulsory Purchase Order for land required for present needs will be made. To this end, we recommend that Local Education Authorities, when they authorise the purchase of sites for educational purposes, should at the same time give authority for the use of Compulsory Purchase powers if necessary. Time will be saved if the requirement that a Compulsory Purchase Order must specify the exact purpose for which it is made is always remembered.

22. There are, however, as is pointed out in paragraph 26 below, cases where compulsory purchase powers would be of no use. Moreover, the District Valuer, who is authorised to negotiate on behalf of an Authority for the site directly it is approved in principle by H.M. Inspector, is often able to effect a settlement for purchase by agreement, with a resulting saving in time, and, in some cases, also in expenditure.

23. Where the District Valuer negotiates, delay due to references back to the Education Authority might be avoided by the Authority tentatively agreeing the location and boundaries of the site with the owner; on the initial request to the District Valuer he should be provided with a reference schedule of owners, lessees and occupiers, together with a sufficient supply of plans for his own use and for issue to the parties.

ARBITRATION AS AN ALTERNATIVE TO COMPULSORY PURCHASE

24. Where the only point at issue between the parties is that of price, it is possible to save time and expense by a mutual agreement to refer to the Official Arbitrator for arbitration under the Acquisition of Land (Assessment of Compensation) Act, 1919. Where such an arrangement is entered into as an alternative to compulsory purchase, it would need to constitute a formal contract to purchase, making provision for entry upon the land in advance, if need be, of the completion of the purchase. Enforcement of the agreement would, we are advised, be by an action for specific performance.

ACQUISITION OF LAND (AUTHORISATION PROCEDURE) ACT, 1946

25. We assume that Authorities are familiar with the procedure under Section 2 of the Acquisition of Land (Authorisation Procedure) Act, 1946. This procedure, which enables Authorities to secure quicker entry on to the land, may be used in the circumstances described in the Ministry of Health's Circular No. 104/46. The provision for informal hearing of objectors instead of a Public Inquiry (paragraph 4 of the First Schedule to the Act) is to be noted as a means of saving time in suitable circumstances.

LIMITATIONS ON COMPULSORY PURCHASE

26. We said earlier that there were certain classes of case where compulsory purchase powers would not be available. We are advised that such powers may be used only for the acquisition of sites required for clearly established present needs. Thus, compulsory purchase powers could not at present be used to acquire sites for County Colleges which the Authority has no power or duty to establish until the Order in Council under Section 43 (1) of the Education Act, 1944, is made. Nor could a Compulsory Purchase Order be made for a site for a new county or voluntary school until the Minister had approved the proposal to establish the school after the issue of public notices under Section 13 of the 1944 Act. The definition of present needs is not within our competence, but we take the view that in present circumstances a project which it is hoped to execute within five years should be so regarded, and it may well be that a site ultimately required for another purpose might also be needed for use in the interval for some immediate purpose.

DEPARTMENTAL PROCEDURE

SITES

27. H.M. Inspector is already authorised to give approval in principle to sites required for purposes approved by the Ministry. It is suggested that the "purposes" may generally be taken to be approved by the Ministry if the land is to be used for a project included in the approved Development Plan or Scheme of Further Education, on the lines referred to in more detail in the following paragraph.

BUILDING PROPOSALS

28. Similarly building projects, as distinct from plans of the building (dealt with below), need not, unless circumstances have changed in the meantime, ordinarily be submitted to the Ministry for approval in principle if they accord with the approved Development Plan or Scheme of Further Education. Such submission would be necessary if the proposal involved a significant change from the Development Plan or Scheme either in substance or in its place in the time-table. For a material change an amendment of the Local Education Order might be required, though we hope that the Order

may be so framed as to avoid rigidity consistently with the necessary precision. Proposals for new schools must be approved under Section 13 of the Act by the Minister, who will usually expect up-to-date figures of the population to be served by the proposed accommodation. There may be a saving of time in the area of a large Authority in the issue at one time of a group of notices for a number of new schools with which it is intended to proceed in the ensuing year or so.

BUILDING PLANS

29. A large number of the projects coming forward will be proposals for the alteration and improvement of existing school buildings to bring them up to the standards laid down in the Building Regulations. In themselves these projects will not be of major importance, but their number will be large and they may well constitute a majority of the whole.

30. Under the existing procedure, which involves the submission of sketch plans and estimates for approval in principle by the Minister and then the submission of final plans and tenders, it appears to us that there is a very real danger that the Ministry's machine will become seriously choked and that the consideration of the more important plans for new schools will be held up in consequence.

31. We are all agreed that in the case of new schools preliminary as well as final plans should be submitted to the Ministry. This double check does not, however, appear to us to be necessary in every case in which it is proposed to make alterations or improvements in an existing school building. The Ministry has laid down in the Building Regulations the standards to which school buildings are to conform and with the fewer and larger Authorities constituted by the Education Act, 1944, wider experience should lead to increased technical competence, especially if our recommendation about courses for school architects (paragraph 13) becomes effective.

32. In these circumstances it appears to us that Local Education Authorities might be accorded a greater measure of discretion than they have at present. Accordingly, we recommend that in the case of alterations and improvements to existing county schools they should be allowed to dispense, if they think fit, with the submission of preliminary plans to the Ministry and proceed straight to the preparation of final plans and tenders. In preparing plans Authorities will, no doubt, continue their practice of consulting H.M. Inspectors but we do not think that this consultation ought to be regarded as committing the Ministry to approval of the final plans or that H.M. Inspectors should be made responsible for deciding whether or not in a particular case preliminary plans should be submitted to the Ministry. This decision should rest with the Authority.

33. If the recommendation we have just made is not to be stultified it will be necessary for the Ministry to make available to Local Education Authorities from time to time as full information as possible about the labour and materials position, and for Authorities to have special regard to this information in exercising their discretion.

34. We recognise that the omission of the approval in principle stage may result in some cases in the Ministry's feeling obliged to pass plans which, though they comply with the Building Regulations, are susceptible of improvement on more general grounds. The Ministry may even find it necessary to require substantial amendments in some final plans with the result that they have to be redrawn and fresh tenders obtained. But these are risks which we consider can justifiably, and indeed must, be taken in the interests of the

speedier approval of the greater number. The proposal we have made is in a sense a challenge to Local Education Authorities and their officers. We are confident that they will prove equal to it.

35. The change we have just recommended will, we believe, result in an appreciable saving of time. Further time could be saved in the consideration of plans by the Ministry if they were not referred, as they are at present, to a number of specialist inspectors or branches for advice on particular features of the accommodation, e.g., the provision for practical instruction or physical education. Such reference will not be necessary, and we recommend that it should be omitted altogether, when, as we understand will shortly be the case, standard lay-outs for practical rooms and gymnasia are published by the Ministry. This makes it increasingly desirable for Authorities to keep in touch with H.M. Inspectors when plans are being prepared.

36. LOAN SANCTIONS. When it is desired to raise a loan consent has now to be obtained through the Ministry of Education from the Ministry of Health, the Treasury and the Public Works Loan Board. Experience of the working of this procedure has hitherto been extremely limited. So far as it serves as a basis on which to judge it does not appear to indicate that delays are to be expected, but we are of the opinion that the position should be kept under close review by the Ministry and have discussed with representatives of the Departments concerned modifications of their procedure which, we understand, they would be prepared to consider if for any reason material delay were to develop.

SUMMARY OF RECOMMENDATIONS

1. There should be further expert examination of the principles of school construction advocated by the 1943 Committee and particularly of their application under present conditions (paragraph 8).
2. The staff of the Ministry's Territorial Divisions and Buildings and Priority Branch should be strengthened (paragraphs 10 and 11).
3. The Ministry's architectural staff should be increased and organised on a Territorial basis (paragraph 12).
4. Local Education Authorities' technical personnel should be increased and the R.I.B.A. asked to conduct courses for school architects (paragraph 13).
5. More private architects should be employed (paragraph 14).
6. Local Education Authorities should be asked to review, and where necessary, speed up their procedure (paragraph 16).
7. There should be early consultation with the planning and other authorities concerned with the acquisition of land (paragraphs 18 and 19).
8. There should be a more effective procedure for reserving sites (paragraph 20).
9. A time limit should be fixed for negotiations for purchase by agreement and authority to use compulsory purchase powers if necessary should be given when the acquisition of sites is authorised (paragraph 21).
10. Where the only issue is price, resort might be had to arbitration under the Acquisition of Land (Assessment of Compensation) Act, 1919 (paragraph 24).
11. Authorities should not be required to "justify" proposals included in an approved Development Plan or Scheme of Further Education unless there has been any material change in circumstances (paragraphs 27 and 28).

12. Time may be saved by the issuing at one time of a group of Notices under Section 13 of the 1944 Act (paragraph 28).

13. Authorities should be given discretion to omit the approval in principle stage in the case of alterations and improvements to existing county schools (paragraphs 29 to 34).

14. The Ministry should circulate information about the availability of labour and materials (paragraph 33).

15. The reference of plans to a succession of specialist Inspectors or Branches should be omitted when possible (paragraph 35).

16. The procedure for obtaining loan sanctions should be kept under close review (paragraph 36).

Signed on behalf of the Committee,
W. CLEARY (Chairman).

31/x/46.

APPENDIX

Administrative Procedure affecting Sites and Buildings (see paragraph 4 of Report)

The procedure affecting the provision of new school accommodation from its inception to completion can be divided architecturally into four parts.

THE FIRST PART represents the formulation of proposals in principle educationally, involving discussions and agreements by education officers, H.M.I. and other interested bodies. Until these considerations have been completed the building requirements cannot be stated. (Much of this preliminary work will presumably be covered by the Development Plan and its general acceptance by the Ministry.)

Before instructions can be issued to the Architect the Education Authority must proceed to publish Public Notices (in the case of new Primary and Secondary Schools) and select and obtain approval to the acquisition of a site.

When a site has been approved and negotiations to purchase commenced, arrangements can be made for a detailed survey to be made, levels taken and trial holes dug. Right of entry for this purpose is required at an early date to enable sketch plans to be prepared.

No estimate of time can be given for this part in the procedure, which may vary according to the nature of the problem involved. It is important that a final settlement is reached regarding the type and character of the accommodation required in order to avoid later amendments, since any amendments to the proposals at later stages may be the cause of serious delay.

A normal allowance of about one year should be made for selecting and acquiring a site.

THE SECOND PART in the proceedings is the preparation of the preliminary sketch design and the approximate estimate of the cost.

The approval of the plans and estimate by Committees including in many cases

Divisional Executives.

Buildings Sub-Committee.

Education Finance.

Education Committee.

Finance Committee.

A monthly or quarterly meeting of the Council.

Approval in principle by the Ministry of Education.

<i>Approximate time allowance.</i>	<i>From</i>	<i>To</i>
Preparation of sketch plans and estimate	1 month	
Committee steps	1 month	4 months
Approval by Ministry	1 month	4 months
Total:	3 months	8 months

Any major amendment requiring re-submission of plans to Committees and the Ministry will take approximately double the time.

Alterations to the scheme may be due to

(a) A change of policy on the part of the Local Education Authority beyond the control of the Architect.

(b) Criticism of the design and/or the cost.

(c) Amendments required by the Ministry.

(d) Amendments arising out of points raised by Town Planning or Ribbon Development Authorities.

THE THIRD STAGE is in the preparation of contract plans etc. and obtaining tenders.

During this process important decisions are taken affecting every detail in the building, its final cost and general performance. The work includes:

Constructional drawings and details.

Bills of Quantities.

Specifications.

Consultations with Specialist firms.

Approvals by Local Sanitary Authorities (drainage).

Approvals by Highways Authority under Ribbon Development.

Approvals by Town and Country Planning Authority.

Obtaining tenders and submission to Committees and Council.

Approval of final plans and recommended tender by the Ministry of Education and sanction to loan by the Ministry of Health.

Preparation of contract, completion of contract formalities and placing of order.

The period for the above represents a most important time factor that cannot be unduly hastened without endangering the success of the project.

Approximate time allowance

	From	To	
Preparing contract plans, etc., and obtaining tenders ...	8 months	12 months	} With amendments up to an additional 9 months.
Approval of final plans by Ministries of Education and Health ...	1 month	4 months	
Total ...	9 months	16 months	

THE FOURTH AND LAST STAGE is in the execution of the building contract.

The direction and supervision of the building work requires employment of Architectural staff, Surveyors and Clerks of Works.

Settlement of Final Account.

Date for occupation depends finally upon furnishing and appointment of staff.

Approximate time allowance

From 10 to 18 months according to size of building (for very large contracts, 2 years).

SUMMARY.			
First part ...	Minimum period	...	18 months
Second part ...	Minimum period	...	3 months
Third part ...	Minimum period	...	9 months
Fourth part ...	Minimum period	...	10 months

40 months = $3\frac{1}{3}$ years

In making an estimate of these time allowances the minimum period assumes uninterrupted progress, availability of staff and synchronisation of Committee steps.

26

Crown Copyright Reserved

LONDON

PRINTED AND PUBLISHED BY HIS MAJESTY'S STATIONERY OFFICE

To be purchased directly from H.M. STATIONERY OFFICE at the following addresses:
York House, Kingsway, London, W.C.2; 13a Castle Street, Edinburgh 2;
39-41 King Street, Manchester 2; 1 St. Andrew's Crescent, Cardiff;
20 Chichester Street, Belfast;
or through any bookseller

1946

Price 4d. net

27

S.O. Code No. 27-270