

## **Newlands Primary Rebuild: Project Initiation Document (PID)**

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# 1 Project Initiation Document History

## 1.1 Document Location

The source of the document will be found on the project's folder in location

[G:\PL\SCHOOL PLACES\Cabinet\\_reports\Cabinet 2010 reports\Cabinet 15.02.10 Newlands Primary School\Newlands Project Initiation Document.doc](G:\PL\SCHOOL PLACES\Cabinet_reports\Cabinet 2010 reports\Cabinet 15.02.10 Newlands Primary School\Newlands Project Initiation Document.doc)

## 1.2 Revision History

Version Number	Date	Amended by	Remarks/ Reason for change
2	5/2/10	Rob Carr	Changes to financial information

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### **3 Introduction/Background**

- 3.1** On 23<sup>rd</sup> May 2005 the Cabinet decided that “Newlands Primary to be rebuilt on its existing site at 1½FE with Early Years provision”. However, on 5<sup>th</sup> December 2006 the CS&L Capital Board decided to defer the project as insufficient funding was available at that time.
- 3.2** The Capital Board further agreed that the project would not be able to proceed until funding from the Primary Capital Programme became available.
- 3.3** In May 2009 the DCSF approved the SCC Primary Strategy for Change and this approval released funding for the Primary Capital Programme, so enabling this project to be restarted.
- 3.4** This Project Initiation Document will be revised as new or additional detail and information becomes available as the building design is developed.

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## 4 Project Definition

### 4.1 Objectives

- 4.1.1 To rebuild Newlands Primary School as a two form entry primary school.
- 4.1.2 For the new building to achieve BREEAM “Very Good” rating.
- 4.1.3 To reduce the carbon footprint of the school.
- 4.1.4 To provide a building that will enhance its locality and provide a spur to raising standards.
- 4.1.5 To integrate the school building and site with adjacent NHS and Sure Start premises.

### 4.2 Defined method of approach

- 4.2.1 The new school building is to be constructed within the curtilage of the existing site. During construction the existing school will continue to function. Once construction is completed the school will move into the new building and then the existing building will be demolished and restored to playing fields.
- 4.2.2 The construction process will be commissioned as a fully designed and detailed plan tendered on the IESE Framework.
- 4.2.3 All design services will be provided by Capita Symonds within the Strategic Partnership

### 4.3 Scope

- 4.3.1 Building of a new 2FE primary school with Early Years provision on the existing Newlands Primary School site.
- 4.3.2 Demolition of the existing school and reinstatement of the site as playing field.
- 4.3.3 The integration of the Pickles Coppice NHS facilities and the Sure Start building with the school subject to appropriate funding being available.
- 4.3.4 Provision of space within the school site for an adventure playground which will be built once funding is available.
- 4.3.5 Furniture, equipment and IT for the new school building.

## 4.4 Project Costs & Budget

4.4.1 The approved budget for the rebuild of Newlands Primary School is £7,500,000.

The budget is made up as follows:

	£
Targeted Capital Fund	2,960,000
Primary Capital Programme	4,240,000
Devolved Formula Capital	75,000
Access Initiative	50,000
Modernisation	175,000
<b>Total</b>	<b>7,500,000</b>

The approved budget will cover:-

- All construction costs
- Demolition of the existing school and landscaping of the site.
- Information and communications technology
- Furniture and equipment

Contingency sums are included within all of the above figures.

4.4.2 Expenditure will be phased as follows:

	£
Up to end of 2008/09	106,000
2009/10	200,000
2010/11	300,000
2011/12	3,000,000
2012/13	3,000,000
2013/14	894,000

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## **4.5 Financial Assumptions**

- 4.5.1 Capita Symonds have been commissioned to undertake a feasibility study for this project. The detailed feasibility study (RIBA workstage B) will be completed by March 2010.
- 4.5.2 The budget breakdown is set out in the confidential annex to this PID:-

## **4.6 Financial Risks**

- 4.6.1 The main financial risk is that the budget is insufficient to meet the required level of accommodation for the school to deliver the curriculum.
- 4.6.2 See also Section 11.

## **4.7 Project Deliverables**

- 4.7.1 Cabinet Reports
  - (i) To obtain approval to include Newlands Primary rebuild in the CS and L Capital Programme.
  - (ii) To obtain approval to spend the allocated budget.
- 4.7.2 The Design Brief – detailing the end users accommodation requirements to the design team
- 4.7.3 Feasibility Study – the output of RIBA Stage A.
- 4.7.4 Tender documentation – RIBA Stage 9, ie the culmination of RIBA Stages A to F.
- 4.7.5 Risk Register
- 4.7.6 Tender report – the output of RIBA Stage H.
- 4.7.7 Project Board Reports
- 4.7.8 Project File
- 4.7.9 Project Plan
- 4.7.10 Construction Programme

## **4.8 Exclusions**

- 4.8.1 This project is solely about the building of a new 2FE primary school on the existing Newlands Primary School site on Ullswater Road, Millbrook and specifically excludes any matters appertaining to school governance or management of the school.

## **4.9 Constraints**

- 4.9.1 Building Bulletin 99 gives guidance on the accommodation requirements for primary schools. This project should conform to the guidance.
- 4.9.2 The project must be delivered within budget.
- 4.9.3 The new school building should be completed by April 2013.
- 4.9.4 Planning conditions will restrict the development.

4.9.5 Mature trees on the site will restrict the development.

#### **4.10 Assumptions**

4.10.1 There will continue to be a primary school on the Ullswater Road site.

4.10.2 DCSF funding will not be withdrawn or scaled back.

4.10.3 The project will be procured in accordance with SCC Financial Rules and SCC Procurement Rules.

#### **4.11 Interdependencies**

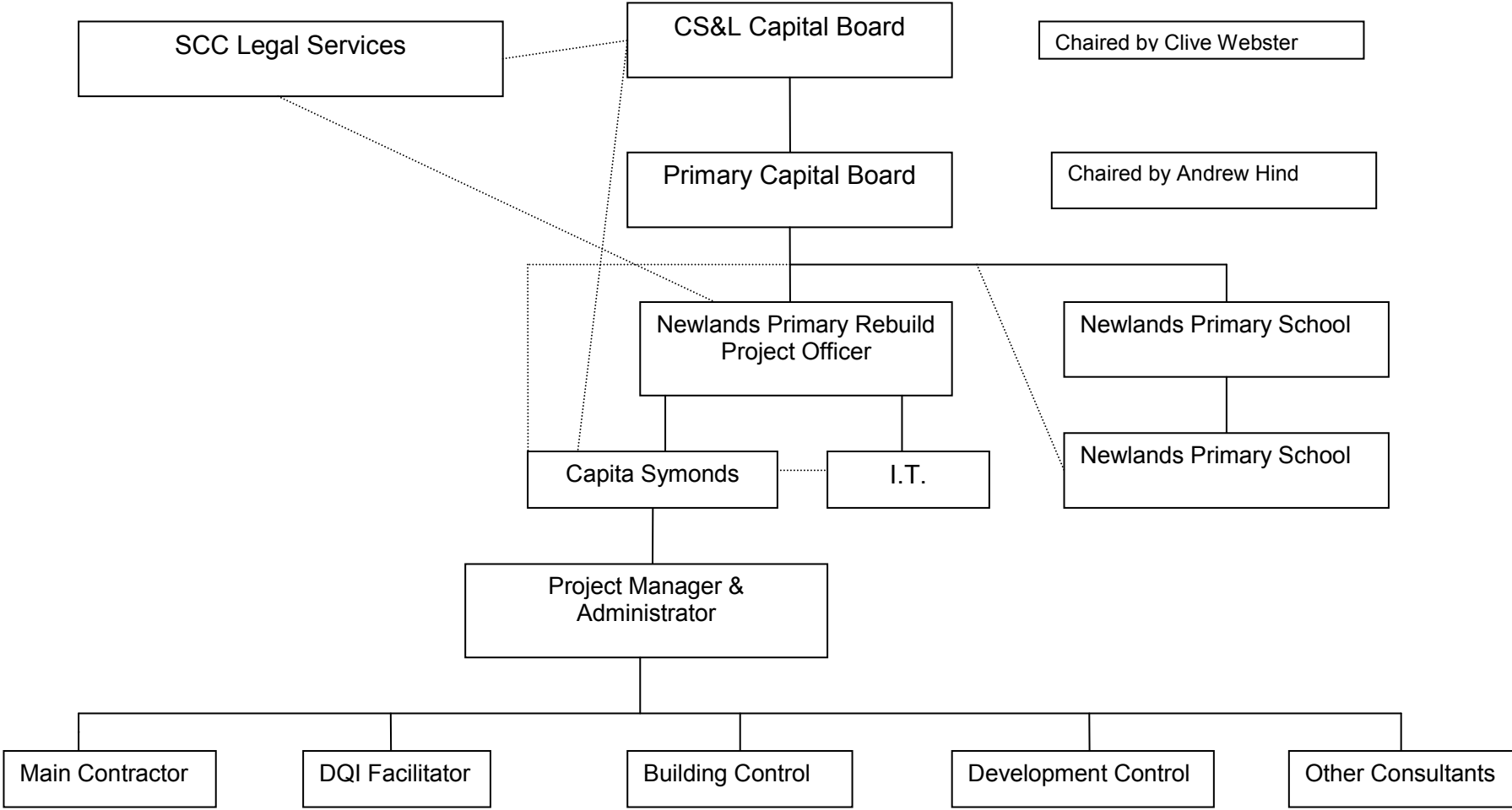
4.11.1 Newlands Primary School is an integral part of primary school provision within Southampton. Given the pressure on primary places into the foreseeable future, the 420 places at Newlands are important to the overall provision of primary school places.



## **5 Define Method of Approach**

- 5.1 The project will be delivered through the Strategic Partnership with Capita.  
The main contractor will be procured by means of the IESE framework.

## 6 Project Organisation Structure



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## 7 Communication Plan

- 7.1 It is an incontrovertible rule that once the main contractor has been appointed the only person who can give instruction to the contractor is the Capita Symonds Project Administrator.
- 7.2 During RIBA Stages A to H the Project Officer will maintain communications with the head teacher and governors. The frequency of this contract will be determined by need but the minimum is one meeting per half term with the head teacher. Attendance at governors' meetings will be by invitation otherwise the Headteacher will keep the governors informed.
- 7.3 From RIBA Stage J onwards regular site meetings will be programmed – normally monthly. There will be a standing invitation for the head teacher and chair of governors to these meetings. If neither decides to attend then the Project Officer will update them in the week following the meeting.
- 7.4 Consultation meetings will be organised for all stakeholders during the development of the design brief and once the design has been decided.
- 7.5 The project will be included in the CS and L Project Update Bulletin which is published fortnightly.

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## **8 Project Controls**

### **8.1 Reporting and Monitoring**

- 8.1.1 The Primary Capital Board will receive a report at each of its meetings for the duration of the project.
- 8.1.2 If the Board considers it necessary then they will escalate an issue to the CS and L Capital Board for a decision.
- 8.1.3 Capita Symonds will submit a monthly update report to the Capital Monitoring Group.

### **8.2 Change Management**

The Project Officer may approve any changes to the scheme provided that they:

- i. Would not result in overspend
- ii. Do not contravene the Cabinet approval to incur expenditure.
- iii. The head teacher is consulted about the proposed change.
- iv. If the head teacher does not approve the proposed change then it will be escalated to the Primary Project Board who will either approve the change, reject the change or escalate to the CS and L Capital Board.

### **8.3 Issue Management**

- 8.3.1 Any issues arising during the duration of this project will be resolved by the Project Manager in the first instance.
- 8.3.2 Thereafter issues will be determined by the Assets and Capital Strategy Manager.
- 8.3.3 Should an issue be beyond his authority to resolve then he will escalate the issue to the Primary Capital Board.
- 8.3.4 The Primary Capital Board may escalate an issue to the CS and L Capital Board.
- 8.3.5 In the case of an urgent issue requiring a Capital Board level decision then the Executive Director CS and L will take an appropriate decision and this will be reported at the next Board meeting.

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## 9 Project Plan

7.1	RIBA Stage A	Present to mid July 2009
7.2	RIBA Stage B	From end of Stage A to end August 2009
7.3	RIBA Stage C	From end of Stage B to end April 2010
7.4	RIBA Stage D	From end of Stage C to end September 2010
7.5	RIBA Stages E&F	From end of Stage D to beginning March 2011
7.6	RIBA Stages G&H	From end of Stage F to beginning Sept 11
7.7	RIBA Stage J	From end of Stage H to mid December 11
7.8	RIBA Stage K	
	Construction of new school	From end December 2011 to end March 2013
	Demolition of existing school	From beginning March 2010 to mid April 2013
	Landscaping	From mid April 2012 to end June 2013

## **10 Quality Plan (if appropriate)**

- 10.1 The building must achieve a BREEAM rating of “Very Good”.
- 10.2 The building must produce a 60% carbon saving compared to if it had been built to 2002 Building Regulations.
- 10.3 The development must conform to current Building Regulations.
- 10.4 The development must comply with all planning conditions.

## **11 Risk Management**

### **11.1 Risk Management Overview**

There are risks associated with the various aspects of carrying out any major construction project.

### **11.2 Risk Management Process**

The Risk Register will be regularly reviewed during the duration of the project.

### **11.3 Initial Risk Register (Proximity to be detailed in Quality Plan)**

Attached as Annex 2

<G:\PL\SCHOOL PLACES\Cabinet reports\Cabinet 2010 reports\Cabinet 15.02.10 Newlands Primary School\Newlands - Risk Register.xls>