

**Project Initiation Document**

Project Sponsor: Rob Parsons
Version: 1
Date: 18/09/09
Document Control

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Project: Rocroft Lower School Relocation

Document

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Published Date 18/09/09

Version 2

Change History

The document is to be submitted to the relevant Strategic Board (e.g. CAMG/ LTB) for approval and signoff.

Thereafter amendments are to be approved by the appropriate change control procedures.

Issue	Date of Issue	Comments/Reason for change
CAMG	23/09/09	No comments (other than on Format/numbering)
CFLMT	29/09/09	Re-format/numbering, Define Abbreviations, minor comment on wording Ref: Finance.

Distribution

Name	Position	Organisation

Abbreviations

BREEAM – BRE Environmental Assessment Method DSG – Dedicated Schools grant DCSF – Department for Children Schools and Families RIBA – Royal Institute of British Architects S77 – Section 77 SSFA – School Standards and Framework Act OJEU – Official Journal of the European Union
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1.0 Introduction (Background information on project)

1. Roecroft Lower School in Stotfold is currently a one Form of Entry (1 F E) Lower School for pupils aged 3+ to 9 years of age sited to the north of the old A507 which bisects the town.
2. A consequence of the development of 650 new dwellings is the need to provide additional pupil places at Lower school level. Although the existing Roecroft site is large enough to support a two Form Entry (2 FE – 300 place) school, the existing buildings are ‘tired’ and would pose major H&S issues regarding the re-development and refurbishment of the existing premises.
3. Hence, the former County Council proposed by Statutory Notices and then approved the relocation of the school as a 300 place Lower school on a new site which has been secured through a S106 agreement linked to the development south of the old A507. The S106 agreement has subsequently been amended (approved 26/08/09) to bring forward the new school site to meet the programme for the new school.
4. A result of the approval of the Statutory Notices by the County Council is an inherited duty on the Authority to implement the proposals. The estimated cost is £5.8m., funded through a combination of former County Council funding (£0.3m) the DCSF Primary Capital Programme (PCP - £3.5m) and CBC Capital programme (£2m). County Council funding (£122k) was expended in 2008/09 with a further £178k slipped to 2009/10. The PCP funding which has been secured for the project is earmarked for this scheme within the capital programme in 2009/10 and 2010/11 with the balance of funding from this Council mostly required in 2011/12.

2. Objective (Key Extracts from Business case)

1. In response to a new development of 650 houses in the southern ‘half’ of Stotfold town, the project will enable the Authority to fulfil its Statutory obligation to secure sufficient school places amounting to an extra one Form of Entry (1FE150 places) and to fulfil its duty to implement the previously approved Statutory Notices.
2. To achieve the proposed relocation in good time in order to prevent the pressure of increasing pupils numbers impacting too heavily on the existing Roecroft (and St.Mary’s) Lower Schools.
3. Relocating Roecroft to a new site/premises will also help protect and further enhance the high standards the School has achieved, as recognised by Ofsted.
4. In addition, the new premises as planned will mean the school is much better provided for in terms of the extended school offer it will be able to make to the

existing and developing community. It will also be co-located with other new community facilities within a newly created community hub.

5. The project is a priority project within the first 2 years of the Primary Capital Programme and the grant funding which supports over 60% of the cost of the project is required to be spent by August 2011
6. The scope of the proposed project is understood to be at least 'good' in terms of the BREEAM standards of sustainability (i.e. environmentally friendly) and is moving towards BREEAM 'very good'. This will also assist the Authority in its moves towards its carbon reduction targets.

3. Scope

Commentary on how 'inclusions' and 'exclusions' will be finalised

1. The scope of the project is set out in Mouchel's RIBA Stage D scheme report and the closely related Works Implementation Agreement (WIA) both of which have been refined in order to be consistent with aspects of the planning approval recently granted. The changes made to the scheme to ensure planning approval has meant there have needed to be some changes made to the previously approved Stage D report and associated WIA. This has been "signed off" again by the Authority and the school prior to detail design work commencing.
2. As the detailed design develops, there will be a need to sign off the agreed room data sheets and to sign off the project at Pre and post tender stage which will confirm both final estimated costs and programme.
3. The Stage D cost estimate is £5.8M (fully inclusive fees F&E etc). The costs exclude any works required to decommission and/or dispose of the existing school site. These costs and the anticipated receipt from the disposal will be confirmed as the project reaches practical completion in summer 2011.

The proposed 'Inclusions/Exclusions' are:

4. The overall scheme is based on DCSF Building Bulletin guidelines for a school of this size which also recognises the wider role that schools play in terms of extended services and extended schools at the heart of their community.
5. The specification of the project is expected to achieve at least a 'good' measure of sustainability as informally assessed against BREEAM standards, but moving towards "Very Good". This also includes a biomass boiler system.
6. The scope of the project also includes a sprinkler system within the total estimate and is in line with the latest DCSF guidance that new school building projects should include sprinklers.
7. The scope of the project includes a lump sum of £250K for the purchase of new furniture and equipment (including £50k catering equipment).
8. There may also be a non-capital cost to the school at the time of removals which may result in the need for some days of exceptional closure of the school. This will be re-assessed nearer the time in consultation with the Head and the Governors.

9. Excluded are costs relating to the existing school/site to prepare for disposal. Similarly, the figures exclude the value of any potential capital receipt which may be generated from the disposal of the old school site.

4. Description of Work

1. New 2FE (300 place) lower school based on DCSF Guidelines for a school of this size including ten statutory aged classrooms arranged in pairs (to suit a 2 FE School) with associated toilet, cloakrooms and storage, together with Pre School accommodation comprising a main learning area with its own toilets, cloaks, storage and office as appropriate.. The School will also have more specialist spaces/rooms which include a main Hall, a second smaller dining hall and IT/resource areas. There will be a production kitchen, a range of offices and stores appropriate to a 2 FE Lower School and a Community room. Externally there is an on-site playing field with well designed additional hard and soft landscaping, including appropriately located bike storage to support the school's green travel plan.

Summary of key tasks/milestones

- a. Planning approval – 26 August 2009 (Achieved)
- b. Site transfer to CBC – autumn 2009, will require capital to fence the site (est. £66k).
- c. Stage D sign off and detailed design work commences – this has required a commitment to commence detailed design in order to meet the programme for occupation summer 2011.
- d. Pre-tender/Tender action late spring 2010
- e. Commence on site late June 2010
- f. Completion and handover July 2011
- g. Occupation of new school/vacate old school end July 2011.

5. Financial Issues

- Funding source: the project is part funded from former County Council funding (£300k) of which £122k was expended in 2008/09 with £178 slipped to 2009/10; Primary Capital Programme grant funding (£3.5m) over the period 2009/10 and 2010/11 which, if not used to part cover the total costs of Roecroft will be difficult to successfully expend on other projects given the lead-in times involved. Grant not expended in the allocation period is at risk of having to be returned to the DCSF. The balance of funding (£2m) is in the Council's capital programme in 2010/11 but will mostly be used in 2011/12.

- Capital/ Revenue: the immediate revenue implications of the School's relocation by September 2011 will be the greater floor area that is to be reflected in Roecroft's delegated budget but funded from the DSG. The increase in floor area will need to be confirmed in due course but is approximately in the order of 1,200m².
- Life Cycle Costs : No currently available under the Mouchel contract
- Cost Benefit Analysis: Not currently available. There is a statutory duty to implement the proposals already approved by the former County Council

6. Roles and Responsibilities

The project will be led by the Project Manager. The full project team is:

Name	Location	Responsibility
Steven Bird	Dunstable	Project Manager (CBC)
Dean Clark	Cambridge	Lead Manager (Mouchel)
Bernard Dobson	Cambridge	Lead Architect (Mouchel)
Headteachers	School	Headteacher(s)

7. Timescale

See above. The key milestones which follow are indicative of the overall timescale to be expected:

Planning consent: August 2009

Mouchel revised Stage D scheme design and WIA: sign-off September 2009

Detailed design commenced: September 2009

Site transferred to CBC and securely fenced: Autumn 2009

Mouchel to produce detailed drawings and tender preparation (including OJEU if applicable): Spring 2010

Mouchel to let contract in co-ordination with client processes: by mid June 2010

Project under construction on new site from end June 2010 to July 2011

New site and buildings handed over and occupied by Roecroft Lower School from July 2011

Roecroft fully operational in its new location from September 2011. Existing site available for decommissioning and disposal.

End of Defects Liability Period: July 2012

8. Conditions / Constraints / Risks

1. To repeat but bring together points already made, the project is underpinned by the presumption that CBC will potentially have a capital asset to realise from the existing site once the School has relocated, but 'up-front' the total estimated costs of £5.8m are proposed to be met from a combination of former County council funding, PCP grant and CBC capital resources.
2. The School is planned to vacate its existing site/buildings in the summer of 2011 so the earliest the potential receipt can be realised is after that date but this aspect is outside the scope of this PID. It is expected that the disposal of the

school playing field element of the site covered by S77 of the SSFA 1998 will be covered under the "General Consents" since the new site is larger than the existing.

3. The DCSF have approved CBC's PCP funding for 2009/10 and 2010/11 which means the end date for expending the £3.5M grant contribution to the cost is end August 2011.
4. It is proposed that the PCP grant be used first in meeting the total project costs and the balance of the costs then being met from CBC's capital resources.
5. The immediate revenue implications of the School's relocation by September 2011 will be the much greater floor area that is to be reflected in Roecroft's delegated budget. The increase in floor area will need to be confirmed in due course but is approximately of the order of 1,200m² funded from Schools DSG.
6. There is a risk that any delay in commencing detailed design work would put in jeopardy the completion and move date and hence that the Authority may not be able to fulfil its statutory duty to ensure the sufficiency of school places. Mouchel have been instructed to commence detailed design work in order to mitigate this risk.
7. Notwithstanding point 6 above, the project has already been the subject of considerable delay and there will be a need to vary the original proposed implementation date of the Statutory Notices from September 2010 to September 2011.
8. There will be a need to secure the site ahead of construction, i.e. once handed over by the developers. The estimated cost of the permanent fencing for this is £66k. which will be required this autumn (2009).
9. As set out at 1.3 above, the original S106 agreement has been amended to enable the new site to be brought forward within the development. Nevertheless, there is a risk that all the necessary services may not be available when required to enable the commissioning of the new school buildings. This is being managed through early meetings which are being held with the developers to ensure that construction access to the site and all necessary services will be available when required throughout the build programme to enable the completion of the project in July 2011, ready for the school moving in July and being fully operational from September 2011. The developers, through their agent have confirmed that they will work with the Authority to ensure that there is no delay to the scheme.

