

Minutes of a Meeting of: Project Board Meeting for Basic Need Project

held on: 3rd March 2014

at: Theale CE Primary School

Present: Cllr. Irene Neill
Cllr. Alan Macro
Rebecca Clifford (School Governor)
Catherine Morley (School Headteacher)
Lynn Park (School Finance Manager)
David Grundy (Oxford Architects)
Mark Lewis (WBC SCCT Client Sponsor)
Michael Rutherford (WBC Project Officer)

Apologies: Sean Tye (WBC)
Greg Bowman (WBC)

	<u>Action</u>
<p>1. INTRODUCTION</p> <p><u>Roles & Responsibilities</u></p> <p>As reported previously - "A project team communications protocol document has been issued for guidance to clarify the various roles and particularly the distinction between the commissioning and compliance team (SCCT) and the project delivery team".</p> <p><u>Communications</u></p> <p>An updated project directory and contact list (dated October 2013 v.1.2) has been circulated.</p> <p><u>Scope of Works</u></p> <p>The Project Brief (v.3.0) and the Schedule of Accommodation (v1.4) have previously been issued. The aim of the project is to provide provision for a 2FE school (i.e.420 pupils) and this is to be delivered in two distinct phases – expansion to 1.5FE by August 2015 and further expansion to 2FE subject to demand.</p> <p>The schedule of accommodation will be the subject of some fine-tuning in due course as the project develops. The exact scope of construction work cannot be determined until an option for</p>	GB

	<u>Action</u>
<p>development was agreed upon.</p>	
<p>2. PREVIOUS MINUTES</p>	
<p><u>Matters Arising</u></p>	
<p>The last Project Board meeting was held on 11th October 2013 and actions have been followed up in revising the feasibility in accordance with requests of the Project Board.</p>	
<p>3. PROGRESS REPORT</p>	
<p><u>Status</u></p>	
<p>The project is at feasibility stage.</p>	
<p>Since the last PB meeting the following actions have been taken in amending the feasibility report dated September 2013 :-</p>	
<p>1. A Valuation of existing school site has been undertaken by Carter Jonas and the value incorporated in feasibility calculations and set-off against new site costs.</p>	
<p>2. The MUGA costs to be included in all Phase 1 costs.</p>	
<p>3. An option for a 1.5FE new build school has been incorporated into the feasibility report for both the existing and new sites.</p>	
<p>4. A report on title has been undertaken by solicitors, Gardner Leader.</p>	
<p>5. Meetings have been held with both Englefield Estates and Holy Trinity church (Rev.Templeman) regarding potential use of land outside the school site boundary.</p>	
<p>6. Applications made to Theale Parish Council and the Theale Village Hall committee regarding potential use of land for purpose of an all-weather sports pitch and parking.</p>	
<p>7. The consultant QS has revised the feasibility estimates on the basis of current day costs and latest design options.</p>	
<p>8. The architect, Oxford Architects, have re-issued the feasibility report and the final revised copy is dated February 2014.</p>	

Action

The various feasibility options were reviewed and advantages and disadvantages for each option discussed. Several of the options would result in excessive disruption during construction and high costs of temporary classroom accommodation. It was noted that to enable expansion of the school on the existing site will necessitate use of additional neighbouring land for purpose of space for building an all-weather pitch and extra parking spaces. The exception to this is feasibility option 3 which is building a new school on the existing site. Even in this case it would be difficult to meet BB99 guidelines. It was pointed out that at this stage other sites had not been looked into and the feasibility study has focussed primarily on options for remaining on the existing school site.

Space for parking was a big issue and we could not deliver a 1.5FE or 2FE scheme on the existing site without an off-site parking solution. Calculations indicate that 40 parking spaces in total would be required for a 1.5FE expansion and 50 spaces for a 2FE expansion.

Initial response(s) received from both Theale Parish Council and the Village Hall committee for use of their land for sports pitch and parking were not encouraging. ML to arrange meeting with the parish council to explain proposals in more detail.

ML

The Project Board requested that the availability of alternative sites was looked into and MR to liaise with a land agent to check on land availability and advise on likely purchase prices.

MR

The impact of demography is not known for 2FE expansion phase. It therefore has not yet been established or confirmed that there is a definite need for the 2FE phase.

Programme

MR tabled a revised strategic programme which indicated that the earliest commencement of construction of the 1.5FE phase would be January 2015 and assuming a 12 month construction period would complete in January 2016. This is several months later than the 'Basic Need' requirement to complete in August 2015 and therefore alternative temporary accommodation will need to be

provided in the interim.

Risk Register

An item of time risk has been added to the register as there will be delays in completing Phase 1 in readiness for use in the Autumn term 2015.

Issue Log / Exception Report

None issued

Contractors Report

Not applicable

Budget / Cost Report

As previously reported - The budget of £2.5 million was indicative and is for the first phase only to expand the school to 1.5FE. The budget was provided to achieve Government curriculum and was subject to feasibility study, funding allocations and need.

The consultant QS has provided a revised cost plan (nr.5) which estimates the following option costs :-

- Options for 1.5FE remaining on the existing site are all estimated at less than £2 million. (Options 1,2,5,6). For 2FE options estimates range between £4.5 million and £6 million.
- Options(3A/3B) for new build remaining on site are in region of £6.5 million.
- Options (4A/4B) for new build on alternative sites are estimated at £4.5 to £5 million, exclusive of land costs.

Above costs include temporary accommodation but exclude fees, FFE, land acquisition or leasing, finance etc.

4. **SIGN-OFFS**

A Gateway stage sign-off will be necessary when a feasibility option has been selected and the feasibility phase concluded.

5. **ANY OTHER BUSINESS**

None

6. **DATE OF NEXT MEETING**

To be advised.