

Newlands Community Primary School - School-Based Nursery

Indicative Project Delivery Plan: April 2027 – January 2029

Project Overview

This indicative project plan has been prepared from the submitted School-Based Nursery (SBN) Capital Grant application and the proposed site/floor plans. It reflects an anticipated 18–24 month delivery programme following grant approval and identifies the principal activities from project mobilisation through to commissioning and operational opening. The Trust will minimise the planning to handover phase as allowable, with an 18 month project as the preferred timescale. This would result in provision opening in the autumn term 2028, however additional time has been allowed to cover all potential planning and construction possibilities.

Phase	Key Activities	Lead	Indicative Timescale: April 2027 – January 2029	Key Deliverables
1. Project Mobilisation	Confirm grant award; establish Project Board; appoint Project Manager; confirm governance, budget and reporting; appoint professional team.	OWLS Academy Trust & YMD Boon	Month 0–1	Trust board final approval PD appointed & Project Plan approved.
2. Design Development (RIBA 2–4)	Undertake topographical, drainage, utility and ecology surveys (as required); develop architectural, structural, M&E and drainage designs; review operational requirements with PVI provider; prepare planning drawings, specifications and updated cost plan.	OWLS, YMD Boon Design Team	Months 1–4	Fully coordinated design, planning package and cost plan.
3. Planning & Statutory Approvals	Pre-application discussions; submit planning application; Building Regulations; utility applications; Biodiversity Net Gain strategy; drainage strategy; discharge planning conditions; agree fire strategy.	YMD Boon Design Team	Months 3–8	Planning permission and statutory approvals secured.

4. Procurement	Prepare tender documentation; undertake competitive procurement; evaluate tenders; appoint modular contractor, Principal Contractor, Principal Designer (CDM) and PVI provider; agree construction programme.	YMD Boon Design Team	Months 5–8	Construction contract appointment completed.
5. Enabling Works	Site establishment; fencing; site clearance; drainage; foundations; utility connections; service diversions (if required); prepare site for modular installation.	YMD Boon & Main Contractor	Months 8–10	Site prepared for installation.
6. Off-site Manufacture	Factory manufacture of modular units; quality inspections; first-fix M&E; windows, doors and finishes installed; factory acceptance inspections.	Modular Contractor	Months 8–11	Modules manufactured and quality assured.
7. On-site Installation	Deliver and crane modules into position; structural connections; roofing; cladding; utility connections; second-fix M&E; commissioning of building services.	YMD Boon & Main Contractor	Months 11–13	Weather-tight building complete.
8. External Works & Fit-out	Construct secure play areas; fencing; landscaping; native planting; BNG measures; canopies; paths; ICT; furniture; nursery equipment; kitchen and laundry installation.	YMD Boon & Main Contractor	Months 12–15	Completed internal and external nursery environment.
9. Commissioning & Operational Readiness	Testing and commissioning; snagging; Health & Safety File; recruit staff; Ofsted registration; staff induction; policies; ICT testing; furniture install; familiarisation visits.	YMD Boon/ PVI Provider & OWLS	Months 15–17	Operational readiness achieved.
10. Handover & Opening	Practical Completion; Final Certificate; phased occupation; official opening; defects period commences; benefits realisation monitoring.	All	Months 18–24	52-place nursery operational.

Critical Success Factors

- Planning permission secured within programme.
- Delivery within the approved £1.255 million budget.
- Appointment of an experienced PVI provider: Autumn Term 2026
- Completion before the DfE September 2030 deadline.
- Compliance with EYFS, Ofsted, DfE SBN requirements and Biodiversity Net Gain commitments.
- Effective project governance and stakeholder communication.