



Nairn Academy

Stakeholder Group Meeting No. 3

Project Update

8th December 2021

Robert Campbell, Estate Strategy Manager





Recent Progress

- Visit to Nairn Academy by Balfour Beatty and design team on 21st October.
 - Visits to Lossiemouth High School and Elgin High School in November; Alness Academy and Merkinch Primary in December.
 - Meeting with Community Council representatives in 3rd December to update on current position and discuss future engagement.
 - Report on review of Capital Programme will be presented to the Council meeting on 9th December.
 - Project information updated on Council website.
 - Further dialogue with colleagues in Planning on future housing developments and proposed amendments to Inner Moray Firth Local Development Plan.
 - Review of school roll forecasts and future expansion strategy based on the above.
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Project Stages - Briefing

The RIBA Plan of Work organises the process of briefing, designing, delivering, maintaining, operating and using a building into eight stages.

Stage 0: Strategic Definition

- **Main Activities:** Prepare Client Requirements; Develop Business Case
- **Key Outcome:** Obtain Approval to Proceed
- **Complete**

Stage 1: Preparation and Briefing

- **Main Activities:** Design Masterplan; Site Surveys; Procurement Strategy; Initial Planning Advice
 - **Key Outcomes:** Confirm Scope, Budget and Programme
 - **To be completed by end December**
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Project Stages - Design

Stage 2: Concept Design

- **Main Activities:** Develop Design and Specification; Obtain Pre-Application Planning Advice
- **Key Outcomes:** Submit Proposal of Application Notice (12 weeks prior to Planning Application)

Stage 3: Spatial Coordination

- **Main Activities:** Develop Detailed Design and Specification; Public Event for Comment on Proposals
- **Key Outcomes:** Prepare and Submit Planning Application

Stage 4: Technical Design

- **Main Activities:** Complete Technical Design; Market Testing of Work Packages
 - **Key Outcomes:** Approval of Planning Application; Financial Close with Contractor
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Project Stages – Construction/Occupation

- **Stage 5: Manufacturing and Construction**
 - Carry out Construction Phase Plan; Monitor Progress; Inspect Construction Quality; Commissioning of Building
 - **Stage 6: Handover**
 - Initiate Aftercare; Rectify Defects; Feedback on Performance; Issue Final Certificate (After 1 Year)
 - **Stage 7: Use**
 - Implement Facilities Management; Undertake Post Occupancy Evaluation; Verify Project Outcomes
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Future Updates

A summary of the following will be provided at future meetings.

- Project risks.
 - Programme summary/key milestones.
 - Key actions or decisions.
 - Any highlights or issues.
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Look Ahead/Next Steps

- Further engagement with the Balfour Beatty team; confirmation of programme and key milestones; agree timing of site investigations.
 - Arrange initial workshops with internal stakeholders (e.g. Academy Staff & Pupils; Catering, Cleaning & Facilities Management; Education Officers; High Life Highland).
 - Finalisation of briefing information, including ASN and nursery accommodation requirements; meeting arranged for 15th December.
 - Arrange further visits to new schools, and/or engagement with other local authorities.
 - Further discussion on possible inclusion of Public Library.
 - Develop Maintenance Plan for remaining life of current building.
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