

**PARSONS
BRINCKERHOFF**

Date & time: 17th June 2013
Venue: Wick High School
Contract title: Wick High School
Contract No: 3511443A/NMW
Purpose: Wick Stakeholder Group

Attendees:	Ron Mackenzie Bill Fernie Mike Felton Lilian Wark Ewen Pearson Pat Bowers Gordon Murray Tom McIntyre Sheona Henderson Catherine Patterson Graeme Ross Gail Ross (Chair) Sindy Rudhall Ruan Peat Brenda Jones Linda Shearer Eric Baijal Elena Koponen-Baikie Heather Sharkey Allan Farquhar John Wiley Iain Maciver	The Highland Council Elected member Hub North Scotland Pulteneytown Academy Hillhead Primary School Parent Council South Primary School GMA Ryder Architects Wick High School Wick High School Tannach & District Community Council Highlife Highland The Highland Council Pulteneytown Academy & Wick High School Parent Councils Highlife Highland Parsons Brinckerhoff Hub North Scotland South Primary Parent Council Wick High School / Pulteneytown Academy Miller Construction Royal Burgh of Wick Community Council Library Stakeholder Group North Primary School
Apologies	Alison Forrest Garry Macleod Willie Mackay Ken Allan Carole Begg Matt Haggerty Philip Shannon	Highlife Highland (Libraries) Highlife Highland (Active Schools Co-ordinator) Elected member The Highland Council Hillhead Primary School GMA Ryder Architects The Highland Council

Item	Action
1 Introductions Everyone introduced themselves.	
2 Progress update	
2.1 Update on Joint Campus design GM advised that the planning application has been submitted. GM went over the site plan and landscape plan. The Architects are working on the Listed Building Consent	

application. GM showed the floor plans and elevations. The detailed design of the elevations and interior is progressing.

PB advised that the Safe Routes to School group is keen to emphasize that pupils should use the entrance that is closest to their home.

EB asked about the roof structure for the teaching wings. GM advised that the design is still being refined, but the roof structure will be designed to allow daylight into the centre of the teaching wings and natural ventilation.

GM advised that the design of the interiors is being progressed. The general configuration of the building will remain as it is.

LW asked whether there would be another opportunity to review the Room Data Sheets. BJ advised that the schools will be able to review the room layouts. EB expressed concern that the Head Teachers had not seen final versions of the Room Data Sheets. Ken Allan to contact LW to discuss.

KA

BF asked how rainwater would be shed from the centre of the roofs. GM and MF advised that this is being looked at, with a view to designing out risks of water penetration.

GM advised that the design team is now looking at the detail of the interiors.

BF asked about rainwater run-off from the surface. BJ advised that the development will not increase the rate of flow of rainwater into the drainage system. There will be permeable paving to the car park spaces and an attenuation tank to reduce the flow. A flood risk analysis has also been done.

BJ advised that the project does not include for grey water recycling as this is expensive in both capital and maintenance costs. Water butts will be provided for gardening use as a teaching aid.

2.2 Next steps and key milestones for the Joint campus

MF gave an update on key dates. 80% of the works will be tendered competitively. Hubco is progressing the selection of a Facilities Management contractor in consultation with the Council.

Another key activity is to appoint a funder, who will provide finance for the proportion of the project being financed by the Scottish Government on a revenue funding basis.

An enabling works phase is planned to start in October; this will allow the main works to start in January 2014.

TM asked for clarification of the completion date (summer 2014). MF advised that the detail of this is still being developed. TM advised that moving in July/August will be quite disruptive to teaching. RM advised that the Council will set up a Transition Group to manage the move process and develop a detailed plan.

RP advised that the library and pool are heavily used in the summer. RM advised that Highlife Highland Will be involved in the Transition Group.

LW asked about temporary play facilities during the demolition of the Pulteneytown Academy Primary School. BJ advised that a phasing plan will be developed in more

detail by Miller Construction.

AF asked which software programme Hubco uses. MF advised that the software produces a Gantt chart

RM advised that the overall capital cost of the Wick Schools project is approximately £53m.

AM asked how long people had to make representations about the planning application.
POST MEETING NOTE: The planning application will be advertised in the local press week commencing 24th June. People will then have 21 days to make representations to the Planning Dept.

3 Update on engagement with local contractors

HS advised that Miller Construction is now in the process of dividing up the project into work packages (e.g. roofing, mechanical & electrical). Some of these packages have design elements.

MC has collected details of the local companies who attended the Meet the Buyer day and entered these onto its database.

The majority of the work packages are likely to be let to companies who are already on Miller's supply chain. The role for local companies is likely to be in working for these companies. Millers will pass on details of interested local companies to these sub-contractors.

4 Communication matters

RM presented a draft communication matrix. The Council proposes to issue a newsletter every two months to capture updates from the whole project. This will include issues raised at Parent Council meetings, the Project Board and stakeholder meetings.

The Council will put information on its website to show the detailed design as it develops, in particular where there is any change to the design. The Council website will hold all the project newsletters.

Weblink to project site is on the Highland Council website:

<http://www.highland.gov.uk/learninghere/schools/schoolsbuildingprogramme/The+Wick+Project.htm>

RM advised that hard copies of the newsletter will be available in public places.

HS advised that Miller Construction will issue monthly newsletters during the construction period. These will be available on the Council website.

The project programme will be on the Council website once it has been finalised.

There was a request for the Wick project site be made more prominent on the Council website. There will also be a link project site on the High School website.

There was a discussion as to whether the press should be invited to this meeting. RM advised that project newsletters will be issued to the press; press releases will be issued at key milestones. The HS Rector will also give updates in his monthly article in the John O'Groat.

5 Naming process for the new schools

RM outlined the proposed process (copy attached to minutes). He asked for suggestions as to how the short list of names should be selected. LW, TM and PB recommended that pupils be given a strong voice in the process.

It was agreed that anyone within the community could make suggestions. Each school would take responsibility for drawing up a short list and selecting the preferred name. The Area Committee would be responsible for final approval of the name.

*HEAD
TEACH
ERS*

The Head Teachers agreed to prepare a paper setting out the details of the process.

HS suggested that pupils studying graphic communication could be involved in the design of logos for the new school names. Also, consideration to be given to High School pupils mentoring primary school pupils in the selection process. TM to review.

TM

6 Disposal strategy for buildings to be vacated

RM presented a schedule showing pre-disposal actions. Title checks have been done for four out of the five properties. Schedule to be published on website and updated regularly. RM advised that marketing of these buildings will begin shortly.

7 North of the river Primary School

BJ gave an update on feedback from the pre-planning application process. Generally people were happy with the proposals for the school but had concerns about traffic routes. These will be addressed through the Safe Routes to School group and in consultation with the Council's Roads team.

7 Any other business

7.1 Construction progress

BF asked whether the site hoarding would accommodate viewing panels so people could see progress. HS advised that Miller often put in viewing panels in the hoarding so that people can see in. Miller will look at the layout of the site and evaluate how this can best be accommodated. A webcam can also be considered.

MILLER

HS advised that Miller will do safety talks in the adjoining schools to inform pupils about site safety and the importance of not going into the site.

PB advised that a webcam from an existing building would be a good idea. HS to discuss with TM closer to the site start date.

MILLER

7.2 Project budget

AF asked for an update on the project budget and use of risk contingency. To be provided at next meeting.

RM

7.3 Public feedback from the Joint Campus pre-application

Elena asked whether there had been any concerns raised at the Joint Campus pre-application public consultation meeting. GM advised that the feedback was generally very positive.

-
- 9** **Date of next meeting**
Monday 16th September, 7pm

DISTRIBUTION: Attendees, Apologies, other members of the Wick Stakeholder Group