

**THE HIGHLAND COUNCIL**  
**ALNESS ACADEMY REPLACEMENT - STAKEHOLDER GROUP**

**Minute of Meeting No. 2**  
**Thursday 6 October 2016, 7PM**  
**Alness Academy**

<b>Attendees:</b>	<p><b><u>Highland Council - Members</u></b>  Chair: Maxine Smith</p> <p><b><u>Highland Council - Officials</u></b>  Brian Porter, Head of Resources  Philip Shannon, Consultancy Manager  Derek Martin, Care and Learning Manager (Mid)</p> <p><b><u>High Life Highland</u></b>  Graeme Ross, Area Facilities Officer  Janette Douglas, Youth Development Worker</p> <p><b><u>Community Representatives</u></b>  Mary MacDonald, Alness Community Council  Claire Corr, Alness Academy Parent Council  Kelly Dallas, Bridgend Primary Parent Council  Robert MacKay, Coulhill Primary Parent Council</p>	<p><b>MS</b></p> <p><b>BP</b> <b>PS</b> <b>DM</b></p> <p><b>GR</b> <b>JD</b></p> <p><b>MM</b> <b>CC</b> <b>KD</b> <b>RM</b></p>
<b>Apologies:</b>	Martin Rattray, Robert Campbell, Susannah Irvine	
<b>Minute:</b>	Susannah Irvine	
<b>ITEM</b>	<b>DISCUSSION/COMMENT</b>	<b>ACTION</b>
<b>1</b>	<b>APPOINT A CHAIR</b>	
<b>1.1</b>	Maxine Smith was appointed as Chair.	<b>Note</b>
<b>2</b>	<b>INTRODUCTION</b>	
<b>2.1</b>	MS welcomed everyone to the meeting.	<b>Note</b>
<b>3</b>	<b>PROJECT OVERVIEW</b>	
<b>3.1</b>	BP provided a brief recap on the project programme and delivery model. The projects target completion date is March 2020 as set by Scottish Government. The school will be delivered by HUB North.	<b>Note</b>
<b>3.2</b>	Since the last meeting the project brief has been produced, this is now being finalised for issue to the design team. JM	<b>Note</b>

	Architects have been appointed. A representative from HUB and JM Architects will be invited to the next meeting.	
3.3	PS gave an update on site surveys, environmental impact and transport assessments which were underway.	Note
3.4	These surveys will be used to make an informed decision on building location. There are two options currently being considered, one to the North and the other to the South of the existing school building.	Note
3.5	PS gave an overview of the design team process; <u>Site Strategy</u> : Access points, servicing, and movement of traffic and people. <u>Adjacencies</u> : A study of spaces requiring proximity and or relationships with each other. Looking at both essential and desirable links. Internal and external. <u>Massing</u> : The size and volume of the different spaces within the project. And there size and proportion in relation to each other and the surrounding context. <u>Building Detail</u> : The layout and how the building will function as well as visual details such as the façade and how the building will look.	Note
3.5	A discussion took place on managing construction on a live school site. PS provided assurance there would be a detailed plan in place and provided examples where live sites have successfully been managed at other school builds.	Note
4	<b>COMMUNITY AND SPORTS FACILITIES</b>	
4.1	A discussion took place on possible integration of existing community facilities into the new academy development. BP advised that an options appraisal and business case was still being prepared and no decision had been made at this stage. An update will be provided at the next meeting.	Note
5	<b>COMMUNICATION AND ENGAGEMENT</b>	
5.1	The group were asked to consider any other community representatives that should be invited to join the stakeholder meetings. It is important the stakeholders group has sufficient numbers and suitable representation.	Note
5.2	Anyone missing from the invite list, details should be forwarded to SI for inclusion. In particular it was considered that further community representatives could be considered.	Note
5.3	Drop in sessions will be held with the wider community once the design has developed to a suitable stage for feedback.	Note
6	<b>DATE OF THE NEXT MEETING</b>	

<b>6.1</b>	The next meeting will be held at 7PM on Monday 7 <sup>th</sup> November 2016 at Alness Academy.	<b>Note</b>
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