

**NESS CASTLE PRIMARY SCHOOL
STAKEHOLDER GROUP MEETING
18 MARCH 2020 at 6 pm
INVERNESS ROYAL ACADEMY**

**MEETING CANCELLED -
ANNOTATED AGENDA IN LIEU OF MEETING**

1. Welcome & Apologies

Stakeholder meetings will continue in this form until such time that H&S issues pass. Our intention is to provide summaries under each of the agenda items and issue them to the group either the day before, or day of, the cancelled meeting date. All questions or comments received on the agenda items or summaries will be collated and we will issue these following the meeting date to serve as our meeting minutes.

To submit questions or comments, please reference the specific Agenda numbered item as appropriate.

Submit your questions and comment to CLestates@highland.gov.uk

Responses to your collated questions and comments will be reviewed and issued before the next meeting date – see Item 8 below.

For other enquiries please email Dorothy Gibb at Dorothy.gibb@highland.gov.uk.

2. Terms of Reference, and Stakeholder Attendees

We try to confirm the stakeholder groups early in this process so that information is disseminated by the named stakeholder representatives to their respective stakeholder groups. Additional stakeholders can be added as the project progresses but communication lines are best if all groups are included from the start.

No local community group was identified at the initial meeting; we are aware of local community Facebook groups and ask if a representative for the community may volunteer as stakeholder.

The responsibility of the stakeholder representative is to attend stakeholder meetings regularly and report back information to their group. Continuity of information flow is important. The representative/s usually have a back-up who can attend in their absence. In certain circumstances, non-stakeholder individuals may be invited to attend a meeting to provide information or discuss specific points.

Below are the current Stakeholder groups and their representatives. Please review and forward any corrections. For groups with more than 2 named representatives, it would be helpful for you to indicate the primary contact and their back-up contact.

Stakeholder Group/Organisation	Representative
Councillors, The Highland Council	Cllr Alasdair Christie Cllr Ron MacWilliam Cllr Callum Smith
Holm Primary School (PS)	Ruth MacKay, Head Teacher
Holm PS Parent Council	Scott McRoberts, Chair
Lochardil PS	Audrey Kellacher, Head Teacher
Lochardil PS Parent Council	Ian Soden, Lochardil Primary School Parent Council
Inverness Royal Academy	Nigel Engstrand, Rector Robin Fyfe, Acting Rector
Dores & Essich Community Council	John Martin, Chair
Holm Community Council	Murray McCheyne, Chair Alison Jamieson Evelyn Grant
Lochardil & Drummond Community Council	Maria De La Torre, Chair
Estates (Care & Learning), Development and Infrastructure (D&I), The Highland Council.	Robert Campbell, Estates Strategy Manager Dorothy Gibb, Principal Estates Officer Fiona Sangster, Estates Co-ordinator
Care & Learning, The Highland Council	Kenneth Murray, Interim Education Quality Improvement Officer Fiona Shearer, Area Care & Learning Manager (South)
D & I, The Highland Council	Philip Shannon, Consultancy Manager William Fettes, Project Contract Administrator
Property and Facilities Management, D&I, The Highland Council	Evelyn Miller, Cleaning & Facilities Manager
Inverness Royal Academy Parent Council	TBC
Contractor for the project, Kier Construction Limited with - Stellan-Brand, Architects - Ramboll UK, M&E	Gordon Dalgarno, Design Manager, Kier Neil Armstrong, Sr Bid Manager and Education Lead, Kier Keri Monaghan, Peter Smith Martin Bissell

3. Design Overview

The project was reviewed by the South Planning Applications Committee on 10 March 2020 and the Decision Notice issued and found :

<https://wam.highland.gov.uk/wam/applicationDetails.do?activeTab=documents&keyVal=Q1IV3KIH0F300>.

Prior to committee review, the site layout was adjusted to address planning authority consultee comments. To retain a Cat A tree, the all-weather pitch and MUGA (multi-use games area) had to be relocated. The impacts of relocating the pitches on floodlighting and acoustics were analysed and this information can be viewed on the planning portal. Retention of the Cat A tree requires a public exclusion area of about 490 sq m to be established within the school play area; means to mitigate the impact of maintaining this exclusion zone within the playground are being investigated. The number of parking spaces was also increased in response to comments from the public and the THC Transport consultee team.

The building technical design is progressing at pace, running concurrently with market testing of work packages. Alongside the costing exercise, the structural, services, acoustics, fire strategies and landscaping designs are being coordinated with the overall architectural design.

4. Project Update and Planning

As noted above Planning permission has been granted and the Decision Notice uploaded to the Planning portal yesterday. Work is being undertaken by the project team to provide information to discharge the pre-commencement conditions.

5. Transition

No information to report on this item which will become more relevant as we progress through the project. The head teachers of Holm and Lochardil primary schools, and specialist education staff continue to be involved in the design and development process.

6. Community Benefits

No information to report at present. Suggestions for this welcome. We would like to include a stakeholder member from any of the new local housing developments.

7. AOCB

8. Date of Next Meeting

Our next meeting will take the same Annotated Agenda format, to be issued 13 May.