

Date: 15th June 2011

Venue: Wick High School

Contract title: Wick High School

Contract No: ECSAF0103

Purpose: Community Liaison Group - Meeting 1

Present:

Ron MacKenzie	ECS Resources Manager, The Highland Council
Tom McIntyre	Rector, Wick High School
David Sutherland	Ward Manager, The Highland Council
Gail Ross	Councillor
Bill Fernie	Councillor
George Harper	
Lynn Bain	Pulteneytown People's Project
Laurel Bush	
Elaine Grant	Wick Scouts
Garry Macleod	Active Schools Co-ordinator, The Highland Council
Catherine Patterson	Caithness Voluntary Group
Kirsty Strachan	Wick Amateur Swimming Club
Ranald MacAuslan	Caithness Voluntary Group
Keith Moncur	Youth Development Officer, The Highland Council
Jenny Bruce	Wick Paths Project
Linda Malik	Wick High School Parent Council
Carole Perry	Wick Amateur Swimming Club
Ricky Coghill	Wick High School Rugby
Brenda Jones	Project Manager, Parsons Brinckerhoff
Philip Shannon	Architect, The Highland Council
Ian Flett	Architectural Technician, The Highland Council

Apologies: Bill Baxter, Peta Donachie (Air Training Corps), Allan Tait (Wick Amateur Swimming Club), Kait Farmer (Wick Triathlon Club & Parent Council), Megan Palmer-Abbs (BREEAM Consultant)

Distribution All present, apologies, Gayle Jappy and Allan Farquahar

DISSENT FROM THE FOLLOWING MINUTES MUST BE NOTIFIED WITHIN SEVEN DAYS

Item	Action
1.0 Introductions Tom McIntyre welcomed the group and it was agreed Tom will act as chair.	<i>NOTE</i>
2.0 Apologies As noted above	
3.0 Purpose and operation of the Group	
3.1 The purpose of the group is a formal liaison between the council and the community to represent local views, to review and comment on the project brief and on emerging design proposals.	<i>NOTE</i>
3.2 Tom McIntyre to distribute minutes.	<i>TM</i>
3.3 The minutes of the meeting will be available from the school website (www.wickhighschool.org) under the New School Build section. Other potential	

- locations include www.caithness.org and www.highland.gov.uk
- 3.4 Other community groups and local councillors are to be kept informed on the progress of the Community Liaison Group.
- 4.0 Project Update**
- 4.1 Refer to the attached presentation made by Tom McIntyre and Ron MacKenzie
- 4.2 Estimated project costs are currently £37.2million
- 4.3 Negotiations with the adjacent landowner will continue until the end of June.
- 4.4 Design work by the in-house Housing and Property Service to start in early July.
- 4.5 The maximum capacity of the school will be 895 pupils. The capacity has to be justified to secure funding from the Scottish Futures Trust (SFT).
www.scottishfuturestrust.org.uk
- 4.6 The school will include an Assisted School/Special Needs (ASN) unit (390m²)
- 4.7 The area of the new library will be 580m².
POST MEETING NOTE: The **area of the existing** library is 200m².
- 4.8 The fitness suite will be divided into two areas by a moveable partition during school opening hours.
- 4.9 The swimming pool will have a moveable floor allowing the floor to be raised for lessons etc. This allows more learners to be taught in one session and will result in less school allocated time and more public sessions. More details to be provided during design stage. RM
- 4.10 Tom McIntyre explained work done with Barry Best (Educational Advisor), the staff and the pupils on the educational design. Final bubble diagram image to be uploaded onto School website. TM
- 4.11 Tom McIntyre and Bill Fernie will provide a press release to the local paper. AGREED
- 4.12 Consideration has been given to potential 'rates' issues regarding the community facilities. The Highland Council is in the process of setting up an Arms Length Organisation to run community learning and leisure services. An outline design has been submitted to the rates assessor.
- 4.13 The Highland Council is currently in discussions with SFT over the funding. The Highland Council has committed £18million.
- 4.15 The Highland Council will provide the 'facilities management' for the new school.
- 4.16 The most likely procurement route is a Design and Build Contract through the North Hubco. The Highland Council noted that this does not mean the quality of the project will suffer and highlighted Milton of Leys, Inverness as an example where a high quality of finish has been maintained and where the contract is on time and on budget.
- 4.16 Brenda Jones highlighted the key programme dates.
- 5.0 Feedback on suggestions made at Public Meeting 23rd February**
- 5.1 Refer to attached 'public feedback comments' handout.
- 5.2 Brenda Jones stated that the vast majority of comments have been included in the brief.
- 5.3 Queries to be directed to Tom McIntyre via Ann Harrold NOTE
anne.harrold@highland.gov.uk
- 6.0 Results of Transport Assessment**
- 6.1 Brenda Jones highlighted the key findings from the completed transport assessment.
- 6.2 Increase in traffic flow is predicted at 5%. At peak flow times no further disruption is predicted.
- 6.3 Stagecoach have been consulted. Improvements to transport links and pedestrian safety were suggested.
- 6.4 200 car parking spaces and 10 disabled parking spaces have been allowed for in the brief.
- 6.5 Gail Ross sought further information on demolition of the existing school. Ron MacKenzie indicated the council are looking at various options for the original PS/ECS

school building on West Banks Avenue. The more modern blocks will be demolished. More details to be provided at a later date.

7.0 Feedback from project team review of recently completed schools

- 7.1 Refer to the attached presentation made by Philip Shannon.
- 7.2 The Carbon Trust report on the review of 'Millburn Academy' has been attached with these minutes.
- 7.3 Ranald MacAuslan queried the proposed ventilation strategy. The environmental strategy will be developed in conjunction with the appointed Mechanical and Electrical Engineers.
- 7.4 David Sutherland indicated that a design and build contract is being used locally on the PPP community centre project

8.0 Consideration of draft consultation plan for the project

- 8.1 Refer to attached 'draft consultation plan' handout.
- 8.2 Brenda Jones highlighted items 2-9 indicating 'what will happen and who is responsible'
- 8.3 George Harper raised concerns over the future of the Assembly Rooms. David Sutherland advised that there are no plans to close the Assembly Rooms.
- 8.4 George Harper highlighted that reassurance is needed on this point. Also, time must be allowed for people to review and comment on the design proposals.
- 8.5 Tom McIntyre highlighted the need for community groups to feed information to their members and to encourage them to raise concerns at future Community Liaison Group meetings. *ALL*
- 8.6 The architectural appointment process was queried. Brenda Jones responded by saying the default was to appoint the in-house team unless resources were not available.
- 8.7 Philip Shannon to contact Kirsty Strachan regarding the spectator seating in the swimming pool. *PS*
- 8.8 The contingency fund is currently set at 11%.

9.0 Any other business

Tom McIntyre advised that the next meeting will include a review of the outcome of comments made at the public meeting. *TM*

10.0 Date of next meeting

End of August 2011 – Time and date to be confirmed by Tom McIntyre. *TM*

Approved by: Brenda Jones Date: 21-06-11

Issued by: Tom McIntyre Date: 21-06-11