

Date:	21 st June 2012	
Venue:	Wick High School	
Meeting title:	Wick High School & East Caithness Community Facilities	
Contract No:	3511 443 A NMW	
Purpose:	Stakeholder Consultation Meeting	
Present:	Bill Fernie George Harper John Inkster George Tait Allan Farquhar Catherine Patterson Bill Bruce Roslyn Bruce Elena Koponen-Baikie David Sutherland Ron MacKenzie (Chair) Ken Allan Craig Bridges Philip Shannon. Brenda Jones Alex Dickson	Elected Member, The Highland Council Community Liaison Group Parent Council Parent Council Community Liaison Group Caithness Voluntary Group Caithness Kayak Club Milton Residents Parent Council Highland Council Highland Council Highland Council Northern Hub Highland Council Parsons Brinkerhoff Highland Council
Apologies:	Gail Ross, Neil MacDonald and Willie Mackay Tom McIntyre Pat Bowers Lillian Wark	Elected Members, The Highland Council Wick High School Wick South Primary School Pulteneytown Academy Primary School

Item	Action and date required
1. INTRODUCTION	
	RM introduced Philip Shannon, Project Architect; Craig Bridges of Hubco; Brenda Jones of Parsons Brinckerhoff; Ken Allen, Education Adviser and Alex Dickson of the architectural team.
2. Project Update	
	RM advised that the New Project Request (NPR) has been finalised. This sets out the Council's requirements for the project. The Directors of Finance, Housing & Property and Education are meeting next week to give formal approval for the NPR to be issued to Hubco.
	The Hubco will then review the Council's requirements and advise if they can deliver the project for the budget. There will then be a period of approximately 12 months for the Hubco to develop their proposals and reach contractual agreement with the Council.

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<p>The work is due to start in October 2013 and complete in time for the school to be opened in August 2015.</p>	
<p>Last Friday, the Council issued design information to Hubco. Hubco will now take over responsibility for the design and management of the project. The Council's design team will review Hubco's proposals</p>	
<p>The Council will be issuing a newsletter to households in Wick with an update on the project shortly.</p>	
<p>3. Design update</p>	
<p>3.1 Landscape proposals</p>	
<p>PS presented the landscape proposals. This includes proposals for landscaping the courtyards. The courtyard next to the Primary School will be developed as part of the design of the Primary School.</p>	
<p>A netball court is proposed, plus an outdoor teaching area. The grass pitches will be lined for football and rugby, with portable goals</p>	
<p>A wetland area is proposed, plus a garden area with a polytunnel and raised beds. A bouldering wall is proposed.</p>	
<p>3.2 Changes to floor plans since last meeting</p>	
<p>A drama space has now been added. The kitchen has been enlarged to allow it to serve the Primary School as well.</p>	
<p>PS presented the community facilities layout.</p>	
<p>PS presented a 3D diagram of each floor layout.</p>	
<p>PS presented 3D images of the outline design; these are subject to design development by Hubco and to planning consent.</p>	
<p>3.3 Ventilation strategy</p>	
<p>PS presented diagrams to show how the proposed ventilation system will operate at different times of the year. The system will avoid drafts during the winter and will use a passive system to create air movement during still weather.</p>	
<p>3.4 Questions</p>	
<p>Q1: Is the Primary school definitely going ahead?</p>	
<p>A1: Yes. KA gave an update on the PS project. Two issues were discussed at meetings with the PS Head Teachers and Parent Council members today: dining strategy and the number of storeys. There will be an additional servery in</p>	

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<p>the PS games hall to allow PS to have some dining with the PS. This servery could also be used for community use. The architect presented suggestions for allowing direct external access for each classroom. The architect will now develop the floor plan for the Primary School. The design will be passed to Hub so that the Council can enter into a contract with Hubco for the Primary School at the same time as for the High School & Community Facilities.</p>	
Q2: Is there a name for the Primary School?	
A2: No. The name will be selected by referendum of the parents and pupils.	
Q3: Will CEYAC be included in the Primary School?	
A3: The CEYAC facility will continue to be provided in Wick. Whether CEYAC is sited at the joint campus or the new PS in the North is being reviewed.	
Q4: Caithness stone is very slippery when wet!	
A4: Noted!	
Q5: Please avoid segregating the external area for the special needs unit. This area should be inclusive.	
A5: This will be taken into account	
Q7: Will the drainage to the grass pitches be adequate to maintain the pitches in good conditions?	
A7: New drainage will be provided. Also, rainwater from the roofs will be collected.	
Q8: Will the pitches be operational when the school opens?	
A8: Pitches need a growth period. Hubco will look at phasing to bring forward the date when the pitches can be used.	
Q9: Will there be difference places when children can eat?	
A9: Yes	
Q10: Will the ventilation system work? How will the heating system work?	
A10: The system will work in a passive way, using the thermal mass of the building to store heat. Arup have this system in their own office. Each room will be able to be controlled separately.	
Q11: Where are the social spaces?	
A11: PS showed the locations on the plan: in the street, within the teaching wings.	
Q12: Will the drama studio have good acoustics?	
A12: An acoustic engineer has reviewed the building and advised on how to comply with acoustic guidelines.	
Q13: What happens in high winds?	
A13: The louvres can be shut off.	
Q14: The entrance to the High School does not seem very prominent.	
A14: PS advised that the angle of the image of the front of the building means	

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that the entrance is not shown prominently. It will be clear where the entrance is. It was noted that the pupils will use a variety of entrances. Also, the street will be a strong design feature for the pupils.

Q15: Will there be bus shelters?

A15: It was noted that the overhang outside the community facilities will provide shelter. However, the pupils should not need to wait for the buses, they will be there when the pupils leave the school. If the pupils are having to wait, there is a problem with the bus timetable that needs to be resolved.

RM

Q16: Could clubs using the playing fields at weekend use the school facilities?

A16: Clubs using the pitches will be able to use the changing rooms.

Q17: Is there somewhere for parents to wait while their children are having swimming lessons?

A17: Informal machines could be provided in the reception area. Vending machines will be provided.

Q18: Will there be showers for people using the fitness suite?

A18: Yes. These are not yet shown on the plan.

Q19: Please can the lockers be robust?

A19: The lockers will be robust. They will be coin operated.

Q20: Will there be a shower near the sauna?

A20: Yes

Q21: Has the acoustics of the street been looked at?

A21: Yes. Acoustic absorbency panels will be incorporated.

Q22: Will there be a separation of external areas for the High School and the Primary School? Concern about PS pupils e.g. on bikes being knocked over by teenagers.

A22: Options for separation are being looked at.

Q23: Will the spectator seating for the pool be permanent?

A23: Yes

Q24: Will the demolition follow the building of the new school?

A24: Yes. The demolition will be timed to avoid risks to the pupils, staff and public

Copy of the presentation to be put on the school website

RM thanked PS and KA for their excellent work on the project.

PS

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4. Hub North Scotland

CB gave a presentation about the Hub North Scotland company. The Hub is a Scottish Government initiative to combine public and private sector expertise to improve the efficiency of public construction projects. It also allows different public sector bodies to commission shared facilities.

Hub North covers the Highlands, Islands, Aberdeen & Moray. It is jointly owned by the public (40%) and private sector (60%). It has been set up for ten years. The appointment of the Hub private sector partner was done through a tender process.

Hub is currently working on two projects in Aberdeen. A number of other projects are at the procurement stage.

The process will allow the contractor to be involved at the design stage.

Hub is committed to tendering at least 80% of the work to their Tier 2 supply chain, which can include local contractors. Local companies can register on the Hubco website to be Tier 2 suppliers.

Hubco has to meet certain performance indicators within the first five years, otherwise the contract will be terminated. This includes taking on apprentices, using small and medium companies.

Hub can obtain discounts from suppliers and contractors because of the large volume of potential work.

The Hubco will carry out maintenance on the building for the next 25 years.

Q1 How will local companies know how to register with Hubco as Tier 2 suppliers?

A1: Hubco will contact the local Building Employers Federation to raise awareness. Details are also included in the project newsletter. It was agreed that a press release will be issued once the New Project Request has been approved. A specific press release on opportunities for local contractors will be also be issued.

*RM
HUBCO*

Q2: How does the reduction in Scottish Govt funding affect the project?

A2: The affordability limit for this school is based on the specific requirements of the project. Hubco will now look at this to check it is deliverable. Hubco will be responsible for a lot of the maintenance over 25 years, so it is not in their interest to build a school that cannot be maintained in good condition.

Q3: How will continuity of the design be maintained?

A3: The Hubco design team will work in partnership with the Council's design team. The developed design will be submitted for Council approval.

Q4: Who is Hubco's design team?

A4: The architect is GMA Ryder. The engineer Buro Happold. Hubco will look

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<p>to partner with local companies. The Council's team will review the Hubco proposals to check compliance with the Council's requirements.</p> <p>Q5: This building will offer opportunities for local contractors to upskill, as local construction is mainly house-building.</p> <p>A5: Hubco is committed to getting the best from local contractors and will examine how they engage with local companies.</p> <p>POST MEETING NOTE: Council and Hubco to examine how local companies can be encouraged to undertake training in advance of the building works.</p>	<p><i>RM/HUBCO</i></p>
<p>5. Stakeholder Group</p>	
<p>RM advised that a stakeholder group for the new campus will be set up after the summer holidays. The Council will make proposals for the composition of this group.</p>	<p><i>RM</i></p>
<p>DS asked when the planning application would be submitted. BJ advised this will be towards the end of the year. A public exhibition will be held to seek local views before the planning application is submitted. DS asked that members of this group come along to the exhibition to show support.</p>	
<p>It was also suggested that images of the proposed development be published in the local paper to advertise the event. Council to also consider putting up proposals in Service Point, swimming pool</p>	<p><i>RM</i></p>

**DISTRIBUTION: Attendees, apologies, members of stakeholder group and Parent Council
Copies to: George Webb, Hubco**