

**PARSONS  
BRINCKERHOFF**

<b>Date &amp; time:</b>	22 November 2012	
<b>Venue:</b>	Wick High School	
<b>Contract title:</b>	Wick High School	
<b>Contract No:</b>	3511443A/NMW	
<b>Purpose:</b>	Community Liaison Group Meeting	
<b>Attendees:</b>	<p>Cllr Neil Macdonald Catherine Patterson Robbie Macdonald Roslyn Bruce George Harper Bill Bruce Lilian Wark Sindy Rudhall</p> <p>Eric Baijal Pat Bowers Anne Macbeath Sheona Henderson Elena Koponen-Baikie Allan Farquhar Ken Allan Tom McIntyre Cllr Bill Fernie Ron Mackenzie Keith Moncur Brenda Jones Tom Logan Alex Dickson</p>	<p>The Highland Council CVG HLH Wick Library Milton Residents Association High School Parent Caithness Kayake Club Pulteneytown Academy Pulteneytown Academy Parent Council &amp; Wick High Parent Council South School Primary Parent Council South School Wick High Wick High Pulteneytown Academy Community Liaison The Highland Council Rector, WHS The Highland Council The Highland Council High Life Highland Parsons Brinckerhoff The Highland Council The Highland Council</p>

<b>Item</b>	<b>Action</b>
<b>1.0 Project Update</b> Ron Mackenzie gave an update on the project.  The Council issued a New Project Request to the Northern Hub in July. This set the following affordability caps: £26.8m capital £550k maintenance costs per annum  Since then, HubCo has been reviewing the design prepared by the Council and has held discussions with the Council team.  The following aspects of the design are 'immoveable'. <ul style="list-style-type: none"><li>- separation of community facilities from school</li><li>- separate access for Primary School</li></ul> HubCo is due to submit its Stage 1 proposal by 7 <sup>th</sup> December. This is due to be considered at the Council meeting on 20 <sup>th</sup> December.  Following that, Hubco will tender the works and submit a final price to the Council in approximately July 2013.	

The planning application is due to be submitted in approximately March 2013.

The council intends to issue New Project Requests for the joint campus primary school in January 2013 and for the new primary school in North Wick in March 2013.

The Council's Asset Management Team will start in 2013 to seek alternative uses, by other parties, for the surplus buildings/land. If not sold, the council will demolish the existing Primary buildings and pool. The Council will not demolish the existing library. Councillor Fernie advised that there is some interest in alternative uses for the library. The relevant group needs to prepare a business case for the use.

Councillor Fernie advised that the Council would not seek to put restrictions on the future uses of the buildings in the disposal process.

## **2.0 Presentation of Joint Campus Primary School**

Alex Dickson reminded the group of the proposals for the High School and presented the proposed layout of the Primary School.

The Primary School has classrooms off a central atrium, similar to the High School design.

The entrance from Seaforth Avenue is to the upper level of the school.

Ken Allan advised that there have been several consultation meetings with members of the two Primary School Parent Councils and the two Head Teachers over the brief and design proposals for the Primary School.

Pat Bowers and Lillian Wark confirmed that the architects had been very responsive to comments on the emerging designs. The pupils have been consulted on the landscape design.

Ken Allan advised that the classrooms are 63m<sup>2</sup>. In addition, there are internal and external break-out spaces next to all classrooms. This is larger than the 55m<sup>2</sup> classroom suggested by the Scottish Futures Trust.

RM advised that the Council did not intend to cut costs by using cheap furniture and finishings, as this would not represent long term value for money.

Bill Fernie asked that stone chips **not** be used in the external landscaping, as they usually get scattered around.

*NOTE*

Ken Allan advised that Hub will present the designs to parents, pupils and teachers as they develop. This is in addition to the planning consultation process.

## **3.0 Hubco: opportunities for local businesses**

Mike Felton, Project Director for Northern Hub gave a presentation about construction opportunities for local businesses.

Hub North is a partnership between the public and private sectors. Two projects are on site (in Aberdeen) six others, are at the development stage.

Hub supports the aim of maximising local work on projects.

Hub has selected Miller Construction as the preferred main contractor, following a price and quality tender process

Hubco is contractually committed to tender 80% of contracts to local construction businesses. MF advised that the contract does not define "local" as this will vary between areas, but would like to have discussions on this matter. Hubco's intention is to be as local as possible.

MF clarified that the 80% figure relates to Hubco providing opportunities to tender for local businesses. The actual tender lists will depend on the response of local companies. Some concern was expressed about the ability of local companies to provide sufficient people for the project. MF advised that the selection of materials will take account of availability of local expertise. It was noted that builders in Caithness often tend to do more than one trade.

250 small and micro sized enterprises have already registered interest in working for Hubco.

Companies who work for Hubco will be expected to take on trainees. MF confirmed that Hubco will also look at providing work experience placements.

It was suggested that training courses could be run locally to overcome skill gaps, e.g. dry lining. Also, there is a lot of information available about local skill sets.

Hubco will arrange a roadshow for local businesses in February. This will involve Miller construction and contact with local agencies.

*HUBCO*

Hubco will ask interested companies to 'pre-qualify' and can provide assistance with this process.

Tom McIntyre advised that the school is keen to provide local opportunities for developing construction skills.

MF advised that each part of the construction works will be competitively tendered.

There will be a financial penalty if the works run late. RM advised that the council's PPP schools were delivered on time, with only 2 schools late by a matter of days.

#### **4.0 Future Stakeholder Group**

RM advised that the design of the new Primary Schools will progress rapidly at the start of 2013.

The Council would like to have one stakeholder group for all the school projects in Wick. This would comprise representatives of Parent Councils, community users and elected members. The first meeting would be held in January.

It was noted that the High School has 11 feeder primaries. There should be a mechanism for parents from these schools to be consulted. It was noted that the Head Teachers of the Associated Schools Group have a monthly meeting with the High School Head Teacher. It was agreed that this forum could be



used for communication about the joint campus.

KA advised that there would be additional meetings about specific matters, e.g. a meeting to discuss the library design could involve all five members of the library user group.

This proposal was accepted. The Council will prepare a proposed membership list for this group and circulate for comment.

*RM*

RM advised that the stakeholder group would need to develop a communications strategy. All communication should come from one source. It was noted that information should be available in one web location.

*NOTE*

Brenda Jones advised that Safe Routes to school groups with teacher and parent representatives will be set up shortly.

*NOTE*

---

**DISTRIBUTION: Attendees, Apologies, other local Members of the Council**