

**PARSONS  
BRINCKERHOFF**

<b>Date &amp; time:</b>	4 <sup>th</sup> March 2013	
<b>Venue:</b>	Wick High School	
<b>Contract title:</b>	Wick High School	
<b>Contract No:</b>	3511443A/NMW	
<b>Purpose:</b>	Wick Stakeholder Group	
<b>Attendees:</b>	<p>Pat Bowers Ann Sargent Gordon Murray Ruan Peat Alistair Nicol Neil Macdonald David Sutherland Gail Ross (Chair) Debbie Lee Garry Macleod Donna Booth Lilian Wark Elena Koponen-Baikie</p> <p>Linda Malik Sindy Rudhall Ken Allan Tom McIntyre Graham Nichols Diana Curran Carole Begg Ewen Pearson Colin Mackintosh Graeme Ross Matt Haggerty David Stobie Martin Hensman Angus MacFarlane Fraser Innes Ron Mackenzie Philip Shannon Brenda Jones</p>	<p>South Primary School South Primary School GMA Ryder Architects Highlife Highland Scottish Futures Trust The Highland Council The Highland Council The Highland Council North Primary School Wick Active Schools Wick Library Pulteneytown Academy Wick High School / Pulteneytown Academy Wick High School Pulteneytown Academy The Highland Council Wick High School The Highland Council North Primary School Hillhead Primary School Hillhead Primary School Parent Council Sinclair Bay Community Council Highlife Highland GMA Ryder Architects Miller Construction Miller Construction Hub North Scotland Hub North Scotland The Highland Council The Highland Council Parsons Brinckerhoff South Primary Parent Council Highlife Highland Highlife Highland Hub North Scotland</p>
<b>Apologies</b>	<p>Eric Baijal Keith Moncur Simon Swanson Mike Felton</p>	

<b>Item</b>	<b>Action</b>
1	<b>Welcome from the Chair</b> Councillor Gail Ross welcomed everyone to the meeting. Those present introduced themselves.
2	<b>Purpose of the group</b> RM advised that Council is committed to developing the three new schools by

August 2015. The Council is working in partnership with the Northern Hub and the Scottish Futures Trust. The project involves capital expenditure of £55m.

Both the Council and Hubco is committed to working with the local community to deliver benefits during construction of the facilities and over their lifetime.

The role of this group is to act as a conduit between the local community and the Council and Hubco.

Key issues for the group are:

- Community benefits (economic and educational)
- Project delivery
- Transition to the new facilities

### 3 **Progress update**

RM advised that the Council issued a New Project Request (NPR) to Hubco for the High School project in July. Hubco has just issued their Stage 1 submission. Stage 2 is in progress.

The NPR for the new south Primary School will be issued shortly. The NPR for the new north PS will be issued in April/May.

The planning application for the High School will be submitted in April/May.

### 4 **Updated design proposals for the Joint Campus and outline design proposals for new Primary School for the north of Wick**

#### 4.1 New Primary School for the north of Wick

PS presented the current proposals for the new Primary School for the north of Wick. The Architects have held several consultation sessions with staff and Parent Council members.

Surveys of the site are being progressed, including a Transport Assessment which will look at how vehicles and people access the site. The Council's Technical Services Dept is also being consulted about roads matters.

PS explained the design process and options considered. The proposed layout is based on wings off a central corridor. This creates sheltered courtyards between teaching areas.

The vehicle access will be from Ackergill Street. There will be a drop off zone and a car parking area. There will be pedestrian access from Girnigoe Street and the south of Ackergill Street. A landscape workshop was held with pupils recently to get ideas for the playground design.

PS showed the proposed floor plans. These are still being developed following feedback from staff and parents. The Council Architects are working closely with the Hubco's Architects. Next steps are to develop proposals for external

materials.

#### 4.2 High School and new Primary School for south of Wick

MH advised that the Hubco Architects has been developing the proposals prepared by the Council Architects. The proposals are essentially as per the Council's design. Key areas under development are the external materials and the building section. The design development of the High School has informed the design of the Primary School.

The next stage will be submission of the planning application at the end of April/beginning of May. There will be a public exhibition held to allow members of the public to see the proposal that will be submitted for planning, with opportunities for public feedback.

### 5 **Proposals for engagement with local supply chain and training**

#### 5.1 Background

DS advised that Miller Construction is delighted to be involved in this project.

Miller will be holding 'Meet the Buyer' event in Wick at the end of March. The purpose of this is for Millers to present their requirements and also have one to one meetings with local companies.

DS gave a brief introduction to the Miller Group and Miller Construction. Miller Construction will be opening an office in Aberdeen in May and is looking to open an office in the Highlands in due course, likely to be in Inverness. Construction turnover is growing, particularly in the Highlands. Miller has delivered many school projects, most recently in Inverclyde. They also built Union Square in Aberdeen and is currently working on a new building for Robert Gordon University.

Hubco projects are a major part of Miller's planned work in the future, including various health centre projects (including Tain) and other schools projects. Miller recently won the contract for the new Inverness College.

Miller aims to maximise local labour and material sources and build a strong local supply chain. Millers aim to engage early on with local companies and seek innovation.

Millers will vet potential sub-contractors, looking at:

- Health and safety
- Financial stability
- Cultural fit
- Risk mitigation

Local contractors also have the opportunity to sub-contract to larger sub-contractors.

#### 5.2 Community Benefits

MH gave a presentation about Miller's approach to community benefits:

Miller has delivered community benefits in a large number of projects. Their particular aims:

- Use local contractors, materials and suppliers
- Reduce transport-related carbon outputs

Miller will have contractual obligations for training, re-training and supporting local communities (e.g. by open days, schools visits, Considerate Constructor scheme).

Miller's expectations of local suppliers:

- Mutual trust
- Acceptance of appropriate share of community benefit obligations
- Long term relationship and opportunities for structured growth

Help available to assist Small & Medium Enterprises (SME's):

- Sub-contractor mentoring
- Miller will work with Business Gateway, Highland Opportunity, Construction Skills, North Highland College and Jobcentre+ to ensure support is available to SME's
- All sub-contractors will be required to advertise sub-sub contract opportunities on Public Contracts Scotland procurement portal

Millers will look to this group to provide feedback on how their approach to community benefits is working. Millers will also be contacting the Pulteneytown People's Project to identify opportunities for working with them.

Millers are keen to engage with schools to inform pupils about opportunities in the construction sector and explore health, safety and environmental issues.

The Wick Meet the Buyer event will be held at Mackay's Hotel on 27<sup>th</sup> March. This will be advertised in the press and local websites.

AM advised that the Hubco is measured on its community benefits performance.

## **6 Project communication plan**

RM asked for ideas about the most effective methods for communicating with local people about the project.

BF advised that the his organisation's website is available. A mailshot delivered by the Postal Services would ensure maximum coverage.

RM suggested that a quarterly update would be appropriate.

Information could be put in the library, including the display areas, plus other public buildings including the Service Point and Swimming Pool.

Caithness.org and the John O’Groat Journal are regularly seen by local people. KA advised that the Council has previously sent newsletters to the Groat but they have not covered the project. The High School now has a monthly ‘slot’ in the Groat; TM to advise KA of deadlines.

*TM*

EB suggested that all information should be available from one website. This should be the Council website.

*RM*

MH advised that Miller is drawing up a list of publications and websites to use for publicising the Meet the Buyer event.

Interviews with local journalists can be a good way of getting information into the press.

Information can be put up on the public notice boards outside the Town Hall and the Market Place. Also, supermarkets have notice boards.

These ideas to be written up into a project communication plan.

*RM*

## **7 Process for naming new Primary Schools (RM)**

RM asked for suggestions about how the new schools in Wick should be named.

PB advised that the new Primary School for the south of the river should have a name identified soon, to help to maintain a separate identify from the High School.

RM to develop proposal for re-naming the Primary Schools and present to next meeting of the stakeholder group.

*RM*

## **8 Next steps and key milestones (Hubco)**

FI advised that the key milestone is the opening of the new schools in August 2015.

The next steps are the development of the planning application for the High School and new south of the river Primary School.

GR emphasized the importance of information about the project being available to the community.

## **9 Questions and Answers**

### **9.1 Library Layout**

Q Is more information about the internal layout of the library available?

A Architects will organise a meeting to review this with library staff and users.  
(same Q&A for Pool)

*PS*

Opening date

Q Is the project still on track for schools to open in August 2015?

A Yes

Community use at new north of the river Primary School

Q Will there be community use at the new school?

A Yes, there is a community room. The school hall and Multi Use Games area will be available for community let outside school hours.

Travel Plan for Community Facilities

Q How will this be managed?

A The Council has a process for developing Safe Routes to School; a group has been set up with parent and school representatives to work with the Council's Road Safety Adviser to do this. A Travel Plan will need to be developed for the Community Facilities; proposal to be brought to next meeting of this group.

GR

Q Will there be enough storage for community groups at the High School and Community Facilities? Will the classrooms be large enough?

A KA advised that the Scottish Futures Trust sets a total area for the High School. The school and Council project team work together to agree how this is to be allocated. This has been discussed extensively with school staff and agreement reached. Classroom sizes for the Primary Schools are as per The Highland Council standard. The schools also have break-out spaces. BJ advised that the design includes storage space for community sports groups.

Total project cost

Q Has the project budget been reduced?

A No, the figure quoted in the minutes of the previous meeting related to Hubco costs only. Council design team fees, land purchase and various other items area in addition to this.

**9 Date of next meeting**

22<sup>nd</sup> April, 7pm

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**DISTRIBUTION: Attendees, Apologies, other members of the Wick Stakeholder Group**