

**PARSONS
BRINCKERHOFF**

Date & time: 22nd April 2013
Venue: Wick High School
Contract title: Wick High School
Contract No: 3511443A/NMW
Purpose: Wick Stakeholder Group

Attendees:	Ron Mackenzie Ken Allan Bill Fernie Neil Macdonald Bill Allan Mike Felton Lilian Wark Ewen Pearson Pat Bowers John Sutherland Colin Mackintosh Diana Curran Carole Begg Matt Haggerty Philip Shannon Gordon Murray Tom McIntyre Sheona Henderson Jill Gunn Anna McBride Catherine Patterson Rebecca Machin Keith Moncur Ruan Peat Gail Ross (Chair) Linda Malik Sindy Rudhall Debbie Lee Brenda Jones	The Highland Council The Highland Council Elected member Elected member The Highland Council Hub North Scotland Pulteneytown Academy Hillhead Primary School Parent Council South Primary School South School Parent Council Sinclair Bay Community Council North Primary School Hillhead Primary School GMA Ryder Architects The Highland Council GMA Ryder Architects Wick High School Wick High School Wick High School Wick High School Tannach & District Community Council Wick High School Highlife Highland Highlife Highland The Highland Council Wick High School Pulteneytown Academy & Wick High School Parent Councils North Primary School Parsons Brinckerhoff
Apologies	Eric Baijal Elena Koponen-Baikie Simon Swanson Willie Mackay	South Primary Parent Council Wick High School / Pulteneytown Academy Highlife Highland Elected member

Item

1

Welcome from the Chair

Councillor Gail Ross welcomed everyone to the meeting.

Action

2 **Progress update**

RM introduced Mike Felton (Hubco Project Director), Ken Allan (Education Adviser), Bill Allan from the Education Dept, Gordon Murray & Matt Haggerty from GMA Ryder Architects, Philip Shannon, Architect with the Council, and Brenda Jones, Consultant Project Manager.

RM advised that Hubco has submitted a Stage 1 submission confirming they can do the project for the required cost. The Scottish Futures Trust has done their Key Stage Review no. 2; the project has passed this review. Council approval of Hubco's Stage 1 submission is expected shortly.

The response from the people attending pre-planning application session in the Assembly Rooms today was very positive.

4 **Updated design proposals for the Joint Campus**

4.1 GMA Ryder Architects

GM introduced the GMA Ryder architectural practice. The practice has 120 staff and an office of 15 in Glasgow. The practice has a lot of experience in school design, including doing research into school design. Examples of completed projects include:

- Hazelwood School for sight and hearing impaired children, Glasgow
- Droylsden Academy, Manchester
- Bonhill Primary School, Dumbarton
- Monkton Primary School & Belmont Academy, South Ayrshire
- Harton Technology College, South Tyneside

GMA Ryder's design philosophy is to design flexible spaces that accommodate a variety of uses.

4.2 Design proposals

MH gave an update on the design proposals for the Joint Campus. A planning application will be submitted in May. A public exhibition of the proposals was held today.

Work since the March meeting has focused on co-ordinating the structure and services into the design. The floor plans have changed very little. The Energy Centre will now be located below the Games Hall.

The external elevations have been developed further. The focus is on design quality, giving the parts of the Joint Campus (High School, Primary School & High School) their own identity, using a simple palette of materials, considering buildability and pre-fabrication, breaking up the appearance of the teaching wings.

MH showed the proposed external elevations. The main entrance to the High School and the Community Building are prominent. The High School teaching wings have a different appearance. The Primary School has a similar design but its entrance has timber cladding to give it a different appearance from the High School.

4.3 Planning process

The intended date for submission of the planning process is 13th May. The aim is to get planning consent and conditions finalised by September /

October. The design team will take account of feedback given the pre-planning exhibition today. The proposals will also be available on the Council website tomorrow with an email link for people to make comments. People will be able to make comments once the planning application has been submitted.

POST MEETING NOTE: The submission of the planning application will now take place in June.

4.4 Q&A

(i) Construction traffic

GR asked which side the construction traffic will be coming in from. KA advised that it is likely that traffic will come in via Newton Road, which will be widened in the vicinity of the new car park. No vehicle access will come off West Banks Avenue. Once the new buildings are complete, the Primary School and the newer buildings on the secondary school will be demolished. MF advised that the Planning Permission will set restrictions on working times, control of noise and dust, keeping the roads clean etc. The contractors are required to comply with Considerate Constructor rules. This will include keeping neighbours notified about the progress of works.

(ii) Future use of existing pool, library and schools

The Council will publish its disposal strategy shortly.

RM

5. Design proposals for new north of the river Primary School

5.1 Update on proposed design

PS advising that the Council team is finalising its requirements for the new school. These will be issued to Hubco in May.

The design team has developed a phasing strategy for the project.

The layout of the car park has changed. Buses will now come into the car park. The layout has been designed to be as safe as possible. A drop off lay-by has been introduced at Girnigoe Street.

The landscape design has been developed following consultation with staff and pupils. The courtyard spaces between the classrooms will be kept simple, so that the school and pupils can decide how best to use the space. A new memorial garden will be provided. PS will discuss this with the school in more detail.

The floor plans have been updated following feedback from the school and parents, e.g. there are now toilets at the end of each teaching wing.

The architects have developed sections through the building. Mono-pitch roofs are proposed. This will allow good daylight and natural ventilation in the classrooms. The courtyards will all have good daylight.

The proposed external materials are a hard-wearing cladding at upper levels (currently fibre cement tiles) and a softer material (e.g. timber) at lower level. It is proposed that each wing will be a slightly different colour.

PS showed 3D images of the building, plus images of buildings of similar construction.

5.2 Planning process

The pre-planning application public exhibition will be held next Monday (29th April) at the Assembly Rooms (2pm – 6.30pm). Meetings are also being held with the school staff and Parent Councils (7pm).

DL advised that the Parent Councils are happy with the floor plans. The Parent Councils have not yet reviewed the proposed external appearance of the building. DC advised that the school is also happy with the floor plans.

KA advised that works are programmed to start in Easter 2014.

5.3 Q&A

(i) Traffic congestion

A question was asked about traffic congestion. Some of the roads around the site are very narrow. PS advised that the design team is working with the Council's TECS services to avoid this. PS advised that TECS is looking to make Ackergill Street one way. CM advised that the area is very congested at school start and finish times.

KA advised that Safe Routes to School groups have been set up for each of the sites and will develop a Travel Plan for each site. This will identify all works to address road safety issues. RM emphasized the Council's commitment to provide safe routes to the new school.

6 Update on event for local contractors in March

Miller Construction held a 'Meet the Buyer' event in Wick on 27th March. 64 people attended, mainly businesses and some supporting organisations. 31 companies from Wick and Caithness attended.

Miller held one to one interviews with 34 attendees. The next step is for interested companies to put in pre-qualification applications to Miller Construction.

Miller and the design team will now review the opportunities for using local companies and locally available materials. Hubco will give an update at the next Stakeholder Group meeting about the outcome of this process. MF advised that there is an opportunity for local companies to be trained to assemble pre-fabricated components.

HUBCO

BF advised that Miller can help companies to get accreditation and training support to take on new types of work. Miller is also looking for companies to take on apprentices as part of their work on the project.

7 Next steps and key milestones

MF set out key project milestones:

- Planning submission – May 2013
- Planning approval – August 2013
- Discharge of pre-start planning conditions – October 2013
- Detailed design and procurement of sub-contractor work packages

- (done on an open book basis with THC) - May to end August 2013
- Selection of FM contractor – July 2013 (THC will still do cleaning, grounds maintenance, janitorial, catering)
- Section of funder – July 2013
- Start on site – October 2013 (enabling works)
- Financial Close – December 2013
- Main works start – December 2013
- Completion – Summer 2015

Hubco will give updates on these milestones as the project proceeds.

BJ advised that demolition of the existing buildings on the site will be managed by the Council.

8 Communication plan

BA advised that all project information will be available via the Council website. Contact for email communication: ecsestates@highland.gov.uk

Today's presentation on the joint campus will be put on the website. People can make comments within the next two weeks, these will then be considered as part of the finalisation of the planning submission. Proposals will be updated as the project progresses.

Specific pages will be added on key issues, e.g. disposal strategy, safe routes to school.

MF advised that Hubco and Miller will co-ordinate their communications with THC's, e.g. links to relevant Hubco and Miller web pages will be on the THC website.

HUBCO

MF noted that press releases are a good way to publicise events.

NOTE

PB advised that the High School's monthly slot in the Groat should be used to publicise the project.

TM

LM advised that the High School Parent Council is considering having a countdown on the school website, building up to the opening day and using the local press.

NOTE

KA advised that the Council will set up commissioning groups, starting in 2014 to look at detailed matters such as uniform.

The Council will develop proposal for naming the Primary Schools and present to next meeting of the stakeholder group.

RM

POST MEETING NOTE: See attached paper on proposed Transition Group for the Wick Schools project.

LW asked whether the schools will be consulted again before the internal layouts are finalised. KA confirmed they would be.

9 Date of next meeting

17th June, 7pm

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