

**PARSONS
BRINCKERHOFF**

Date & time: 16th September 2013
Venue: Wick High School
Contract title: Wick High School
Contract No: 3511443A/NMW
Purpose: Wick Stakeholder Group

Attendees:

Ron Mackenzie	The Highland Council
Bill Fernie	Elected member
Lilian Wark	Head Teacher, Pulteneytown Academy PS
Pat Bowers	Head Teacher South Primary School
Matt Haggerty	GMA Ryder Architects
Tom McIntyre	Wick High School
Sheona Henderson	Wick High School
Gail Ross (Chair)	Elected Member
Sindy Rudhall	Pulteneytown Academy & Wick High School Parent Councils
Ruan Peat	Highlife Highland
Brenda Jones	Parsons Brinckerhoff
Eric Baijal	South Primary Parent Council
Elena Koponen-Baikie	Wick High School / Pulteneytown Academy
Allan Farquhar	Royal Burgh of Wick Community Council
John Wiley	Library Stakeholder Group
Philip Shannon	The Highland Council
Brian Mathers	Sweett Group
Ken Allan	The Highland Council
Ally Budge	Head Teacher, Hillhead Primary School
Colin Mackintosh	Sinclair Bay Community Council
Maureen Forbes	Hillhead Primary School
Charlie Dunn	Miller Construction
Simon Swanson	Highlife Highland
Lawrence Bews	North Primary School
Arlene Farquhar	Chair, North Primary School Parent Council
Lesley Henstridge	North Primary School Parent Council
Keith Moncur	Highlife Highland
Anne Macbeath	Wick High School
Jill Gunn	Wick High School
Anna McBride	Wick High School
Rebecca Machin	Wick High School

Apologies

Ger Macdonald	Highlife Highland (Libraries)
Garry Macleod	Highlife Highland (Active Schools Co-ordinator)
Willie Mackay	Elected member
Mike Felton	Hub North Scotland
Ewen Pearson	Hillhead Primary School Parent Council
Graeme Ross	Highlife Highland
Bill Allan	The Highland Council

Item
1.0

Welcome

Action

GR welcomed everyone to the meeting.

RM introduced Charlie Dunn, who is MD of Miller Construction in Scotland.

2.0 Matters arising from the minutes

It was noted that AF had requested at the last meeting (and previously) a model of the new school to be produced. RM noted that this will cost in the region of £7,000. The Architects are using Computer Aided Design to produce 3D images and fly-throughs of the schools. On this basis, it was agreed that a model would not be produced.

3.0 Project Update

3.1 North of the River Primary School

RM advised that this project is on course to open in August 2015 as planned.

3.2 Community Campus

RM advised that there has been a delay in this project, which will now be handed over to the Council in February 2016. This is due to a number of factors:

- i. Time taken to develop a design that meets the Council's requirements.
- ii. Complexities of the contractual structure for the campus (which was originally to involve a Design, Building, Finance and Maintenance contract for the High School and Community Facilities, plus a Design + Build contract for the Primary School.

This represented a risk for funders.

The Council has now reached agreement with the Scottish Government for the Community Campus to be procured via a single contract.

- iii. Due to the increased time for design, there was insufficient time for the tendering process to give sufficient opportunities for local contractors.

The proposal is for the campus to open in April 2016. There will be further discussions with Head Teachers about the details of this proposal.

The Council considered the option of the campus opening in October 2015 but it was very likely that this programme could not be achieved. The option of the school being handed over in December 2015 was considered not to be feasible, as this is not a good time of year for the Council to take over a new school.

CD advised that this revised programme will allow time to satisfy funders that risks have been designed out, and maximise opportunities for local companies to tender for the work.

Questions:

- (1) What is the contractual position between the Council, Hubco and Miller?

Answer:

Once the project has reached financial close, Miller and Hubco will be liable for damages if the school is late. Financial Close is due to occur in February 2014.

- (2) Are there any implications of the revised contract structure for the design of the Campus Primary School?

Answer:

Scottish Government is putting in approximately £30m in the Joint Campus; RHI advised that the design and specification of the Primary will not change.

SS advised that the community facilities can open at any time following

handover to the Council in February 2016.

4.0 Update on design work for the Campus

MH advised that full planning consent was granted in August. There are 19 planning conditions, the majority of which relate to actions required before work starts.

The design team is now working on Building Warrant application.

5.0 Update on design work for the North of the River Primary School

A presentation was made to the Parent councils on 26th August. A number of comments and concerns were raised; the architects have been addressing these. Revised plans were issued last week.

The Landscape Architects are working on updated landscaping designs; these will be shared with the schools and parents.

The planning application is due to be submitted at the end of September.

AF noted that the advert in the Groat only gave a 14-day period for comment on the plans (not 21 days as stated in the minutes of the last meeting). Also, the plans were only available to see in the planning office by appointment. RM to raise concerns with Planning. *RM*

6.0 Update on engagement with local supply chain

CD advised that Miller want to get as much input as possible from local contractors. Now that the design has progressed, the process of contacting local contractors will begin in earnest.

Miller will require their sub-contractors to give opportunities to local contractors.

Miller has agreed a process for appointing sub-contractors with the Scottish Futures Trust that will allow sub-contractors to be identified as early as possible; this will allow time for these sub-contractors to identify local partners to work with.

EK-B asked for clarification about what stage the designs are at. PS advised that floor plans presented to the Group previously has not changed.

The section through the building, in particular the roof, is close to being finalised.

PS advised that detailed layouts, e.g. furniture layouts, are being presented to the school staff for review. Detailed layouts for community facilities to be shared with library and pool user groups. *PS*

AF asked for a copy of the detailed design programme to be issued to Stakeholder Group. *PB*

7.0 Remit for Stakeholder Group

The draft remit issued with the agenda was agreed, subject to the membership of the group and the programme being updated.

8.0 Project Communications

RM advised that a newsletter will be issued shortly. *RM*

AM asked whether the project will definitely be completed in time with the revised programme. RM assured the meeting that this programme is achievable.

9.0 Process for naming f the new schools

South Primary and Pulteneytown have each developed proposals for selecting a new name. PB outlined South's proposals (copy attached). LW advised that Pulteneytown's proposed approach was similar, except that the process of generating initial suggestions should be open to the public (copy of both, attached).

Both schools have recommended that the existing school names should not be used.

North of the river; a similar approach suggested. Shortlist of names to be agreed by a group of pupils and a group of parents. LB agreed with proposal that existing school names should not be re-used.

EB-K suggested that the initial call for ideas should be held at the same time.

It was agreed that the names should be selected by ballot.

NOTE

Head Teachers to produce a combined proposal

HT'S

10.0 Safe Routes to School

10.1 South of the River PS

Planning work is going well. Transport Scotland is being consulted about the A99 crossing.

10.2 North of the River PS

Parents reported back that there are major concerns about the proposal for Ackerjill Street to become one-way. The Education Service will be setting up a meeting to review.

10.3 High School

The Safe Routes Group will be re-formed once the new Pupil Council has been elected.

10.4 Community Facilities

RP asked that contact be made with the bus companies to check that they will run buses to the new campus. ECS to follow up with TECS.

ECS(BA)

11.0 Any other competent business

11.1 Pre-school playgroups and nursery provision

The Council's pre-school manager to be asked to advise proposed position in Wick and timescales for decision.

ECS(KA)

KA advised the designs provide:

South: 2 nursery rooms of 30 pupils

North: 3 nursery rooms of 30 pupils

KA advised that there are ongoing discussion between the pre-school provider north of the river and the Council's pre-school manager.

11.2 Community building opening hours

SS to advise timescale for deciding community facility opening hours at next meeting.

SS(HLH)

11.3 Council budget

AF requested an updated copy of the Council's budget.

RM

12.0 Date of Next Meeting: Monday 18th November 7pm at the High School

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