

**PARSONS
BRINCKERHOFF**

Date & time: 18th November 2013
Venue: Wick High School
Contract title: Wick High School
Contract No: 3511443A/NMW
Purpose: Wick Stakeholder Group

Attendees:	Ron Mackenzie Bill Fernie Lilian Wark Pat Bowers Gail Ross Ruan Peat Andy Day Heather Sharkey Anna McBride Neil MacDonald Erwin Graizer Catherine Patterson John Sutherland Linda Malik Elena Koponen-Baikie Allan Farquhar John Wiley Philip Shannon Ken Allan Ally Budge Lawrence Bews Simon Swanson Arlene Farquhar Lesley Henstridge Keith Moncur Rebecca Machin	The Highland Council Elected member Head Teacher, Pulteneytown Academy PS Head Teacher South Primary School Elected Member Highlife Highland Miller Construction Miller Construction Wick High School Highland Council Highland Council Tannach & District County Council South Primary Parent Council Wick High Parent Council/Tannach County Council Wick High School / Pulteneytown Academy Royal Burgh of Wick Community Council Library Stakeholder Group The Highland Council The Highland Council Head Teacher, Hillhead Primary School North Primary School Highlife Highland Chair, North Primary School Parent Council North Primary School Parent Council Highlife Highland Wick High School
Apologies	Tom McIntyre Brenda Jones Eric Baijal	Wick High School Parsons Brinckerhoff South Primary Parent Council

Item	Action
1.0 Minutes and Matters Arising Minutes of meeting 18 th September approved. SS gave details of community facilities opening times.	

2.0 Progress Update: Campus

RM gave a progress update; Hub is working on the detailed design. THC staff are reviewing room layouts with the schools. Miller has started to tender work packages.

3.0 Progress update: North of the River Primary School

The project is near to the end of Stage 1 (outline design). Some final design issues are being clarified between THC and Hubco. Some comments received on planning application. A meeting about Safe Routes to School with school and Parent Council representatives will be held shortly.

4.0 Phasing Proposals

AD of Miller Construction presented phasing proposals for each site. A copy of presentation to be added to THC website. KA

PB queried how much of Pulteneytown PS car park would be lost during works. AD advised that it is not proposed to take any car park during Phase 1; AD advised that the drawing needs to be corrected. MC

LB queried when the relevant parts of Wick High School will be demolished. KA advised that this is not part of Miller's contract. THC to clarify timescale for this work. THC

5.0 Procurement update

AD explained the three procurement methods to be used and the value of each work package. Ad is meeting with four local contractors in Wick shortly to explore potential for them to be involved in the project. The main sub-contractors are obliged to maximise use of local companies. Presentation to be added to the THC website.

6.0 Supply chain engagement

HS advised that tenderers for Stream 1 and Stream 3 contractors are evaluated on the amount of local engagement they propose.

HS advised that a supplier engagement day was held in Inverness recently. Forty one companies attended. The focus on this was to identify companies who could take on apprentices for the Inverness Campus project. Miller is working with the Construction Industry Training Board and Inverness College to recruit trainees.

Once the Inverness College is finished, trainees will move on to the Wick projects to complete their apprenticeships.

HS advised there is no geographical barrier for the selection of apprentices. Support will be available for accommodation costs, if needed. The criteria for selection will be the best people for the jobs. HS advised that potential trainees need to register on the CITB website. CITB visits schools to encourage pupils interested in construction careers to encourage them to register.

People expressed concern that this approach will not maximise opportunities for school leavers in Wick.

TM advised that he was not aware of this process, or the deadline. HS to follow up with High School representatives. HS

AD advised that the approach outlined above is Miller's template for taking on apprentices; this is not the only action.

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- Graduate employment: Miller propose that this will be done via sub-contractors' existing graduate schemes. Miller still have to finalise their proposals for graduate recruitment. *HS*
- 7.0 Safe Routes to School update**
 The campus Group is in the process of writing up its Travel Plan; this will be issued in January 2014.
 A meeting for the new North of River Primary School is to be held. *THC/RM*
- 8.0 Approach to naming of new schools**
 The four HT's to produce a combined proposal in January 2014. *HT'S*
- 9.0 Transitional arrangements**
 RM advised that Graham Nichols, the Area Education Manager, will lead the process of planning the transitional arrangements; This will cover the full range of issues, including staff matters, moves and transport. To start in January 2014. *GN*
- 10.0 Any other competent business**
- 10.1 Land to North of the River Primary School
 GR queried whether the land next to the MMGA outside the school can be used for allotments. PS advised there is no technical problem with this. RM advised this would go ahead.
- 10.2 Comments on planning application
 AF queried why members of the group had not made comments on the plans issued on the e-planning website. It was noted that the stakeholder meetings offer an opportunity for members of the group to comment.
- 10.3 Pupil involvement in review of detailed design
 EB-K queried whether pupils are involved in reviewing the room layouts currently under discussion with the school.

 PS confirmed that pupils were consulted during the development of the floor plans. TM advised that pupils will be consulted following Faculty Head review of the room layouts. PS noted that pupils may wish to be more involved in the design of the open plan spaces. PS to agree with HT's. *PS*
- 10.4 Consultation on detailed layouts for the community facilities
 SS advised that users will be consulted once the draft detailed layouts are provided by Miller's designers and sub-contractors. *HLH (SS)*

 The pool manager will invite all users of the pool and gym to be involved in the review of the Community Facility Proposals. *HLH (SS)*
- 11.0 Date of Next Meeting**
 24th February 2014.

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