

**PARSONS  
BRINCKERHOFF**

**Date & time:** 24<sup>th</sup> February 2014  
**Venue:** Wick High School  
**Contract title:** Wick High School  
**Contract No:** 3511443A/NMW  
**Purpose:** Wick Stakeholder Group

<b>Attendees:</b>	Ron Mackenzie Bill Fernie Lilian Wark Pat Bowers Gail Ross (Chair) A. Sargent Andy Somerville Scott Alexander Robert Macdonald Ewen Pearson Ruan Peat Traylan Peat Catherine Patterson Sindy Rudhall Allan Farquhar John Whiley Philip Shannon Ken Allan A. Budge Simon Swanson Arlene Farquhar Lesley Henstridge Keith Moncur Rebecca Machin Tom McIntyre Philip Shannon Brenda Jones	The Highland Council Elected member Head Teacher, Pulteneytown Academy PS Head Teacher South Primary School Elected Member South Primary School Parent Council Miller Construction Miller Construction Highlife Highland Hillhead Primary Parent Council Highlife Highland Caithness Disabilities Awareness Panel Tannach & District 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 Highlife Highland Chair, North Primary School Parent Council North Primary School Parent Council Highlife Highland Wick High School Wick High School The Highland Council Parsons Brinckerhoff
<b>Apologies</b>	Eric Baijal	South Primary Parent Council

<b>Item</b>	<b>Action</b>
<p><b>1.0 Introductions</b>                      RM introduced the following:                      Scot Alexander Regional Director, Miller Construction                      Andy Somerville, Project Director, Miller Construction</p>	
<p><b>2.0 Minutes and Matters Arising</b>                      Minutes of meeting 18<sup>th</sup> November approved, with the following amendment :                      Item 4.0: PB advised that LW had raised a query about the capacity of the remaining Pulteneytown PS car park (Not PB)                      LW queried how much of Pulteneytown PS car park would be lost during works. AD</p>	

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advised that it is not proposed to take any car park during Phase 1; AD advised that the drawing needs to be corrected.

Details of community facilities opening times currently proposed in the contract that the Council will have with Hub North Scotland Ltd:

**Community Facility Building:**

On all days except public holidays – Monday to Friday 7am to 10pm

Saturdays - 9am to 4pm.

Sundays – 10am – 4pm

**School building and outdoor facilities:**

Term times – Monday to Friday 6pm to 10pm

Saturdays 9am – 4pm

Sundays 10am to 4pm

School holidays – as for the Community facility

**3.0 Progress Update: Campus**

RM gave a progress update; the work packages are out to tender, with Hubco due to provide a Stage 2 submission by 7<sup>th</sup> March. Financial Close and contract agreement is due by the end of March. RM noted that funders will be carrying out due diligence reviews of the contract. There is also a significant amount of legal documentation to be completed, as this is only the second school in Scotland to be procured by means of this new contract.

RM noted that there is a four week mobilisation period following contract award. The construction period is 22 months, with handover to the Council due at the end of February 2016/

Primary Schools – move in from 11<sup>th</sup> April 2016

Secondary School – move in will depend on timing of SQA exams. The Head Teacher and Area Education Officer will work out the details, giving priority to the interests of pupils

If there is a slight delay, there is room within the programme to avoid delay to the opening of the schools

**4.0 Progress update: North of the River Primary School**

The work packages are out to tender. Work has now started on site (enabling works)

The contract is due to be awarded on 11<sup>th</sup> April 2014, with the main works starting on 28<sup>th</sup> April. The handover of the school is due on 10<sup>th</sup> July, with all external works due to be completed by the end of February 2016.

There are still risks associated with this programme, as the contract award depends on the work package tenders coming in within budget.

**5.0 Design update**

GW outlined the change in the profile of the campus building, which now avoids a recessed area on the roof (which would have been difficult to water proof and would be prone to nesting birds).

GW advised that the detailed design is now well advanced, with design reviews taking

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place between the Hubco team and the Council staff.

GW clarified that the details of the layout of the community facilities are still being finalised between Highlife Highland and Hubco. Highlife Highland will meet representatives of users of the community facilities to go over the detailed layout. This will also be presented at the next stakeholder meeting

GW clarified that the roof is a not a flat roof; it will be a metal roof. There will be measures taken to prevent seagulls nesting on the roof (note this is a planning conditions). LW advised that there is a kite hawk used at Pulteneytown, which the pupils put out on non windy days. Seagulls are a serious problem, as they try to take food from anyone eating in the playground.

*HLH*

## **6.0 Miller Construction update (AS)**

### **6.1 Apprenticeships**

Twenty four applications received; interviews held in Wick and Thurso. Most are interested in joinery apprenticeships. Millers will now match the candidates with opportunities in their work package contractors. The Construction Industry Training Board (CITB) will organise training courses at Thurso College. The CITB will also assist in locating companies to take on these apprentices.

### **6.2 Supply chain engagement**

MM Miller has been appointed as the main contractor for the enabling works. MM Miller will use local sub-contractors for specialist trades, e.g. electrical works.

Miller Construction has met with local contractors. Some of the works packages on the Campus are too big for local contractors, but Miller is encouraging larger contractors to partner with local companies. The main M&E contractor (Vaughan Engineering) is speaking to local companies to do parts of the M&E works. Miller is also looking at options to make work packages more attractive to local companies, including purchasing materials themselves and issuing to sub-contractors.

The North of the River Primary School packages are small enough for local contractors to take on.

### **6.3 Communication and Engagement**

AS advised that Miller is very keen to create good relationships with the local community. Miller will provide one week work placements to school pupils to help them understand the range of careers available in construction

Miller will do regular newsletters to schools and residents near the site. This will include advance warning of the forthcoming construction activities, so that they are aware of noise etc. in advance.

### **6.4 Q&A**

How many people will be on site in Wick at any one time?

North of the River: peak of 150-160

Campus: peak of 250

## **7.0 Safe Routes to School update**

KA advised that School Travel Plans have now been produced for each site. KA formally thanked all those (parents, staff, pupils) who have been involved in developing these Plans.

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KA has circulated these plans. The next steps for the Education Service to review the proposals with the Council's Technical Services (TECS) staff.

The local Roads Officer, Iain Moncrieff, is already working on the development of proposals for one way traffic on Ackergill Street. This will now proceed to public consultation.

Anyone who has not received a copy of these plans, please email KA on [ken.allan@highland.gov.uk](mailto:ken.allan@highland.gov.uk)

*NOTE*

KA advised that update plans for each site are available on the Council's website.

The Council will be issuing a project newsletter very shortly; this will include details of how to access the latest plans.

## **8.0 Approach to naming of new schools**

LW, PB and AB presented a proposal that has been agreed with all four PS HTs

Publicity in John O Groat Journal and Caithness.org 24<sup>th</sup> April'

Suggestions invited from all parents, pupils and other interested parties. All suggestion forms to show proposed name and reason for suggesting it. Forms will go out to parents and will be available at Council offices. Suggestions can also be made via email.

Deadline for suggestions: 12<sup>th</sup> May

All suggestions will be compiled into two lists (one for north, one for south)

Shortlists of three to be generated each by Pupil Councils and Parent Councils

There will be a ballot w.c 30<sup>th</sup> May. Each pupil will have one vote, each home will receive two votes, members of the community will also be able to vote. People will only be able to vote in the school catchment area where they live. This will be clarified on the ballot papers.

*HT'S*

Votes will be counted by Council staff

The winning names will be announced on 6<sup>th</sup> June

PB noted that secondary school pupils can put in suggestions and vote in the community ballot.

LW noted that the school name will apply to the south of the river Primary School, not the whole joint campus

The publicity will advise that the current school names should not be used. This will be noted on the suggestion papers.

Suggestion forms and ballot papers will also be available in the Library.

*HT'S*

RM advised that the cost of the ballot would be met from central funds.

## **10.0 Transitional arrangements**

Graham Nichols, the Area Education Manager, introduced himself.

The Commissioning Group will start at the end of this school session

The Staffing Transition Group will start to meet next week. Exact numbers of support staff required will not be finalised until nearer the time. There are discussions going on with the teaching Trade Unions about the process for appointing and redeployment/transfer of promoted staff. Proposals will be announced once this process has been agreed.

*GN*

BN noted that changes will arise from the Scottish Government commitment to a

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minimum of 600 hours per year of early years education and wrap-around care will have an impact on the staffing requirements. GN noted that Early Years team will be part of the Transition Group.

CB asked about transition arrangements for the Community Facilities; the emphasis in the meeting is on the schools, very little has been said about the Community Facility. SS advised that Highlife Highland will be part of the Transition Group. SS advised that HLH will organise a meeting with local users to review the proposed layout of the Community Facilities, once HLH has completed its review with the Hubco team. SS noted that this will relate to the detailed layout, not the overall scope of the facilities (which has not changed from the original scope). RM advised that the layouts will be added to the Council website in due course.

*HLH*

*KA*

## **11.0 Any other competent business**

### **11.1 Public display of proposals**

AF advised that the proposals have been on display at Tesco. Members of the public have asked for 3D views of the North Primary school from Leith Walk and looking up Girnigoe Street. GW advised that that Hubco is checking the cost of this. These will be added to the Council website

*GW*

AF noted that there is some concern about the impact of the sports hall on the adjoining houses.

SS advised the Community Facilities proposals will be displayed in the Library and Swimming Pool once HLH is satisfied that they are workable from an operational point of view.

*HLH*

### **11.2 Programmes**

An updated programme will be issued w.c. 3<sup>rd</sup> March.

*RM*

### **11.3 Project cost**

RM noted that the quoted cost of the project (£54m) excludes inflation. Once inflation is added (note this is construction cost inflation, not retail price inflation), the total cost is approximately £56m.

RM noted that the total project budget will be shared with the community once the contract has been let.

### **11.4 Bus service to the campus**

BJ confirmed that campus car park has been designed to allow service buses to come onto the school site. GR to raise at the next Transport Forum.

*GR*

## **12.0 Date of Next Meeting**

19<sup>th</sup> May 2014.

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