

## New Broadford School and Community Hub Working Group (NBS&CHWG)

(aka Broadford stakeholder group)

Minutes – meeting 13, Microsoft Teams, 07 December 2023, 4pm

Attendees	Initials
<b>Highland Councillor</b>	
John Finlayson	JF
<b>Stakeholders</b>	
Gordon Bell representing Kate Forbes MSP	GB
Hamish Fraser, Broadford and Strath Community Council	HF
Nicholas Kelly, BYC	NK
Shirley Grant, BSCC	SG
Doreen MacPhie, BHC	DM
<b>Highland Council Officials</b>	
Pamela Burns, Corporate Communications	PB
Paula Chapman for Julie Corcoran, HLH Libraries	PC
Dorothy Gibb, Principal Estates Officer	DG
Mhairi MacDonald, Area Education Manager	MM
Roddy MacLeod, HLH Youth Development Officer	RM
Jenny MacRae, Estates Co-ordinator	JMR
Mark Rodgers, ECO, Housing and Property	MR
<b>External Officials</b>	
Phil McCaherty, HIE	PMc
James Swinnerton, LSHA	JS
<b>Apologies</b>	
Stephen Atkins, Head Teacher	
Robert Campbell, Estate Strategy Manager	
Julie Corcoran, HLH Head of Libraries	
Norma Morrison, BSCC	
Calum Munro, Councillor	
Simon Swanson, HLH Head of Investment and Programme Mgmt	

### Abbreviations:

B&S Community Council – Broadford and Strath Community Council  
BSCC – Broadford and Strath Community Company  
BHC – Broadford Hall Committee  
BYC – Broadford Youth Club  
Cllr – Councillor, The Highland Council  
FC – Football Club  
HIE – Highlands and Islands Enterprise  
HLH – High Life Highland  
LSHA – Lochalsh and Skye Housing Association  
MSP – Member of the Scottish Parliament  
NBS&CHWG – New Broadford School and Community Hub Working Group  
PC – Broadford Primary School Parent Council

Item	Discussion and comment	Action
1.	<p><b>Welcome and apologies</b></p> <ul style="list-style-type: none"> <li>• Apologies: As above</li> <li>• Meeting opened by DG until JF joined.</li> <li>• Round screen introductions due to resuming full Stakeholder Group Meetings.</li> </ul>	
2.	<p><b>Highland Council update</b></p> <ul style="list-style-type: none"> <li>• Continue working on school design and entering Stage 3 of the design process.</li> <li>• Minor changes to the internal layout all now on the ground floor.</li> <li>• Working on at design of external site, drainage, levels.</li> <li>• Aim to submit Planning Application by April 2024.</li> <li>• User Group meetings will commence in the New Year – School users, staff, pupils, ASN, Library and Service Point staff.</li> <li>• HF – Looking at April 2024 for Planning application submission?</li> <li>• DG – That's the timescale we are working to. We are on track and school needs to be completed by end of 2025.</li> <li>• HF – that's why I raised the question about the Planning submission. Initially, submission was to be September this year and concerned that the process is not being slowed down.</li> <li>• DG – Planning Service is aware of the project coming forward. We are working to finalise the finer details and want to ensure as much information is submitted with the application.</li> <li>• JF – Planning application needs to be submitted at the right time. We don't want to rush an application and it needs to be detailed.</li> <li>• DG – Previously, there may have been a need for the Planning to be submitted to coincide with the community group's funding applications. Discussions have taken place with the community group and the best way forward is for the Community Group (SCIO) to submit a Planning in Principle Application (PIP) for the AWP, and this is recommended by Mark Harvey, Team Lead Portree Planning office.</li> <li>• JF – Going forward, there will be two separate Planning Applications?</li> <li>• DG – Yes – Community will submit a PIP, and we/THC will submit full application for the new school.</li> </ul>	
3.	<p><b>Review of stakeholder group membership (Agenda order changed to have item #4 Community update given before item #3)</b></p> <ul style="list-style-type: none"> <li>• JF – Membership needs to be reviewed and updated.</li> <li>• DG – SCIO now formed and suggest this is the umbrella organisation going forward. SCIO would disseminate information to other community groups.</li> </ul> <p>We have a long list of community organisations represented with some people representing more than one group. Would be good to simplify the list for efficiency.</p> <p>Going forward, the New Primary School Stakeholder group focus would be the new school build.</p> <ul style="list-style-type: none"> <li>• JF – We know the school is going ahead so school stakeholder group will be mainly school representation. Community project will be community representation.</li> <li>• HF – Maybe we don't need to have meetings so often but still feel the need for community involvement and keep the Stakeholder Group as is.</li> </ul>	

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	<p>It's important for the community to have dialogue with the Council on the school build going forward. The SCIO will take care of the AWP and Pavilion side of things.</p> <ul style="list-style-type: none"> <li>• JF – We need the right people to represent the right groups. People's roles and representations have changed and needs to be reviewed.</li> <li>• HF – Would like this group to remain for now.</li> <li>• JF – SCIO has worked very well, and they are a definitive body that will lead on the community project.</li> </ul> <p>For next meeting, we will look at a draft Terms of Reference for a new school only and discuss the makeup of the school Stakeholder Group then.</p> <ul style="list-style-type: none"> <li>• SG – Parent Council, Community Council, SCIO representation at school Stakeholder Group</li> <li>• NK – Stephen Atkins can be approached for Parent Council members.</li> <li>• JF – Normally two Parent Council reps?</li> <li>• DG – Will work on reviewing the Terms of Reference and tidying up membership of the group.</li> </ul> <p>Highland Council will continue to liaise with and assist the SCIO on funding opportunities, the pitch and pavilions, etc.</p> <ul style="list-style-type: none"> <li>• JF – need to have correct contacts for groups.</li> </ul>	
4.	<p><b>Community update</b></p> <ul style="list-style-type: none"> <li>• SG - SCIO has been registered and charity number allocated – South Skye Community Campus</li> <li>• South Skye Community Campus SCIO website is being finalised and should be available within a few weeks.</li> <li>• Positive meetings with SFA and with Sports Lab. Gathering information to assist with funding applications.</li> <li>• SFA have confirmed there is no requirement to have a Planning Reference number and they have extended their application submission deadline to end of February 2024.</li> <li>• Working on the pavilion design.</li> <li>• NK – Suggested could wait to do combined application for the AWP pitch and changing pavilion with the school planning application.</li> <li>• DG – Suggested best to proceed with the PIP and explained the PIP process. A simpler and straight forward Planning Application that would generate a reference number. This number should meet the criteria for any funding applications that may be required vs waiting until the school planning application is submitted and assigned a number.</li> </ul> <p>An approved PIP will include reserved matters that need to be addressed and this basically a list of conditions and detailed information that Planning Service require. Local Planning Officer has also agreed, PIP is the way forward.</p> <ul style="list-style-type: none"> <li>• Community funding group met with Sports Lab who, as external consultant, can provide details for pitch design, costings, and oversight.</li> <li>• JF – Agree the PIP is the way forward. The school is going ahead and when work starts, there is scope for contractors to assist with the community group on their project.</li> <li>• SG – Discussed options on using local contractor to create AWP platform and then get specialist in for final layers.</li> <li>• JF – Draft Sports and Leisure Facility Strategy paper has gone to Education Committee and will go to full committee.</li> </ul>	

Item	Discussion and comment	Action
	Sport Scotland CEX was in attendance and supports the paper going forward.	
5. <b>Future meetings</b>	<ul style="list-style-type: none"> <li>• JF opened meeting to the floor.</li> <li>• PC – Library and Service Point will be in the new school. Further discussions will be held about shelving, equipment etc.</li> <li>• MR – Committed to this important project. Timelines are tight but we are progressing this and it won't be too long until ground is broken. Looking forward to this project happening and getting over to Skye to see progress.</li> <li>• HF – Confirm the Library will contain the Service Point?</li> <li>• JF/PC – Yes, the Service Point will be in the library.</li> <li>• JS – Update on Campbells Farm. Compass completing 8 housing units, and these should be ready early next year. Currently going through planning matters and warrants for another 18 units.</li> <li>• MM – Exciting time in the school for staff and pupils. Can't wait to see things developing.</li> <li>• GB – continue to investigate and look out for funding options.</li> <li>• PB – Corporate Communications here to help and support the project going forward.</li> <li>• JF – Suggest a press release/ update on the Broadford Project.</li> </ul>	
6. <b>AOCB</b>	<ul style="list-style-type: none"> <li>• DG – Will have information on outside layout in the New Year.</li> <li>• JF – May have updated Parent Council representatives in the New Year.</li> </ul> <p>Thank you to everyone.</p>	
7. <b>Date of next meeting</b>	Thursday 25 January 2024 4pm – Microsoft Teams	