

# Beauly Primary Stakeholder Group Meeting Minutes Meeting No. 3

## Microsoft Teams

1 March 2022 at 5.30 pm

Present	Organisation	Initials
<b>Stakeholders</b>		
Lynsay Boyle	Parent Council	LB
Sarah-May Finnegan	Parent Council	SMF
Siobhan Grieger	Parent Council	SG
Seona Fraser	Beauly Community Council	SF
Steven MacKenzie	Beauly Shinty Club	SMK
Jenny English	Parent Council	JE
Judith Whitelaw	Gala Tots Club	JW
<b>Councillors</b>		
David Fraser		DF
<b>Highland Council</b>		
Robert Campbell	Estate Strategy Manager	RC
Tracey Fraser-Lee	Head Teacher (Beauly PS)	TFL
Dorothy Gibb	Principal Estates Officer	DG
Susie Lockett	Teacher (Beauly PS)	SL
Alan Paul	Estates Officer	AP
Fiona Sangster	Estates Co-ordinator	FS
Simon Swanson	Head of Investment & Programme Management HLH	SS
<b>External Officials</b>		
Finlay Black	Operations Manager Robertson Construction	FB
Mark Boyle	WSP Project Management Team	MB
Martin Craig	Regional Bid Manager Robertson Construction	MC
Connor Higgins	WSP Project Management Team	CH
<b>Apologies</b>		
Emma Knox	Councillor	

Agenda item	Action
1. Welcome and apologies	

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<ul style="list-style-type: none"> <li>• DF welcomed everyone to the meeting and introductions were made.</li> <li>• Apologies had been received from Cllr Emma Knox..</li> </ul>	
<p><b>2. Terms of Reference and Stakeholder Attendees</b></p> <ul style="list-style-type: none"> <li>• A draft Terms of Reference document has been prepared and DG would like this to be finalised.</li> <li>• The Terms of Reference to be circulated along with minutes of this meeting.</li> <li>• DG and DF reminded the group that the Terms of Reference can be updated at any time throughout the project and additional members can be added to the group if necessary.</li> </ul>	
<p><b>3. Design Update</b></p> <ul style="list-style-type: none"> <li>• DG noted that work continues on the feasibility for the new school.</li> <li>• MB informed the group that the feasibility stage involves looking at a number of factors including the initial concept, the location of the building on site, one versus two storey building, placing of pitches, any specific requirements and basically working out how we can achieve all of these things.</li> <li>• MC added that the team at Robertsons were looking at building orientation, position, layout, form, and existing buildings etc. They are also performing early reviews of structures and services particularly around energy efficiency.</li> <li>• DF asked for a timescale for coming back to the group with any initial ideas.</li> <li>• DG shared information on the alternative analysis that is being prepared as part of the feasibility and explained the reasons for preparing it.</li> <li>• Criteria to use for comparisons are identified and data gathered on each for all of the potential school building options being considered. For example, one or two storey school building, retaining the old gym building for the nursery, demolishing all current buildings on site.</li> <li>• The alternative analysis will then help determine which option is feasible, meets the criteria and is economically viable to build and operate.</li> <li>• DG shared that at present the information gathered shows retaining the old gym building for the nursery is unlikely to be a preferred option.</li> <li>• MC confirmed that Robertsons are including the option of retaining the old gym building along with other alternatives.</li> <li>• SG enquired as to the capacity of new building planned, and also the ultimate capacity if the forward planning options were built in the future.</li> </ul>	RC

Agenda item	Action
<ul style="list-style-type: none"> <li>• DG explained that the initial plan was for a building with 2 nursery classrooms and 6 primary classrooms with the option to add 2 more classrooms if required in the future.</li> <li>• RC explained that a 6 classroom school would have capacity for 145 pupils, and an 8 classroom school would have capacity for 225 pupils.</li> <li>• This significant difference for an additional two classes is due to staffing requirements - 6 classrooms would mean having composite classes which reduces the number of pupils permitted in each class. Straight, single stream classes are allowed to have more pupils.</li> <li>• DF noted that the emerging Local Development Plan for the area anticipated a lot of development in Beauly beyond a 15 year horizon and he requested reassurance that what we are planning takes account of this.</li> <li>• DF proposed that a drop in session be arranged locally for members of the public when possible.</li> <li>• DG thought that it would better to wait until the end of the feasibility stage before arranging a drop-in session but noted that in the meantime, she could meet individual groups on the site if required and had already met with the shinty club representative in this format.</li> <li>• MB agreed that WSP would also be keen to attend a drop in session once the feasibility stage has been completed.</li> <li>• SI enquired if the 6 classrooms planned for the new building would be large enough to accommodate the additional pupils if the school required to have straight classes in the future.</li> <li>• DG explained that all classroom metrics would allow for the maximum number of pupils per class.</li> </ul>	
<p><b>4. Transition</b></p> <ul style="list-style-type: none"> <li>• RC noted that phasing and sequencing of the project had been discussed at previous meetings.</li> <li>• THC are currently making plans to bring modular units to the site to allow for the flat roofed buildings to be vacated and demolished to free some space on the site.</li> <li>• It is looking unlikely that we will be able to retain the stone gym building and this may affect timescales.</li> </ul>	
<p><b>5. Community Benefit</b></p> <ul style="list-style-type: none"> <li>• MC confirmed that this project is part of a framework that revolves around KPIs (Key Performance Indicators) and therefore requires community engagement and social value activities. Katy Cameron is the key person at Robertsons on this subject and will attend the next stakeholder meeting to give a presentation to the group.</li> </ul>	
<p><b>6. AOCB</b></p>	

Agenda item	Action
<ul style="list-style-type: none"> <li>• SMK asked if the suggestions made by the shinty club at the recent site meeting with DG and AP had been considered.</li> <li>• The shinty club has offered to allow THC to use an area of unused ground on their site if it will be of use to the school.</li> <li>• AP has discussed the suggestions with TFL and this will be looked at in more detail after the feasibility stage.</li> <li>• DG thanked the shinty club for their offer.</li> <li>• DF noted that this was good example of early interaction with the local community.</li> <li>• DF asked if there was a page dedicated to the Beauuly project on the THC website.</li> <li>• Link to the website to be circulated to the group.</li> </ul>	FS
<p><b>7. Date of next meeting</b></p> <ul style="list-style-type: none"> <li>• 29 March 2022 5.30 pm via Microsoft Teams</li> </ul>	