

The Highland Council
Park Primary School - Stakeholder Group
Minutes of Meeting No.2
Tuesday 11 January 2022

Attendees	Initials
Highland Councillors	
Councillor Pauline Munro	PM
Parent Council Representatives	
Elizabeth McPhail (Chair of Park Primary PC)	EM
Lisa Butcher (Chair of South Lodge PC)	LB
Suzie Legge	SL
Claire Morrison	CM
Marie Mitchell	MM
Karen Anderson	KA
Hugh and Christina Mackenzie	HCM
Donnie Calder	DC
Kerry Russell	KR
Cheryl Connon	CC
Kerry Mckeown	KM
Community Representatives	
N/A – Future meetings	
Park Primary	
Karen Cox, Head Teacher	KC
Nikki Campbell, Depute Head Teacher	NC
Highland Council Officials	
Robert Campbell, Estates Strategy Manager (Chair)	RC
Sarah Gitsham, Estates Officer	SG
Fiona Sangster, Estates Co-ordinator	FS
Hayley Cameron, Education Officer	HC
Laura Burns, Project Manager	LB
Apologies Councillor Maxine Smith, Councillor Carolyn Wilson, Councillor Michael Finlayson, Michael Aitchison, David Hayes-MacLeod, Simon Swanson – HLH	
Minute Sarah Gitsham	

Item	Discussion and comment	Action
1.	Introduction and apologies	
1.1	RC welcomed members to the group and noted apologies for those not in attendance.	Note
2.	Minutes of previous meeting	
2.1	Minutes agreed as accurate.	Note
3.	Works at Invergordon Academy - update	
3.1	RC provided an update on the works undertaken at Invergordon Academy for Park Primary – All modular units now signed off and occupied.	Note
3.2	Concerns from Parent Council regarding condition of the playground, drainage issues and lack of gritting walkways – SG advised that drainage is being looked at as well as the potential to tar an area in Playground 2. Gritting of walkways is separate to the project and will be reviewed with the Facilities Team.	SG
3.3	Parents also raised queries over the Nursery gates and whether the closures can be lowered, or locks added – SG detailed that the closure height is such because of Accessibility requirements and cannot be changed. Fire and Building Control regulations also rule out locks being added to gates as this stops the possibility of emergency escape. Concerns are noted, however there are limitations over what can be changed.	SG
4.	Demolition of work - update	
4.1	SG advised that tenders for the demolition project are due back by mid-February, with an aim to have the contractor on site by the end of February. April is estimated to be the completion date. Definitive programme of works to be confirmed and relayed to the team once Contractor is appointed.	SG
5.	New school build project - update	

Item	Discussion and comment	Action
5.1	<p>RC shared images of the current suggested locations for a new school on the site:</p> <ul style="list-style-type: none"> • Option A – 2 storey building located on the west side of the site • Option B – 2 storey building located on the east side of the site • Both options will require investigations into current transport routes and car parking availability • Both options will have capacity for future expansion needs; the extent of which will be dictated by the various requirements and site constraints • Both options will also include the potential to include the library and service point, subject to further discussions • Future use of the Anderson centre and adjacent tennis courts will also be reviewed 	Note
5.2	It was confirmed that there are no current plans to relocate South Lodge to Park	Note
5.3	KC did not foresee any issues with the new building being 2 storey – noted however that sufficient ASN space will be an important factor for the school.	RC/SG
5.4	SL queried whether the existing green space can be retained on the site – this will ultimately be dictated by which option is chosen, but there will be sufficient green space to meet school needs.	Note
6.	Date of next meeting	
6.1	Meeting to be arranged before pre-election period in the Council which commences on the 14 th of March.	SG RC/SG
6.2	Robertson's are to be invited to join the next Stakeholder meeting and introduce the key members of the project team.	
7.	AOCB	
7.1	LB-SL raised the issue of South Lodge Primary requiring extensive roof repair – RC to review project status and forward on.	RC Note RC/SG
7.2	Potential for Community Benefits to be discussed with Robertson's at future meetings.	
7.3	Website will continue to be updated.	