

The Highland Council
Park Primary School - Stakeholder Group
Minutes of Meeting No.3
Monday 7 March 2021 at 6PM
Via Microsoft Teams

Attendees	Initials
Highland Councillors	
Not present	
Parent Council Representatives	
Elizabeth McPhail Suzie Legge	EMSL
Park Primary	
Karen Cox, Head Teacher	KC
Highland Council Officials	
Robert Campbell, Estate Strategy Manager	RC
Sarah Gitsham, Estates Officer	SG
David Hayes-MacLeod, Head Teacher	DH
Steven MacIver, Education Officer	SM
Derek Martin, Area Care & Learning Manager	DM
Fiona Sangster, Estates Co-ordinator	FS
Gordon Stewart, Education Advisor	GS
High Life Highland Officials	
Simon Swanson, Head of Investment & Programme Management	SS
External Officials	
Finlay Black, Operations Manager, Robertson Construction	FB
Mark Boyle, Project Manager, WSP	MB
Connor Higgins, Project Manager, WSP	CH
Chris Packham, Regional Bid Manager, Robertson Construction	CP
Apologies:	Councillors Michael Finlayson, Pauline Munro, Maxine Smith, and Carolyn Wilson.

Item	Discussion and comment	Action
1.	Introduction and apologies	
1.1	DM welcomed everyone to the meeting and introduced Gordon Stewart to the group. GS will be the point of contact for the school, parent council and community for the project.	Note
2.	Minutes of previous meeting	
2.1	The minutes of the meeting held on 11 January were approved.	Note
2.2	SG gave an update on the subject of tarring at Invergordon Academy. A meeting is to be held on Thursday (10 th) to establish size of tarred space required and whether a basketball court sized area could be instructed. 1. KC to discuss with school staff, pupils and parents and get back to SG ahead of Thursday's meeting.	KC/SG
2.3	EM asked if the area at the Leisure Centre entrance that was prone to flooding during heavy rain was being looked at. 1. SG confirmed that Compass had been asked to review this area and repair works will be instructed asap.	SG
2.4	EM expressed concern about the possibility of seagulls nesting on the roofs of the modular units. KC noted that seagulls are an ongoing problem in the area and that she had previously had eggs removed under licence at the old school building. Councillor Smith had also previously provided funding to help with the seagull problem in Invergordon. 1. DM suggested that KC and GS discuss this with the local Maintenance Officer in advance of the nesting season in May to look at ways to pre-empt any issues.	KC/GS
2.5	RC noted that the re-roofing works required at South Lodge Primary were to be approached in a phased manner along with some other planned works at the school. 1. DH had received an email from Peter Wallace indicating a start date of 8 April subject to Building Warrant approval and tendering.	Note
2.6	RC introduced FN and CP from Robertson Construction, and MB and CH from WSP.	Note

	<ol style="list-style-type: none"> 1. Noted that Robertson's have also been appointed to carry out the projects for three other new primary school buildings in Highland which are running slightly ahead of the Park project. 2. FN and CP will be working on the project through the pre-construction and construction stages. 3. MB and CH will be working on the project right through to occupation. DM noted that it was good to see the project team evolving and having external people involved now too. 	
3	Demolition works - update	
3.1	SG informed the group that the demolition team had been expected on site in February but there is now a 2-week delay as a result of a requirement for a further asbestos survey. Awaiting confirmation of the programme which SG will share when available.	SG
3.2	RC noted that a press release would be issued ahead of the demolition work commencing. <ol style="list-style-type: none"> 1. DM suggested that GS prepare for the demolition and press release by checking for any final items to be retained or documented e.g., photographs of the building. 	Note GS
3.3	EM asked if the school would be marking the demolition with the pupils as it might be difficult for some to see their old school building demolished. <ol style="list-style-type: none"> 1. KC to ask the Education Psychologist how best to approach this with the pupils. 	KC
3.4	SG informed the group that the old games hall building will be retained for use as welfare accommodation during the construction of the new school. No decision has been made on its use thereafter.	Note
4	New school build project update	
4.1	RC informed the group that the Project Team have a meeting with Planning on Wednesday for pre-application advice. This is an opportunity for the team to share initial thoughts with Planning and others on site layout etc. and to go through the details with them and get their feedback. Planning will then provide an advice pack within 4 weeks which will allow the design to be further developed.	Note
4.2	RC shared some images that the Architect has provided with options for site layout. There are 8 options in total which considered location of the building, road access, parking/drop-off, playing fields and multi-use games area.	Note

4.3	The tennis court and skate park site across from the school are also available for consideration as part of the school campus. The road network will be a key consideration for Planning	Note
4.4	Robertson's will give a more detailed presentation at future meetings when the layout options have been further developed.	Note
4.5	Discussions are to take place with SS regarding the possible relocation of the Service Point and Library.	RC
4.6	Workshops and displays for staff and parents will be arranged when the plans are more developed.	Note
4.7	EM asked if issues with the nesting birds could be considered at the design stage. RC confirmed that this would be considered.	Note
4.8	DM suggested that Robertson's might work with the school and pupils sharing knowledge on Eco-schools for example. FB confirmed that this is something they have done before and would be happy to do with all the Invergordon Schools.	Note
5	AOCB	
5.1	<p>The Terms of Reference for the group had been shared and was reviewed during the meeting.</p> <ol style="list-style-type: none"> RC noted that there was a standard remit to include all parties. Pupil representatives to be identified further on in the project. DH had noted that the South Lodge Parent Council were keen to be involved as the new Park Primary School will affect the whole town. DM noted that although they would be welcome at meetings, they were not required to be there. It is important to ensure that the Park parents have a clear voice. 	Note
6	Date of next meeting	
6.1	25 April 2022 at 6PM via Microsoft Teams (meeting was subsequently cancelled).	