

**Ness Castle Primary School
stakeholder group meeting 4
1 July 2020**

Annotated agenda in lieu of meeting

1. Welcome and Covid update

Thank you to everyone who responded to the previous annotated agenda with positive messages regarding the way in which we are continuing to move forward and communicate with stakeholders, despite the unprecedented situation we find ourselves in.

The Stakeholder meetings will continue in this form versus in person meetings, until such time that H&S issues pass. However, we are considering the feasibility of the next meeting being conducted using a video meeting system (e.g., Microsoft Teams, or Skype meeting). We will provide more information on this in due course.

Please feel free to submit questions or comments and we will share these with the group through this annotated agenda format. When commenting on a particular agenda item, please reference the specific Agenda numbered item as appropriate. Submit your questions and comments to CLestates@highland.gov.uk. Your comments and responses to collated questions will be issued before the next meeting date – see Item 8 below.

For other enquiries please email Dorothy Gibb at Dorothy.gibb@highland.gov.uk.

2. Terms of reference

Councillor Callum Smith has agreed to be the Chair for this Stakeholder Group so we have now finalised the Terms of Reference – see attached.

We still hope to include a representative from any of the new housing developments within the school catchment area, so again, please let us know if you are aware of someone who might be interested and we can add them to the group.

3. Design update

The project team has continued to work on refining the internal and external layouts and design for the school. Everyone is working from home and we have been using video conferencing to go over specific focus areas and discuss drawings and layouts. The focus of the work has been in reviewing specific areas in order to refine the various work packages. For example, mechanical and electrical, externals, fixed and

loose furniture, access control. Alongside this, we have been working on responses for the planning conditions.

Within The Highland Council team, we have continued to liaise with our internal Users Groups including staff in the Early Years and Teaching, Facilities Management, Catering, Safer Routes to School, school transport, and others.

As mentioned before, the planned school opening date of August 2021 will not now be achieved due to the ongoing situation and we are continuing to review the implications of this. However, our ability to continue to work during this period means that the project will be in a better position to resume once restrictions are lifted.

4. Planning update and planning conditions

Work continues on assembling information to discharge the planning conditions, with emphasis on pre-commencement conditions. Planning permission for the school includes twenty-six planning conditions on a range of items, most of which are pre-construction requirements.

As information packages are developed, we will coordinate with Planning for their approval and subsequent discharge of planning conditions. Planning condition #11 requires consultation with local Members on parking and drop off. To meet this condition during the current COVID related restrictions, we are developing a presentation for a video meeting which we hope to arrange for mid-July.

5. Transition

As noted before, there is no information to report on this item at this time. Transition will become more relevant as we progress through the project. The head teachers of Holm and Lochardil primary schools, and specialist education staff continue to be involved in the design and development process.

6. Community benefits

We continue to seek suggestions for possible community benefits that may be provided by the contractor team as part of the school project. Community Benefits is a key element of a major project of this kind and we are keen to identify any proposals. Selected proposals will be taken forward by a dedicated member of the contractor's team.

We are pleased to announce that the Inverness Botanic Gardens has agreed to work with us on the project. The High Life Highland staff at the Gardens includes an education specialist who can work with Holm and Lochardil Primary Schools through the community benefits scheme, introducing them to the work of the Botanic Gardens, and to help them to grow and establish gardens of their own at their

individual schools. This partnership will then carry on with new Ness Castle Primary School when it opens. The Inverness Botanic Gardens is so local to all three schools that partnering with the Gardens we hope will benefit not only the local schools but also the broader community.

7. AOC

No further business to report.

8. Date of next meeting

26 August 2020.