

# Ness Castle stakeholder group meeting 7 minutes

## Microsoft Teams

9 June 2021 at 6:30pm

Present	Representing
Gail Beverage	Holm Community Council; Ness Castle resident
Murray McCheyne	Holm Community Council
Scott McRoberts	Holm PS Parent Council; Minister, Church of Scotland, Inverness St. Columba; Ness-side resident
Maria De La Torre	Lochardil & Drummond Community Council
Donna Grant	Lochardil PS Parent Council
Ruth MacKay	Head Teacher, Holm PS, THC
Audrey Kellacher	Head Teacher, Lochardil PS, THC
Fiona Shearer	Area Care & Learning Manager, THC
Kenny Murray	Education Adviser, Capital Estates Projects, THC
Robert Campbell	Estates Strategy Manager, THC
Dorothy Gibb	Principal Estates Officer, THC
Fiona Sangster	Project Co-ordinator Estates, THC
Steven McRoberts	Contract Manager, Kier Construction
<b>Apologies</b>	
Evelyn Miller	Cleaning & Facilities Management Manager
Finlay Niven	Project Manager, Kier Construction

Item	Discussion and comment	Action
1.	<b>Welcome and Covid update</b>  RC welcomed everyone to the meeting. Meetings will continue to be held on Microsoft teams until it is safe to return to in-person meetings. However, as it is working so well in this format, DG suggested that we continue to meet on Teams unless there is a specific need to meet in person at any time.	
2.	<b>Recommend and confirm stakeholder attendees, terms of reference</b>  <ul style="list-style-type: none"><li>Ian Soden has stepped down from Lochardil Parent Council. Donna Grant was welcomed to the meeting as their new representative.</li><li>A representative of Inverness Royal Academy still to be identified. FS to contact them again.</li><li>Terms of Reference to be updated, issued and then confirmed at next meeting.</li><li>If any group members are aware of anyone in the community who would like to join the stakeholder group, please forward contact details to Fiona Sangster.</li></ul>	FSangster
3.	<b>Contract update</b>  <ul style="list-style-type: none"><li>RC confirmed that the contract has been awarded to Kier Construction.</li><li>Work has started on site and should be complete for the new school to open in August 2022.</li></ul>	

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	<ul style="list-style-type: none"> <li>Information on progress and the various stages of construction will be reported at future meetings.</li> <li>MMC noted that it was good to see work starting on site, but despite the press release and information on THC website, GB had been contacted by local residents of Ness Castle who had been unaware that work was about to begin.</li> <li>Concerns were also raised about vibrations being felt in their homes whilst the roller was in operation.</li> <li>Suggestion that information of what is happening on the site is sent to MMC for posting on the Facebook residents page.</li> <li>SMR informed the group that communication is important to them and typically the contractor would do letter drops, notice board displays etc. to notify residents of any potential issues and will ensure that this is done in future.</li> <li>SMR to arrange to have environmental monitoring carried out to check noise levels etc.</li> <li>SMR noted that the cabins currently on the north side of the site would be moving to the south side once access has been established so there should be less impact on residents when that takes place.</li> <li>FS to pass on Steven McRoberts' email address to Community Council members to enable them to contact him directly with any concerns.</li> </ul>	SMR  SMR  FS
4.	<b>Contractor introductions</b> <ul style="list-style-type: none"> <li>Steven McRoberts will be representing Kier Construction at early meetings, with Finlay Niven, Site Manager joining in future.</li> </ul>	
5.	<b>Pre-construction planning conditions</b> <ul style="list-style-type: none"> <li>There are 26 planning conditions for this project, some of which are pre-construction conditions.</li> <li>Kier have submitted evidence for all but one of the pre-construction conditions.</li> <li>Kier will be progress reporting to THC on a monthly basis.</li> <li>DG noted that the project was going forward as authorised by Planning. Any changes to the existing plans will require THC to go back to Planning for authorisation.</li> <li>MMC asked about the site levels as Holm CC had expressed concern about the height of the pitch over-looking nearby gardens. Are the current site levels going to be the final levels?</li> <li>SMR shared a drawing demonstrating contours beside the nearby residents' gardens with existing ground levels and what will be the final levels.</li> <li>The final level of the pitch area will be approximately 500-600mm below current levels.</li> <li>The Nursery area will be approximately 800mm lower when finished.</li> <li>Landscaping will profile the ground to provide screening etc. so topsoil will be moved around site to allow for this. Surplus soil material is temporarily stockpiled at various locations</li> </ul>	

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	<p>over the site and will be relocated and re-used where needed. The current state of the site is only temporary.</p> <ul style="list-style-type: none"> <li>MMC enquired about the haul road that had been created by Barratts along the site boundary - SMR confirmed that this will be removed with a gentle slope of about 3m created towards the rear fence of neighbouring properties.</li> <li>RC noted that we intend to go back to Planning regarding the re-positioning of the pitches and this may benefit neighbouring properties.</li> <li>MMC mentioned that he had written directly to Simon Hindson, Planning Team Leader, to express Holm Community Council's ongoing concerns about the size and scale of car park. SH has responded saying he will be speaking to colleagues in Transport Planning.</li> <li>The project team have reviewed the car parking plans in response to recent concerns raised by Holm CC to Planning. The Team is confident we have achieved a good balance of parking/drop off and maintaining traffic flow and will be responding to Planning on parking and drop off concerns.</li> <li>ScottMR noted that the angled parking at the main entrance was a welcome change and suggested that the same be done at the nursery car park. DG noted that this is not possible at the nursery area because unlike the main entrance, it is not a one-way flow route.</li> <li>DG noted that Kier's design team are in communication with Planning on parking and access and are addressing the transport planning team's comments.</li> <li>MDLT asked if any of the Planning Conditions covered active travel. DG confirmed that a School Travel Plan is a requirement and had been drafted. The Travel Plan encourages the use of active travel by all associated with the school.</li> <li>The new Head Teacher will be responsible for ensuring that the school actively encourage active travel from the outset.</li> <li>DG offered to arrange a separate meeting with anyone concerned about the parking/travel arrangements and who may have missed the previous presentation given at the August 2020 stakeholder meeting.</li> <li>RC suggested that a member of the Safer Routes to School team attend a future Stakeholder meeting. FS to arrange.</li> </ul>	FS
6.	<p><b>Staffing and migration</b></p> <ul style="list-style-type: none"> <li>Fiona Shearer noted that although THC has a good idea of the staffing numbers for opening, this will depend on pupil enrolments nearer the time.</li> <li>Plan to advertise the Head Teacher post in August with a start date of October 2021.</li> <li>Depute Head Teacher to be in post for January 2022, with a Principal Teacher in post for Easter 2022.</li> <li>This will ensure Senior Leaders are in place for opening and will allow for planning and preparation well in advance.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Looking at 12 primary classes capacity but again this will depend on pupil enrolments.</li> <li>• Hope to start communicating with local families to find out what their intentions are with regard to moving to the new school or staying at their current school.</li> <li>• A Transition Group to be put in place. KM to liaise with the Education Officer.</li> <li>• There is a process to go through to identify a name for the new school with involvement from prospective pupils and parents. Fiona Shearer to liaise with Parent Councils early in the new session. When in post, head teacher will co-ordinate on this with pupils, parents and carers as well as on school uniform and colours, badges etc.</li> </ul>	KM
7.	<b>Community benefits</b> <ul style="list-style-type: none"> <li>• As part of their contract, Kier have submitted their Community Benefits proposal.</li> <li>• Stakeholders have already identified some options for benefits and are encouraged to let Fiona Sangster know of any further suggestions as local knowledge can be very useful.</li> <li>• AK noted that the sooner we can get children involved with the new school, the better and asked that Kier come in to visit the local schools and engage with the children. RMK and AK to liaise with StevenMcR with suggestions for this.</li> <li>• MMC confirmed that the landowners are happy for the notice board previously suggested to be taken forward. SMR and MMC to liaise directly on this.</li> </ul>	FShearer
8.	<b>AOCB</b> <ul style="list-style-type: none"> <li>• KM noted that consultation with potential pupils and parents will be a challenge as the school population has yet to be identified.</li> <li>• Consultation also needs to begin with Holm and Lochardil Primaries as the new school has implications for them too.</li> <li>• Moving-in time to be considered at an early stage, from Easter 2022 onward, and from an educational point of view this will be part of the new Head Teacher's remit.</li> <li>• Allow planning time from Easter 2022 in order for the school to fully function on the first day of the new session in August.</li> <li>• Fiona Shearer noted that not all staff at the new school will be newly appointed as some may already be employed by THC and will move to the new school.</li> <li>• There is currently no residents group at Ness-side although some families have already moved in. ScottMcR as a Ness-side resident offered to keep them informed of developments.</li> <li>• MMC asked if August 2022 opening was in fact achievable. StevenMcR noted that Kier were committed to the handover date but know that we are currently working in a challenging environment with lots of factors influencing progress but</li> </ul>	All

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	<p>assured the group that if there was a potential problem, THC would be notified straight away. If THC are made aware of a problem the Stakeholder Group will be consulted on how we go forward.</p> <ul style="list-style-type: none"> <li>• RC suggested a Plan B should be prepared – for example, scaling back the opening for certain year groups first, or opening certain parts of the building.</li> <li>• Kier will engage with THC and HT to programme works around migration. Plan and co-ordinate activities to work together.</li> <li>• DonnaG suggested a Virtual notice board or Blog/Vlog to keep the community informed of what was happening with the build, but also for the pupils to get to know the building and the staff before they actually moved in there.</li> <li>• Fiona Shearer noted that staff will be visiting both Holm and Lochardil once they were appointed but agreed that Donna's suggestion was a good idea and one that the new HT could take forward once appointed.</li> <li>• SMR informed the group that Kier can produce 3D scan where people can go online and virtually walk through the building.</li> </ul>	
9.	<p><b>Date of next meeting</b></p> <p>Wednesday 8 September at 6.30 pm on Microsoft Teams</p>	