

New Broadford School and Community Hub Working Group (NBS&CHWG)
(aka Broadford stakeholder group)

Minutes – meeting 10, Microsoft Teams, 29 September 2022 4pm

Attendees	Initials
Highland Councillor	
John Finlayson	JF
Stakeholders	
Stephen Atkins, Head Teacher	SA
Gordon Bell Representing Kate Forbes MSP	GB
Anthony Davies	AD
Hamish Fraser, B & S Community Council	HF
Shirley Grant, BSCC	SG
Malcolm Henry, BSCC- Project Manager	MH
Nicholas Kelly, BYC	NK
Angus MacPhie, BHC	AM
Doreen MacPhie, BHC	DM
Norma Morrison, BSCC/PC	NM
Highland Council Officials	
Robert Campbell, Estate Strategy Manager	RC
Julie Corcoran, HLH, Head of Libraries	JC
Dorothy Gibb, Principal Estates Officer	DG
Mhairi MacDonald, Area Education Manager	MM
Willie MacKinnon, Ward Manager	WM
Brian MacLeod, Architectural Technician	BM
Roddy MacLeod, HLH, Youth Development Officer	RM
Jenny MacRae, Estates Co-Ordinator	JMR
Alan Paul, Estates Officer	AP
Gordon Stewart, Education Advisor to Estates	GS
Apologies	
Allan Gunn, ECO, Communities & Place	AG
Neil Hope, BSCC	NH
Phil McCaherty, HIE	PM
Cllr Calum Munro	CM
Simon Swanson, HLH, Head of Investment Programme	SS

Abbreviations:

B&S Community Council – Broadford and Strath Community Council
BSCC – Broadford and Strath Community Company
BHC – Broadford Hall Committee
BYC – Broadford Youth Club
Cllr – Councillor, The Highland Council
FC – Football Club
HIE – Highlands and Islands Enterprise
HLH – Highlife Highland
LSHA – Lochalsh and Skye Housing Association
MSP – Member of the Scottish Parliament
NBS&CHWG – New Broadford School and Community Hub Working Group
PC – Broadford Primary School Parent Council

Item	Discussion and comment	Action
1.	<p>Welcome and apologies</p> <ul style="list-style-type: none"> Apologies: As above Mhairi MacDonald and Julie Corcoran are new to the group and introduced themselves. RC – Future Stakeholder Meetings are to be recorded for the purposes of Minute Taking and recordings deleted after minutes approved. No objections noted to recording meetings. 	
2.	<p>Minutes and actions from last meeting</p> <ul style="list-style-type: none"> Amendment – Simon Swanson was an apology for last meeting. Previous Actions: Brian MacLeod was to meet Angus /Nicholas – Not met yet, Angus and Nicholas to take forward. <p>Minutes from previous meeting agreed: Malcolm Hendry – Proposed; Hamish Fraser – Seconded.</p>	NK/AM /BM
3.	<p>Project and design update</p> <ul style="list-style-type: none"> RC shared update presentation. Updated site plans and floor plans shared with group. Meeting held on in-service day with school staff user groups to give update. SA – was good to have update but plans had changed from previous meetings. RC – trying to standardise design as much as we can in the schools we are building. Passivhaus design is a learning curve for all of us. DG – Community wing no longer attached to school – we have been able to move rooms around and make better use of space that is available to us. <p>The programme for the scheme shows a planning application being submitted in March 2023, to follow on from a 3-month Pre-Application Notice period (potentially October to December).</p> <ul style="list-style-type: none"> Pre-application period includes public consultation events; it is proposed that events will be held in Broadford and online. The Planning Committee meeting dates for 2023 have been confirmed; we are targeting 9 August meeting, with the 12 September meeting as a fallback. It is proposed that the application would also include the community facilities (artificial pitch and changing pavilion). This is based on construction work starting on the school building in October 2023 with completion by March 2025. The demolition of the existing school buildings would be carried out separately thereafter. Confirm arrangements for public consultation events; one in-person event (comprising two separate time slots) and one online event: propose this is held at the Hall on a Tuesday with time slots to be confirmed. <p>Primary pupils will have the opportunity to view the display boards, plans etc., and make comments at a separate event in the school.</p> <ul style="list-style-type: none"> Continue to develop the Stage 3 design and work with user groups over the rest of this year to allow a planning application to be lodged in March. Meeting to be arranged with High Life Highland and Service Point staff to review layout. 	DG

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	<ul style="list-style-type: none"> Continue to work with the community hub representatives to develop the supporting information for funding applications and to meet timelines. Continue to contribute to the review of the Council's capital programme. RC – Shared site and internal plans. DG – school building may be pulled forward to allow more space at back of school to allow for MIUGA. Public access from Coop to new Housing development – route still to be decided. Orientation of all-weather pitch is to be changed/corrected on drawing. Void area above library and dining room – one or both areas considered to be floored to create future proofing of school expansion or break out spaces. Plans have been sent back to design team for changes. Once updated plans received, further engagement with all user groups. AM – Can the community access the badminton courts from a separate entrance? RC – Yes – can be designed and managed to accommodate this. Storage has been provided in the plan for school and community use. NK – Clear access is required for community users and is there a kitchen area community can use? RC – Nurture Room will have kitchenette facilities, and this can be used after school hours. JC – Library will have its own external access? DG – Yes. School security is important, so separate accesses are being designed for public to library area. There will be meeting rooms and some office space for Service Point staff and community use. JC – There is a member of staff in HLH that would need a workspace. RC – Hot desk arrangements can be made. MH – Suggest a lobby area for community access to badminton court - possibly through the store cupboard? Direct access to the court from outside could damage floor. BM – When would the community be using the court? RC – Need secure lock down areas during school day and access agreements to be agreed with community user groups. HF – Could the plans be shared with the group? DG/BM – updated plans are very close to completion and would rather circulate the most up to date plans once complete. SA – Security is high priority and child protection. Would like more consultation on design. DG – Further discussions with school to take place and use of internal spaces. MH – Is there a divider in the hall? If not going in straight away, can provision be made structurally for a divider? 	DG
4.	<p>Funders update</p> <ul style="list-style-type: none"> Funding meeting with NM, SG, RC and JMR took place last week. SG – Sport Scotland funding application – how to access the bigger fund? RC – Met with Sport Scotland and Douglas Wilby, HLH, Director of Sport and Leisure. Continuing to move forward on this and what is required to apply. JF – Push forward with a meeting with CEX and Sport Scotland to get funding application progressed. RC – Sport Scotland still very keen to engage with us and the project. Sport Scotland won't commit to grant amounts at this stage. A tactical approach may be required. JF – GB, what is your previous experience with working with Sports Scotland. Are they a match funder? 	JF/RC

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	<ul style="list-style-type: none"> • GB – Looking across the Highlands, there are a lot of other projects coming on stream. I would suggest applying sooner rather than later to Sport Scotland. • RC – Second Games Hall court could be incorporated into any applications as an “in kind contribution”. • SG – I thought THC and Sport Scotland were working together to come up with a more strategic approach to our type of project? • JF – Should be happening and discussions ongoing. Nothing finalised and specifying projects, has not happened yet. • RC – Broadford Project is at a relatively advanced stage so would be in a very good position for funding. 	
5.	<p>Review of capital plan</p> <ul style="list-style-type: none"> • Review is under way on the cost pressures on projects. • A report was approved at the Council meeting on 22 September updating progress on the major school capital projects and the review on the cost pressures facing the Council’s capital programme. • The priorities for a bid to Phase 3 of the Scottish Government’s Learning Estate Investment Programme were agreed and will include the other 3 primary schools (Beaul, Dunvegan and Park) being taken forward with Robertson Construction Northern, and the benefits of this approach were set out. • A recommendation to reaffirm the Council’s commitment to the LEIP Phase 2 projects at Broadford Primary School and Nairn Academy was also agreed on 22 September 2022. • Link to Committee Report of 22 September 2022. Item 13 LEIP - Highland Council The Highland Council 	
6.	<p>AOCB</p> <ul style="list-style-type: none"> • SA – Cabinet Secretary for Education visiting the school next week. • Agree Consultation Meeting dates Contact Antony Davies for booking Hall for Consultation Events Tuesday is possibly a good day for meeting. 2-3pm slot 4.30 – 5.30pm slot • Agree next Stakeholder Meeting date – 	RC/DM /AD
7.	<p>Date of next meeting</p> <p>Stakeholder meeting January 25 2023 at 4pm – Microsoft Teams</p>	