

THE HIGHLAND COUNCIL
CULLODEN ACADEMY STAKEHOLDER GROUP

Minutes of Meeting No. 2
Wednesday 24th March 2021 at 7 PM

Attendees:	<p><u>Highland Councillors</u> Councillor Glynis Campbell-Sinclair Councillor Ken Gowans Councillor Andrew Jarvie Councillor Duncan MacPherson Councillor Trish Robertson</p> <p><u>Parent Council Representatives</u> Jeni Alexander (Chair) Allyson Hill Graham Hopper</p> <p><u>Community Representatives</u> Catherine Bunn, Culloden Community Council Jason Hasson, Highland Parent Council Partnership Kevin Reid, Ardersier and Petty Planning Partnership Gillian Spalding, Balloch Community Council</p> <p><u>Culloden Academy</u> Dr James Vance, Head Teacher Alan Robertson, Principal Teacher</p> <p><u>Highland Council Officials</u> Finlay MacDonald, Head of Property and Facilities Mgmt. Fiona Shearer, Area Education Manager Robert Campbell, Estate Strategy Manager Philip Shannon, Consultancy Manager Sarah Fraser, Principal Architect Alex Dickson Lead Architect Jane Day, Estates Officer Laura Burns, Project Manager</p> <p><u>High Life Highland Officials</u> Richard Hanna, Facility Manager</p>	<p>GCS KG AJ DM TR</p> <p>JA AH GH</p> <p>CB JH KR GS</p> <p>JV AR</p> <p>FM FS RC PS SF AD JD LB</p> <p>RH</p>
Apologies:	<p>Councillor Carolyn Caddick Odette Gordon, Culloden Academy Nikki Mackenzie, Smithton Community Council Craig Steedman, HLH Emma Thompson, HLH</p>	
Minute:	<p>Jane Day</p>	

ITEM	DISCUSSION/COMMENT	ACTION
1.	INTRODUCTION	
1.1	RC welcomed everyone to the meeting.	
2.	ELECTION OF CHAIR	
2.1	JA was nominated by TR and seconded by GCS to chair this meeting and all future meetings. A substitute would be nominated in advance if JA was unable to attend.	
3.	MINUTES OF PREVIOUS MEETING	
3.1	The minutes of the previous meeting were agreed.	
4.	UPDATED TERMS OF REFERENCE	
4.1	The Terms of Reference were reviewed and agreed with some minor amendments.	
5.	PROJECT UPDATE	
5.1	RC shared a presentation. The following are the subsequent questions and answers.	
5.2	AH: Will the new modular units be the same as the ones at Duncan Forbes? RC: The units at Duncan Forbes are bespoke nursery layouts. The ones at Culloden will generally be standard 5-bay units, comprising 2 bays for each classroom and a central bay for toilets, cleaner's cupboard and stores.	
5.3	JA: Is the project still financially okay? RC: The funding is secure in the capital programme and there is ongoing discussion with senior management about a future review of the programme for future years. We are also reviewing Developer Contributions due over the coming years.	
5.4	GCS: How are we going to manage children crossing the road with all the new developments that are happening? RC: We have appointed Engineers and other consultants to advise on this and other related matters through the design and planning process.	
5.5	GCS: There were approximately £100K of developer contributions for Woodside of Culloden that were earmarked for Culloden Academy, is this still available? RC: There is a working group for developer contributions that meets regularly, and this will be raised at the next meeting. CB: The press article for the new synthetic playing field at UHI identified that some developer contributions had been allocated to that project. KG: Shared a link to the article which stated that the UHI project has a budget of £1M with funding from Sportscotland, Inverness College UHI's Foundation, Highland Council developer contributions and the Town Centre Regeneration Fund. GCS: Confirmed KG statement.	RC

	RC: Will confirm the position.	
5.6	<p>GH: What are the key risks and opportunities for the project, and will these be presented at future meetings? Also, what protection measures will be in place during the construction phase?</p> <p>RC: A Risk Register will be produced identifying all risks and this will be included in the Stage 1 Report. The project team and CDM advisor will closely monitor the works ensuring all necessary procedures are in place and are followed. Morrison will also have their own procedures and policies.</p>	
6.	DESIGN OVERVIEW	
6.1	SF shared a presentation. The following are the subsequent questions and answers.	
6.2	<p>GCS: Appreciated the building needs to be energy efficient but would like to see pupils at the school have an input into the design of the build. Capacity of the school is a concern with all the new housing schemes. Could the Archaeology Report be shared with the group when available?</p> <p>KG: The Conservation Area has been deleted and this can be found on the Highland Council website.</p> <p>KG would like to see something more innovative. Also, would like the building to fit in with the landscape and environment.</p> <p>SF: This project is at a very early design stage. The team will take comments on board, but the buildings are just footprints at this stage. The building will be designed to meet the high energy efficiency targets set for all new school builds which will impact on the form of the buildings.</p> <p>RC: We work closely with colleagues in Planning on the school roll forecasting process. The methodology has been improved in recent years and this has resulted in more accurate projections.</p>	
6.3	<p>TR: Concerned about timescales and finances, would like to see more emphasis on the Phase 1 project.</p> <p>RC: A masterplan has to be produced to look at the overall campus. If a new secondary school is built at East Inverness, then this would affect what we eventually do at Culloden Academy in the long term.</p>	
6.4	<p>DM: Why have we decided to demolish the two houses?</p> <p>RC: The houses must be demolished to accommodate two of the modular units within the site.</p>	
6.5	<p>GS: Can the third building be at the front, with car parking at the rear of the school? Would be nice for more landscaped, green spaces at the front of the school. What impact does the building have on the main road?</p> <p>CB: What is the long-term vision for the building's green spaces, cycle routes and pedestrian routes? These should encourage walking and cycling to school. Will the site be softened and shaped with landscaping?</p>	

	SF: Discussions are ongoing within the team and with colleagues. This is a work in progress as we are still at an early design stage.	
6.6	AH: Would like to see more of the design. Culloden Academy is 40 years old and still looks modern. Why is the old site being used for further car parking and playing fields? RC: A life expectancy of a new school building is at least 60 years. If we refurbished the existing building, then we would not achieve a further 60-year life span. Due to the school roll, there might be a requirement for a fourth pitch. However, we can look at other uses for this area, for example growing of food.	
6.7	AH: Can a one-way system be looked at throughout the site? SF: At the moment the burn access is only a pedestrian access but will take on board the comment.	
6.8	GH: The programme is tight for the key milestones. One key milestone, the appointment of the contractor, hasn't happened. RC: It is a tight programme however the project team will stay on top of this. The contract will be a design and build appointment for Stage 2 onwards.	
6.9	GCS: Where does the school fit in relation to dualling of the A96? Could we see an artistic impression of this? RC: We will review this.	
6.10	DM: The new Merkinch Primary School is a cross laminated timber structure with positive environmental factors. Could this design be considered? SF: We will take this on board for consideration in Stage 2	
6.11	JA: Who is the Client? RC: The Highland Council is the Client. The Estates Team liaise with the Head Teacher and other internal stakeholders, such as HLH, Catering and Cleaning. An organogram will be prepared to show the roles, responsibilities and communication lines for the projects.	
7.	FUTURE MEETINGS	
7.1	Meetings will be held monthly for the time being. Minutes and other relevant information will be uploaded to The Highland Council website (link below). https://www.highland.gov.uk/info/878/schools/845/school_estate_management/2	
8.	AOCB	
8.1	The next meeting will be held at 7PM on Wednesday 21 st April via Microsoft Teams.	
8.2	Meeting closed at 20.30.	