

**Madras Local Development Group
2nd November 2010**

Present: Ian Jones, Head Teacher, Madras College (Chair)
Adam Smallwood, Teaching representative, Madras College
Andy Primmer, Parent Council, Madras College
Ewen Sparks, Parent Council, Canongate Primary School
Andy Herd, Head of Community Use, Madras College
Jeremy Howard, St Andrews University
Sally Walker, Tayport Community Council
Kyffin Roberts, St Andrews Community Council

Attending Councillor Robin Waterston
Councillor Ron Caird
Councillor Donald MacGregor
Councillor Robin Waterston
Councillor Ron Caird
Colin McCredie, Service Manager, Property Service
Alan Paterson, Lead Officer, Property Services
Gordon Reid, Regional Manager, Parsons Brinkerhoff
Brenda Jones, Project Manager, Parsons Brinkerhoff
Rachel Reid, Project Architect, Aedas Architects

Apologies: Councillor Elizabeth Riches
Councillor Tim Brett
Morag Wilson

Item Description

44. Welcome and Apologies

Ian Jones welcomed everyone to the meeting and noted the apologies

45. Minute of Previous Meeting on 13th September 2010

The Group approved the minute of the previous meeting with no amendments and agreed that any matters arising were covered by the agenda

46. Project Update

Planning

Planning has responded to the screening application. The response has been positive in that they have indicated a full environmental study will not be necessary. Next step is to submit the PAN (Pre Application Notice) which will be submitted within the next two weeks. Public consultation meeting are to be held in Newport and St Andrews on 23rd / 24th November.

Andy Primmer asked if the Screening Opinion was in the public domain. Colin McCredie responded that it was but also noted that it was not available on the Fife direct web site. Colin to send on a copy to Andy.

Project Design Team

The meeting was advised that RLB (Rider Levett Bucknall) have been appointed as the Commissioning director for the project. Colin went on to introduce the members of the team present at the meeting, (Gordon Reid, Brenda Jones, Rachel Reid) and invited the team to present to the group.

Gordon Reid, Regional Manager, Parsons Brinkerhoff

Gordon confirmed how pleased the design team were to be involved in the project. Currently they

are taking time to get up to speed with the project, and have scheduled a series of meetings with council officers and the school in order to gain more detail and to progress the project. Gordon asked Rachel and Brenda to give the consortium's presentation given during the tender process in order to give everyone an understanding of the team

Rachel Reid, Project Architect, Aedas Architects

Rachel highlighted Aedas previous involvement with Fife Council on the PPP projects at Queen Anne and Beath High Schools and Anstruther Primary and Sports Facilities. Aedas philosophy being that every building is unique. Recent examples of work include

- Coatbridge High School
- Elgin Academy
- Tyncastle High School

Rachel went on to describe some of the issues to be considered during design and the approach to be adopted. In particular, the importance of the briefing process was highlighted in order that all parties to the project understand what is needed. Aedas have a R&D section which have developed software to interrogate potential designs in areas such as pupil movements, bottlenecks, and adjacency.

Brenda Jones, Project Manager, Parsons Brinkerhoff

Brenda gave an overview of the sustainability issues set out for the project and an explanation of the BREEAM process. Brenda went on to give a brief overview of the project management processes to be adopted, and a description of the balance of the project (brief / budget)

Following a question from the group, Colin McCredie went on to explain that the basis of the tender for the appointment for consultants is the OGC (Office of Government Commerce) framework. It was also highlighted that RLB (Rider Levett Bucknall) were the successful bidders. RLB have several sub-consultants appointed to the job. The Council will novate all of the design team to the contractor when they are appointed with the exception of the Project Manager, Quantity Surveyor and the CDM Co-ordinator. This option was chosen in order to give the council greater control of the design process and due to the planning risk associated with this project

Cllr Caird enquired if the methodology to get a finalised design was robust. Both Ian Jones and Colin McCredie confirmed that it was.

Cllr Waterston asked about time scales for presentation of initial designs. Brenda Jones replied that the programme is being developed at the moment as the design team meet with the stakeholders to determine needs and a final brief. Although they could not commit to a time scale at this point in time it is hoped to have a detailed programme available within the next few weeks.

It was confirmed that the Planning criteria for this project means that it would be classified as a major application

It was confirmed that the statutory consultation period for the School Scotland Act (movement of the school) starts on 3rd November. Information has been published on this and passed out, boards are to be set up in all feeder primary schools. Two consultation drop in events have been arranged (Newport and St Andrews) and other opportunities are being developed (parents evenings etc) in order to keep as many people involved as possible.

The next stages of the project were outlined

- Continue with wide engagement
- Ongoing statutory consultation to 22nd December
- PAN (Pre Application Notice) for Planning to be submitted
- Two sets of boards to be viewed at the public meetings (Newport and St Andrews) in order that both sets of information for the statutory consultations can be viewed at the same time
- Planning public consultation will take a period of three months

47 Any Other Business

It was agreed that a Project Plan was required in order to determine the most appropriate times for the Development Group to meet. It was agreed the group need to be informed of the design process

and progress of the design rather than being presented with the final solution.

48 Next Meeting

The chair thanked everyone for attending and agreed the next meeting should be held in late January early February 2011, date and location to be advised, dependent on the Project Plan.