

THE COLLEGE OF RICHARD COLLYER

MINUTES OF THE PREMISES SUB-COMMITTEE MEETING HELD ON TUESDAY 28TH SEPTEMBER 2010 at 9.30 a.m.

Present: Mr G R Baird, Mr I F Dumbleton, Mr M Hodgson, Dr J Johnston, Mr C J P Watney

Apologies: None

In attendance: Mr M J Emery, Mr S Gilham, Mr G Skipper, Ms N Whitehead,

In the Chair: Mr G R Baird

1. Declaration of interests

There were no declarations of interests.

2. **Minutes** of the meeting held on 29th June 2010 were approved.

3. Architect's Report

The architect reported that:

- a) Further meetings had been held with Farnrise Construction regarding snagging items which remained outstanding. Owing to the further delays in rectifying issues, the retention monies had been retained.
- b) With regard to the purge ventilation system for J201, BHP had provided a system specification for the system itself as well as clarified what building work would be required to the roof. Whilst there was a need to install it as soon as possible to enable more wide-ranging Chemistry experiments, it was agreed to wait until Farnrise had finished addressing snagging before starting new work.
- c) The Principal commented that complaints were still being received from staff in art and science concerning air quality generally. It was not unsafe (for example, carbon monoxide levels had been checked) but uncomfortably hot working in these areas.

Action: Fulcrum to explore whether i) the rooflights could be replaced to allow a greater flow of air or ii) air cooling could be a viable alternative.

- d) Following receipt of the original tenders for work in the Home Economics rooms (R101/102), further meetings had explored a reduction in the quoted costs of c. £220k. Whilst cut by more than half, this was still not within the College budget. An adapted scheme for R101 only had therefore been retendered and three bids received. The lowest bid had been received from Oakleigh Construction (at £20,436 excl. VAT but including screen), a company who had previously completed work for the college. It was hoped to complete this first phase of work in the two weeks starting from 19th October (to include the half-term break). A further phase of work to upgrade the facilities in R102 would take place over the next summer break to help spread the cost and avoid undue disruption. The Principal had written to the Wolfson Foundation to explain the change of approach and ensure they were content with some small changes in use of the grant.

Action: Fulcrum to:

- i) proceed with Oakleigh in respect of the work in R101;**

ii) check on power constraints in R102 to ensure there would be sufficient capacity for the new equipment.

iii) Prepare a tender for the second phase of work in R102 (to include appropriate protection of the audio-visual screen which would form the moveable wall between the two rooms)

- e) The architect reported further that he was meeting shortly with the Health and Safety Officer concerning reducing the fire escape route from one of the laboratories in the science building.
- f) Phase III had been resubmitted to HDC Planning Department to ensure that the approval remained valid for any future opportunity to proceed with this phase of the property strategy.
- g) The Premises Officer confirmed that the picture of John Dew had been hung in an appropriate site and that he was liaising on an appropriate caption to accompany it.

4. Director of Finance's Report (including consideration of minor improvements)

Paper: Director of Finance's Report – Premises Sub-committee 28th September 2010

The Finance Director reported that:

- a) The scheduled planned maintenance works were completed by the end of the summer holidays with the exception of refurbishment of the Buckle classrooms. This would be completed during the current academic year;
- b) A fully integrated fire alarm system- monitored in Premises and the LRC- had now been completed at a cost of c.£20k;
- c) Significant improvement to the English office had been undertaken to accommodate six teachers and their computers;
- d) New furniture had been provided for the LRC to accompany the additional computers;
- e) The Duckering Hall and canteen had both been redecorated.

5. Progress report: John Dew building

See Paragraph 3 above.

6. Review of Fulcrum contract

Agreed: Fulcrum should be retained on the same basis and cost as in the previous year on the basis outlined in Graeme Skipper's letter of 22nd September 2009.

7. Other matters arising from the minutes

- a) **Paragraph 4g) : Part II Minutes (Criterion h) Information considered to be commercially sensitive;**
- b) **Paragraph 5. iii) b):** The Fire Officer was content with the work carried out following his recommendations and no further visits were planned in the immediate future. The recent report from the fire consultant had suggested some further upgrading to include more detection in higher risk areas such as the loft space in the older buildings and new doors in the music area (which would also help sound-proofing). The total cost of the work was expected to be c.£10k and would be incorporated into the college's regular maintenance programme. The cost of providing fire breaks to the ceiling void was not yet known. The fire risk here was chiefly from cable/electrical faults (addressed through upgrading of the wiring and periodic testing) and lightning strike for which additional protection at a cost of c.£4k was planned by the college.

- c) **Paragraph 5. iii) d) :** It was noted that the Premises Manager was now confirmed as the Health and Safety Officer. He had updated the H&S policy as planned, for consideration by the H&S Committee at its next meeting in October. In response to the college's request, WSCC had suggested undertaking their review of safety in Hurst Road in June but had been advised by the college that it would be a better test when there was a full complement of students at the college. Further works were currently being undertaken to replace the traffic lights and provide tactile paving which might help to address the college's concerns but they had not been informed of the programme or its objectives and further examination would be required.
- d) **Paragraph 6:** the John Dew post project review had been submitted to the LSC but no response yet received.
- e) **Paragraph 8:** The Premises Manager confirmed that a carbon monoxide detection system would be wired in as an extension of the fire detection system;

8. Date of the Next Meeting: 1st March 2011 at 9.30 a.m. (F&GP to be moved to 11.00a.m.)

9. Meeting assessment

The Committee felt that the meeting had been effective in pursuing a balance between securing resources for subject areas but within sensible cost constraints. Action had been agreed to help address the continuing snagging issues with the John Dew building. It was reassured that proportionate measures were being taken to further enhance the safety of staff and students on the site and the immediate surrounds.

The meeting ended at 10.50 a.m.

Chairman.....

Date.....

NCW 29/09/10