

THE COLLEGE OF RICHARD COLLYER

MINUTES OF THE PREMISES SUB-COMMITTEE MEETING HELD ON MONDAY 20TH JUNE 2011 at 5.00 p.m.

Present: Mr G R Baird, Mr I F Dumbleton, Mr M Hodgson, Dr J Johnston
Apologies: Mr C J P Watney
In attendance: Mr M J Emery, Mr S Gilham, Mr G Skipper, Ms N Whitehead
In the Chair: Mr G R Baird

1. Election of Chairman

Mr Baird was re-elected as Chair following nomination by Mr Mick Hodgson, seconded by Dr Johnston.

2. Declaration of interests

There were no declarations of interests.

3. **Minutes (Parts I and II)** of the meeting held on 5th May 2011 were approved.

4. **Matters arising:** None

5. Architect's Report

Paper: Architect's report of 20th June 2011

The architect reported that:

- i) **John Dew Building:** Farnrise had expressed surprise and concern that there were still outstanding snagging items. Some had subsequently been addressed but the remaining had had to be postponed until the summer holidays to avoid disruption during exams;

Part II minutes (Criterion h): Information considered to be commercially sensitive

- ii) **Food and Nutrition:** The cost of the additional work to upgrade facilities in the Food and Nutrition area was expected to be £39k plus VAT with limited implications for supervisory fees;

6. Director of Finance's report

Paper: Director of Finance report of 20th June 2011

The Director of Finance confirmed that the first instalment of 45% of the YPLA grant funding allocated under the Sixth Form College Building Condition Improvement Fund had been received. Whilst feedback to management on the additional ventilation in the John Dew building had been favourable, the Chair reported some concerns from the Joint Staff Consultative Group about stuffy corridors and leaks in the bridge to the Rimbault building. The architect confirmed that further ventilation in the corridors would be difficult but that the bridge problems were on the snagging list. The Director of Finance also reported on a recent energy efficiency survey carried out by independent consultants to help address the need for an annual certificate. The advisory report was considered to be valid for seven years.

In terms of planned maintenance, the programme of summer works would amount to c. £45k, a large proportion of which would be covered by funding from the YPLA. The largest items were replacement ovens for the canteen, a security barrier for the Richmond Road car park entrance and repair work to the stonework on the grammar school building which had been supplemented by some precautionary measures whilst the scaffolding was in place.

7. Property strategy

Papers: Tender report of 20th June 2011

a) Capital funding

The architect reported that of the three contractors to whom tenders had been issued, two had responded by the deadline. A breakdown of costs for each of the eight packages of work was presented to the Committee for comparison (and where presentation of the bids had made this difficult, clarification from the two companies had been sought). The greatest difference in cost related to works in the Common room to include the staircase, partition and flooring. Whilst the cheaper bid in this area contained no detailed breakdown, none of this contractor's costs were claimed to be provisional which provided additional reassurance. Overall the bid from Cape Construction at c.£49k cheaper appeared the more competitive bid. The Committee confirmed that the contractor would be able to have use of the pavilion building to help keep the cost of preliminaries to the level quoted.

Members were pleased to note that the overall project costs of c. £376k covering all the desirable packages and including fees were currently expected to fall just within the YPLA grant of £380k. It was however considered prudent to have a contingency of c. 10% given the nature of the refurbishment which would fall to the college budget.

Timing was known to be tight and looked particularly challenging in respect of the canteen windows which might unfortunately, also for operational reasons, have to await the half-term holiday in October though well within the YPLA deadline of March 2012 for completion of the works. The pros and cons of temporary glazing or boarding were discussed. The other aspects of the project were less time critical in terms of student absence over the summer holidays although the foundations for the wall from which the fire escape staircase would be built would be checked. It was noted that the planning application had been submitted following the May meeting. Building regulations approval would be sought as the project progressed.

Recommendation: The Finance and General Purposes Committee should approve the appointment of Cape Construction as well as a contingency of £30k.

Action: i) Fulcrum to pursue with Cape Construction a detailed breakdown of costs in a number of areas as well as timing constraints and potential solutions to any problems, and ii) once received to instruct Cape Construction to start on site on 5th July with a target end date of 2nd September.

b) Future capital projects

The Principal reported that there was little expectation of further Government funding and that the college could not afford to take out additional borrowing for some time yet. All alternative avenues would be pursued, in order to address the next priority to update the older parts of the college estate. As such the Trustees to the Collyer Endowment had been approached to gauge whether any funding might be available from the Mercers' Company. The Principal had been invited to discuss this further with the Clerk to the trustees but their understanding was that funding was limited and a very strong case would have to be made.

8. Other matters arising from the minutes

- i) With regard to the proposed meeting with HDC and the hospital about the Hurst Road crossing, it was agreed the Premises Manager should pursue alternative contacts following restructuring at HDC **(Action)**;

9. Any other business

The Chair asked if the college had considered the use of photovoltaic cells to help save on energy costs. Whilst it was understood that the technology was still relatively new and that it may be a long time before savings could be realised, these or alternatives were considered worth pursuing given rising electricity costs.

Action:

- i) **Fulcrum to investigate the use of alternative sources of energy that might be applicable in the college context to include photovoltaic cells and zinc roofing;**
- ii) **Premises Manager to pursue similar enquiries, for example with the energy efficiency survey consultant.**

10. Date of the Next Meeting: Tuesday 27th September 2011 at 9.30a.m. (F&GP to follow at 11.00a.m.)

11. Meeting assessment

Members expressed a belief that the Sub-Committee was effective in prioritising activities within the constraints of the budget. Whilst they considered whether a longer term maintenance plan might be helpful, members felt that the current annual identification of priorities was effective.

The meeting ended at 6.30p.m.

Chairman.....

Date.....

NCW 20/06/11