

THE COLLEGE OF RICHARD COLLYER
MINUTES OF
THE ESTATES SUB-COMMITTEE MEETING
HELD ON MONDAY 5th FEBRUARY 2018 at 8.45 a.m.

Present: Mrs Sally Bromley, Mr Ian Dumbleton, Mr Martin Emery, Mr Robert Yorke

Apologies: Mr Richard Beckwith

In attendance: Mr Philip Harrabin (Quantity Surveyor-QS), Mr Robert Hardwick (Project Manager-PM),
Ms Nicola Whitehead (Clerk)

In the Chair: Mr Robert Yorke

1. **Declaration of interests** None
2. **Minutes (Parts I and II)** of the meeting held on 19th September 2017 were approved.
3. **Project Progress Updates:**
Papers: February 2018 reports from the Quantity Surveyor, Estates and Project Managers

a) **GB1:**

i) **Final account**

The Quantity Surveyor (QS) explained that he had held a further comprehensive meeting with Cheesmur, following which he had reviewed the final account. A response from Cheesmur was awaited.

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

ii) **Remedial works to the roof**

The Project Manager confirmed that the work to the roof had been completed and a 20-year guarantee obtained from Sarnafil, back-dated to 2015 to provide continuity from the original works. The overall cost was £59k within the agreed budget (see also item 4iii) below for Project Review). VAT had been considered payable given that the works were post completion (although understood to have been included in the defects list).

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

The Estates Manager confirmed that the building had remained water tight since completion.

[9.30 a.m. Mr Philip Harrabin left the meeting.]

iii) **Other items**

(Action: Project Manager to check with QS whether a full set of as-built Electrical and Mechanical drawings remained outstanding from the Contractor.)

4. **Post project reviews (PPRs)**

Papers: PPRs for the kitchen extension, CIF 2017-18 works and GB1 roofing; Appendix A for CIF works

i) **Kitchen Extension:** Members noted that the works had been completed at a sum of £260k, well within even the revised budget of £320k. The final retention would be paid 31st August 2018. All snagging works had been completed. In addition, the missing testing switch for the external emergency lights had now been installed with modification to the external sewer controls and pumps (altered during the kitchen building works) due to be completed shortly. The project evaluation identified that the contractor had performed well and there had been effective liaison with the Estates and Kitchen Managers as well as Exams Officer over the impact of the works and the desired results.

Members noted that the final Appendix A project sign-off had been seen at the last meeting. Whilst a favourable financial outcome, members agreed there were potential concerns if projects were initially overpriced in that they might be deemed unfeasible and opportunities for improvements could therefore be lost. In order to identify where differences had arisen, the Chair requested a revised draft with a detailed breakdown of the final account against the budget. Minor changes on tense to reflect completed works were also proposed.
(Action: Project Manager).

ii) **CIF 17:** The Project Manager's report confirmed that all works (including the postponed removal of asbestos from the boiler and tank rooms in the Estates area) had been completed in the sum of £128k. The PPR showed that this was within the CIF grant with an underspend of nearly £7k notified to the ESFA.

Members asked that the draft be expanded to show the detailed use of the contingency and to clarify the TMS costs. **(Action: Project Manager).**

iii) **GB1 roofing** (See also 3a) ii) above):

The Project Manager explained that, pending progress on the GB1 account, he had completed an interim review of the recent roofing repairs. Though delayed, these had now been completed and within the £60k anticipated. A PPR on the wider GB1 project was in preparation.

Members welcomed the interim report which reflected the issues which had arisen with the remedial works. Revisions were however requested by end February to take account of its wider intended audience, and most notably the March F&GP Committee.

(Action: Project Manager to revise the three post project reports in consultation with Clerk and Principal and circulate to the ESC in good time for the issue of F&GP papers on 27th February).

5. Review of Project Management Procedures

Paper: Project Management Procedures

Carried forward: Members agreed that the procedures merited more considered review than was possible in the time available and that discussion could usefully include the ESC co-optee who had kindly instigated them. Initial comments suggested that they were not being fully utilised in all instances, the reasons for which needed to be examined. The post project reviews could also usefully reflect their disciplines more closely.

6. CIF bid 2018

Paper: Project appraisals on project planning, value for money (including tender evaluation) and need

The Project Manager reported that an application for funding had been submitted in early December 2017 in the sum of £260k largely to replace windows, remove associated asbestos and address remedial building works. A response was not expected until April/May 2018.

Members were content with the tender evaluation and recommendation of award to West Sussex Joinery should the funding be made available by the ESFA. In order to be ready to undertake the work over the summer it was agreed that approval in principle of the spend and tender award should be sought at the Governing Body in March following endorsement by F&GP.

(Action: Project Manager and Clerk)

7. Draft Property Strategy 2018-21

Paper: Draft Property Strategy 2018-21

The Principal explained that she had reviewed the previous Property Strategy to include an up to date view of the site, current buildings and their functional suitability. A summary table reflected the main estates' work carried out in the period of the previous Property Strategy and associated costs. For example, £793,956 had been spent on minor works and refurbishment, £590,228 on essential work paid for by Condition Improvement Funding (CIF) and £1.2 million on the new GB1 Building (pending agreement of the final account).

Looking forward, the college currently had a relatively small loan so could afford to invest further in the college estate through, for example, a new building such as GB2. **(Action: Project Manager to check status of planning permission in relation to GB2 so that any possible expiry should not be overlooked).** However, the Room Utilisation Survey 2018 suggested that a further building would not yet be necessary given the space savings from many students moving to three A levels. That said, the strategy document did include a summary of planned and desirable estates and building work for the next three years. Funding for any works might be forthcoming from S106 money from the Broadbridge Heath development, due on the 900th completion, estimated to be 2019 and in the sum of c. £450k. **(Action: Principal to check latest position and review Appendix B Infrastructure Package to reflect realistic expectations).**

The Principal believed there could be scope for some improvement in the efficient use of space by better matching the number of students to the size of rooms and some possible timetable changes from September 2019. The demand for additional lab space was less marked than anticipated whereas the computer rooms were more consistently fully utilised. Whilst not all colleges appeared to undertake space surveys, she had been seeking to benchmark the Collyer's position within the S7, taking account of both social and learning space.

Progress on the recent Lettings Policy also sought to make optimum use of the College's resources. For example, agreement had been reached with West Sussex Music (WSM) to let the College's Memorial and Duckering Halls and classrooms for music teaching which was considered highly complementary activity, of interest to current and potential students.

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

8. Report from the Health and Safety Committee:

Papers: Minutes of the H&S Committee of 31st January 2018 and associated H&S Officer's report

Members noted the contents of the reports including the completion of all remedial work on electrical maintenance and that resulting from the latest fire risk assessment. There had been further staff take-up of flu jabs and health checks. Ventilation issues had also been addressed. The Finance Director drew attention to the issue of first aider capacity which was being increased through additional training. In the meantime a revised rota was designed to provide sufficient coverage by existing first aid staff. The Principal reported also on efforts to address an issue relating to a student's allergy.

9. Other matters arising from the Project and Estates Managers' reports.

Sports Hall Works 2018 – The Project Manager reported that works to the classrooms on the first floor of the Sports Hall were being planned for summer 2018. Costs were being clarified but

were expected to be covered by the College. It was proposed that Murray Birrell would once more be engaged to manage the contract.

Members agreed that due process would be needed on tendering, the budget and contract, involving F&GP and the Governing Body as required which could have implications for the timing and method of approval. A written resolution currently appeared to be the most feasible approach with advance notice given at the March F&GP and Governing Body meetings. The Chair requested that the details be circulated to ESC members in advance (**Action: Project Manager**).

Members noted also those items in the Estates Manager's report including the bricking up of the void area between the Duckering and JD buildings. This was designed to enhance the recent sound proofing through better sound separation.

10. Other matters arising from the minutes

The Clerk had been seeking a potential architecture student to join the ESC to no avail. Given the timing she would now focus her efforts on a first year student as their choices emerged.

11. AoB None

12. Meeting assessment: Members once more considered it essential to have had Philip Harrabin present at the meeting. Effective repairs to GB1 were encouraging as were developments on lettings. The new Property Strategy was welcomed in providing an updated picture of accommodation with ideas for both modest and more ambitious developments.

13. Date of the next meeting: Monday 18th June 2018 at 8.45 a.m.

The meeting ended at 11.00 a.m.

Chairman.....

Date.....

NCW 6/2/18