

THE COLLEGE OF RICHARD COLLYER

MINUTES OF THE ESTATES SUB-COMMITTEE
held on MONDAY 4TH MARCH 2019 AT 8.45 A.M.

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

In attendance: Mr Philip Harrabin (Quantity Surveyor-QS :Item 3a), Mr Stephen Duffy and Ms
Jessica Welling (HNW Architects: Item 4)] 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 IIa and b)** of the meeting held on 5th November 2018 were approved.
3. **Project Progress Updates:**
Papers: February 2019 reports from the Estates and Project Managers and GB1 Snagging list

a) **GB1:**

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

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

- b) **Planned maintenance:** The Estates Manager reported that the annual room audits had taken place and a preliminary list of improvements drawn up. Quotes were being sought for two larger projects (Buckle windows and roof, chimney and windows works to the Grammar School). The ESFA Building Conditions Survey had been positive about the College estate whilst recognising the GB1 problems and Grammar School priorities. Funding would come from the additional in-year funding of £151k (of which part would also pay for the HNW work) as well as remaining 18/19 ESFA maintenance funding, and all being well that for 2019/20 - usually paid in the summer. **(Action: FD to circulate finalised list of proposed works and allocation of funding prior to June meeting and liaise with Clerk re any necessary approvals);**

[09.40 Mr Stephen Duffy and Ms Jessica Welling joined the meeting].

4. **Property Strategy update/ Condition Improvement Funds (CIF) bid 2019**
Paper: HNW Masterplan, CIF bid 2019/20, HDC planning letter; Property Strategy paper for SMT January 2019.

HNW reported on the pre-planning discussions with HDC who had appreciated the coherent long-term plan and had been generally positive as well as pragmatic about the immediate priorities of Phases 1-3. These discussions were informing the preparation of two minor planning applications for Phases 1b and 3 to be made by mid-March. *(Post-script: Submitted 15th March)* Phase 2 did not require planning permission given that this was largely internal refurbishment and HNW confirmed that this was not a listed building. On this basis it was hoped that planning permission might be received by end April/ mid-May. **(Action: Clerk to put latest drawings on SharePoint once received by Principal).**

Members agreed that there should be a marketing strategy prior to submission of the applications reflecting an understanding of the (albeit relatively limited) impact on those neighbours closest to the College boundary and that planning permission already existed for GB2. **(Action: Principal)**

Regarding GB2, HNW described in more detail the considerations made in relation to safeguarding the established trees, removing the old sheds and design. The latter required reorientation of (now squarer) classrooms whilst retaining the principle of natural light and ventilation but with no direct view onto neighbours. The steel-framed, largely red brick building was now proportionately more interesting in design whilst remaining cost-effective. A structural engineer had not yet been employed pending the outcome of the CIF application but would be needed to look at, for example, the assumptions on foundations currently based on the GB1 construction.

The ground floor of Phase 3 (current Art Block) was intended to be flexible in use for study/ larger informal presentations and incorporate some form of coffee bar to relieve pressure on the refectory. Owing to differences in levels with adjoining buildings, it was proposed the first floor would now comprise two good-sized (rather than three) classrooms with a corridor adjacent to the Duckering Hall. The HDC Heritage Officer had expressed interest in the potential for a design statement in the Richmond Road exterior and HNW were working with a landscape architect on a low maintenance but more interesting quad, subject to funding constraints.

The Principal explained that bids for the separate 'T' level capital funding (BFIG) were due by 17th April. HNW had therefore also been working on Phase 6 (Denne Quad/ underpass indoor space) as a possible subject for a Collyer's bid to be prepared by the same bid-writer as that made for the CIF. The maximum ESFA contribution of £650k carried a requirement for matched funding. More details would follow.

[10.40 Mr Stephen Duffy and Ms Jessica Welling left the meeting].

5. Report from the Health and Safety Committee:

Papers: Minutes of the H&S Committee of 23rd January 2019 and associated H&S Officer's report

Members noted the contents of the reports covering the mechanism for students who need to go home sick and ventilation and glare in hot weather. Reflective film was being trialed in GB1. Members also discussed responsibilities with regard to keeping the Refectory clean throughout the day, the recruitment of two new security officers (boosting first aid provision) and the crossing point outside the railway station.

6. Project Management Procedures

Paper: Revised Project Management Procedures including Appendices A & B

The Clerk explained that comments received since the last meeting had been taken into account including reinstatement of the checklist for larger projects. The new financial thresholds for delegated approval were also reflected in the document. Members requested that final changes be incorporated including greater clarity on the authorisation of invoices and variations to contract, referenced provisions within the financial regulations and the policy and procedure in relation to a financial overrun. **(Action: Clerk)**

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

Members welcomed the improvements in grounds maintenance with the new contractor and positive water risk assessments. In the Buckle link building a damp area would be repaired by BJN roofing funded through contractual maintenance. In the Library, further water ingress would be addressed by the College's drain contractor imminently. In the Grammar School, two of the refurbished radiators in the Memorial building had failed at times causing flooding with a third replaced as a precaution.

8. Other matters arising from the minutes None

9. AoB: The Principal reported on the potential for up to £2.145m of S106 funding in relation to North Horsham though some way off.

10. Meeting assessment: Members were once more grateful to have had both the QS and HNW Architects present at the meeting to report on progress and inform decisions on the way forward. Thorough reports helped with ongoing monitoring and improvements.

11. Date of the next meeting: Tuesday 11th June 2019 at 8.45 a.m.

The meeting ended at 11.00 a.m.

Chair.....

Date.....

NCW 5/3/19