

THE COLLEGE OF RICHARD COLLYER

MINUTES OF THE ESTATES SUB-COMMITTEE held on MONDAY 4TH NOVEMBER 2019 AT 16.15

- Present: Mr Richard Beckwith, Mrs Sally Bromley, Mr Tom Cox, Mr Ian Dumbleton, Mr Martin Emery, Mr Graham Lawrence, Mr Robert Yorke
- In attendance: Mr Philip Harrabin (Quantity Surveyor-QS: Item 3), Mr Stephen Duffy (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 II)** of the meeting held on 11th June 2019 were approved.
3. **Project Progress Updates:**
Papers: Nov 2019 reports from the Estates and Project Managers; Project checklists and Post Project Reviews (PPRs)

a) **GB1: Final account**

The Quantity Surveyor (QS) explained that he had made little progress since the last meeting.

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

[16.42 Mr Philip Harrabin left the meeting.]

b) **Planned maintenance**

i) **Grammar School Building:** The Project Manager (PM) confirmed that West Sussex Joinery Ltd had completed most of the repairs on a like for like basis to the dormers, roof and windows during the summer holidays. The window in the Quad area had not been accessible during the summer owing to the scaffold and would be addressed shortly having been postponed from October half term. That aside the **works had been completed as expeditiously as possible with very good workmanship and within budget. This gave a total project outcome of £58k against a budget of £65k.** The difference of £7k was principally the non-expenditure of the contingency.

Members noted the completed project checklist commenting however that:

- Some detail under item 6 'Scoping report' would have been useful and should be incorporated in future (**Action: PM**);
- Murray Birrell should be asked about fees in advance of the budget preparation for greater accuracy (**Action: PM**);
- The 'lessons learnt' section of the PPR should be more closely defined to ensure that any issues which had arisen were not repeated. (**Action: ESC co-optee to liaise with PM as required**).

ii) **Buckle Window Opener Replacements 2019:** Lancing Glass and their sub-contractor C.R. Fry had **completed the improvements over the summer holiday. This gave a total project outcome of £54k against a budget of £57k,** the difference largely being the non-expenditure of the full £3k contingency plus lower fees. All works had been carried out satisfactorily and fully in consultation with the Estates team and College Project Manager. The company had taken the

initiative in making enhancements and been responsive to follow-up. Staff were generally content with the outcome following some adjustments. Members noted that **whilst the one variation had been both minor and reasonable to address accessibility, it did not appear to have had the appropriate sign-off** by the Principal which had been an area the College had been keen to make robust. Members welcomed however the **funds remaining to contribute to other planned maintenance**.

iii) **General:** The Estates Manager reported that **all the Planned maintenance and improvements scheduled for the summer had been completed at a net cost of £66,100**. These included full refurbishment of the Grammar School washrooms (and partial refurbishment in the Library), the last of the heating controls upgrades, five new windows in the Duckering building and redecoration and new flooring.

The Estates Manager confirmed that the **ESFA's delayed report from the Building Conditions Survey had now been received**. The data collection was not invasive, nor had there been a structural survey, so the report generated was **not suitable for asset management purposes on its own though it did help to build an understanding of the condition of the estate relative to the sector. As such it could be used in support of any (CIF) bids** alongside the College's detailed planned maintenance plan (PMP) most notably in relation to the DT building. **Over 95% of the survey results were rated "Good at grade A" or "Satisfactory at grade B**. Members examined the Grade C elements (described as "Exhibiting defects and/or not operating as intended) as well as the College's latest assessment of the situation (with e.g. sanitaryware addressed) and its controls. They noted that **the report had not highlighted anything of which the College was unaware** given the annual review and prioritisation of remedial work required.

4. Property Strategy update

Papers: Property Strategy update October 19; HNW submission of planning permission and costings for Phases 1b (GB2) and 3 (Art Block) and timetable for Digital Hub

a) Digital hub

The Principal explained that HNW had been working on plans for the partial Phase 6 for which ESFA BFIG funding of c. £200k had been received. Her report outlined the **decisions made to-date in respect of expert appointments (with HNW the single contractor sub-contracting to further parties** on similar terms). To-date a building survey of the area under the science building had been carried out at the end of September to include Laser scanning and subsequent CAD processing. HNW explained that the **timetable now allowed for consultation with staff and students to help refine the design**. Drawings would to be sent to the Principal that week with proposed workshop dates. *(Action: HNW)* The IT manager commented on recent changes in style in the set-up of IT facilities. *(Action: TPC to provide recent plans to help inform HNW thinking)*.

HNW explained that they were working on the basis that **the project would be procured traditionally inviting 3 or 4 contractors to bid**. Members confirmed they were content to receive HNW's recommendations on contractors given the quite specialist nature of the project (e.g. much glass) whilst expressing interest in any who might also be suitable for, and therefore trialled prior to, GB2 as the next priority. In response to comments, HNW agreed that:

- **HNW would test availability in the timescale and staff capacity/ sub-contracting in advance of tendering (Action);**
- The timetable allowed sufficient lead time (2-3 months) on e.g. glazing and to allow for additional surveys;
- The design would address drainage and access issues.

Members noted that the **tender documentation was expected to be ready for review (by delegated members to be agreed) early in the New Year**, with tendering in February. The next

ESC meeting on 23rd March would allow for the review of tenders and a recommendation to the March Governing Body meeting.

HNW advised that the **cost assumptions to-date appeared reasonable** and that the contractor would wish to establish their credibility whilst acknowledging that there were as yet many unknowns. An issue which had arisen before which might be pertinent was the later than optimal evaluation of the capacity requirement e.g. in terms of services trunking and the scope for expansion. **(Action: Clerk to share previous PPRs with HNW for 'lessons learnt')**

Members agreed that **HNW would be the project managers** taking account of the College's project management procedures in respect of minor projects. The College's Project Manager would ensure **consistency of reporting through completion of the appropriate (App A) checklist.** **(Action: Project Manager).**

b) Forthcoming CIF Round 2020

The Principal reminded members that she had once more engaged consultant David Friend to draw up a further bid to be submitted in December 2019. The limited feedback from the last bid was that the costings appeared high and the expansion element insufficiently evidenced. The ESFA had just **published the conditions for funding for the next round with a continuing preference for condition improvement over expansion**, a new point scoring system, some differences between academy and sixth form college requirements and increased emphasis on financial health where Collyer's was in a good position. There was also a **less onerous expectation in terms of a College contribution with 10% sufficient** to receive maximum points rather than 30% as previously. It remained the **intention not to proceed with either project without significant contributory government funding.**

Members discussed the desired **scope of the next bid**, most notably **whether this should focus on GB2 or include Phase 3 (Art Block)** for which the College was equally shovel ready with e.g. planning permission secured. There was a **marginal initial preference for limiting the bid to GB2 whilst recognising that further scrutiny of the latest guidance and consultation with David Friend was advised.** Members recognised that the expansion data (for either one or both projects) was more favourable than in the previous year and on that basis did not think that costs for GB2 should be reduced by limiting the number of classrooms. This risked providing both lower vfm and less accommodation when demographic projections showed a consistent increase in 16-19 numbers.

HNW proposed that some further work prior to F&GP might help inform a firm recommendation to the Governing Body. Members agreed that whilst the latest estimates of costs were already lower than those submitted in 2018, **HNW would take the following action:**

- **Explore with the advisory contractor whether there were any possible refinements to costs for the two buildings without causing undue detrimental consequences;**
- **Prepare, with David Friend, a list of the pros and cons of each option**

The Principal informed members of the **kind offer of a former Principal to provide a sculpture commemorating Shelley which could adorn GB2.** As such she wished to bring forward a **proposal to F&GP for the name of the building.** **(Action Principal)**

[18.00 Mr Stephen Duffy left the meeting].

5. Report from the Health and Safety Committee:

Papers: Minutes of the H&S Committee of 25th September 2019 and associated H&S Officer's report

The Finance Director reported on the **recent H&S meeting** which had included discussion of:

- a) Only marginal improvements following the reflective film trial in the GB building and the **need therefore to consider air conditioning especially where there was considerable computer use**. That said the College also needed to ensure potentially costly improvements took account of possible change of room use;
- b) **Shortage of well-located toilet facilities** (especially in the light of accommodating WSM) with a gender-neutral approach potentially useful;
- c) Access to mental health information, revised Travel Plan, security measures and the improvements in the tidiness of the Refectory.

Members noted too the contents of the associated H&S report covering a **satisfactory fire drill**, revised **stair nosing** in the Grammar school building, **improved lighting** to the Hurst Road staff entrance, annual **electrical circuit testing** (for which the report was awaited) and ongoing **portable appliance testing**. Since the last Health & Safety meeting, **7 accidents had been recorded in the accident book, none of which were reportable under the RIDDOR regulations. There had been 8 recorded incidents.**

6. Other matters arising from the Project and Estates Managers' reports. None

7. Other matters arising from the minutes

The Clerk confirmed that the finalised project management procedures had been placed on SharePoint for governors and co-optees, and circulated by e-mail to other members/ attendees.

8. AoB The Principal advised that the **ESFA had recently allocated £35k to the College for specialist equipment which would fund the equipment for the Digital hub.**

9. Meeting assessment: Members once more considered it helpful to have had both the QS and HNW Architects present at the meeting. There had been a useful exchange of views on the options available to the College in what was a complex and unpredictable situation with regard to funding bids.

10. Date of the next meeting: Monday 23rd March 2020 at 16.15.

The meeting ended at 18.18.

Chairman.....

Date.....

NCW 5/11/19