

THE COLLEGE OF RICHARD COLLYER

MINUTES OF THE ESTATES SUB-COMMITTEE
held on TUESDAY 11th JUNE 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), 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 4th March 2019 were approved.

3. **Project Progress Updates:**

Papers: June 2019 reports from the Estates and Project Manager (including Appendix A summary monitoring sheets for the two minor projects proposed); Letter from DWF Adjusting Ltd of 24th May 2019 re GB1

a) **GB1:**

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

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

b) **Planned maintenance (PM) and improvements:**

The Estates Manager reported that the PM plan had been agreed by the SMT as set out in his report for a net cost of £66,100. These details had been circulated in advance of the meeting explaining the sources of funding i.e. that the completed items had been funded from the ESFA maintenance funding for 18/19 with c. £8k still available towards works this year. The increased number of students was having an impact on the demand for toilets and the need for redecoration, impacting on the rolling programme of works. The remaining works (totalling c. £52k) would be funded under the 2019/20 ESFA annual funding of £57,661 which had now been received.

In addition to these works it was proposed to use the £151k for 'little extras' allocated in-year by the Chancellor for two projects as follows:

Buckle windows (Total budget cost incl. VAT of c.£57k)
Grammar School roof and dormer windows (Total budget cost incl. VAT of c.£65k).

The Grammar School works lasting 6-8 weeks would be comprehensive and, in addressing the poor state of the dormer windows and flat roof would also look at pointing on the chimney, downpipes and any other useful works whilst the scaffolding was in situ. Members asked questions about the level of discretionary budget available and the usefulness of a photographic record, noting that the cost of HNW had been absorbed within the College's budget rather than coming from the £151k. They noted too the single tender for the Buckle windows and project management arrangements with both the Principal and Estates Manager on site for much of the summer as well as the project approvals being within the Principal's delegated authority.

4. Property Strategy update/ Condition Improvement Funds (CIF) bid 2019

Paper: Estates Committee Property Strategy Update; CIF 19/20 feedback; HNW BGIF proposal, Collyer's Estates Strategy and Space Needs Justification, BGIF bid 2019/20

The Principal explained that the CIF Bid 2019 had been unsuccessful. Only brief feedback had been received from the ESFA but this suggested some concerns about costs and capacity needs. Her preferred approach was to resubmit at the next available opportunity, ideally December 2019 and, if necessary, again in December 2020. This might mean bidding for a reduced project, e.g., Phase 1b (GBII) only. Enrolment projections suggested the College need for additional classrooms would become particularly acute from September 2023.

HNW had advised that any future submission should be further supported with more in-depth market tested financial evidence. For example, it would be helpful if the College went out fully to Tender because contractors would be required to produce a detailed cost plan which would add weight to both the Cost Criteria and Project Planning sections of the marking. Members noted the Planning permission for the revised GBII plans had not yet been received. (Action: Principal to chase.

The Chair proposed that work should continue apace in order to be ready to submit a bid in December 19. This suggested the need for a final design and QS input to support a tender exercise. The consultant **David Friend** believed an increase in student enrolments in September 2019 would also help improve the **Project Need** score in a future bid. Members agreed that the preferred approach at the current time would be separate tenders for QS and architect, bearing in mind that a design and build approach might carry higher risks. The likely cost of planning was thought to be in the region of £30-40k but worth the investment given the need for additional accommodation. It was considered probable rather than a certainty that the GBII build would be separated from Phases 2 and 3 (the Art and DT buildings). As such it was proposed that the preparation would seek to identify costs etc for the distinct projects as well as the knock-on effects on lighting, cleaning and maintenance costs including pressure on the Refectory.

The Principal reported further that a BFIG bid related to T Levels had been submitted on 17th April with the outcome due mid-June. The maximum ESFA contribution of £650k carried a requirement for matched funding but the bid had been for only £206,292 owing to the total anticipated cost of £412,584. The plans shared with the ESC were indicative and would be subject to further discussion with HNW, users and interested parties, for example in respect of likely footfall (if no corridor) and fire exits. It was intended that there would also be relatively modest refurbishment of the floor above including the computer room. (Action: If bid successful, Principal to liaise with HNW and Project Manager to ensure the planning stages were complete in time for the next ESC meeting in November.

5. Report from the Health and Safety Committee:

Papers: Minutes of the H&S Committee of 23rd May 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 the ongoing review of ventilation and glare in hot weather. Action points included a revised Travel Plan and consideration of a policy and/or procedures around site security in response to new Department of Education School Security Guidelines. The latest **water risk assessment** had been carried out by First Environmental. All the schematic drawings had been updated to reflect changes to the water system and some improvements identified including the removal of any remaining 'dead legs'. The latest **fire risk assessment review** had concluded that the college had an exemplary attitude to fire safety with systems maintained to a very high standard. Some improvement work including a visual beacon in the DT building and additional smoke detection in the store areas to its rear had been actioned at a relatively modest cost.

The Estates Manager reported that there had been a further fire alarm owing to a vape. The new security guard was targeting areas for improvement, mindful that this would be particularly important with the full quota of students. He was also responsible for pulling together the first aiders' team with the security guards most often in the front line. No imminent progress was expected on the Hurst Road crossing by the railway station update but the College would seek to keep the pressure up. There had no been First Aid incidents notifiable under RIDDOR.

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

Members noted that there had been a delay in receiving the written report following the ESFA **Building Conditions Survey** which had initially been promised by Mid-March. The trend to greater **energy efficiency** had continued with the latest Display Energy Certificate (DEC) showing a 13% improvement in efficiency, measuring the actual metered energy used by each building over a 12-month period. This could be attributed in part to the upgrade of the heating control system and the gradual change to LED lighting. With the exception of the Design and Technology building, the College scored 55 grade C, against an expectation/ benchmark of 100 for similar type buildings. The DT building (which represented 3% of total floor area of the College) scored 140 and was graded with an F. Such efficiencies made a big difference in coping with the increase in energy costs and demonstrated the potential of individual metering.

7. Other matters arising from the minutes

The Clerk explained that she had sought to finalise the **Project Management Procedures** taking into account the comments received. Following circulation, further comments had been received seeking additional coverage of action in the event of an overspend. As such she had further amended the responsibilities of the Finance Director and project manager respectively in addressing the immediate issue and learning from experience for future projects. The now final version would be circulated to all members. **(Action: Clerk)**

8. Meeting and annual assessment: Members were generally content with the papers received and subsequent discussion. They asked that the Appendix monitoring forms be updated to include all signatures and be further completed accurately at each stage to be effective. **(Action: Project Manager)**. They were once more grateful to have had the QS present at the meeting to report on progress and asked that both he and HNW be present at the next meeting.

9. Date of the next meeting TBA

The meeting ended at 10.25 a.m.

Chair.....

Date.....

NCW 11/6/19