

THE COLLEGE OF RICHARD COLLYER

MINUTES OF THE ESTATES SUB-COMMITTEE HELD ON MONDAY, 29th JUNE 2020 at 13.00 (by Zoom)

- Present: Mr Richard Beckwith, Mrs Sally Bromley, Mr Tom Cox, Mr Ian Dumbleton, Mr Martin Emery, Mr Graham Lawrence
- In attendance: Mr Stephen Duffy (HNW Architects: *Agenda items 4a and 5/ Mins 3 and 4*); Mr Philip Harrabin (Quantity Surveyor-QS: *Agenda items 4b/ Min 5*), Mr Robert Hardwick (Project Manager-PM), Mr Dan Lodge VP(Quality and Curriculum), Ms Nicola Whitehead (Clerk)
- In the Chair: Mr Graham Lawrence

The Chair confirmed that all present were content with the information received, its relevance to strategic priorities and what was being asked of them prior to the start of discussions. The key items would be Digihub progress and funding bids to support the Property Strategy as well as any GB1 updates. He welcomed Dan Lodge to his first meeting of the ESC in preparation for taking up the role of Principal from September 2020.

1. **Declaration of interests** None
2. **Minutes (Parts I and II)** of the meeting held on 4th November 2019 were approved.

(N.B. The 23rd March 2020 meeting was cancelled owing to the start of the Covid-19 lockdown and any urgent business dealt with in correspondence and approved by the Governing Body by written resolution -see Governing Body minutes of 9th July 2020 for detail.)

3. **Project Progress Updates:**
Papers: June '20 Estates and Project Managers' reports; Digihub Project checklist (App A)

a) **Digihub:**

The Principal explained that work on the new Digihub had generally been **progressing very well** and the **site had been well-managed**. There had been a **hiatus with delivery** by a sub-contractor **of the aluminium frames** for the glass windows but there was still an expectation that the work would be completed in time for September and that this would have no financial implications for the College. Prior to that some **asbestos** had been found, necessitating a **short delay**.

HNW confirmed that the **contractor had communicated well** with the College and project team and been **proactive in managing the impact of the delays to reduce any adverse impact**. A management survey had established in advance the possibility of finding asbestos but it had not been possible to have an intrusive survey at that stage. A provisional sum had been set aside to address this possibility which would largely cover the additional costs incurred supplemented by a small amount drawn from the wider contingency sum. Discussions were being held on the timing implications.

In response to a question from the Chair about the **delayed completion date**, HNW explained how the contract had been written to seek to address Covid-related issues in such unprecedented and, as yet, untested times. Essentially this suggested that the College would not charge for such a delay but would equally not pay for any associated additional costs. From a management point of view, the Principal confirmed that a delay in availability of the new facility

would be frustrating but not critical at the start of term. The College's Project Manager (PM) explained that he had been keeping the ESFA informed who hoped that the building work would be completed by the end of August and the project wholly completed by the end of October. (The IT Manager confirmed that his team would need a week to install computers.) It was acknowledged that implications for ESFA funding could not be ruled out but would be harsh given the clear evidence of Covid-related issues and effective management of the situation. There was no issue expected with the purchase of equipment from the Specialist Equipment Allowance (SEA) funding for the Digital and EYE T level strands.

In relation to the **budget**, HNW confirmed that the work should come within budget. The Clerk sought clarification on professional fees (£40k budgeted against a report to the ESFA of c. £55k). HNW explained that, with, for example, the additional costs of surveys the sum would be expected to exceed £40k and drew attention to the max. of 10% allowed in the original bid. On balance however the work would come within the budget of £444k and the ESFA would be funding a max of £206k with the remainder funded by the College.

The PM and HNW confirmed that the **JCT intermediate contract** had been finalised. In spite of a slight delay, a letter of intent had not been necessary. *(Action: PM to include date of contract in App A checklist and Principal's signatures to be included when possible.)* The PM requested that HNW confirm the delivery dates for the frames and glass windows by e-mail (expected 13-20th July). *(Action: HNW)*. The Estates Manager confirmed that much of the air conditioning had already been installed as an example of where the contractor had sought to mitigate any delay in the curtain wall.

4. Property Strategy update

Papers: Property Strategy update June 20; HNW submission of planning permission and costings for Phases 1b (GB2) and 3 (Art Block) and timetable for Digital Hub

a) **CIF Round 2020**

The Principal reminded members that the CIF bid for a 90% contribution towards construction of the Shelley Building had been submitted in December 2019 with Governing Body approval for a college contribution of up to £250,000 (c.10% of the estimated cost of £2.3m). The announcement of successful projects had been further delayed from the latest promised date of June 26th 2020, frustrating the purpose of postponing the ESC meeting so that decisions could be made.

b) **T Level Capital Fund (TLCF)**

The delay was additionally inconvenient given that bids for the second round of T level funding had to be submitted by 26th June 2020 before the CIF outcome was known. Given the priority of additional classrooms in the proposed Shelley Building, this had also been the subject of this bid as agreed with SMT and governors although the ESFA contribution was capped at £500k, leaving a far higher College contribution of c. £1.8m. The outcome was expected in September at the earliest. If successful under the CIF bid, there might be scope for discussion and revision of the TLCF bid. HNW confirmed that the CIF pot was believed to be higher than in the previous round.

Members supported the intention, in either case, to continue to **fine-tune planning for Shelley** with consideration of the appointment of professional services and an update of the room utilisation survey in the autumn term following this year's enrolments. Alternative sites for the nursery (Phase 1a) had been explored with two key options identified and HNW were in consultation with the HeadStart owner regarding planning permission. *(Action: HNW to update Principal on timing of submission.)* As a minor application, an 8-week consideration period including consultation with Sport England could be expected. It was hoped the pre-application would have served to mitigate the risk of any objections and highlight the value of the nursery

facility. The Clerk also raised the need for appropriate due diligence and consultation with the trustees in drawing up the form of the nursery lease.

c) **Property Strategy: other developments** (brought forward to include Mr Duffy)

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

[14.00 Mr Stephen Duffy left and Mr Philip Harrabin joined the meeting].

5. **Project Progress Updates (continued – see also min 3 above):**

Papers: June 20 Estates and Project Managers' reports; Digihub Project checklist (App A)

a) **GB1: Final account**

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

[14.27 Mr Philip Harrabin left the meeting.]

b) **Planned maintenance**

Members noted the larger than usual planned maintenance programme totalling c.£122k to be funded by the usual ESFA grant and the College, to include:

- The Refurbishment of Washrooms in the Library building
- The soundproofing of two practise rooms in Music
- Two new IT suites, formerly Classrooms
- Two IT Suites reconfigured
- Repairs and Decoration due to water ingress in Duckering Building
- Decoration of changing rooms and Undercroft
- New flooring in selected areas.

The Estates Manager explained that three of the five refurbishment projects were likely to be delayed beyond the usual summer timetable owing to supply chain issues and that the Music soundproofing might be difficult to complete. That said the VP (Q&C) explained that Ready to Learn lessons may not start until mid-September giving additional time before classrooms were needed. The Estates Manager confirmed that the new security locks were included in the schedule of works. The costs were included in the capital budget being presented to F&GP at the next meeting and reports to the ESFA.

6. **Report from the Health and Safety Committee:**

Papers: Minutes of the H&S Committee of 20th May 2020 and associated H&S Officer's report

Members noted the minutes from the recent H&S meeting and associated report. The H&S Manager confirmed that faculty heads had been making good progress with the requested risk assessments with the regular inclusion of Covid implications. Covid had also potentially impacted on the decision to include aircon in certain areas of the College although generally he thought this might be a sensible inclusion in refurbishing buildings. (The film had proved unsuccessful in reducing overheating and was still costly.)

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

The Estates manager confirmed that the regular fire risk assessment had been carried out and fire and water safeguards had been maintained during lockdown ready for reopening. Planned health and safety training was being rearranged following lockdown taking account of the significant practical elements within them. Unfortunately, after several years of stress to the Paulownia tree, the tree surgeon confirmed that it had died and that the felling of the tree was

needed quickly to avoid any risk to college users. A self-seeded sapling was doing well. Benchmarking of security measures was being carried out to help inform the College's further enhancements. **(Action: Estates Manager: to update the ESC on developments in future reports).**

The VP (Q&C) and Chair thanked the Estates and IT teams for doing so much in seeking to keep the site safe and equipped to cope in difficult times.

8. Other matters arising from the minutes None

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.

9. AoB The Chair thanked Richard Beckwith for his contribution to the ESC over the previous six years, particularly with regard to project management procedures. He also thanked the Principal for providing such a vision in the planning of the estate with the MasterPlan providing a very valuable basis for future developments.

10. Annual meeting assessment: Members once more considered it helpful to have had professional services (QS, HNW, PM and Estates Manager) present at meetings throughout the year. They acknowledged that if using external project managers (with or without an internal project manager), care needed to be taken to ensure the continued use of appropriate project management tracking through the App A and any additions. The membership had been usefully boosted over the year to facilitate the succession planning of Chair – to include greater governor representation- and earlier consideration of IT needs in building projects. The focus would now be on replacing the ESC co-optee as discussed recently at the Nominations Committee. No changes were considered necessary to the terms of reference of the Sub-Committee at the current time. Any follow-up comments were welcome especially with regard to holding meetings by Zoom and would be added to the governance self-assessment.

11. Date of the next meeting: 19th October 2020 at 16.00 (by Zoom)

The meeting ended at 15.02.

Chairman.....

Date.....

NCW 26/08/20