

## THE COLLEGE OF RICHARD COLLYER

### MINUTES OF THE ESTATES SUB-COMMITTEE HELD ON MONDAY, 19<sup>th</sup> OCTOBER 2020 at 16.10 (by Zoom)

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

*The Chair confirmed that all present were content with the information received (with an updated App A to follow), 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 Steve Martell to his first meeting of the ESC.*

1. **Declaration of interests** None
2. **Minutes (Parts I and IIa and b)** of the meeting held on 29<sup>th</sup> June 2020 were approved.
3. **Matters arising:**

**Item 4b): GB2** HNW confirmed that drawings and **planning permission** for an alternative site for the Nursery had **not yet been progressed** pending confirmation of the detailed requirements from the Nursery Manager. The College's current contractor was helping inform an **ongoing assessment of high-level costs and what might be involved in providing a serviced site (Action: HNW to pursue)**. The Principal confirmed that the **precise site for the move was still under consideration** taking account of cost, profile and future use of the College estate. The Finance Director (FD) was however **close to finalising a draft lease agreement** with Sherrards for the Trustees to consider.

4. **Project Progress Updates:**  
*Papers: October '20 Estates and Project Managers' reports;*

a) **GB1: Final account**

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

*[16.47 Mr Philip Harrabin left the meeting.]*

b) **Digihub:**

The Chair welcomed the successful completion of the **Digihub**. HNW confirmed that **practical completion** had been on **24<sup>th</sup> August** with a not atypical list of **largely minor items outstanding** and due for completion within 12 months. The **key issue to be resolved was the louvre treatment** to the glazed curtain walling (for ventilation and acoustics) which, for example, should have been flush but currently extruded into the room. Members noted that the responsibility lay with the contractor who, partially owing to Covid furloughs within the supply chain, had not been kept as well informed by the sub-contractor, nor consulted HNW for approval, as might have been expected prior to installation.

The Principal explained that he didn't want to detract from overall success of project but that, with the louvres currently wedged open and winter approaching, early resolution of this issue would be welcome. HNW confirmed monies were being withheld to protect the College whilst Stirland were actively seeking, though struggling, to find a solution with the sub-contractor. Members noted that a solution could be sought from an alternative contractor if necessary, with Stirland equally keen to resolve the issue satisfactorily. *(Action: HNW to discuss full solution with Stirland and the possibility of a partial temporary improvement with some of the louvres closed.)*

HNW confirmed that this outstanding issue made it difficult to settle **the final account**. Asked about **variations to the contract with monetary implications**, HNW highlighted the greater difficulty in **removing the concrete slab** owing to its density and the **asbestos as well as matting, with all items relatively minor but accumulative**. BAQUS had provided some earlier detail but were **due to issue the latest cost report**. *(Action HNW to chase).*

The Chair proposed that to-date the **contractors' costs appeared to be c. £1,700 over budget** (to include a £25k retention) and the **overall project c. £15,500**. He highlighted the need to have some **greater clarity of costs against the budget in order to report to the F&GP** in November and to better understand the **reasons for variations and the process for authorisation** to cover both **the main contractor and the professional services**. Members noted that there had been a 10% cap on the latter in the bidding process and some change in the contingency figure. HNW thought there might be some improvement on the overall spend but not significantly. Members agreed it would also be helpful to have **additional clarity on the separation of IT costs between funding streams** (i.e. the main TLCF-funded project and that covered under the Specialist Equipment Allowance (SEA) funding) **as well as the allocation of costs for furniture and fittings**. *(Action: HNW to reconcile figures in consultation with QS and to circulate by e-mail.)*

### c) Planned maintenance

The Estates Manager reported that work in recent months had tended to focus on the College's response to Covid with some quite significant additional costs for e.g. PPE and deep cleaning. Water safety had been maintained and issues of water ingress addressed and continuing to be monitored. Some key projects had gone ahead such as the soundproofing in Music, new IT suites and additional security measures (with more expected to fall under planned maintenance in the coming year). However, the supply difficulties caused by Covid had meant that some refurbishment items had been necessarily deferred such as the washrooms in the Library building.

## 5. **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 2020/21

The Principal reminded members that the **CIF bid** for a 90% contribution towards construction of the Shelley Building had been **unsuccessful** with almost all **funding allocated to refurbishment rather than expansion projects**. The **feedback** on scoring suggested that the College had not been too wide of the mark but that further evidence of overcrowding, options appraisal and costs would have helped the bid. *(Action: Clerk to circulate).*

Members recognised that the **underlying problem** was the **lack of expansion funding available** from the Government. In the meantime, there was a **conflict in being asked to demonstrate overcrowding and yet maintaining the College's reputation and growth through providing adequate facilities**. Furthermore, there were **cost implications in being**

**truly shovel-ready and being able to provide refined budgets informed by tendered quotes and the engagement of professional services.**

Members noted that **news of any future scheme (CIF 2021/22)** might be provided **at the end of the month although** the **national financial pressures** might mean this was postponed. They **explored** whether there were **additional or alternative substantial College projects better suited to the criteria for the funding** such as replacing the main boilers or refurbishment of the DT and Art Building (phase 3 of the MasterPlan). **Bids would normally be due by mid-December.** The likelihood was that any **governor approvals of bids and budgets would need to be done by written resolution prior to the December Governing Body meeting** with appropriate consultation with F&GP members beforehand. *(Action: i) Principal to share terms of next funding round with HNW if and when launched, and ii) HNW in turn to consult with David Friend on whether other such projects might be viewed more sympathetically or alongside GB2 though less of a priority for the College than the new build.)*

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

The Principal reported on **ESFA requests for further information** subsequent to the bid with which HNW and BAQUS had helped. The TLCF **outcomes** were also **expected at the end of the month.**

#### **c) Social space**

The Deputy Principal reported on the increasingly **pressing need for additional social space** for which the students were actively lobbying through the RCU - accentuated by Covid and social distancing and worsening weather. A substantial canopy design had been chosen and quotes and customer references sought. In order to test this solution and not compromise future building works, the current **intention** (subsequent to earlier Governing Body discussion) **was to install one canopy in the Denne Quad.** Urgent **preparatory works would be undertaken by Stirland during half term with installation in December** ready for the Spring Term when it was hoped to have more students on site. (A future project might be to have a second canopy outside the Science Block/ Refectory.) It was agreed that the **usual minor project monitoring** (with an App A tracking form and subsequent post project review) would be appropriate. *(Action: Project Manager.)*

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

*Papers: Minutes of the H&S Committee of 30<sup>th</sup> September 2020 and associated H&S Officer's report*

**The Deputy Principal praised the Estates and H&S teams for all their work in making the site safe for the College's return from lockdown in June and in September** for the start of the academic year. Members noted the minutes from the recent H&S meeting and associated report. The historical issue of high temperatures in IT classrooms in particular continued to be addressed and should be considered in providing new facilities. Air conditioning was acceptable in Covid terms so long as room specific. The College Travel Plan had been on the back burner but did need to be revived, Covid-permitting. The Principal stressed that this would be consistent with the environmental aspects of the new Strategic Plan with a strong student interest in such issues and the need for some targeted messaging.

The H&S Manager confirmed that the appropriate policy review had taken place with the inclusion of infectious diseases in the light of Covid and regular security reviews. Cross-faculty areas had reviewed their arrangements – again to include Covid- with particular implications for science. There had been one minor fire incident during the Digihub works given our sensitive fire alarms with a fire engine attending owing to our choice of an automatic callout.

The Principal confirmed **the risk assessment for reopening continued to be updated in the light of experience, currently looking forward to the end of the Autumn Term.**

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

**8. Other matters arising from the minutes.** None

**9. AoB** None

**10. Date of the next meeting: 3<sup>rd</sup> March 2021 at 16.00**

**11. Meeting assessment:** Members noted that there would need to be further discussion of Property Strategy but some useful ideas had been aired. The information had been comprehensive although updates on Digihub costs and the App A form would be forthcoming. The agenda had been well-constructed and all had made constructive contributions. There were matters to report to the F&GP Committee to keep them in touch.

*The meeting ended at 18.12.*

Chair.....

Date.....

NCW 8/11/20