

THE COLLEGE OF RICHARD COLLYER

MINUTES OF THE ESTATES SUB-COMMITTEE

held on **MONDAY, 14th FEBRUARY 2022 at 08.45 on Zoom**

- Present: Mr Ian Dumbleton, Mr Martin Emery, Mr Graham Lawrence,
Mr Dan Lodge, Mr Steve Martell, Mr Dominic Wakefield, Mr Eric Williamson
- In attendance: Mr Richard Allin and Mr Chris Luck (BAQUS), Mr Tim Stephens (HNW
Architects): *Agenda items 1-6*; Tricia Henry and Declan Gleeson (Synergy)
Agenda item 5, Ms Nicola Whitehead (Clerk)
- Apologies: n/a
- In the Chair: Mr Graham Lawrence

All present were content with the consent items and proposed focus on the Shelley and Café building projects.

1. **Declaration of interests** None
2. **Minutes (Parts I and II)** of the meeting held on 10th December 2021 were approved.
3. **Matters arising:** The CIF bid for a new boiler had proposed a College contribution of 26% i.e.£68k.

4. **Shelley Building and Café Projects**

Papers: Tender report and contractor e-mail clarification, Cost report, Cashflow, Pre-tender estimate, Risk register

The Chair outlined the purpose of the meeting to consider the tenders received, focussing on the two most feasible options, and to make a recommendation to the Finance and General Purposes Committee for the appointment of a contractor. The bids were close but with some subtle differences. Interviews had been held with both contractors.

Part IIa Criterion h) Information considered to be commercially sensitive.

5. **Boundary Fence and Gates**

[10.10 Tricia Henry and Declan Gleeson joined the meeting]

The Deputy Principal invited the meeting to consider a general update including the programme for the security work. A revision to costings had been received over the weekend reflecting changes to the pedestrian gates but, given the very limited time to digest and check the assumptions, it was considered advisable to do so outside the meeting before reverting to the Sub-Committee.

Members noted that:

- The **CIF Monitoring** form had been **submitted** before the deadline in **early January** signalling works to be completed by end August 2022;
- A progress meeting involving a site visit had been held on 26 January which had:
 - Introduced Tricia Henry as the College's key contact with Synergy, replacing Sam Hamilton with both present as well as Alex Ford (Synergy), Barry Jordan (A&M Fencing) and David Woodland (Commercial UK);
 - Discussed ideas for the vehicle entry and pedestrian gates as well as minimising disruption to College operations taking account of delays in the fencing delivery;

- Revised detailed designs of the pedestrian front gate and landscaping were awaited from HNW for Synergy to take forward;
- The works would take place between Easter and the summer.

Synergy explained further that the changes to add pedestrian gates to the main entrance would require additional piers, landscaping and levelling works leading to a higher cost. Depending on the likely extent of these a tender may be sensible to compare prices (or, members agreed, essential to comply with usual College procurement practice). Synergy confirmed that the fencing work would start 1-2 weeks after delivery expected to be before Easter with the pedestrian gates last in the schedule in the summer. The main pinch point with the Shelley Building would likely be in April with deliveries for both projects (especially the Portakabin storage for Shelley) and potential vehicle gate work underway. **(Action: Synergy, BAQUS and the contractors to walk through and liaise on their respective programmes.)**

[Synergy left the meeting]

6. **Date of the next meeting**

The Clerk sought views on the optimum timing for the ESC next to meet. Members agreed that an additional meeting c. third week in May would be valuable followed by a meeting later in the summer term than currently scheduled for 15th June. **(Action: Clerk to liaise on some alternative dates)**

[BAQUS and HNW left the meeting]

7. **External Project Management Monitoring**

Part IIb minute: Criterion h): Information considered to be commercially sensitive

8. **Reports from the H&S Committee and Estates Manager**

Papers: Reports (as above); H&S minutes of 2nd February 2022

Members noted the self-explanatory reports without comment.

9. **GB1 final account**

Papers: College offer December 2017 and recent correspondence of 17 December 2021 and 31 January 2022

Members endorsed the recent College response.

10. **AoB** None

11. **Meeting assessment:**

Members welcomed the opportunity for a thorough discussion of the tenders and the consensus reached. *The update on the boundary fence and gates had highlighted the need for thorough co-ordination with the Shelley Build to ensure efficient handling and safety on site which the Principal and Deputy Principal would pursue with BAQUS .* **(Action: Principal)**

The Chair thanked everyone for all the hard work in getting the College to this important milestone, both advisers and ESC members in their preparation and scrutiny of the papers.

The meeting ended at 10.55 a.m.

Chair.....

Date.....

NCW 10/12/21