

## THE COLLEGE OF RICHARD COLLYER

### MINUTES OF THE ESTATES SUB-COMMITTEE held on **FRIDAY, 10<sup>th</sup> DECEMBER 2021 at 10.30**

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 Steve Duffy (HNW  
Architects): *Agenda items 1-8*; Ms Nicola Whitehead (Clerk)

Apologies: n/a

In the Chair: Mr Graham Lawrence

*All present were content with the rationale for the additional meeting i.e. to ensure everyone was up-to-date given the tight deadlines to which all were working. The discussion would focus on the three current projects with an update on the latest CIF bid, rather than the totality of the usual reports.*

1. **Declaration of interests** None
2. **Minutes (Parts I and II)** of the meeting held on 11<sup>th</sup> October 2021 were approved.
3. **Matters arising:** All covered by agenda items
4. **Shelley Building Project**

The Chair outlined the actions taken since the last meeting, most notably in relation to the **signing off of the detailed design and tender documentation** for which the Principal thanked the ESC members and design team for all their hard work.

BAQUS confirmed the **tenders had issued** on Monday 6<sup>th</sup> December to five contractors for return by end January. Three of the five had confirmed receipt, of whom one had requested a two-week extension. Members accepted the BAQUS advice that the College hold to the **deadline** whilst asking that this continue **to be monitored (Action: BAQUS)**.

Members noted that the **revised budget of £3.25m to allow additional contingency had been approved** by the Governing Body following F&GP consideration. The **risks** concerning funding, cashflow and tender prices had been **discussed pending an update in mid-February** following analysis of bids. BAQUS reported they were revisiting the cost estimates in the light of the final tender documentation to help predict the outturn. They had also asked for value engineering **proposals should savings be advised** - though without, as members agreed, causing adverse results e.g. in terms of quality and longevity.

Questions were raised with regard to:

- **Steel availability** and the timing of the order placement (shortly after award of contract). BAQUS thought this was less of a risk than the impact of the **exam period** given noise considerations with some flexibility given to contractors with regard to build end-date. The Principal commented on the potential additional challenge of Covid rates which could impact on *the timing of student assessment (Action: Principal and SMT to continue to monitor and advise BAQUS accordingly)*.

- The **single proposed contractor for the Shelley and social space projects** with BAQUS confirming the intention was for bids to be returned for a joint project simultaneously (end January), albeit with separate pricing;
- Scope for any **earlier asbestos surveys** with BAQUS advising it was hoped to start the café survey before April, ideally by the chosen contractor, although this could be sourced elsewhere if discussions of the main contract were protracted.

In view of the anticipated tight turnaround in February, the Chair requested that:

- The **refined risk register** previously requested *be circulated early in the New Year in readiness for the receipt of bids (Action: BAQUS/ Principal) and Principal and Chair to consider how to present this in a coherent way with the key risks identified for the recent meeting of the Governing Body in time for decisions in February (Action);*
- The **finalised pre-tender estimate** also *to be shared as soon as possible including the budget refinements requested at the last meeting re. contingency, professional fees etc Fees etc to be refined also in budget. (Action: BAQUS)*
- *Clarity be provided in relation to storage (i.e. location and vfm approach avoiding a temporary facility if possible. (Action: i) Estates Manager to mark preferred location on drawing for BAQUS/ HNW ii) BAQUS to provide some alternative company details for possible providers).*

*[Mr Dumbleton left the meeting.]*

## 5. Social space/ Cafe

*Papers: Feasibility estimate including costs, Visuals*

BAQUS reported on the **good progress with the scheme almost ready for tender**. This included the required **planning submission** (due to be made that day) owing to the proposed minor changes in external appearance (though not visible except by anyone on site). The current delays with HDC's planning department were noted.

**Design:** Members examined the design pending any further comments after the meeting noting the **focus on architect drawings and M&E details i.e. to RIBA Stage 3** with the requirements described rather than proscribed as they were for the new build. The criteria proposed **a high-quality finish but with some flexibility**. A connection to the terrace with a **commonality of level** looked feasible with some adjustment to steps and soft landscaping - to be itemised by the contractor to help assessment of acceptable costs relative to a change in the future. Members agreed a preference to include a change to the **doors** to the existing refectory as well as to the Science block and RCU door for consistency of design. *(Action: HNW/ BAQUS to amend the drawings accordingly)*. BAQUS confirmed extra **external lighting** and CCTV were included. *(BAQUS to circulate drawings after meeting with clear legend/ key to include lighting plans, power and data).*

**Members agreed delegation of the sign-off to the Principal, Chair and co-optees (Action)**

Members noted that the contractor would be **delivering all fixed items** but providing appropriate space and power for the white goods to be procured separately. An allowance for **signage** was included though yet to be defined. The solid floor would only need to be breached in one area. Charging points had been considered but would limit use of the space so reliance would instead be on the current (and any future) library facilities where health and safety issues could also be better managed. Feedback on the **overall look** from Mr Wakefield given his extensive retail experience (and knowledge of the local competition) would be welcome e.g. to ensure furniture was robust whilst reflecting the right aesthetic.

## 6. Boundary Fence and Gates

*Paper: App A project monitoring form*

HNW explained that the **planning consent** had just been **received**. The Deputy Principal explained that, pending news on the manufacturing slot potentially for late January, the **fencing** work would follow promptly afterwards **in February to include the half-term break** for completion by Easter. As such it was hoped to avoid any clash with the Shelley/ café development, albeit this was in a different area of the College site. It was agreed **BAQUS would make contact with Synergy nearer the time to avoid any potential issues**, the most likely to be with regard to deliveries via the exit to the car park (avoiding the main entry and exit times for the college). **(Action: BAQUS)** Members noted that the move of the Shelley contractor parking area to the edge of the playing field near their site set-up (with a requirement to protect and reinstate) would also help.

Members noted that, pending finalisation of the **gate design** in January, the **budget** remained unchanged as reflected in the App A monitoring form. Examining the latest drawings, members favoured the changes to-date, noting that the logo would ideally be embedded rather than applied subsequently. Questions were raised too on:

- The **tight curves to the edges of the main gates** potentially requiring specialist bricks or a very skilled bricklayer. HNW confirmed they were comfortable these were achievable having drawn it out but appreciated the need to avoid detracting from the architectural gates if poorly executed;
- **Soft landscaping** which the DP confirmed would, if favoured, follow (and certainly not replace) the main fencing work. There would also be a need to enlarge the path from the new main entry gate to the library;
- Sliding **gates** and their **practicality in terms of speed at busy times and safety**. Members noted *the drawing needed adjustment (Action: Synergy)* to reflect swing gates to the main car park - to be regularly managed particularly during the builds to ensure safety - and a sliding gate only at the rear (Richmond Road).

Finally it was noted that the next monitoring report to the ESFA would be made by the deadline of 7<sup>th</sup> January.

## 7. Resubmission of CIF boiler bid

The DP reported the bid to be almost ready pending an update on prices. The anticipated cost (and original budget) the previous year had been £166k-£170k with a 16% college contribution but this looked more likely to be in the region of £200-250k. There had also been a recalibration by the ESFA of potential College contributions with a greater chance of success if a higher percentage (21% - 26%) were offered. The Chair reported on discussion at the recent Governing Body meeting which favoured the increased offer. Whilst the higher costs now proposed would require a further assessment of affordability for the College, they also increased the benefit of external funding. The Principal and SMT would consider the best approach further, taking account of the views of governors and the ESC, prior to submission by the deadline of 15<sup>th</sup> December.

The Chair requested an update on the contribution offered in the **February meeting** when **a clear look at cashflow taking account of all projects would be needed**. **(Action: Deputy Principal/ Finance Director)**. Members noted that a decision on the bid would not be expected until April (or later).

*[12.09 HNW and BAQUS left the meeting]*

**8. External Project Management Monitoring**

*Papers: Performance management templates*

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

9. **AoB** None

10. **Date of the next meeting: Monday 14<sup>th</sup> February 2022 at 08.45am**

11. **Meeting assessment:**

Members considered it useful to have held this additional update meeting given the complexity of the projects in prospect in spite of the pressures on all before Christmas. The absence of some papers until the day was understandable given the fast pace of work.

*The meeting ended at 12.28*

Chair.....

Date.....

NCW 10/12/21