

THE COLLEGE OF RICHARD COLLYER

MINUTES OF THE ESTATES SUB-COMMITTEE

held on **Thursday 19 May 2022 at 16.00**

- Present: Mr Ian Dumbleton (FD), Mr Martin Emery (Estates Manager), Mr Graham Lawrence, Mr Dan Lodge (Principal), Mr Steve Martell (DP), Mr Dominic Wakefield, Mr Eric Williamson
- In attendance: Mr Richard Allin (BAQUS), Ms Tricia Henry (Synergy) *Agenda Items 1-8*
Mrs Russha Sellings (Clerk)
- In the Chair: Mr Graham Lawrence

The Chair opened the meeting by welcoming attendees including those from BAQUS and Synergy.

1. Apologies for Absence: Mr Chris Luck (BAQUS) was currently on leave and not in attendance.

2. Chair's Introductions (see over) and Declaration of Interests

The Chair confirmed there was one consent item (Item 10) for which he had some queries and would invite members' questions. There were no declarations of interest in respect of items on the agenda.

3. Minutes inc. Parts II & IIb of the meeting held on 14 February 2022

The minutes including Part II were approved without amendment and signed by the Chair.

4. Matters Arising:

Item 4: Café Planning

Formal planning consent was noted in the papers.

Item 4 Refined Risk Register (BAQUS)

Update under Item 5c.

Items 5 & 11 Project Co-ordination

No further updates to report.

5. Key Projects: Shelley Building & Café

Papers: Contractor's progress report (including programme update), construction cost report (BAQUS) and Collyer's summary budget v contract (tabled), BAQUS combined risk register

a) Progress update

Mr Allin provided members with updates on key activities for both projects where the main preliminary works onsite had completed. Regarding the Café, M&E design was underway since the removal of asbestos and discovery of service pipes; it was observed that both project timescales were subject to potential delays and therefore now at some risk.

Further updates were recorded under Part II Business.

(Part IIa Criterion h) Information considered to be commercially sensitive):

b) Updated programme

Covered under Item 5a.

c) Budget updates

The budget position was currently positive with circa £20,000 savings due to value engineering. BAQUS drew members' attention to page 2 of their report which was considered alongside a summary table provided by the Principal who also gave additional updates. For clarity in future

meetings, BAQUS would work with the Principal to combine the figures ensuring consistency in presentation. Members requested future reports also include an audit trail of construction costs and BAQUS agreed to include detail any variations (*Action BAQUS & Principal*).

The Principal referred to budget allocation for FF&E and calculations based on notional figures in furnishing classrooms. As the building would become fully utilised over time, costs allocated to PCs and hardware could be managed during the growth period of the College and some costs would also be assumed into the IT budget.

The FD confirmed while there was VAT exemption on the main building, the rest of the works including FF&E were subject to VAT.

d) Risk Register

Members requested the Risk Register *accurately reflect the current position and mitigations, particularly the (a) discovery of additional service pipes in the Café and the potential delays to delivery of the glazing; and (b) the identification of a gas main at the location of the foundations for the Shelley building*. There was a question raised about financial liability where issues had not been identified at the survey stage; Mr Allin advised *the proposed solutions would need to be assessed against current budget (Actions BAQUS)*.

Recommendation: Members agreed to endorse the reports to the FG&P Committee.

6. Pedestrian Gate

Papers: 2 x design plans, programme and feasibility estimate

a) Design update (*covering Items 6a, 6b programme, 6c draft costs and 6d procurement*)

The rationale for a new pedestrian gate was explained, however the project had several dependencies. Mr Allin informed the Committee that the initial hand excavation of the tree roots for the large Oak located near the proposed new gate would need to be completed before taking a decision on the next stages and timescales. The brickwork would be better undertaken before autumn. Ms Henry also advised there were currently delays with fencing due to supply issues and this would need to be factored into any timings. After detailed consideration, the Committee concluded *that some level of preparation including getting the gate to the point of design and in readiness for a tender process next spring would be the best way forward, which would also allow more time to consider the optimum location of the main pedestrian gate within the wider estates masterplan (Action BAQUS & Principal)*. SMT and the Estates team to look at interim gate access arrangements in the meantime.

In response to a question about CIF allocated funding, Ms Henry explained the funding was time bound but could be allocated to the design costs.

Recommendation: Project to be endorsed to F&GP within the new timescales as agreed.

7. Boundary Fencing & Vehicle Entrance

Paper: Budget update

Update on progress and implementation inc. budget

The DP was invited to give an update and explained the first phase was complete, subject to snagging and some post-implementation issues to be addressed over half term. The second phase could now commence once the existing barrier gates on the entrance to Richmond Road were removed and the paint ordered. Thanks were recorded to Synergy for all the work to date and also to the Estates team who had managed a smooth transition.

In respect of budget, the DP was pleased to report to members the project came in within the CIF allocated budget (minus contingency).

It was agreed to reorder items 8 and 9 while BAQUS and Synergy remained in attendance.

8. Condition Improvement Fund (CIF)

(i) 2022/23 outcome on bid for boiler

The DP was delighted to inform the Committee that the CIF bid had been successful. Timings were discussed and actions would need to progress quickly to enable implementation this summer, if agreed. *Ms Henry advised of the need for the M&E appointed consultant to revisit the site and requote due to increased costs since the bid application (Action Synergy).*

Members were cognisant of the need for environmentally sustainable options in both the new and older areas of the estate. This had been explored at the recent Estates Masterplan Working Party. Ms Henry advised the CIF bid would likely only cover a boiler at this stage, although she was happy to check the guidelines on alternative energy sources and details of loans provided by the DfE. There were also other boilers which would need replacing and could be revisited in the process of the review of the estates masterplan so that optimal environmental performance was designed into projects wherever possible.

(ii) 2023/24 proposed options

Ms Henry explained the CIF funding categories, including the types of applications which were most likely to be successful, and the process for applying; the College could submit two applications for the next round. A site survey undertaken with Synergy revealed flat roofs on certain buildings in the estate required urgent attention, and it was very likely that they would be eligible and successful for funding meeting the highest criteria. *The process would need to commence before October and there could be the possibility of enhancing the plans with sustainability in mind. It was agreed that there would be an update on the preparation for the bid at the next meeting (Action Agenda Item Summer 2).*

[17.36 Mr Allin and Ms Henry departed the meeting]

9. External Project Management Monitoring

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

10. Other Premises Updates

Paper: Estates Manager report

The Chair enquired about approval levels for the projects where budget had been committed exceeding £100,000 and it was confirmed the approval was based on the individual cost per project as opposed to the total, all of which were within the Principal’s authority to approve. The Principal gave a brief update on the Centre of Digital Excellence and link to the Skills Agenda.

11. GB1 Final Account

There was no progress to report other than further correspondence via Harrabin Consultants reiterating the original offer.

12. AOB: None

13. Meeting Assessment: The Chair was conscious of overrunning, however members agreed this was justified to ensure updates from both external Project Managers and actions were progressed.

14. Date of Next Meeting: The Committee would meet again on **Thursday 7 July at 08.30** onsite at Collyer’s.

The meeting ended at 18.25

Chair.....

Date.....

RRS 23-05-22