

THE COLLEGE OF RICHARD COLLYER

MINUTES OF THE ESTATES SUB-COMMITTEE

held on **Tuesday 11 October 2022 16.00**

- Present: Mr Steve Allen, Mr Ian Dumbleton (FD), Mr Graham Lawrence, Mr Dan Lodge (Principal), Mr Tom Parkes (Estates Masterplan Manager), Mr Dominic Wakefield, Mr Eric Williamson
- In attendance: Mr Richard Allin (BAQUS), Mr Chris Luck (BAQUS) Item 6 only
Mr Tim Stephens (HNW), Mr Steve Duffy (HNW) Item 7 only
Mrs Russha Sellings (Clerk)
- In the Chair: Mr Graham Lawrence

Members met in advance of the meeting for a tour of the building works on the Shelley Building and Cafe.

1. Chair's Introductions and Apologies for Absence

The Chair opened the meeting and welcomed the new Estates Masterplan Manager, Tom Parkes, to his first Estates Sub-Committee and introductions were made.

Mr Steve Martell (DP) was attending a student event and sent his apologies. Apologies were also received from Mr Martin Emery (Estates Manager) who was on leave. Synergy were unavailable for the meeting and the Principal would cover the relevant updates as far as possible.

2. Declaration of Interest

None to record.

3. Minutes inc. Parts II of the meeting held on 7 July 2022

The minutes including Part II were approved without amendment.

4. Matters Arising (*not already covered on the agenda*)

Item 8a – concession stands, update and costs (BAQUS): noted as not yet covered in the project Risk Register as per the action for BAQUS from the last meeting. (**Action Mr Luck**)

The Principal provided further background on the logistics and costs arising from the interim solution put in place due to the delayed completion of the café. In total, the cost of the subsidised coffee truck would equate to £3,000 over a 7-week period. There were also costs associated with the additional catering staff for the new café of circa £2,000 per month with the total additional costs standing at £8,000. BAQUS would provide a full response in relation to the delays.

There was a brief discussion on the equipment bought for the new café and costs of some popular items to be sold.

Part II - contractual matters

The Chair confirmed this had been reported to the Governing Body at their Summer term meeting. The position had improved slightly since this time, further updates to follow on arrival of BAQUS.

5. Capital Funding

Paper: Post-16 Capacity Fund (applicant guidance) SharePoint paper

a) Update on fence and boiler (*note of completion*)

Members heard that the programmes for both projects had completed successfully within budget including small snagging issues to be rectified. Formal project completion reports to be submitted for the next meeting. (**Action Mr Martell and Mr Emery**)

There was a question on the development of the front gate which was no longer included in the CIF bid (see Item 6b).

b) 2023/24 CIF applications

It was acknowledged that the remedial work on the sections of roofs across the College that required urgent repair were the most likely to meet the eligibility requirements for funding and the bid would need to be ready for submission by the deadline this December.

Recommendation: CIF bids to be endorsed to F&GP.

c) Future options for environmental sustainability / decarbonisation

In the absence of Synergy for advice, the Principal advised that sustainability would be addressed partly by the new masterplan. Research was underway to identify a consultant to undertake an estates audit and identify sources of funding for sustainability related projects that do not qualify under the CIF funding criteria. It was hoped the new Estates Masterplan Manager would be able to assist here. This approach would join up with the existing sustainability strategy which was presented by the ADoF of Science at the last F&GP Committee meeting. The College were also mindful of the sustainability focus within the AoC Code of Governance and there was some further development through the S7 consortium. It was therefore likely that an overall strategic approach would be needed in respect of sustainability, addressing the estate and other matters.

d) Post-16 Capacity fund

The third wave of funding had been released. £140 million was available predominantly to support the growth of SFCs. However, the Principal advised that to be eligible, the College would need to demonstrate the requirement for additional space and capacity required and also be ready to commence the building project. The timing was not ideal, especially because of the current capital projects and furthermore there was a lot of work involved in preparing for a new bid of this nature. In terms of admissions, the anticipated growth of 10% this academic year was nearer to 5-6% although still above demographic projections. Members supported the view that it would be best to focus on the development of the masterplan and be mindful of timings to adequately prepare for the next round of the bidding process. The College were also awaiting the outcome of the approach to The Mercers' Company for a long term loan.

[16.33 BAQUS representatives arrived at the meeting]

6. Key Projects:

Papers: BAQUS Project management report plus appendices A-D, pedestrian access summary

a) **Shelley Building & Café** inc:

Project Management Report plus appendices

The Café

Mr Allin began his update with developments on the café project. The handover with Sunninghill was scheduled for 28 October 2022. The main development since the last meeting had been the procurement of the servery to be installed by the café furniture supplier, Portsdown, which was anticipated to complete by 7 November 2022. This was primarily due Sunninghill omitting this element but also the opportunity for implementation of a better quality fully integrated package. Mr Allin advised that during the fit out by Portsdown, it would be possible to provide access to the outside areas and internal café seating if required.

Also omitted from the servery area by Sunninghill was timber cladding and the advice from BAQUS was to delay the final installation until a later time as it wouldn't impact on the opening and could be completed out of term time to avoid further disruption or impact on café financials.

There had been some additional work to ensure compliance with fire regulations given the science labs on the floors above and an interim solution on the fire curtain that was required since the original

corridor was demolished. It was important not to delay Portsdown taking possession to install the servery. Mr Allin confirmed building control were now happy with the end result.

Members posed a number of challenges around the timings and asked specifically why, if the floor had been laid, it would not be possible for Sunninghill and Portsdown to overlap. Mr Allin's view was it would be advisable to ensure Sunninghill had withdrawn before involving another contractor to avoid the possibility of crossing lines of responsibility, especially with regards to snagging.

Members did not favour a partial opening while Portsdown were still onsite, mainly due to safety and safeguarding.

Members also enquired on the budget position as the servery from Portsdown was now over and above the original proposed solution from Sunninghill. Mr Allin confirmed this remained in budget due to various credits throughout the project and for future oversight would ensure this was reflected in the cost report. *(Action Mr Allin)*

Members questioned Mr Allin's level of confidence in the practical completion date from Sunninghill, reiterating the importance of setting expectations. There was a site progress meeting scheduled for the next day and following a question, Mr Allin provided assurances the completion date would include certification and balancing of systems. There was some further debate around overall delays and whether the café could have been completed by half term if Sunninghill had included the servery. Mr Allin maintained that the quality was the main driver and they had worked to improve on the latest delay to the 18 November. The remainder of the discussion was recorded under Part II Business.

Shelley Build

Progress was maintained and there were no anticipated delays expected to the programme. The was a process of making the site water tight due to changing seasons. The windows would shortly be installed, and sequencing was important with the upcoming open evenings in November (with windows on the College facing side being completed first). Investigations on drainage between buildings would be better undertaken when the scaffolding is taken down in early spring.

b) Pedestrian Gate

Feasibility and scope of costs

There was a brief update provided on the latest developments. There had been some challenges with approval level from WSCC Highways to raise the dropped kerb. A local contractor was available to complete the work pending the approval. Mr Allin took an action to follow this up.

(Action Mr Allin)

BAQUS were thanked for the updates.

[17.17 Mr Allin and Mr Luck departed the meeting]

[17.19 HNW representatives arrived at the meeting]

7. Update on the Estates Masterplan

Paper: Masterplan concepts and designs

Presentation of masterplan by HNW and initial outline concept designs *prior to Working Party session 2*

Introductions were made. Mr Stephens explained the rationale behind the masterplan and the intention to align with the College vision to future proof the estate and maximise all the space in between. There were further aspirations to accessibility, sustainability and possible community provision. The masterplan was presented in a phased approach.

Members were directed to page 5 of the masterplan and Mr Stephens gave an overview of possible constraints such as services and requirements to comply with the relevant regulations relating to access routes.

The frontage and visual appearance of the newly proposed buildings and the creation of a building line had been tested in the design concepts. There would need to be careful consideration to sequencing and planning linked to possible funding that could be generated. Mr Duffy added that this was very top level at this stage, paving the way for an options appraisal further on in the process.

Members discussed the height of the proposed tech centre [phase 5] and whether it was possible to future proof it by creating additional floors. Mr Stephens spoke of similar work at another Sussex college and agreed it was sensible to consider this. This could also enable other community usage and maximise letting opportunities. One Member remarked on the space allowed per SQM for the science teaching space within specific guidelines which he agreed to share. *(Action Mr Allen)*

HNW were thanked for the work on the masterplan and the updates and HNW would return for the Estates Masterplan working party meeting later in the week.

[18.06 Mr Stephens and Mr Duffy departed the meeting]

8. Other Premises Updates

Papers: Estates Manager report, H&S report, minutes from the H&S Committee

In the absence of Mr Martell and Mr Emery, the Principal relayed some updates. The newly created Duckering library was working very well and supporting Pro-Study.

9. AOB

Nothing to report.

10. Meeting Assessment

The meeting covered a lot of ground.

11. Date of Next Meeting

The Committee would meet on **Monday 12 December 2022 at 16.00**

The meeting ended at 18.10

Chair.....

Date.....

RRS 20-10-22