

## THE COLLEGE OF RICHARD COLLYER

### MINUTES OF THE ESTATES SUB-COMMITTEE

held on **Monday 12 December 2022 16.00**

Present: Mr Ian Dumbleton (FD), Mr Martin Emery (Estates Manager) Mr Graham Lawrence, Mr Dan Lodge (Principal), Mr Steve Martell (DP), Mr Tom Parkes (Estates Masterplan Manager), Mr Dominic Wakefield, Mr Eric Williamson

In attendance: Mr Richard Allin (BAQUS), Item 5 only  
Mrs Russha Sellings (Clerk)

In the Chair: Mr Graham Lawrence

*Members met in advance of the meeting for a tour of the new Cafe.*

#### **1. Chair's Introductions and Apologies for Absence**

The Chair opened the meeting slightly behind schedule. Apologies were received from Mr Steven Allen and Mr Chris Luck (BAQUS).

The Chair suggested and it was agreed Item 8 on the agenda would be brought forward to Item 6 to ensure sufficient time was allowed to discuss the key item.

#### **2. Declarations of Interest**

None to record.

#### **3. Minutes inc. Parts II of the meeting held on 11 October 2022**

The minutes including Part II were approved without amendment.

#### **4. Matters Arising**

Item 6a Part II – delay review: Noted as covered in the report from BAQUS presented in Item 5.

#### **5. Key Projects Updates**

*Paper: BAQUS project management report*

##### a) Shelley Building

Mr Allin gave an update on the 2 week delay arising from recent bad weather. Further progress than reported at the time of writing had been made and it was anticipated that the building would be completely watertight by Christmas. There had been some water ingress on the first floor which the contractor was addressing. Members asked about the contracted timescales. Mr Allin understood that there wouldn't be a critical delay overall. Due to efficiencies and resequencing, Sunninghill were confident they could meet the original contract window at the end of April 2023. There would be further updates at the forthcoming progress meeting. Members requested an amended programme with explanation on how the time would be recouped, and Mr Allin advised this would be presented at the next meeting alongside the 12 week completion programme. **(Action: Mr Allin)**

Members enquired about the need for the fire access road identified in the report and Mr Allin explained the background. Discussions continued with Building Control, and it was hoped there would be a workable alternative solution utilising an existing access point located behind the library and sports hall. A permanent access arrangement had already been factored into the estates masterplan. Members suggested a joint meeting with Building Control and WSCC Fire & Rescue. A resolution would be confirmed by the next meeting. **(Action: Mr Allin)**

Consideration was made to sustainability and the possibility of water recycling. Mr Allin agreed to investigate what could be achieved, although it was likely better to retro fit as part of the wider strategy (see Item 7c). **(Action: Mr Allin)**

b) Café

The new café was now operational with various aspects of snagging underway including the servery and fire curtain. Overall, the space was being well used with potential for social events.

The remainder of the discussion was recorded under Part II business.

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

c) Pedestrian Gate

Following the approval from WSCC, the raising of the dropped kerb was undertaken over half term and the work contained so as not to impact on the road. Mr Parkes was assisting the tender process for the remainder of the works. Sunninghill may be invited to submit a proposal. Some further assessment of the specialised brickwork was required. *(Action: Mr Allin/Mr Parkes)*

[16.51 - Mr Allin was thanked for the updates and departed the meeting]

**6. Update on the Estates Masterplan**

*Papers: Briefing paper update, Estates Masterplan*

The latest version of the masterplan including library extension and other modifications following the Estates Masterplan Working Group was shown on screen.

The Principal gave an update on the approach to The Mercers' Company for a long term loan since the ONS reclassification of colleges. The outcome of the request was not definite, and the need to comply with the Treasury's Managing Public Money (MPM) guidance created some uncertainty. There had been a request from The Mercers' Company for additional information and assurances on affordability.

There was a discussion around the level of investment in design and planning prior to securing any funding streams and the costs of HNW preparing an options appraisal. In tandem, there were various modernisation projects being planned costing approximately £400,000. Members commented that £135,000 may not be enough to produce designs for all phases of the masterplan development and outline plans were generally regarded as requiring significant detail. It was important to ensure the designs balanced longevity and flexibility. A recommendation was made that more time be built in for the preparatory stages including design and delivery and the construction phases be pushed back to start in 2025-26 which would also allow more time to firm up funding streams. *(Action: Principal)*

A possible RIBA Stage 2 competition was discussed, and members were supportive of the approach which could be beneficial in terms of identifying ideal contractors and leveraging funding as well as being good PR for the College. It was also agreed good practice to retender for PM/QS services either separately or from the same contractor using the existing processes *(Action: Principal/Mr Parkes)*

The next steps would be to present the masterplan for formal governance approval to the F&GP Committee and thereafter Governing Body in order to engage HNW on RIBA Stage 2 designs.

***Recommendation: The F&GP Committee consider the next stages of design.***

The Principal had met with Barbara Childs, Director of Place at HDC to present a top level overview before the planning stage which had been helpful.

Water neutrality was a priority area, and it was agreed this would be included in the environmental sustainability requirements (see Item 7c).

It was agreed Simon Taylor, Property Director of The Mercers' Company would be approached in considerations of the masterplan and also for the knowledge and expertise on environmental strategy.

In respect of the possible restrictive covenants that may exist on portions of the estate, a member suggested exploring an option for insurance. *(Action: Clerk)*

## **7. Capital Funding**

*Papers: Project completion reports and CIF bid 23-24 (roof)*

### **a) Projection completion reports (Fence)**

The DP was pleased to report the project account was in budget and overall, the project had been successfully managed. Members enquired whether the weight of the gate would be more significant issue; the DP advised not and would be addressed in the final snagging.

### **b) CIF bid 23-24 (roof)**

Confirmed as approved by the Governing Body including the contribution of £83,000 and submitted within deadline. In response to a question from members, it was noted 4 contractors had tendered for the work.

Members asked whether there had been any instances of water ingress over the winter period. The DP confirmed a small amount, however, the current remedial efforts were also reaching end of life. It was hoped the preparations would begin in May half term, however this would involve a significant amount of work to be ready to start the work in the summer break.

The DP, Estates Manager and Synergy were commended for all the work involved in preparing the bid.

### **c) Sustainability funding**

A member had made a recommendation to the Principal of a company who could perform a remote geothermal feasibility study for the possibility of ground source heat pumps. The Principal had yet to identify a company to carry out a sustainability audit of the estate and prepare bids for appropriate funding. There was positive news in the form of a Government grant of £108,000 in the new year. The Estates Manager recommended continuing with the roll out of LED lighting as one possible option. The Principal took an action to draft an options appraisal for the Committee's consideration. *(Action: Principal)*

## **8. PM Performance inc:**

*Papers: External project management monitoring reports x 3*

### **i) Shelley/Café**

The scoring reflected discussions that had taken place earlier in the meeting.

### **ii) Boiler / Security fence**

Both these projects were undertaken by Synergy who had performed strongly and were regularly onsite to manage the projects.

## **9. Other Premises Updates**

*Paper: Planned maintenance*

A member asked about the change in the response of the fire service to emergency calls. The Estates Manager confirmed that the College would need to do a first level check before registering an emergency call, however 99% of calls made overall were non-emergency. The premises team had received advanced training and an advanced out of hours fire plan would be drafted.

## **10. AOB**

Nothing to record.

**11. Meeting Assessment**

Members were thanked for their input and additional time at the meeting.

**12. Date of Next Meeting**

The Committee would meet on **Monday 20 February 2023 at 16:00**

*The meeting closed at 18.11*

Chair.....

Date.....

RRS 15-12-22