

THE COLLEGE OF RICHARD COLLYER

MINUTES OF THE ESTATES SUB-COMMITTEE

held on **Monday 20 February 2023 16.00**

- Present: Mr Steven Allen, 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) to Item 5 only, Mr Chris Luck to Item 5 only, Ms Jessica Graham (Internal Auditor) to Item 5 only, Mr Steve Duffy (HNW) Item 7 only
- Mrs Russha Sellings (Clerk)
- In the Chair: Mr Graham Lawrence

1. Chair's Introductions and Apologies for Absence

The Chair opened the meeting and introductions were made. Ms Graham was welcomed, attending to observe as part of the Estates Management internal audit review. The focus of the meeting would be Items 5 and 7 where key developments would be reported.

2. Declarations of Interest

None to record.

3. Minutes inc. Parts II of the meeting held on 12 December 2022

The minutes including Part II were approved without amendment.

4. Matters Arising

Item 6: Land covenants – the Clerk was invited to provide a brief verbal update. It was confirmed the legal report was in draft and some areas raised would need to be reported back to Trustees. There did not appear to be anything to preclude development of the masterplan, however it was agreed following discussion to follow up on the matters of insurance and easements. **(Action: Clerk)**

5. Key Projects Updates

Paper: BAQUS project management report, full delay claim report (SharePoint only)

a) Shelley Building

Mr Allin relayed highlights in reference to the report and following a recent progress meeting with Sunninghill. There were positive developments towards a resolution for the fire access road. The existing road created for the Graham Baird build was assessed as a workable solution in the interim, in lieu of a permanent solution within the estates masterplan. The need to widen the access road from 3m to 3.7m to allow fire vehicles with additional load was under discussion with West Sussex Fire & Rescue. The Estates Manager was hopeful that the location of the current working access road by an open area would negate this requirement, although it would still be possible to widen if necessary.

Mr Allin continued with an update on the build which was generally progressing well. It was however confirmed the plasterboard was erected across the new building prior to it being made watertight at which time the contractor had been warned not to continue when there were signs of water ingress. This had resulted in a damp issue with mould growth identified both on the inward and outward facing sides of the walls, the extent of which was not yet clear. The remediation proposed by Sunninghill's Operations Director did not appear to be acceptable or in accordance with the contract. British Gypsum were now engaged and there were matters relating to valuation to consider; the remainder of the item recorded under Part II business.

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

b) Café

The list of remaining actions on the snagging were gradually being closed out and Mr Allin confirmed the installation of the fire curtain since the time of writing. The remainder of the discussion was recorded under Part II business.

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

c) Pedestrian Gate

Paper: Indicative programme

The Principal advised members the cost of the project would be around £100,000 overall and the current timings were challenging; it was recommended that members assess manageability and affordability against other projects in Item 7. BAQUS agreed to provide an itemised pre-tender estimate in early March. (**Action: BAQUS**) The Chair noted that if progressed, the decision points would arise prior to the next meeting so decisions would need to be taken by written resolution..

[17.03 - Mr Allin was thanked for the updates and he departed the meeting with Mr Luck and Ms Graham]

6. Refurbishment Projects

Papers: Top sheet and refurbishments programme

The funding overview (Item 7vi) was shown on screen at the meeting. There was a significant scale of work ahead, if approved, and the Principal directed members to the budget thresholds. It was likely the cost of the front gate may increase further. Projects would in part be funded by cash reserves, £500,000 of which arose from the John Snelling Legacy. The Principal rehearsed the idea of diverting this to level 1 of the Quintenary fund to help initiate the programme of fundraising commencing next month.

The total costs including investment at the early stages of the masterplan and for sustainability projects where there was an overlap was estimated to be circa £770,000.

[17.12 Mr Duffy joined the meeting]

It was agreed to revisit the item following considerations under Item 7.

7. Estates Masterplan Development

Papers: Top sheet, masterplan top level view and update, cost plan, procurement strategy, planning considerations and funding (all projects), RIBA guidance (SharePoint only)

i) Masterplan update

ii) Updated timescales and funding streams

iii) Masterplan cost plan & procurement

iv) Planning considerations

v) Project & QS services tender

vi) *Recommendation to F&GP on total costs inc designs / RIBA Stage 2 and refurb projects*

The items above were considered in tandem.

A number of documents were prepared for members' consideration. Mr Duffy first talked to the planning strategy and the constraints and opportunities of each option. Barbara Childs (Director of Place, HDC) provided a steer on the approach with Outline Planning the least favoured and dependent on Reserved Matters. Members heard Adrian Smith (Major Applications Team Leader, HDC) had also responded and indicated support of a 'Hybrid Planning' option involving a more detailed phase 1 plan, Outline Planning for the rest of the phases and inclusion of the masterplan as

a supplementary document. Members agreed this was a sensible way forward given the complexities and the fact that changes may arise in progression through the latter phases.

Mr Duffy also drew members' attention to several additional key areas likely to impact planning:

- Water neutrality (Environmental Bill) an important consideration within wider sustainability planning. Mr Duffy believed it would be feasible to demonstrate this on a large campus.
- Green land and negotiations with Sport England. Sufficient time should be factored into the project planning. It was advisable to prepare a case to mitigate any challenges around reorganisation of green areas, especially where the aim of the masterplan was the betterment of the whole site in the longer term.
- The wider College Property Strategy and other planned modernisation projects. The Chair highlighted the cross over with all the projects and sustainability.

It was noted positively the collaborative approach taken with HDC at this preliminary juncture. Members also advocated a similar approach with other stakeholders such as local employers.

Mr Duffy concluded the masterplan strategy was viable and a discussion took place on proceeding with a Pre-Application submission and the budgetary considerations with an initial outlay identified of up to £200,000. As well as formally initiating the masterplan strategy, the Principal added that this would be an important step in order to qualify for grant funding.

Members then heard from Mr Parkes on the procurement framework and post planning approach to design and construction of phases 4 a-c and 5. It was observed there was an overlap with the role of the architect in the planning stage as design guidance was essential throughout.

Mr Duffy explained the routes available both traditional and 'design and build' citing work they had undertaken with another S7 SFC in Sussex. There could be impacts resulting from the discussions with Sport England and for the sports hall and tech centre, a view to the management of the specification in terms of value engineering which Mr Duffy advised was best addressed in the formative stages.

The Chair surmised commitment to the masterplan would involve a significant level of work with continual building projects to 2030. Timings were inextricably linked to fundraising; it was agreed to add a column to the masterplan update table to include timescales (**Action: Principal**) Members agreed to endorse to F&GP proceeding with the next stages of design and planning.

Recommendation: The F&GP Committee consider the next stages of the masterplan design and Pre-application planning costs of up to £200,000 [to endorse to the GB for ratification]

[18.05 - Mr Duffy was thanked for the updates and departed the meeting]

8. Refurbishment Projects (revisited)

Members considered the 3 part project plan following the discussion on the masterplan. In respect of the recent Government announcement for potential Level 3 defunding of certain BTEC subject areas such as Criminology, Members asked how it may impact on this particular relocation. The Principal responded that SMT had already had to factor this into the planning and it would be managed appropriately. There remained a need to create a new drama area and dedicated space library / learning resource areas for each faculty was now critical.

Members asked about the internal communications plan for the projects identified and it was confirmed that this was in the remit of Mr Parkes.

Recommendation: The F&GP Committee consider the total cost of £332,000 for the proposed refurbishment projects [to endorse to the GB for ratification]

9. Sustainability

Paper: Top sheet, projects overview, TownRock options appraisal

The Principal alerted members to the competing challenges with respect to sustainability; there was both the modernisation of the existing estate to create efficiencies (i.e. retro fitting) and management of new buildings as part of the ongoing commitment. A proposal on ground source heat pumps had also been recently provided and included in the meeting papers. However, there was still no consultant identified who may be able to conduct a total assessment of the estate and assist with bid writing and securing funding. Mr Williamson made recommendation on a company to be followed up.

Members revisited the paper presented for Item 7(vi) summarising funding and approval for summer projects. Members supported progressing with LED lightbulbs across the existing estate which would form the majority of the £108,000 Government's Energy Efficiency Capital Funding as well as the initial costs for exploratory work by TownRock. The FD took an action to check the guidance regarding timing of utilising the funding. **(Action: FD)** It was agreed following feedback from members to revisit motion detectors prior to LED installation. **(Action: Estates Manager)**

Recommendation: The F&GP Committee consider the cost of £100,000 for LED lightbulbs [to endorse to the GB for ratification]

Members discussed options for the front gate and noted that a fully designed and implemented gate could be deferred and possibly may need to be repositioned as a result of the masterplan, therefore it was suggested an interim solution may be more cost effective at this point. The project would therefore not be taken forward and this would be relayed to the F&GP Committee and BAQUS. **(Action: Principal)**. The remaining discussion was recorded under Part II business.

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

10. Other Premises Updates

The Estates Manager provided commentary on his report which included new developments arising from the introduction of Martyn's law with anticipated Government legislation on security to mitigate risks from terrorist activity. The Estates team were due to have training next month.

Members noted the new fire plan had been successfully implemented.

11. AOB

Nothing to record.

12. Meeting Assessment

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

13. Date of Next Meeting

The Committee would meet on **Monday 12 June 2023 at 16:00**

The meeting closed at 18.25

Chair.....

Date.....

RRS 27-02-23