

THE COLLEGE OF RICHARD COLLYER

MINUTES OF THE ESTATES SUB-COMMITTEE

held on **Monday 12 June 2023 16.00**

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

In attendance: Harry Alexander (BAQUS), Richard Allin (BAQUS), Chris Luck (BAQUS) to Item 6 only

Russha Sellings (Clerk)

In the Chair: Graham Lawrence

1. Chair's Introductions and Apologies for Absence

The Chair opened the meeting and introductions were made. Members were given the opportunity to visit the newly opened Shelley building and commented on a successful build, noting the space was already being utilised since practical completion.

The FD wasn't present at the start of the meeting, arriving during Item 8.

2. Estates Sub-Committee moving forwards

i) Chairing and membership

The Committee heard from the Chair that this would be his last meeting as he was stepping down to focus on his role as Chair of the Governing Body. A succession plan had been agreed with Steve Allen as Chair elect, from the autumn term. Steve Allen has the requisite skills to lead the Committee into a new phase of development for the College. Members were also informed that Co-optee Eric Williamson, had resigned with immediate effect as he was no longer able to continue in his role due to work commitments. Members wished to record thanks to Eric Williamson for his service and expertise given during the recent projects. The Nominations Committee would recommend a member of the Governing Body to fill the position of Graham Lawrence and also seek to recruit a new Co-optee with relevant skills.

ii) Remit and ToR

In addition to the membership changes, at their next meeting, the Nominations Committee would be considering a proposal to review and extend the remit of the Estates Committee and position it as a full committee of the Governing Body. This would support the College through its estates masterplan.

Thanks were recorded to Graham Lawrence for his 3 years of being a member and Chair.

3. Declarations of Interest

None to record.

4. Minutes inc. Parts II and b of the meeting held on 20 February 2023

The minutes including Part II were approved without amendment.

5. Matters Arising

Item 4: Insurance update – the Clerk provided a brief verbal update on securing title indemnity insurance which was more complex than originally anticipated. This action was currently on-going.

6. Key Projects Updates

Papers: BAQUS project management report

a) Shelley Building

BAQUS were invited to comment on the opening and handover of the new building.

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

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

[16.42 – BAQUS representatives were thanked for the updates and departed the meeting]

7. CIF & Maintenance Grants

a) Roof CIF bid outcome / next steps

The College were delighted to be in receipt of a third successful CIF bid of £520,000 (with an £83,000 contribution) for urgent remedial works to the flat roofs. Preparations were being made for the work to take place over the summer holidays and the contractor was being lined up.

Members heard that the current projects equated to approx. £1 million over the next 3 months and all of the projects would run concurrently.

b) Refurbishment Projects update

The Estates Masterplan Manager was overseeing the internal move and refurbishment of the Early Years, Drama and Criminology departments. The library extension to the Memorial Hall included upgraded technology and restoration of the area. The budget had been allocated from a grant from the DfE which had been made available in response to the recent reclassification of colleges into the public sector. The grant exactly matched the costs of the project scope.

c) Sustainability

The latest initiative had also been funded by energy efficiency capital funding, the main part of which was as agreed for LED lighting to be rolled out over the next year. The Estates Manager advised the remainder would be used for related residual maintenance.

The Principal also spoke of the technical report on ground source heat pumps obtained by TownRock. While the College were keen to pursue sustainable options, the cost was significant, therefore it would likely only to be feasible to consider sustainability projects of this nature in the wider programme of the estates development. Steve Allen recommended Cundall, a consultancy who may be able to provide a holistic assessment of the estate. **(Action: Principal)**

8. PM Performance

Papers: External PM monitoring (Shelley build)

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

[17.10 – The FD joined the meeting]

9. Estates Masterplan Development

Papers: Masterplan update, RIBA competitions guidance

i) Masterplan update inc timescales, design and pre-app planning

Members noted the RAG rated funding plan and updated timescales. The College awaited heads of terms on the loan from The Mercers' Company which was a more complex process, since the College were the first of the associated schools to receive such a sizable loan. Additional grants had also been received for mental health support. The next step would be to seek approval from the DfE for the loan, however this was hoped to be both favourable and unlike other loan applications.

The Principal advised there had been no further correspondence from HDC in respect of the local plan and funding, although there had been recent local elections which may have stalled the process.

ii) RIBA Competitions Guidance

A robust discussion took place on the need for a competitive tendering process for the design of the estates masterplan to comply with relevant public contracts legislation. This was considered

especially important in light of the recent reclassification of colleges back into the public sector, observing the requirements within the Managing Public Money framework.

The Estates Masterplan Manager presented members with three possible options to members for their consideration:

1. A RIBA competition process which would be resource intensive and costly at a minimum of circa £65,000 but could have wider benefits such as extended reach and PR opportunities.
2. Engaging with an identified consultant to support the tendering process and a criteria for assessment costing circa £15,000-£20,000.
3. An in-house process led by the Estates Masterplan Manager post the current summer projects.

Timings were discussed. Option 3 may take the longest, up to 9 months undertaken in stages. Members suggested a hybrid approach with the Estates Masterplan Manager supported by a consultant and the consultant costs be benchmarked to ensure value for money. It may also be beneficial to ensure adequate resourcing and planning up front and for various contractors to work together, e.g. architects and M+E contractors.

It was confirmed HNW would be invited to tender.

Members suggested that advice be taken from other colleges who had completed similar projects.

10. Other Premises updates

Papers: Estates Manager's report, planned maintenance, H&S report, H&S minutes (25-04-23)

The DP advised the boiler installation project was in budget and had also moved reconciliation stage progressing towards completion.

The Estates Manager provided commentary on his report which included residual funding being out to use on necessary upgrades across the College.

11. AOB

Nothing to record.

12. Annual Meeting Assessment

Covered under Item 2.

13. Date of Next Meeting

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

The meeting closed at 18.10

Chair.....

Date.....

RRS 19-06-23