

THE COLLEGE OF RICHARD COLLYER
MINUTES OF THE MEETING OF THE
ESTATES COMMITTEE
HELD ON Monday 11 December 2023 16.00

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

In attendance: Richard Allin (BAQUS) Items 1-5 only, Robin Pritchett (Cundall) Item 6 only
Russha Sellings (Clerk)

In the Chair: Steven Allen

1. Chair's Introductions and Apologies for Absence

The Chair opened the meeting and welcomed new Co-optee George Dummer to his first meeting. All members were present and there were no apologies.

2. Declarations of Interest

None to record.

3. Minutes inc. Parts II of the meeting held on 16 October 2023

The minutes including Part II minutes were approved without amendment.

Richard Allin referred to the Part II minutes and the discussion on the matter of fogging which the Chair said would be raised in the update under Item 5.

4. Matters Arising

Covered in the next item.

5. Key Projects Updates

Papers: BAQUS project management report including defects lists, summary of differences

The item was recorded under Part II business.

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

[16.30 – Richard Allin was thanked for his update and left the meeting]

6. Sustainability

Paper: Cundall proposal

[16.32 – Robin Pritchett arrived at the meeting]

Robin was welcomed to the meeting and introductions were made. Robin explained his role at Cundall and how he approached projects of this nature with similar institutions in the journey to net zero. The focus was on what was practically achievable given the variety of ages of the buildings on the College estate which he had observed on an initial site visit. It was noted that there was a general reliance on gas in the sector and the Principal said any investment in alternative heating sources had to be set against the opportunity costs. Sustainability was a key aspect of the College's Strategic Plan. Public disclosure was an element to consider and Cundall could provide advice here. Robin confirmed a level 2 audit was recommended for the College as laid out in the proposal.

The Chair invited questions. Robin was asked whether Cundall could assist with bid management for sustainability funding. Robin responded that the main route was through the low carbon transition fund, although bids tended to be highly competitive.

A member queried whether it would be necessary for the audit to take account of new buildings. While these will be the most energy efficient, Robin advised that they should be considered in the totality of the review as a network of buildings and to enable optimisation of energy across the estate.

There was some debate about the appropriate audit level for the College. Robin's clear recommendation was Level 2. Level 3 provided detailed 3D thermal analysis modelling. The granularity of information was not necessary for the College's needs at the present time and there was a significant amount of work required resulting in much higher costs. One member wished to clarify if additional information would be a worthy investment and Robin explained the Level 2 audit would provide the College with 85-90% accuracy while Level 3 would only increase this by a maximum of 10%. In conclusion, the Chair said Level 2 would provide the benchmark required in broad terms.

A member asked about people and whether they had the biggest impact on the carbon footprint of the estate in reference to the requirements of Scope 3 emissions. Robin said this information was additional but maintained that buildings were the main area of focus.

Timings were discussed and Robin confirmed that they allowed up to 8 weeks to cover the relevant visits and data sourcing.

[16.58 – Robin was thanked for his update and left the meeting]

Members revisited the aims of the audit and whether aspects of the information were already available internally. It was also noted that any advisory actions would be time limited as new technologies and developments were constantly advancing. The Chair referred to the need to establish a baseline of the carbon footprint as a route to compliance and as a prelude to Scope 3. The Principal also added that it would be time consuming for the estates team to produce such data.

The Committee agreed that it would be sensible to move forward with a Level 2 audit undertaken by Cundall, the cost of which was under the Principal's budget approval level. There was a further discussion on the terms and conditions and comments would be fed back following the meeting prior to agreement.

7. CIF Funding

i) Update on current works 22/23

Members heard the latest status from the DP. The roof works were now complete and onto the snagging phase which is why some of the scaffolding was still in place. It was planned this would be resolved by Christmas. The project remained on budget. The recent wet weather had provided a good stress test of the works. The estates team were thanked for all their efforts in managing the project which involved working outside of normal hours to manage it.

ii) Next funding round (23/24)

The next CIF funding round deadline was this coming Friday and the Committee were aware of the proposal to replace further boilers in the College estate, in particular T-block and Cowley. The DP had worked with Synergy to submit the bid in advance of Friday as sometimes issues arose with the DfE portal closer to the deadline. The College expected to hear back in May, however there was a cautionary note due to RAAC and DfE funding pressures. The Chair wished to thank the DP and the wider estates team for their work on the CIF bid.

8. Estates Masterplan Development

Papers: Masterplan

i) The Principal gave an update on the latest position with the loan from the Mercers' Company since the application to the DfE had been refused consent on the grounds of the interest being applied. A new offer with potential options was expected in the new year. If zero interest or reduce interest, the

payback period would be shorter. The FD added that EDITDA doesn't take into account capital expenditures.

The Principal had also explored other funding streams such as Sports England, however this was heavily weighted on the deprivation index. A meeting was also planned in the new year with HDC representatives to discuss further co-funding opportunities.

ii) Tendering process update

The Estates Masterplan Manager spoke to his report. Good progress had been made and it would be possible to go out to tender before Christmas. A two stage process to evaluate potential architects with specified metrics via a selection questionnaire and then short list and invite to tender was planned. The selection would include value but would be weighted to quality. Members asked how the tender process was conducted. The Estates Masterplan Manager referred to the public contract regulations and the recognised platform used by publicly funded bodies to publish their request for tenders. The timeframe was covered in the accompanying programme chart, although the next stages may be impacted by Christmas period. It was confirmed that the process would be equitable with HNW's initial redacted designs being used as a guide. A future action was to form a panel to consider the tenders. Members were satisfied with progress and thanked the Estates Masterplan Manger for all his work in getting to this stage.

iii) Land valuation report/title indemnity insurance

The Clerk was invited to give an update. A recent report had been commissioned as a valuation of the College's land and buildings and the report was uploaded to SharePoint for reference. This was specific to the planned incorporation of the Collyer Endowment, however it would also be used to obtain the insurance and the Clerk and FD were in discussion with Zurich.

9. AOB

None to record.

10. Meeting Assessment

The Chair recognised the need for project management papers to be circulated in good time for the meeting.

11. Date of Next Meeting

The Committee would meet on **Monday 19 February 2024, 16.00.**

The meeting closed at 17.34

Chair.....

Date.....

RRS 14-12-23