

THE COLLEGE OF RICHARD COLLYER

MINUTES OF THE ESTATES COMMITTEE

held on **Monday 16 October 2023 16.00**

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

In attendance: Richard Allin (BAQUS) Item 7 only
Russha Sellings (Clerk)

In the Chair: Steven Allen

1. Chair's Introductions and Apologies for Absence

The Chair opened the meeting, his first as Chair of the full Estates Committee. The Chair wished to record thanks to the previous Chair, Graham Lawrence.

All members were present and there were no apologies. Due to Richard Allin from BAQUS running behind schedule, it was agreed to reorder the main agenda items until his arrival and update.

2. Declarations of Interest

None to record.

3. New Estates Committee ToR

Paper: Estates ToR 23-24

The Chair explained the new delegated responsibilities of the Committee. This included total oversight of estates projects which would enable swifter progression, however, requests for capital budget and spend would still need to be referred to the College's Finance & General Purposes Committee [and onwards to Governing Body as necessary].

4. Minutes inc. Parts IIa and b of the meeting held on 16 June 2023

The minutes including Part II minutes were approved without amendment.

5. Matters Arising

The matters arising from the last meeting were to be covered in the project management update from BAQUS.

6. Health & Safety updates

Papers: H&S Committee minutes/report 19-09-23, H&S Policy

This item was brought forward on the agenda as agreed.

i) H&S Committee minutes

The DP drew members attention to the action driven report. Notable updates related to site security and new legislation arising from Martyn's law was being incorporated into planning following the first tranche of DfE training.

The Chair queried whether the Accessibility Plan that had been drafted was now published. It was confirmed this was available on SharePoint for students and staff.

Safety of students vaping outside the College was raised where they were clustering at entrance/exits points. The Principal said this was being managed as best as possible; there would be further work on the arrangements of the gates since the closure of the secondary west gate other than at the beginning and end of the College day.

ii) H&S Policy

Members heard from the Estates Manager that aspects of the policy specific to Covid guidance that were no longer relevant would be removed since reclassification of the virus into 'infectious diseases'. A member commented it may still be prudent to prepare for an expected wave of cases over the winter period.

Recommendation: The Governing Body approve the H&S Policy.

[16.07 – Richard Allin arrived at the meeting to present his update]

7. Key Projects Updates

Papers: BAQUS project management report

Richard Allin provided updates on snagging, building checks and insurance as well as the final account. The item was recorded under Part II business.

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

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

8. Refurbishment Projects

i) Summer projects

The DP spoke of the significant work on the flat roofs that started over the summer, swiftly following the approval of the CIF bid. The College were pleased with the quality of the work which was on budget. The project had been operationally challenging especially with the weather in the summer break. The Estates team were assessing what could be done safely while students were onsite and in terms of health & safety what would take place when the College was closed to students such as the removal of the scaffolding which was anticipated to start coming down in half term.

The Committee heard from the Estates Masterplan Manger on the work that was completed successfully over the summer creating 80 new desks for Pro-Study in the modernised Memorial Hall, a new Drama area and the relocation of Adult Ed. Thanks were recorded for the work of the IT team. The Principal confirmed this project had completed under budget and some budget also remained from the energy efficiency project which could be allocated elsewhere and there was a discussion on the best use of this under the next item.

ii) Canopy and fence completion

The Principal said that record enrolment numbers were starting to impact on the capacity of the social space on the College campus. While the café was popular, students were also seeking refreshments offsite. To alleviate the pressure on social space, it was proposed the budget be allocated to a new 21m canopy in the area between the library and the sports hall at a cost of £70-100k. The design would need to be considered to maximise the space. Members were keen to ensure that any investment was future proofed and that the canopy could be relocated or reused in future if need be, which was confirmed as an option. It was noted that this proposal would support sustainability if the new area encouraged students to stay on campus.

There was some further work to be completed to support site security and Paxton access would be added at 3 gate points. Expert advice had been sought on securing the site in the original bid for the fences. Increases in vaping had additional considerations for health & safety as discussed. SMT were regularly on gate duty and there was also CCTV throughout the campus. In relation to Martyn's law, members sought assurances that the security measures would not restrict exit of the site in an emergency situation and the Estates Manager confirmed that this would be overridden for example in the case of a fire alarm and the need for evacuation. The total budget for this element of work was not yet confirmed, however the FD was confident that it would be within an affordable range.

Members supported the need for the canopy and the additional security measures.

iii) Other updates

Covered in the above item.

9. Estates Masterplan Development

Papers: Masterplan procurement proposal

i) The Principal gave an update on the latest position with the loan from The Mercers' Company since the application to the DfE had not been granted with the advice that it could be reconsidered if the loan was on an interest free basis. The Principal was aware this was now under the consideration of the company's Philanthropy Committee and further updates would follow.

ii) Tendering process

The Estates Masterplan Manager spoke to his report, the aim of which was to build flexibility into the process with a suggestion to reevaluate in the latter stages. Members queried the costs. Initially to commence the process, it was estimated around £20k and up to £200k to reach full design and planning as previously raised with the College's Governing Body.

10. Sustainability

Papers: Extract from TownRock report on heating options appraisal

i) TownRock technical report extract

The Principal was grateful to the Committee Chair for providing the contacts.

It was clear from the relevant sections of the report that the cost/benefit ratio would not be reached. Evolving technologies may lead to more feasible options in future. Members surmised that newer buildings would likely bring about the greatest impact on the progress towards sustainability which had been verified by discussions with consultancy firm Cundall.

ii) Cundall visit and audit proposal

The College had been seeking a suitable consultant to provide an audit of the estate for some time and a proposal had been received from Cundall. A partner from Cundall would present the proposal to the Committee at their next meeting.

11. AOB

Membership of the Committee was discussed since one member had stepped down, although may consider returning in future. There was a recommendation for a new Co-opted member which would be referred to the Governance & Search Committee. **(Actions: Clerk)** The Chair informed members that a meeting had also taken place with a prospective Co-optee with ESG experience also for consideration by Governance & Search at their next meeting.

12. Meeting Assessment

The first meeting of the new full committee was well received. It was suggested as helpful for members to receive some more images of completed refurbishment works and also of the potential new canopy.

13. Date of Next Meeting

The Committee would meet on **Monday 11 December 2023, 16.00**

The meeting closed at 17.30

Chair.....

Date.....

RRS 31-10-23