

## THE COLLEGE OF RICHARD COLLYER

### MINUTES OF THE MEETING OF THE ESTATES COMMITTEE HELD ON Monday 5 February 2025 16.00

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

In attendance: Paul Boden (Partner, Hanover Cube) [via Teams], Daniel Walder (Project Director, BDP), Ellie Jennings (Town Planner, BDP), Tom Rudd (Town Planner, BDP), Ian Morgan (Partner, Morgan Carr) all for Items 1-3 only

Russha Sellings (Director of Governance/GD)

In the Chair: Steven Allen

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

The Chair opened the meeting. Although apologies were received and accepted from Dominic Wakefield and Julian Rooney, the GD confirmed the meeting could proceed as quorate. Representatives from BDP, Hanover Cube and Morgan Carr were welcomed, and introductions were made. The DP joined after the meeting started.

The Chair referred to the focus being on progress since the additional meeting at the end of the autumn term.

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

None to record.

*It was agreed to bring forward Item 5 for the benefit of external attendees.*

#### **3. Estates Masterplan Development**

*Papers: Updated design programme, cost plan, BDP slides (presented at the meeting)*

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

#### **4. Minutes inc. Parts II of the meetings held on 23 October 2024 and 19 December 2024**

The minutes were approved without amendment.

#### **5. Matters Arising**

All covered on the agenda.

#### **6. Estates Update**

*Paper: RAAC update*

##### **i) RAAC Update**

The EMM explained 5 contractors were currently bidding in the tender process closing at the end of the month. The enabling works were being carried out separately to optimise the preparation for the remedial project. Costs were currently being met at risk and the team continued to liaise with the DfE to secure approval in line with the department's procurement process. A letter signed by the Chair of the Committee was sent to the DfE to ensure that the timescales were met.

##### **ii) Managing growth in the short term**

To manage growth in the short term, plans were underway to extend the existing Portakabins and the Estates Manager confirmed it was possible to double the space within the existing green line that had been agreed. The costs would not be as high as the initial installation and the FD was finalising the figures.

The DP and the Admissions team were commended for the 9% increase in growth which exceeded local and regional geographic trends. Translated to numbers, this would equal approximately 200 extra 1A students in September. Each additional classroom would hold the equivalent of 50 students across the timetabled capacity. Further considerations would be made to increasing study and social space around campus.

## **6. Sustainability**

The DP provided a verbal summary. The latest bid for CIF funding had been submitted in time for the deadline and thanks were recorded to the Estates Manager and Synergy for what was a strong bid for additional boiler replacements. The main boiler upgrade had created savings of up to 20% on energy costs and there were additional savings from the replacement roofs.

Students had recently participated in Green Week and were keen to promote environmentally sustainable initiatives. The RCU environmental lead was pleased with current developments. The DP had a weekly meeting with the College's Sustainability Co-ordinator to review the RAG rated action plan. The new carbon literacy first cohort had completed the course and there were opportunities for students via enrichment. An allotment at the back of the College was also underway. Members thanked the DP for the update.

## **7. Health & Safety Report**

*Paper: H&S Committee minutes report*

The Estates Manager referred to the RAAC project and plans for refurbishment which also included addressing the small area of asbestos. There was also continued work in the science labs to improve ventilation and issues previously raised had all been successfully resolved. The College environment overall was considered low risk and the number of first aiders proportionate. The College had been preparing for some time for increased regulations arising from Martyn's Law.

## **8. AOB**

The Principal wished to highlight that the College careers fair was taking place in the café and he invited members to visit after the meeting.

## **9. Meeting Assessment**

It was noted that additional time had been spent on the masterplan item which was necessary at such as key stage. The GD acknowledged that the agenda should allow for two hour meetings at this key stage of the project.

## **10. Date of Next Meeting**

The Committee would meet on **Wednesday 11 June 2025, 16.00**

*The meeting closed at 17.54*

Chair.....

Date.....

RRS 20-02-25