

Minutes of the meeting of the Estates Committee
held on Thursday 29th April 2010

Membership: *Mr Paul Monaghan (Chair)
 *Mr Keith Blackwell
 *Mrs Susan Effendowicz
 *Mr James Smith
 *Mrs Susanna Burleigh
 *Mrs Jo Canessa
 Mr Michael Butlin

*Denotes present

Advising officers *Mr Dan Dean
 *Mr Geoffrey Bowley

In attendance: *Mrs Sue Gunter – Clerk to the Corporation
 *Miss Emma Young
 *Mr Mike O’Hanlon (Items 1-5)

1. REGISTER OF INTERESTS

The Chair asked all present if they had any interests to declare with regard to the agenda of the meeting. None were declared.

2. APOLOGIES FOR ABSENCE

Michael Butlin.

3. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 19th January 2010 were agreed as a true record.

4. MATTERS ARISING

- The issue of the dip in the road at the exit of the car park had been referred by Elmbridge to Surrey County Council. They currently had no budget to address the problem but Geoff Bowley was in an ongoing dialogue with them.
- More seating had been installed in the smoking shelter and metal bins provided. Repair work was needed in respect of some vandalism and graffiti.
- The male toilets in Y corridor had been reconfigured and were now much more spacious.

5. FUTURE ACCOMMODATION STRATEGY

Mike O’Hanlon provided a written project report to all members of the committee and this was discussed in detail as follows:-

Tower Block reglazing and associated works.

This project had been tendered and the contract awarded to HADB Kitchin Ltd, with a proposed start date of 27th May. Although this would inevitably cause some disruption to the College over the second half of the summer term, it would ensure that the works were completed before the start of the

autumn term. The planning application had been submitted, and in answer to questions from the committee, Mike O'Hanlon and College staff confirmed that all of the required information had been given to the Local Authority. A number of liaison meetings were planned and all aspects of Health and Safety had been covered. A letter from the contractors' bank had been received confirming their financial soundness. Low grade asbestos had been identified in the existing window cills, but these would be encased, with a trial of this having been successful.

Mike O'Hanlon provided several illustrations of how the Tower Block would look, together with samples of the glass to be used which were a mixture of greys and yellow, reflecting the colours of the College logo.

The project included planned maintenance works to the electrical systems, and these were costed separately to enable the College to account for them appropriately. It also included the creation of an external food outlet and covered seating in the courtyard area, to ease congestion and provide an attractive environment in which to eat. It was agreed that it was very important that the students should be consulted on the design of this and that this consultation should take place within the next two weeks.

Action: Geoff Bowley to liaise between Mike O'Hanlon and the Student Council to arrange a meeting.

Temporary Classrooms

Mike O'Hanlon advised that an application for planning permission had been submitted on 30th March but there had been a delay in registering it and the date for determination was not until 21st June. It was proposed to place the order for the classrooms with Elliott Modular, and the College would need to place their order in early May in order to take advantage of a favourable quote and to make sure that they would be installed in readiness for the autumn term.

Keith Blackwell said that he considered this proposal to be completely unacceptable. The College was not prepared to take the financial risk of ordering temporary classrooms before planning permission to install them had been received. In addition, the College had been assured on a number of occasions that installation would take place before the end of the summer term in order to allow time for departmental relocation well ahead of the beginning of the autumn term. He felt very strongly that the College should have been advised of the delay in the date of determination much sooner.

It was agreed that Mike O'Hanlon would try to bring forward the date of determination on the basis that the documentation had been lodged in good faith on 30th March. In any case he would monitor the progress of the application very closely with the aim of identifying any major issues within four weeks of the revised date of registration. It was agreed that the College should try to secure the contract price with Elliotts by giving them reassurance of the order subject to planning permission.

New Build

Mike O'Hanlon provided costings on two options for new classroom buildings – one to build over the existing two storey teaching accommodation and the second to create a new stand alone building. Whilst the former provided a cohesive solution, it was much more costly. A significant factor in this was that VAT is payable on alterations to existing buildings but not on new builds.

There would also be additional costs in the removal of the roof and provision of temporary classrooms.

There was a wide ranging discussion on these two options which took into account the impact of the VAT regime, and whether there were any “hidden” costs such as future maintenance on the existing roof.

The committee agreed that no decision could be made on this until a number of factors were clearer – in particular the strategic decision on the optimum size of the College and confirmation of future capital funding arrangements. Geoff Bowley confirmed that the SOUL land designation had been removed.

Mike O’Hanlon left the meeting at this point.

6. HEALTH AND SAFETY REPORT

Geoff Bowley advised that:-

- All remedial works arising from the Fire Risk Assessment had been carried out.
- Alternative quotes had been sought for the contract for testing water quality with a resultant saving of 30% on the same work specification.

There was a discussion about the format of monitoring and reporting Health and Safety items. It was agreed to keep a standing agenda item and an end of year report, although the current LSC format of the latter could be reconsidered.

The music room had been broken into with the loss of twenty Apple Mac machines. Security in this area was already tight, but will be further enhanced as a result of this incident.

7. REPAIRS AND MAINTENANCE WORK

Geoff Bowley reported the following works:-

- Additional vision panels in office doors
- The installation of a further drinking fountain.
- The relocation of benches from the old smoking shelter.
- Servicing of fire doors.
- Repairs and refurbishment of the Y Block lift at a cost of around £12k and an insurance company engineer’s visit to review the lift operational functioning.

8. STUDENT ITEMS

None. However, the importance of consulting with the Student Council over the proposed outdoor eating area was emphasised.

9. ANY OTHER BUSINESS - None.

10. DATE OF NEXT MEETING – Tuesday 5th October 2010

Signed.....

Date.....

