



**Minutes of the meeting of the Estates Committee  
held on Tuesday 19<sup>th</sup> January 2010**

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

\*Denotes present

**Advising officers**       \*Mr Dan Dean  
                                  \*Mr Geoffrey Bowley

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

Paul Monaghan welcomed James Smith to his first meeting of the Estates committee.

**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**

None.

**3. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 20<sup>th</sup> October 2009 were agreed as a true record.

**4. MATTERS ARISING**

- A suitable mains water source had been identified for a third water fountain in B corridor and this would be installed over the February half term.
- The budget had been adjusted for the recommendations made on the accommodation strategy and this had now been approved by both the Finance Committee and the Corporation.
- The speed hump was to be lowered on Saturday 23<sup>rd</sup> January.
- There had been some correspondence with Elmbridge Council concerning the dip in the road immediately outside the exit from the car park. There had as yet been no resolution of the problem and Geoff Bowley felt that it was caused by the camber of the road.

<b>Action:</b> Geoff Bowley to continue to pursue the issue with Elmbridge Council
--

## 5. FUTURE ACCOMMODATION STRATEGY

Keith Blackwell gave a brief overview of the current situation before handing over to Mike O'Hanlon who advised that the strategy was divided into the following parts:-

### Temporary classroom accommodation

As had been previously noted, it was proposed to provide four temporary classrooms to meet the immediate need for quality and appropriateness of space pending the proposed additions to B block. It was intended that these would be in use for two years. Planning permission would need to be sought, and Mike O'Hanlon was optimistic that it would be granted. Several governors commented that similar permissions had been given for a number of local schools in the last six months. Geoff Bowley raised the issue of Surrey County Council being able to grant planning permissions for schools in certain circumstances and it was agreed that it might be useful to explore this if problems were encountered, particularly when the College comes under the remit of the Council from April.

In answer to questions from governors, Keith Blackwell advised that the preferred location for the accommodation was at the end of the sports hall and confirmed that the additional classrooms would be used in such a way as to ensure that no particular student groups were disadvantaged.

### Tower Block

The main thrust of the work on the tower block was to replace the existing windows with new double glazed units. There were a number of logistical problems to be resolved to ensure that the block could continue to be used while the work was going on. The committee confirmed that it was happy for the College to decide on issues such as the final finish for the window surrounds.

The work would also include the refitting of one science laboratory and if feasible, some planned maintenance, such as work on electrical wiring would also be carried out. Mike O'Hanlon advised that he and Geoff Bowley were looking in detail at the planned maintenance programme and Keith Blackwell confirmed that there were nominated funds in place to support this programme.

### B Block

This work related to the proposal to create another floor on the top of B block. An initial survey had confirmed that this was a feasible option. Mike O'Hanlon advised that an "envelope" design would be agreed. Detailed costs for this would be worked up and he would aim to have a planning application submitted and resolved by the end of the Summer term, with a view to the work being carried out in 2011. He anticipated that the work would take approximately six months.

Mike O'Hanlon felt that the College should consider the relative merits of adding a new floor against the option of a new build. He pointed out some of the implications of each including the fact that VAT would not be payable on a new build, and the disruption involved in adding to the existing B block structure. All agreed that this would be a very sensible approach and that the two options should be considered in tandem, giving the College the possibility of a fall back option. The committee confirmed that it fully supported this approach.

Café

In answer to a question from Susanna Burleigh, Mike O’Hanlon confirmed that the provision of a café was still going ahead. The catering offer needed to be understood and students would be consulted before any work commenced.

**6. HEALTH AND SAFETY REPORT**

Geoff Bowley advised that there had not been a Health and Safety walk round since the last meeting. However, the annual Fire Risk Assessment had been done, with the College gaining a grade of “tolerable” – the highest grade possible!

**7. REPAIRS AND MAINTENANCE WORK**

Geoff Bowley reported the following works:

- The old smoking shelter had been enclosed, lined and converted to a store for the drama department.
- Another small storage area had been created at the entrance to the drama studios.
- Hot air hand dryers had been installed in the toilets on the recommendation of the College nurse.
- The annual display energy certificate had been received and showed an improvement on the previous year.
- The “Phoenix” estates workshop had been completed and officially opened.

**8. STUDENT ITEMS**

James Smith reported that he had been asked to raise two items as follows:

- Issues with the smoking shelter in that more seating was needed and possibly more bins as it was very messy.
- There was a male toilet door in Y corridor which was difficult to close.

**Action:** Geoff Bowley to look into both of these issues and action as necessary

**9. ANY OTHER BUSINESS**

None.

**10. DATE OF NEXT MEETING – Thursday 29<sup>th</sup> April 2010**

Signed.....

Date.....

