



Minutes of the meeting of the Estates Committee
held on Tuesday 20th October 2009

Membership: *Mr Paul Monaghan (Chair)
 *Mr Keith Blackwell
 *Mrs Susan Effendowicz
 *Mr Daniel Hill
 *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

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 30th April 2009 were agreed as a true record.

4. MATTERS ARISING

- Two water fountains had been installed, and there was a possibility of a third, although finding a suitable location for this had been problematic. Various suggestions were made, including installing one outside the English area.

Action: Installation of a third water fountain to be discussed with the Student Council.

- The Student Council had moved into bigger offices and Daniel Hill confirmed that they were very happy with the new arrangement.
- Full length mirrors had been installed in various areas, including the male changing rooms.
- A ramp had been installed in the motorcycle area.
- Additional chewing gum recycling and smoking bins had been provided rather than moving the existing ones.
- Signs had been put in the quadrangle area with the aim of reducing noise and this appeared to be working.
- Michael Butlin had been appointed as Health and Safety Governor and he had attended his first Health and Safety meeting.

5. FUTURE ACCOMMODATION STRATEGY

As requested, Keith Blackwell had drafted a campus development plan and this had been circulated prior to the meeting. He commented on the difficulty in creating a long term plan given the number of uncertainties currently facing the College. The plan was therefore split into phased approaches of three separate proposals. He had moved away from the work on the B Block being a priority on the basis that further work needed to be done on the structure to establish what might be possible in the long term.

He had therefore prioritised the refurbishment of existing facilities and easing overcrowding with three areas contained within Proposal 1 for completion by September 2010 as follows:-

- Refurbishment of the Tower Block to provide new double glazed windows with brise soleil at a cost of £560,000.
- Increasing the size of the second Physics laboratory to accommodate the increased number of students. This would cost approximately £100,000.
- Providing an outdoor café facility in the north quadrangle to ease the overcrowding in the existing catering facilities. It would be largely prefabricated and would not disturb the current infrastructure. This would have a cost of £50,000-£70,000 dependant on scope.

All of these projects could be started in May/June 2010 and be ready for the new academic year in September 2010. The level of costs involved could be met from the College reserves and would not require any borrowing.

Turning to Proposal 2, he advised that the proposed works would be subject to a review of B Block to establish whether it was possible to create another floor, and to connect it to the Tower.

There were many opportunities for future development after these two areas had been addressed, and some possibilities were identified in Proposal 3, with music facilities as a priority.

There was a wide ranging discussion on the above proposals, with the committee agreeing that that the planned phased approach was a sensible one. They were particularly keen on the outdoor café area which they felt would provide an excellent facility for comparatively little cost, and would help enormously with issues of overcrowding. It was suggested that it was not necessary to wait until next summer to carry out this project, and this should be done sooner if possible. Dan Dean confirmed that the costs of this could be met from existing budgets.

Terry Price asked whether there were any other issues of overcrowding which the College needed to address. Daniel Hill said that the Student Council had commented on the general “busyness” of the College, particularly in the LRC area. Jo Canessa confirmed that there was a noticeable increase in the numbers of students using these facilities. Various suggestions were made as to how this might be addressed and it was agreed that this was an area for the College to monitor and deal with as appropriate.

Terry Price proposed the recommendation of Phase 1 of the plan for approval. This was seconded by Susanna Burleigh and agreed unanimously by the meeting.

Action: Dan Dean to make appropriate adjustments to the budget and this proposal to be taken to the Finance Committee.

The proposals in Part 2 of the document would be reviewed when the outcome of the survey of B Block was known, and the items contained in Phase 3 would be referred to as suggestions for future buildings work.

6. HEALTH AND SAFETY REPORT

In the absence of Michael Butlin, Geoff Bowley reported that a Health and Safety meeting had taken place on 6th October, at which the second annual Health and Safety SAR had been approved. Dan Dean felt that the SAR was robust and that the College had sound procedures and practices in place. The College was working with its Health and Safety Consultant, Martin Lamour, on development issues.

7. REPAIRS AND MAINTENANCE WORK

Geoff Bowley reported that the following work had been carried out since the last meeting: -

- Redecoration and re-flooring of various areas.
- Improved road safety with new pathways and speed humps.
- Various changes to offices.
- Changes to the servery and shutters in the canteen, and new barriers to improve queuing issues.
- The floor of the drama studio had been sanded and refinished.
- Repairs had been made to the design workshop floor which had blistered in various places. This appeared to be due to the original parquet flooring having been coated, thus trapping moisture. Comments from those present indicated that the problem was ongoing. The floor was due to be replaced next year.

8. STUDENT ITEMS

Daniel Hill reported that there was one particularly high speed hump which caused problems for some drivers.

Action: Geoff Bowley was already arranging for this to be lowered.

Daniel Hill also raised the issue of the dip in the road immediately outside the exit from the car park. This was causing damage to some cars and other vehicles such as coaches would not use the exit for this reason. Keith Blackwell said that this had already been referred to Elmbridge Council, who had refused to do any remedial works and had suggested that it was an issue for the College. In the ensuing discussion, the meeting felt that this was unacceptable as it was clearly a highways issue.

Action: Geoff Bowley to pursue the matter again with the Council.

9. ANY OTHER BUSINESS

The committee noted that this was Daniel Hill's last meeting as a student governor and thanked him for his hard work and valuable contributions during his term of office.

10. DATE OF NEXT MEETING – Tuesday 19th January 2009

Signed.....

Date.....

