



## MINUTES OF THE ESTATES COMMITTEE MEETING

Held At Esher College

Tuesday, 19<sup>th</sup> January 2016, at 6.00 pm.

### Present:

David Lavarack (Chair)  
Jo Canessa  
Paul Collyer  
Dan Dean

Simon D'Arcy  
Chris Heffernan  
Damian O'Malley  
Terry Price (ex-officio)

Stephanie Wiles - Director of Finance and Estates (Advising Officer)

Rebecca De'Ath - Clerk to the Corporation

### 1. BUSINESS INTERESTS IN AGENDA ITEMS

There were none.

### 2. APOLOGIES FOR ABSENCE

Apologies were received from Fran Stewart.

### 3. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 6<sup>th</sup> October 2015 were agreed as a true record.

### 4. MATTERS ARISING

**E1-001. Eco Award:** The corporation's thanks had been conveyed to the Student Union and Eco Committee for achieving the Eco Silver award.

**E1-002. Specialist School:** The Director of Finance and Estates had approached the SFCA to research the feasibility of the College qualifying for funding to set up a specialist Free School for dance. It transpired that the College would not be eligible unless a list of criteria was met before the application deadline of 1<sup>st</sup> March 2016. Governors agreed that this option was not appropriate for the College, and that it should no longer be pursued. They thanked the Director of Finance and Estates for her work on this.

**E1-003. Green roof:** The College is proposing significant repairs to existing roofs, not commissioning new ones, and the possibility of having a green roof is thus not appropriate at this time. The option of having a green roof will be born in mind should a new roof be required in the future.

**E1-004. Tower heat:** The meeting was informed of the steps the College was taking to reduce the level of heat in the tower block, which included obtaining quotes for air-conditioning in the worst-affected room, and to replace old radiators for ones with better thermostatic controls. Mark Penfold's advice would be sought on the effective use of sweep fans.

## 5. CONDITION IMPROVEMENT FUND 2015/16 (OUT-TURN), AND UPDATE ON NEW CIF BID 2016/17

The meeting noted that the final outturn was only just over £100 more than the original bid. The Chair thanked the Director of Finance and Estates for this successful outcome, and asked that thanks be conveyed to the Estates Team who had dealt with the contractors outside normal hours.

Q: Why was the tender costing over-estimated? The works were not as complex as thought; there was no need to use the contingency money, and more recycling was carried out than anticipated.

It was explained that the deadline for the new CIF bid was in December 2015, and that the College's bid was targeted to meet priority 2 (ensuring that buildings were weathertight). A roof survey was therefore commissioned, and the college would contribute £10k towards the estimated cost of £117k to repair roof leaks and guttering.

## 6. UPDATED CAMPUS DEVELOPMENT PLAN

Governors reviewed the Plan which, they were informed, would also capture any requirements that might arise from the Area Based Review. They wondered whether the Plan listed *all* the work that may be required to resolve roof leaks. The Director of Finance and Estates expressed her concern that, following leaks from recent heavy rains, the Y block roof might in fact need replacing (in addition to the identified guttering and corrosion works). However a decision would be made as to the extent of the works to be addressed once it was known whether the bid was successful.

Q: What will happen if there is no funding? The repairs are not immediately urgent; remedial work has already been completed, and leaks are not causing major disruptions at present. Should they become a serious issue, they will be dealt with.

Q: What is the "CIL application"? This refers to the Community Infrastructure Levy and the College has asked for £5k to drop the kerbs at the College's entrance and exit out of the fund available for the Thames Ditton area. The College was looking at funding works to the camber of the road at a cost to the College of £5k, should the CIL application be successful.

Q: Why is there £40k assigned for a new lift – shouldn't the College be wheelchair compliant in any case? There is a fold-away ramp for the area in question, so accessibility has been addressed. There are no wheelchair users in the College currently, nor are there any applications for next year from any such students. The urgency rating of this is to be increased.

**ACTION: Director of Finance and Estates** to move this higher up the priority list on the Plan.

Q: Are there any curriculum-led investments in the estate required? No, not at the moment.

Q: How is the new canteen operating? It is very busy when it is cold outside. There is a ten minute period when there are not enough seats, and the college has ordered another 40 to cater for this need. (The LRC Manager confirmed that, in her experience, the college is always mindful of space constraints on-site, and do act where necessary to resolve issues.)

Q: Why is there no cost captured on the Plan for the potential development of additional classrooms to accommodate increased student numbers? This is just a potential solution, no plans have been drawn up or costed.

Finally, Governors discussed the fact that a Strategy or positioning paper was required to go with the Campus Development Plan for submission to the Area Based Reviews.

**ACTION:** Chair of the Estates Committee to review the Strategy via e-mail before it is sent to the area review team.

## **7. SURREY AREA-BASED REVIEW (ABR) – IMPLICATIONS FOR THE ESTATE**

The Corporation Chair updated the meeting on the ABR process and timings of meetings. Governors discussed whether the Review might impact on the College estate, and agreed that options for the use of the estate be explored in readiness for the Review.

## **8. HEALTH AND SAFETY REPORT**

There had been 13 injuries reported since the start of the academic year (there were 12 injuries at this point last year).

Q: Are there any trends in the type of injury? No.

Safety guardrails were checked in December; the fire inspection was carried out in January, and the fire risk assessment report is awaited. A written Health and Safety Report is given to Governors in the Summer.

## **9. REPAIRS AND MAINTENANCE WORK**

College boilers have been serviced, as have air conditioning units. A sports store has been built in the Ladies' changing room, enabling the portakabins on the sports field to be removed, thus saving £6k p.a. Additionally, the College's insurers had carried out a site review; only 3 minor recommendations were raised in their report.

The Committee noted this update.

## **10. MINUTES OF THE ENVIRONMENTAL SUSTAINABILITY GROUP MEETING – 4<sup>th</sup> NOVEMBER 2015**

The Minutes of the meeting held on 4<sup>th</sup> November 2015 were received and noted. The next meeting is scheduled for 3<sup>rd</sup> February 2016 at 4.30pm.

Governors were concerned that the College's Eco-schools' Silver Award that was achieved last year might be in jeopardy as the College had lost its Student Union Eco committee member. They were informed that a volunteer may be forthcoming. Furthermore, the award covered a two-year period, and the College award had another year to run.

Governors concluded that the initiatives being carried out, and the involvement of the students, was to be applauded.

## **11. ENVIRONMENTAL STATEMENT OF ACTIVITY**

Having considered the Environmental Statement of Activity, Governors asked what happened to the Statement once it had been presented to this committee. The Director of Finance and Estates explained that it forms the plan for the coming year, and a report is written in the Autumn term capturing what had been accomplished. There was some duplication across both documents, and it was proposed that one report be written in future, which would look back as well as look forward. This

approach was agreed by the meeting.

**ACTION:** Director of Finance and Estates to combine the reports, the next one being due in the autumn term.

Q: Will the Group be gathering data to compare gas and electricity usage over different periods in the future? It is up to the Environmental Sustainability Group to decide what campaigns they wish to conduct in the future.

Q: Does the College have motion-sensitive lighting? Newly-purchased lights are of this type.

## 12. STUDENT ITEMS

There was nothing to raise.

## 13. ANY OTHER BUSINESS

It was suggested that the College might want to capitalise on its frontage onto the Hampton Court Way, which was a busy thorough-fare and could be an ideal means of further promoting the College to a wide audience.

**ACTION:** Director of Finance and Estates to liaise with the Marketing Director in terms of identifying advertising opportunities.

*The meeting closed at 7.00 pm.*

***(Attendance was 88%)***

**DATE OF NEXT MEETING – Thursday, 3rd March 2016**

Signed.....

Date.....

## SUMMARY OF ACTIONS

<b>E2-001</b>	Item 6 (Campus Development Plan): <b>Director of Finance and Estates</b> to increase the urgency rating of a new lift.
<b>E2-002</b>	Item 6 (Campus Development Plan): <b>Chair of the Estates Committee</b> to review the Strategy via e-mail before it is sent to the area review team.
<b>E2-003</b>	Item 11 (Environmental Reports): <b>Director of Finance and Estates</b> to combine the environmental reports.
<b>E2-004</b>	Item 13 (AOB): <b>Director of Finance and Estates</b> to liaise with the Director of Marketing about possible advertising opportunities along the frontage to Hampton Court Way.

## SUMMARY OF GOVERNOR CHALLENGE [C] /SUPPORT [S]

<b>C/S</b>	<b>Minute</b>	<b>Topic</b>
C	6	Campus Development Fund: Governors' questioning of items identified in the Plan.
S	7	ABR: Governors' anticipation of the work required for the Review.
C	8	H&S: Governors asking whether there was any pattern to the number of student injuries to date.
C	10	Environmental Group: Questions about collecting gas and electricity usage data, and whether the College used energy-saving lighting.
S		Praise for the eco-initiative taken by the Group, and for the level of involvement by the students.
S	13	AOB: Governors suggestions for a further means of promoting the College via advertising.