

Minutes of the Estates Committee held on the 2 June 2009

Present: Mr P Brown
Mr M Dixon (Estates & F&GP)
Mrs M Hopwood
Dr R Dugdale (Estates & F&GP)
Mrs M Damant

Apologies None

In Attendance: Mr I Durham (Head of Estates & Facilities)
Ms J McAllister (Principal)
Mr J Stott (Clerk)
For agenda item 4 Members of F&GP:
Mr M Murray
Dr R L'Amie
Ms J McAllister

Meeting commenced: 18.32

Meeting closed: 20.12

01/09 Disclosure of financial and/or personal interest

Dr L'Amie declared an interest in agenda item 4.

02/09 To agree agenda and order of business as circulated

The agenda and order of business were agreed.

03/09 To appoint:

- a) Chair of the Committee
The Clerk asked for nominations. Mrs M Hopwood was nominated, seconded and agreed to be Chair of the Committee.
- b) Vice Chair of the Committee
The Chair asked for nominations. Mr P Brown was nominated, seconded and agreed to be Vice Chair of the Committee.

04/09 Joint Item with the F&GP committee: To consider progress in the Capital Project Property Development

The Principal outlined to the meeting where the College is at respect of:

- 1) Progress in the Capital Project Property Development, and
- 2) The need for additional accommodation from September 2009.

1) Progress in the Capital Project Property Development

The Principal explained that the College is continuing to develop the Application in Principle (AIP). She informed the meeting that she is also working very hard to keep the Capital Project in the mind of the LSC even though the project does not meet the new criteria for projects to progress. The College's unique position, in respect of the Lease Premium, had been submitted as a case to be considered outside of the criteria but unfortunately the request was not successful. She also reported that the College was not one of the

College's put forward in phase 1 by the Consultants to go to the LSC for their projects to progress.

The Principal outlined further meetings to push the College's case would be taking place with a Senior LSC Officer. Meetings with the Chief Executive of Bradford Council on the 5th June and, on the 8th June, a meeting in London with Sian Simons (Under Secretary of State) were also planned. She informed members that Phillip Davies (MP) would accompany her to both meetings.

Members discussed the matter and agreed that pressure should continue to be applied to push the College's unique and special case.

2) The need for additional accommodation from September 2009

The Principal introduced the item and explained that the Property Strategy had identified a need for additional accommodation in 2009/10. In addition to the identified need the College had been asked to provide provision for up to 400 unemployed adults on short vocational courses.

A paper on the recently received figures from suppliers for temporary accommodation was tabled. She asked members to consider the options with a view to taking a decision at a future meeting. The paper included an option to lease off campus space and an option to acquire 3 temporary classrooms on campus.

The Principal told members that following a meeting the Bank Manager had advised that purchasing is the best option using the College's cash reserves and, with careful cash management, using the overdraft facility on the few occasions it might be needed.

The Principal took members through a paper outlining the cost of the temporary classrooms using a base rate of 0.5% and a base rate of 1.5%. In both examples the cost is approximately £40,000 per year. She explained that the College should try and maintain an operating surplus of 1% above income (approximately £70,000). With the £40,000 this would mean an operating surplus of £110,000. With the acquisition of additional accommodation, savings of approximately £30,000 on hiring accommodation would be made. Any temporary accommodation would have to be sighted on the Salt Building car park.

The Principal outlined a third option which was to do nothing but this would mean the College could not accommodate the 2009/10 Programme.

The Principal went on to describe a very recent development whereby a property in Shipley had become available to rent. For £30,000 plus other charges the building could accommodate 6 classrooms.

A discussion followed with all members contributing. A member explained that the driver was the shortage of accommodation and that answers are needed to the following questions:

- how long will the demand be there?
- what can the College afford?
- what is the income from the 400 students?

The Principal agreed that the College needs to prove a need for the additional space, identify the income and look at all other issues, including proximity to Saltaire and staff/student use etc.

Members also discussed the following.

- In respect of the Shipley option:
 - establishing a College identity in Shipley
 - marketing opportunities
 - a trial run before the new build
 - careful timetabling would be needed
 - the proximity is not within easy walking distance of Saltaire
- In respect of the on-site temporary accommodation:
 - the loss of car parking space
 - issues with neighbours
 - the difficulty of getting rid of temporary accommodation

The Principal explained that further work would be undertaken on the options, which would be presented at the F&GP committee meeting on the 23 June 2009. Members of the Estates Committee would be invited to attend for that item.

The Principal remained but other members of the F&GP Committee Left the meeting.

05/09 To approve the minutes of the meeting held on 1 October 2008

The Minutes were agreed

06/09 Matters arising

a) 15/08 a) The Head of Estates & Facilities informed the meeting that the funding for the composting project had not been forthcoming

07/09 To receive a report on the annual adaptation programme and maintenance investment Plan (MIP) works.

The Head of Estates & Facilities reported on the work undertaken to identify possible Summer works. The work had been prioritised into 'essential', 'highly desirable' and 'desirable'. He explained a decision to go out to tender for 'essential' works only had been taken. The Head of Estates & Facilities took members through the report highlighting the essential works and planned adaptations.

He explained that the results of the tender exercise would be considered this week. He went on to outline a big concern for the maintenance of the premises if the College does not realize its capital project ambitions and the need to invest in the current campus.

The report was received.

08/09 To agree the format for the Committee's Annual Report to the Corporation.

The format used in previous years was agreed.

09/09 To consider:

- i) the Committee's Terms of Reference

Following a review the meeting agreed that no changes were needed.

- ii) any training needs for the Committee and/or individual members

The Head of Estates & Facilities explained to the Committee that he had hoped to present the outcome of the E-Mandate return (Estates Management Data collection tool) but the final report had not been published. He told the meeting the results would be presented to the Autumn meeting on the 20 October 2009.

10/09 Any other business

- a) Members agreed to hold a meeting on the 20 October 2009.
- b) Estates Members would join the F&GP meeting on the 23 June 2009
- c) The Head of Estates & Facilities informed the meeting that two other College's (Liverpool Community College and Bath City College) were based in World Heritage sites.