

## **There will be a meeting of the Estates Committee at 9.30am on Monday 12<sup>th</sup> January 2015 in the William Thatcher Room**

*Mr Michael Smithson (Edmund Shipway) will attend throughout the meeting.*

*The Maintenance Manager and the IT manager will be in attendance from item 3.*

*Mr Alex Abbey (Cullinan Studio) will attend for item 6*

*The Head Gardener will be in attendance for items 6 and 7*

*Mrs Kaye Scupham (Domestic Bursars' secretary and Maintenance Procurement Clerk) will attend from item 3 as an observer, with a view to minute-taking at future meetings .*

### **AGENDA**

#### **Apologies for absence**

#### **1 Minutes**

The draft minutes of the meeting held on 14<sup>th</sup> October 2014 are circulated for approval, together with a copy of the letter received from the Richmond Road Residents Association recording the main points of discussion.

#### **2 Maintenance Manager transition**

*The Domestic Bursar will report.* A draft job description and person specification are circulated. The Committee is invited to consider the recruitment process, to be proposed to College Committee.

#### **3 Matters arising**

- i.** Huntingdon Road Traffic improvements. *Domestic Bursar to report.*
- ii.** Gatehouse Court Basement. An updated assessment is circulated. *Domestic Bursar and IT Manager to report.*
- iii.** Business Continuity planning. *Bursar to report*
- iv.** JCR changes. *Domestic Bursar and JCR President to report*
- v.** MCR extension. A copy of the architects' proposal is circulated. This has been accepted as far as stage 2 with a view to presenting the proposal to a special meeting of the Committee in late February/ early March. *Bursar to report*
- vi.** College lighting. *Domestic Bursar to report*
- vii.** Upper Hall. *Bursar and Development Director to report.*
- viii.** Storeys Way entrance. Architect' drawing to be circulated. *Domestic Bursar to report.*

#### **4 Annual room inspection**

A summary report is circulated. *The Domestic Bursar will report.*

### **MAJOR PROJECTS**

#### **5 Old College accommodation**

- i.** Colour mismatch on panels above the windows. *Domestic Bursar*
- ii.** Trial Bedroom (N5) – update on modifications requested at the last meeting. *Domestic Bursar.*
- iii.** Tendering internal works to A, B and C staircases. *Mr Smithson to report.*
- iv.** Preparation for Phase 2 (Huntingdon Road frontage) A copy of the architects' proposal is circulated. The Governing Body has approved this

work within a budget of £50,000 plus VAT (GBM 6813 (ii)). *The Bursar will report.*

v. Fundraising campaign material. *The Development Director will report.*

## **6 Central Building**

### **(a) Relocation of the Gym**

Revised plans for the College Gym are circulated. A costing will be tabled. *The Domestic Bursar will report*

### **(b) Phase 3A/B**

*Mr Abbey will report* on the proposals for entrance re-modelling, and the café bar. The Committee is invited to consider the order of priorities for Phase 3

## OTHER BUSINESS

## **7 Annual Gardens report and wildlife update**

A report is circulated. *The Head Gardener will report*

## **8 Any Other Business**

i. Library – latent defects. *Domestic Bursar*

ii. Update of medium term accommodation plan. *Bursar.*

## **9 Next Meetings**

The next scheduled meeting of the Committee is 9.30 am on Tuesday 19<sup>th</sup> May 2015 in the William Thatcher room.

It is proposed that an additional meeting be organised for late February/ early March to consider:

- MCR proposals
- Design for Huntingdon Road frontage (including Governing Body presentation)