

There will be a meeting of the Estates Committee at 2.00pm on Monday 2nd March 2015 in the William Thatcher Room

The temporary Maintenance Manager and the IT manager will be in attendance.

Mr Michael Smithson (Edmund Shipway), Mr David Emond and Ms Helen Axworthy (RH Partnersip) will attend from item 4.

Mrs Kaye Scupham (Domestic Bursars' secretary and Maintenance Procurement Clerk) will attend to take the minutes.

AGENDA

Apologies for absence

1 Minutes

The draft minutes of the meeting held on 12th January 2015 are circulated for approval.

2 Matters arising

- i.** Maintenance manager recruitment. *Bursar to report.*
- ii.** Huntingdon Road Traffic improvements. *Domestic Bursar to report.*
- iii.** Gatehouse Court Basement. *Domestic Bursar and IT Manager to report.*
- iv.** Business Continuity planning. *Bursar to report.*
- v.** College lighting. A paper is circulated. *Domestic Bursar to report.*
- vi.** Upper Hall. *Bursar and Development Director to report.*
- vii.** Storey's Way entrance. *Domestic Bursar to report.*
- viii.** Annual room inspection: the Domestic Bursar will update on policy regarding damage to student bedrooms and charging. Other items will be considered within the Capital plan.
- ix.** Library – latent defects. *Domestic Bursar to report.*

3 Accommodation planning

A paper with initial thoughts will be tabled. *The Bursar will report.*

MAJOR PROJECTS

4 MCR/ The Grove. Mr Emond will present proposals for consideration by the Committee.

5 Old College accommodation

- i.** Phase 2 (Huntingdon Road frontage) *Mr Emond will report.*
- ii.** Tendering internal works to A, B and C staircases. *The Bursar and Mr Smithson will report, including the process for agreement.*
- iii.** Matters arising from the minutes of the last meeting:
 - Colour mismatch on panels above the windows. *Domestic Bursar*
 - Trial Bedroom (N5) – update on modifications requested at the last meeting. *Domestic Bursar.*
 - Garden sculpture. A paper is enclosed, including images showing the sculptures shortlisted by the Fine Arts Committee from the artist chosen by the donor. Images showing how the options might look situated in Fitzwilliam are towards the end of the document. *The Bursar and Development Director will report.*

6 Central Building

(a) Relocation of the Gym

The Governing Body has approved the budget for this work, and a development programme which is expected to commence as soon as the work to the Storey's Way entrance is finished, and complete around the end of May. *The Domestic Bursar will report*

(b) Phase 3B/C

Further consideration of the width of the internal staircase and the design of the Bar will be brought to a future meeting

OTHER BUSINESS

7 Any Other Business

8 Next Meetings

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