

There will be a meeting of the Estates Committee at 9.30am on Tuesday 19th May 2015 in the William Thatcher Room

The temporary Maintenance Manager and the IT manager will be in attendance. The Head Gardener will attend for items 3 and 4. Mrs Kaye Scupham (Domestic Bursars' secretary and Maintenance Procurement Clerk) will attend to take the minutes.

Mr Michael Smithson (Edmund Shipway), Mr David Emond and Ms Helen Axworthy (RH Partnersip) will attend for item 6.

Mr Brian Cornell, who has been appointed Maintenance Manager with effect from 2nd June 2015, will attend as an observer.

AGENDA

Apologies for absence

1 Minutes

The draft minutes of the meeting held on 2nd March 2015 are circulated for approval.

2 Matters arising

- i. Gatehouse Court Basement. *Domestic Bursar to report.*
- ii. Business Continuity planning. *Bursar to report.*
- iii. Upper Hall. *Bursar and Development Director to report.*
- iv. Annual room inspection: Policy regarding damage to student bedrooms and charging. *Domestic Bursar to report.*
- v. College Lighting. *Domestic Bursar to report*
- vi. Library – latent defects. An update from the Librarian is circulated. *Domestic Bursar to report.*

3 Storey's Way entrance. A paper is circulated. *Domestic Bursar to report.*

4 Tree Court Garden sculpture. The Fine Arts Committee will consider the proposal further at its meeting on 15th May. *Development Director to report.*

5 Capital Budget. Papers will be circulated in advance of the meeting. *Bursar to report.*

MAJOR PROJECTS

6 Old College Phase 1 – project update

- i. Panels above the windows. *Domestic Bursar to report.*
- ii. Bedrooms – update on modifications requested at the last meeting. *Domestic Bursar to report.*
- iii. Tender and schedule for internal works to A staircase. *The Bursar and Mr Smithson to report.*

7 MCR/ The Grove. *Mr Emond to present proposals.* Subject to the approval of the Committee it is proposed that the proposal is presented to the Governing Body on 10th June with a request for authority to seek planning consent.

8 Old College Phase 2. Phase 2 (Huntingdon Road frontage) landscaping. *Mr Emond to present.*

9 Central Building

(a) Phase 1(c) Relocation of the Gym

The work is underway and is expected to complete around the end of May. A presentation is circulated. *Domestic Bursar to 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

10 Any Other Business

- i. Recycling bins
- ii. Smoking shelter

11 Next Meetings

The next scheduled meeting of the Committee is 9.30 am on Tuesday 16th June 2015 in the William Thatcher room.

Agenda to include:

- *Accommodation planning*
- *A-C staircases entrance decor*
- *Annual Report to GB*
- *Property Risk Review*