

There will be a meeting of the Estates Committee at 2.00pm on Tuesday 20th October 2015 in Upper Hall 1

Mr Holton (acting Maintenance Manager), and Mr Baney (for the acting IT manager) will be in attendance.

The Head Gardener will be in attendance for items 1-6.

Mr Michael Smithson will be in attendance for items 9-12.

AGENDA

Apologies for absence

Announcements – Maintenance Manager appointment.

1 Minutes

The draft minutes of the meeting held on 16th June 2015 are circulated for approval.

2 Matters arising

- i. Gatehouse Court Basement. *Domestic Bursar to report.*
- ii. Upper Hall. *Bursar and Development Director to report.*
- iii. Student room inventories. *Domestic Bursar to report.*
- iv. Library – latent defects. *Domestic Bursar to report.*
- v. Garden furniture. *Domestic Bursar to report.*
- vi. Recycling bins. *Domestic Bursar to report.*
- vii. Storey's way entrance – *Domestic Bursar to report*
- viii. Velfac compensation for window panels. *Domestic Bursar to report.*
- ix. MCR plans. *The Bursar will report*
- x. Gardens donations. *The Head Gardener will report*

3 Long Vacation Report

A paper is circulated which has been presented to the Governing Body. *The Bursar will report.*

4 Tree Court Garden Sculpture. Bursar and Domestic Bursar to report

5 College Lighting and signage. Domestic Bursar to report.

6 Smoking Shelter.

A map showing a proposed location for a smoking shelter at the Huntingdon Road side of College is circulated. Details of the proposed shelter can be seen at the following link: <https://www.shelters4less.co.uk/Shelters-Walkways-Canopies/Smoking-Shelters/Open-Front-Value-Smoking-Shelter-with-Polycarbonate-Roof>

The Domestic Bursar will report.

7 Business Continuity Planning. A draft plan is circulated. The Bursar will report.

8 Accommodation Planning. A paper is circulated. Bursar to report

MAJOR PROJECTS

9 Old College Phase 1 –Next Steps.

A paper will be tabled proposing a full review of the A staircase project to be undertaken before decisions can be taken regarding B and C staircases. The Estates Committee is invited to review the proposed approach and consider the need for an additional meeting of the Committee before the end of the calendar year. *The Bursar will report.*

10 Old College Phase 2. Phase 2 (Huntingdon Road frontage) landscaping. A revised proposed layout is circulated. *The Domestic Bursar will report* with particular reference to parking requirements.

11 Huntingdon Road cycle access. *The Domestic Bursar will report.*

12 Central Building

(a) Minute 20.6.2a 14th October 2014:

“Lantern roof and concrete repairs.

This work should be carried out first as it required a specialist scaffold. This would avoid the risk of subsequent damage to the new roofs to the first floor. The work would include some improvements originally some improvements from phase 3 - upgrading the roof and putting solar film on the windows. The work would not require the closure of the Hall, but would involve the protection of the windows, one side at a time. This work was expected to take 4 months.”

The Committee is invited to consider the timing of this work.

(b) Phase 3 B/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

13 Any Other Business

14 Next Meetings

The agreed dates for meetings of the Committee in 2015-16 are as follows

12 Jan 2016

1 March 2016 2.00pm

17 May 2016

14 June 2016

All meetings are booked on Tuesdays to start at 9.30am unless otherwise shown. The Committee is requested to confirm these dates.