

Michaelmas Meeting of the Estates Committee
Minutes
2pm Wednesday 2nd November
Elton Bowring Room

Present: Professor Neil Greenham (Chair); Mr Louis Bosnell (UCS Representative); Ms Lizzy Conder (Bursar); Dr Jo Costin (Secretary); Miss Emma Easterbrook (Assistant Bursar); Dr Tamara Follini (Chair of the Conservation Committee, ex officio); Dr Andrew Friend; Ms Deborah Hoy (Estates Director); Professor Wendy Pullan; Mr Jason Randall (IT Manager)

1. **Apologies**

Professor Andrew Balmford (Chair of the Environment Committee, ex officio); Professor Howard Griffiths (Chair of the Gardens Committee, ex officio); Mr Brenan Morgan (Head Porter); and Professor Jacqueline Tasioulas (Senior Tutor).

2. **Declarations of Interest**

No new declarations of interest.

3. **Minutes of 18 May 2022**

Approved by circulation.

4. **Committee Matters**

The terms of reference are being reviewed, to make them more specific. Any suggestions to go to the Chair and Bursar.

5. **Matters Arising**

a. *Clare St Regis End of Defects – Update Item for Note Only*

All outstanding items are in the student blocks. The contractor is working with the College to find solutions, and at a meeting on 2 September a director from Cocksedge was in attendance who confirmed they were on board to get all items complete

Lessons Learnt: Handover of the student blocks was taken despite concerns about the number of defects to avoid complications if the site was shut down due to a number of operatives with Covid. The decision would probably have been the same even with hindsight due to the exceptional circumstances.

The project was delivered under budget, with a nicely finished set of buildings, offering 85 student units and 14 market flats.

What might be done differently with current knowledge, is that a CHP would not be used.

b. *Funding for Conservation Committee – For Note*

Conservation Committee is collating a 5 year priority list, which will be factored into the overall programme (a 10 year list ideal to fit with Estates 10 year programme). Projects will need approval individually through Estates Committee as Special Capital Expenditure. Small items can be contained within a relevant project, or picked up as a routine housekeeping / maintenance item.

Art Committee are reviewing the need to catalogue both the artwork and historic artefacts (e.g. furniture), including the condition and location. The Conservation Committee's remit was broader than Art Committee, including

the rooms in which items sit and the overall picture, however it was important that the two committees worked together.

Finance Committee has a duty of care for all the important objects within the College, and it was important both Art Committee and Conservation Committee ensured the right flow of information to Finance Committee.

6. **Old Court**

a. *Financial – For Note*

It was noted that there is still a significant donation risk, meaning that the College may need to find additional funds from the endowment. Finance Committee approved raising the budget envelope for the overall project from £40,483,535 to £41,989,938 at its last meeting on 21 October.

b. *Decoration of Great Hall Ceiling*

The Great Hall project included a very elaborate ceiling decoration. The required information was delayed, putting the project programme at risk. The specialist confirmed that the ceiling was not within the budget that he had been given (£300,000 rather than £85,000). There was no scope within the project to fund the additional amount, and this was not an item previously discussed with the donor. The elaborate ceiling would take in excess of 15 weeks to decorate, endangering completion of the project by late May. The ceiling will therefore be cleaned, repainted, and redecorated in off white and gold. Wendy Pullan and Tamara Follini to meet on site to review the different white options proposed by the architects (including those proposed by WWM for the Screens Passage).

WP / TF / DH

c. *Programme – for note*

Current dates as follows:

Kitchen Handover: 18 April 2023

Completion of Café and Associated Areas: 10 May 2023

Great Hall: End of May 2023 (priority in dining in the Great Hall will be given to third years)

Reinstatement Works: 20 September 2023

d. *Small Hall – Recommendation*

The Small Hall is included in the project only for a re-wire and local touching up. However the room is in a poor state. A budget has been identified from the Forbes Melon Library Re-Roofing project and the 67 Chesterton Road rewire project. These projects have surplus budget for the following reasons: the Library roof was repaired rather than being completely re-surfaced; and it was not possible to carry out the re-wire over the summer due to use of the building by students. The re-wire will be put back into the 10 year programme for a later year.

Paint colours, curtains, and rugs to be decided in conjunction with Conservation Committee, with a tight deadline of 18 April for full completion of the project.

Estates Committee recommended to Finance Committee the transfer of funds into the Small Hall project.

7. **Braeside Update**

a. *Financial Update*

Tenders came in at 16% higher than the last pre-tender estimate, and much higher than the budget set in February Estates Committee. This is down to market conditions, with continuous price increases being seen. Over the summer it was agreed to let the project at the increased amount, using some budget allocation from the Castle House windows which it was not possible to do over the summer. However, there is still a funding deficit as there was minimal contingency fund. A number of projects were either not completed over the summer, or are not designed sufficiently to guarantee completion this financial year. The projects were as follows:

- Access Improvements: fire alarms and signs picked up from normal maintenance budgets
- Clare Court and Lerner Court BMS: not health and safety critical, though will make it easier for Buildings team to monitor remotely. Likely to rebid for next year.
- Memorial Bike Sheds: Not designed enough to go ahead at present, looking at doing some work in house so there may be some savings.
- Sportsground Sewerage: Cambridge United have just put in planning for a new building, so not required at present.
- 67 Chesterton Road Bathrooms: Not able to carry out over the summer due to pressure of work and students in residence. To look at doing next year.

The College team are at capacity with the Old Court project, and postponing these projects would reduce the pressure on the team. This provides a total of £144,000 to support the project.

Estates Committee approved the reallocation of funding.

b. *Progress Update – For Note*

The project started on site on 19 September and is due to complete on 5 May. The work is going reasonably well, despite some slight delays around windows and an unknown water leak.

8. **Sustainable Heating in Memorial Court**

a. *Current Proposals*

The initial option study by Joel Gustafsson recommended in principle the use of an ambient heat loop, and keeping the gas boilers while work was carried out. The main fabric improvement was to change the windows, but there was no suggestion that the heat emitters or insulation would need improving. Building insulation would be picked up as and when staircases were refurbished, but was not believed to be necessary to get the heat pumps running.

The existing boilers are very old, and if spares become unavailable this would present significant difficulties.

A request was made for reference sites of existing large scale heritage heat pump systems, to give additional confidence in the project.

DSH / Bidwells

Estates Committee recommended continuation to the next stage (RIBA 2) of detailed feasibility to get a better understanding of cost and ensure the project was feasible.

- b. *Net Zero Strategy*
Finance Committee / Governing Body need to reach a consensus on what the College needs to do to reach Net Zero. Significant work has already been done through Environment and Estates Committee. The Estates Master Plan needs to be refreshed in line with the Net Zero Route Map, in time for presentation and adoption at the end of the academic year. LC / NG / DH
- c. *Memorial Court Heating Trial*
The Buildings Team intends to run a larger scale heating trial in Memorial Court, similar to that carried out in PQR last March. Students would be notified that the heating was being altered, but not which staircase was on which setting in a given week. They would then be asked to feed back how the heating generally felt. If any significant issues came up, the heating can quickly be turned back up. The boilers would run more (the heating would be on 24/7 rather than on a time schedule) but at a lower temperature. The UCS rep would help to publicise the trial to students. JC / LB
9. **Hillside - Recommendation**
The Hillside project identified in the 2016 Condition Survey had two key aims – environmental improvements, and an increase to the number of available bedrooms. Initial costs came in much higher than originally budgeted, and the longer term environmental measures across the College were still in discussion. The building did not represent a significant share of the College’s carbon emissions. Given the additional cost, it would take around 20 years to recover the refurbishment cost. To be reviewed as part of the overall path to Net Zero, with a view to including in the ten year plan in a later year.
- Estates Committee recommended postponing the project, and reviewing at the next meeting the timing of the project in light of the overall path to Net Zero.*
10. **AOB**
- a. *Water Source Heat Pumps - Note*
Clare is taking part in an intercollegiate project, led by Darwin College, to investigate how much heat can be taken out of the Cam while leaving capacity for the town and avoiding adverse impacts on wildlife.
- b. *Storage of Student Belongings Out of Term*
Attics in O&N taken out of use due to health and safety concerns and new spaces in W basement created. The spaces available in W have been allocated for international students only, as there are 33 fewer slots. Bringing O&N attics back into use was not a practical solution (due to the cost of building a new staircase). An empty room could be allocated for Christmas and Easter vacation periods, however there was no available storage space over the summer vacation. Full investigation into Christmas and Easter vacation storage to be carried out. EE
11. **Dates of Meetings**
8 February 2023
24 May 2023

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