

Lent Meeting of the Estates Committee
Minutes
2pm Wednesday 23 February 2022
Clare St Regis Common Room

Present: Professor Phil Allmendinger (Chair); Mr David Ball (Bursar); Dr Jo Costin (Secretary); Miss Emma Easterbrook (Assistant Bursar); Ms Deborah Hoy (Estates Director); Mr Patrick Taylor (MCR Representative); Professor Wendy Pullan; Mr Jason Randall (IT Manager); and Professor Jacqueline Tasioulas (Senior Tutor).

1. **Apologies**

Professor Andrew Balmford (Chair of the Environment Committee, ex officio);
Dr Tamara Follini (Chair of the Conservation Committee, ex officio); Dr
Andrew Friend; and Mr Daniel Patten (UCS Representative).

2. **Declarations of Interest**

The Assistant Bursar declared an interest as the purchaser of Mowbray's
Farmhouse.

3. **Minutes of 20 October 2021**

Agreed with one amendment.

4. **Matters Arising**

a. ***Memorial Court Boiler Project***

Little progress made in the period. Consultations held with two specialists and
the spend has been reprofiled to a later period. Continuing with detailed
investigations to ensure we get the correct solution.

b. ***House Sales***

Offer accepted subject to contract from the Assistant Bursar to purchase
Mowbray's Farmhouse
Offer accepted subject to contract for 117 Histon Road at £483,500 (£18,500
above asking price).

c. ***Sportsground Sewerage***

Two options for installing sewerage tanks at the Sportsground are being
investigated, one to meet domestic needs (resident staff) and one on the
basis of current Cambridge United use. Cambridge United proposed last year
to build a new building, potentially with mains sewerage. This is due for
discussion at Finance Committee on 7 March.

d. ***Clare St Regis End of Defects***

All initial inspections completed over a period of four weeks. There is one
week remaining before all defects should be rectified. The majority of issues
found during the inspections have been minor, though there are still some
plantroom works outstanding. Hamilton Road end of defects are due on 25
May.

e. ***Queen Edith's / Netherfield redevelopment***

Date to be agreed for a meeting with MCR representatives and Estates
Director.

DSH / PT

f. ***Condition Survey***

The full condition survey has been received, and used to inform the ten year
programme. The programme will be presented at the next Estates Committee.

The quality of work was disappointing, but the price was significantly lower than other consultants who tendered.

g. ***Routemap to Carbon Zero***

Element Energy have been commissioned to prepare a route map to Carbon Zero. Joey Bream, a fourth year engineering student, is carrying out data collection for this project and looking more widely at the College's non-utilities carbon footprint. This will give a fairly full picture of emissions and how to reduce these. Everyone is working well together, and the draft routemap from Element Energy is due in the last week of April.

The initial targets match the University targets of 75% reduction by 2030 and net zero by 2048, though the 2030 date is likely to be too tight for the College. A price has been requested for a tool that will allow varying the dates to see how this affects the routemap.

Element Energy have been asked to look whether the Colony should have a site wide or building by building scheme.

Clare is roughly in line with other Colleges in progress towards Net Zero.

5. **Old Court**

a. ***Phase 1a – Outstanding Issues***

There are two minor outstanding pieces of work relating to potential legionella issues (cutting out two deadlegs). The £70,000 left in Phase 1a will remain in the project reserve until this is resolved. The Project Manager has been asked to help find a contractor as the work is too complex to carry out in house.

There is an outstanding legal claim with one of the consultants. The value of the claim has been reduced and a letter prepared.

b. ***Progress Phase 1b***

Since the last meeting, acceleration was agreed with the contractor as the project had fallen behind for various reasons. This began just before Christmas and has gone extremely well. The project is on programme to receive the timber frame on 28 March. The completion date for the kitchen is currently 6 or 13 February 2023. Discussions around completing this by Christmas 2022, to allow removal of the temporary kitchen over the Christmas vacation, are ongoing. The café is due to complete on 13 February 2023, and the reinstatement of the gardens is due July 2023. Detailed discussions will be held with Barnes on Monday 28 about the programme, including issues around Quiet Time and how to remove the piles for the bridge and the crane bed.

c. ***Phase 2 Review***

The College is looking at room allocation across the College. This is likely to affect Phase 2 with a possible reduction in works to be carried out if additional rooms are allocated to fellows instead of students. The brief needs to be finalised by May for a start on site in Michaelmas 2023.

d. ***Development Proposal for the Great Hall***

A feasibility study is being commissioned, with a meeting on Thursday 24. The project is to make the room more flexible and usable for music performance. This will be done by changing the furniture and working to improve acoustics, ventilation, lighting, and atmospherics. The project also includes redecoration works. Luke Hughes (furniture consultant) is proposing to reuse the oak from the existing tables to make tables that would fold or be easily movable. It was important to keep at least 150 seats in the hall for undergraduate dinners.

At the end of Phase 1a, the windows were overhauled so that they all open. This should provide enough ventilation to lower the room temperature, though there was still a possibility of adding mechanical ventilation. The hall ceiling has been badly overpainted and it was difficult to know what might be underneath. The timber wall panels were in much better condition than the ceiling. The College was discussing with Freeland Rees Roberts (conservation architects) what to do with the ceiling. There was a possibility of using specialist consultants, either to take paint samples or advise on what was historically likely.

6. **Braeside Update**

The design was steered by the Estates Committee's decision to put sustainability first and the project was submitted to the planning authority on Christmas Eve. A key part of the design is improving the thermal performance. However, the Conservation Officer has recommended refusal as they did not like the external insulation or the replacement windows. The building is not listed, but is in the Conservation Area nor noted as being of historic importance in any council published reports. Advice will be sought from the College's planning consultant.

The design included two additional rooms (increase from 17 to 19), with slightly larger gyp rooms at student request.

The programme is tight for a start on the first week of September. Decisions are likely to be needed prior to the next Estates Committee meeting, these will be by Chair / Bursar action.

7. **Accessible Update**

The University and 16 Colleges (including Clare) commissioned AccessAble to carry out an access review and add rooms and routes to the AccessAble app, covering areas most likely to be used by students and conference guests. The app gives specific details about accessibility, including exact heights of steps, locations of transfer shelves, and lots of photographs. Most of Old Court has not been surveyed due to the building works, this is to be carried out next year. The launch is today (23 February) and the website and app are live (see <https://www.accessable.co.uk/clare-college> .)

The College also received an access audit last week, and some 'quick wins' will be carried out from this next year, other identified items being added to 10 year programme.

8. **33 Chesterton Road Conversion**

33 Chesterton Road is a Victorian terrace house, purchased when St Regis was knocked down. Fourth years were housed in it and the Master is living there until the Master's Lodge is brought back into use.

This house is to be converted to two flats (one 2 bed, one 3 bed) and the plans are about to be submitted for planning permission. After conversion it could be let as part of the investment portfolio or sold with the benefit of planning. The rooms are no longer needed for students following completion of Clare St Regis.

9. **Health and Wellbeing Centre**

The Health and Wellbeing Centre and Nurses' Offices moved to the ground floor of X staircase in Michaelmas. These were previously fellows' rooms, so

are not fitted out for medical use. Four rooms are being used, two for consulting offices which need limited work, a medical room which needs wipeable surfaces and special fittings for medical supplies, and a waiting room which needs a specialist fit out. These have been specified by the Head of the Health and Wellbeing Centre and will meet CQC regulations for the fabric of the building, but not for ventilation. The College does not currently have to meet these regulations, but may in future. If it became necessary, the ventilation would be installed as a separate project. The Committee was asked for approval to instruct a contractor on Friday and for the work to be carried out in the Easter vacation. This work was very important to improve the College's welfare provision.

The Committee was happy to support the work.

10. Bids for Special Expenditure 2022-23

The Committee approved the bids submitted for Special Expenditure in 2022-23. Particular items to note were:

Hillside: Architect fees for 2022-23, with the work to be physically done in 2023-24, following the works in Braeside.

Castle House Window Replacement: Risk of this failing at planning. Castle House was the newest building but had single glazing. Replacing with double was expected to significantly improve rooms, which currently suffer from damp and cold. This project is part of the fabric first approach recommended way to reduce the College's carbon footprint.

69 Alpha Road: Repeat of the project last year, which could not be carried out owing to shortage of microchips affecting the Air Source Heat Pump supply.

Clare Court Phase 1: Ongoing issue with mouldy ceilings and bathroom and lack of extract in the kitchens.

BMS: Clare Court Phase 2 and Lerner Court to be moved onto the centralised system so that they can be controlled remotely.

Bike Shelter: Unsecured bike shelter to be made more secure. The College was not liable if a bike was taken.

Other items included internal decorating works, IT replacements, replacement cricket nets, and other routine work.

11. Update on Special Expenditure 2021-22

Memorial Boilers: Not a significant amount spent this year, and will not be spent as only discussions ongoing.

Queen Edith's and Netherfields: Discussions ongoing but has not progressed so consultants' fees not spent this Financial Year.

Porters' Lodge Roof: Complete

Etheldreda Bathroom, Kitchen, Windows: One bathroom remaining to complete at Easter, all other works complete.

St Andrews & St Giles Gas Meter: Due to take place on 21 March.

Castle House Paving: Complete

Castle Street Damp Works: Underway on site, room will be back in use by summer

12 Castle Street: Electrics and heating upgraded

Clare Court External Decorations: To be carried out in Spring, not expected to interfere with students

Thirkill Internal Decorating: Completed

EV Charging Points: In progress. Six to be installed, with potential to expand to twelve.

Lerner Court Internal Decorating: Completed

Fellows' Library Improvements: Paint colours picked at Conservation Committee on 23 February, decorating to be done with the in house team.

Forbes Mellon Library External Decorating: Complete

Other projects covered above.

12. **Room Allocation Process**

A room allocation meeting is needed to agree use of rooms in Old Court and Memorial Court to meet the requirements of students, fellows and staff for particular rooms and types of room. It is not yet clear whether this will be a new committee or subcommittee of Estates, or meet on an ad hoc basis. DB

13. **AOB**

Master's Lodge Improvements

Budget to be discussed at Finance Committee as a self-contained item.

14. **Dates of Meetings**

18 May 2022, 12:30 (Location TBC)

Distribution: Professor Phil Allmendinger (Chair); Mr David Ball (Bursar); Professor Andrew Balmford (Chair of the Environment Committee, ex officio); Dr Jo Costin (Secretary); Miss Emma Easterbrook (Assistant Bursar); Dr Tamara Follini (Chair of the Conservation Committee, ex officio); Dr Andrew Friend; Professor Howard Griffiths (Chair of the Gardens Committee, ex officio); Mr Daniel Patten (UCS Representative); Ms Deborah Hoy (Estates Director); Mr Brenan Morgan (Head Porter); Mr Patrick Taylor (MCR Representative); Professor Wendy Pullan; Mr Jason Randall (IT Manager); and Professor Jacqueline Tasioulas (Senior Tutor).

For information: Lily Rafalin (UCS President); Will Wood (MCR President).