

**Michaelmas Meeting of the Estates Committee**  
**Minutes**  
**2pm Tuesday 7 February 2023**  
**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); Professor Howard Griffiths (Chair of the Gardens Committee, ex officio); Ms Deborah Hoy (Estates Director); Professor Wendy Pullan; and Professor Jacqueline Tasioulas (Senior Tutor).

1. **Apologies**

Dr Andrew Friend; Mr Jason Randall (IT Manager)

2. **Declarations of Interest**

There were no declarations of interest.

3. **Minutes of 2 Nov 2022**

The minutes of 2 November 2022 were approved.

4. **Matters Arising**

- a. *Great Hall:* The ceiling decoration had been approved, a copy of the design was shared at the meeting.
- b. *Reference Site Memorial Heating:* Awaiting a date to visit a reference site. DSH
- c. *Heating Trial:* Ongoing in Memorial Court (reducing flow temperatures to simulate heat pumps).
- d. *St Regis:* Paper with outstanding items circulated. These included overheating and energy inefficiency. Discussions with the contractor are ongoing, the retention is still held. DSH / JC

5. **Terms of Reference**

- a. *Estates Committee:* The draft Terms of Reference for Estates Committee were circulated prior to the meeting.
- b. *Project Working Groups:* Any future project working groups would need their own terms of reference at the start of the project, which would set a minimum frequency of meetings.
- c. *Membership:* The IT Manager and Head Porter were standing down from the Committee. The Assistant Bursar would attend when relevant matters were on the agenda. Other members of staff may attend from time to time as appropriate.
- d. *Accommodation Committee:* The Accommodation Committee reported to Estates Committee.
- e. **Recommendation:** Estates Committee recommended adoption of the terms of reference to Finance Committee.

6. **Old Court**

- a. *Progress Phase 1b:* The main project and Great Hall are on track for the end of May 2023, with the kitchen being returned on 18 April. The temporary kitchen is being removed w/c 15 May, during a lull in exams. The café was delayed slightly by bad weather before Christmas, but is still due to be handed back at the end of May. The

contingency, which was increased last year, is still at a similar level to when it was increased as although some had been expended on unknown issues, other elements (provisional sums) came in below budget.

- b. *Progress Great Hall Project:* The project is within its financial envelope, with a provision for Chapel lighting. The Chapel lighting is still to be tendered, so this remains a risk item.  
All members of Estates Committee were invited to attend the demonstration of the lighting on 15 February at 11am.
- c. *Great Hall Floor:* The floor has now been sanded so many times it cannot be sanded further. A finish will be applied that should last for a few years, but a new project will be required to replace the floor. The College is currently getting costings for underfloor heating, which could be installed at the same time. The floor was safe to use.
- d. *Phase 2:* Old Court Working Party met and approved the design for the Phase 2 scope of work. The consultants are being appointed (the same design team as for Phase 1a).

The outline programme is:

- 10 April 2023: Tender Issue
- Summer 2023: C Staircase – smaller project so that Fellows can move into C staircase from D Staircase and Attic Rooms
- 4 September 2023: Phase 2 starts – roof from A staircase to E staircase; rewiring and pipework improvements in D staircase, work to Latimer Room and Dean’s room
- August 2024: Phase 2 includes roof from E staircase to Master’s Lodge and western rooms on E.

There will be scaffolding and a temporary roof similar to that used in Phase 1a.

The Rooms Committees will need to arrange Room Moves during the summer period, D staircase and attic rooms in A, B, C, D, and E will be unavailable.

The College is seeking planning permission to keep the temporary office in Front Court and will offer this to the contractor as site offices.

## 7. **Braeside Update**

The project is over the initial pretender budget, but remains just within the contingency uplifted at October Estates Committee. There have been some unforeseeable issues, and an issue with the electrical supply which could have been foreseen. There are supply chain issues around supply of the windows (these were a planning issue from the start of the project), with an impact on programme and cost. Project is running 7 weeks late (there is an 8 week float). Options to claw back two weeks are being looked at which will cost £3k.

## 8. **Sustainable Heating in Memorial Court & Costing Net Zero**

The papers circulated prior to the meeting were discussed. The decisions were as follows:

- a. *Net Zero Strategy:* The report on Net Zero, commissioned in 2022, to be further developed through commissioning more detailed feasibility work and a quantity surveyor. The strategy would need to be discussed and approved at a higher level within the College due to the

financial implications. The costed strategy to be presented to Finance Committee, with options for 2038 and 2045.

- b. *Upgrades to Windows and Fabric:* Work to be progressed, and the initial planning response recommending secondary instead of double glazing to be challenged. This would be useful regardless of the ultimate heat source.
- c. *Ground Source Heat Pump:* The possibility of a shared ground source system to be further discussed with Kings. If this is progressed, the money set aside for fees in the Estates Capital plan could be used for this project.
- d. *Air Source Heat Pumps:* To be put on hold until the outcome of the discussions with Kings.
- e. *Provision for Emergency Heating:* Plans to be developed for emergency boilers to cover M / P / Gillespie plant rooms which are the highest risk of failure. In the event of a boiler failure, anyone with a health condition would be the highest priority for provision of a temporary electric heater or relocation.

9. **Update on Estates Capital Expenditure 2022-23**

Significant changes were made to budgets at the last Estates Committee, but no significant changes had occurred since. Hillside was not going ahead and nothing more would be spent. All other projects (excluding those cancelled) were generally where they should be.

10. **Bids for Estates Capital Expenditure 2023-24**

- a. *Overview:* Total for all bids was £2,191,265, which is well within the envelope previously included in College accounts (£3.5 million). Finance Committee was likely to approve based on depreciation. See table at the end of the minutes for the full list of projects, below minutes those projects that were specifically discussed.
- b. *Trees:* The picus test on the copper beach had just come back clear, meaning the full £48,834 was not expected to be needed. The results from the oak at Netherfield were not available at the meeting.
- c. *Planting:* This was well received at Governing Body.
- d. *Memorial Court Heating:* The money was included to enable the project to go ahead if confirmed, but did not mean the project was fully approved (see Item 8).
- e. *Bike Sheds:* Design to be brought to May Estates.
- f. *Memorial Gate:* A paper is going to Council, the funds were being allocated now but Estates Committee was not being asked to sign off on installing a gate to restrict access to Memorial Court.
- g. *Ditch Bridge Repairs:* Structural engineer has been asked to re-evaluate the bridge and the May Ball are aware of the concerns about how much can be taken over the bridge in its present state. The bridge repairs would allow a vehicle to go up the Avenue. This will be included in the tender package for Phase 2, but funded separately.
- h. *Chapel Webcasting:* The webcams were donated to the College, and installed during Covid. They now needed to be reinstalled with wiring routes that didn't rely on cables going through a window and with the

DH

controls in a more sensible location in accordance with Listed Building Consent.

- i. *Water Source Heat Pump*: This was a potential solution for Old Court heating. The money allocated would not be spent until the College had a clear idea of whether it was feasible – this was currently being looked at in conjunction with other river Colleges.
- j. *Queen Edith's and Netherfields*: It was possible to get a project fully designed with the allocated fees within the financial year (starting on 1 July). The existing buildings were not suitable, and sit on large sites, meaning there is an opportunity to redevelop.

11. **Conservation Committee**

*Donor Plaques*: Toby Wilkinson would be taking this project forwards.

12. **Dates of Meetings**

24 May 2023

**Distribution:** Professor Neil Greenham (Chair); Mr Louis Bosnell (UCS Representative); Ms Lizzy Conder (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); Ms Deborah Hoy (Estates Director); Ms Sam Mason (MCR Representative); Mr Brenan Morgan (Head Porter); Professor Wendy Pullan; Mr Jason Randall (IT Manager); and Professor Jacqueline Tasioulas (Senior Tutor).

### Capital Expenditure Bids 2023-24

Bid No	Site	Location	Remedial Works	23/24	
1	All	All sites	Auto CAD Drawings, of the Entire Estate	£25,000	
2	All	All undergraduate sites	Access Improvements	£10,000	
*	All	All Undergraduate sites	AccessAble Guide creation	£1,200	Previously approved, this is the next phase of the guide
3	All	Carbon Net Zero	Consultancy support to develop detailed plan	£60,000	
*	Castle Court	Braeside	Refurbishment and Roof extension	£100,000	Previously approved, this is to pay the retention
4	Castle Court	Castle End	Upgrade Lighting to LEDS	£25,000	
5	Castle Court	Castle House	Replace windows	£165,000	
6	Clare Court	Clare Court Phase 2	Move controls onto main BMS	£24,000	
7	Ext House	69 Alpha Rd	Re-Roof	£40,000	
8	Gardens	Gardens	Master Garden Cooper Beech	£48,834	
9	Gardens	Gardens	Netherfield house oak	£15,756	
10	Gardens	Gardens	Planting for River Bank redesign	£11,498	
11	Gardens	Gardens Dept Equipmetn	Pedestrian cart	£4,548	
*	Memorial Court	Ashby and Memorial Courts	Boiler replace (fees)	£304,000	See Item 8
12	Memorial Court	Ashby and Memorial Courts	Double glaze sashes (fees)	£82,260	See Item 8
13	Memorial Court	Forbes Melon Library	Refurbish toilets	£30,000	
14	Memorial Court	Forbes Melon Library	re-roof	£10,000	

15	Memorial Court	Gatehouse	Re-Roof	£14,400	
16	Memorial Court	Law Reading Rooms	Upgrade electrics	£3,241	
17	Memorial Court	Lerner Court	Upgrade BMS to Priva	£36,000	
18	Memorial Court	Memorial Court	Improve Security to bicycle sheds	£39,000	
19	Memorial Court	Memorial Court	Install Gate	£21,600	
20	Memorial Court	Memorial Court	O Staircase remove asbestos and refurbish guest rooms	£50,000	
21	Memorial Court	Memorial Court	Ventilation Replacement	£45,000	
22	Memorial Court	Memorial Court	Install electric charging point ( )	£14,400	
23	Memorial Court	Thirkill Court	Replace defective barrier	£4,407	
24	Old Court	Old Court	Avenue Gates overhaul	£45,000	
25	Old Court	Old Court	Chapel webcasting system	£30,000	
26	Old Court	Old Court	Ditch Bridge Repairs	£150,000	
27	Old Court	Old Court	Domus Room	£20,000	
28	Old Court	Old Court	Tutorial Office Work	£50,000	
	Old Court	Old Court	Latimer Room	£50,000	
30	Old Court	Old Court	SCR Furniture	£30,000	
31	Old Court	Old Court	WSHP (River source Heat pump) Project - Fees	£30,000	
32	QE / NF	Queen Ediths and Netherfield House	Appraisal/Design Fees	£100,000	
33; 34; 35		All Sites	Internal Decorating	£90,000	
36; 37; 38; 39		All Sites	External Decorating	£211,120	
		Emergency Reserve		£200,000	
		<b>Year Totals for Bids</b>		<b>£2,191,264</b>	