

MICHEALMAS MEETING OF THE ESTATES COMMITTEE

MINUTES (UNRESERVED)

2:00pm Wednesday 30 October 2019

Glover Room, Lerner Court, Clare College

Present (Reserved): Professor Phil Allmendinger (Chair); Dr Nick Evans; Professor Howard Griffiths (Chair of the Gardens Committee, ex officio); Miss Deborah Hoy (Estates Director); Ms Ada Lee (MCR Representative); Mr Brenan Morgan (Head Porter) (Items 1 to 5 only); Mr Jason Randall (IT Manager); Dr Jacqueline Tasioulas (Senior Tutor); Ms Eloise Trimmingham (UCS Representative); and Mr Paul Warren (Bursar).

In Attendance: Dr Jo Costin (Secretary); and Miss Emma Easterbrook (Assistant Bursar).

1. **Apologies**

Dr Phil Faulkner; and Dr Tamara Follini (Chair of the Conservation Committee, ex officio).

2. **Declarations of Interest**

There were no declarations of interest.

3. **Minutes of 22 May 2019**

The minutes of 22 May 2019 were approved.

UNRESERVED MATTERS

4. **Matters Arising**

Item 5a: The water shut off proceeded according to plan over the August bank holiday, and the water was restored following the works.

Item 6c: Barnes have been appointed as the main contractor for Old Court Phase 1b, following the tender process and interviews.

All other matters arising dealt with below.

5. **Parking Policy**

The Head Porter presented the draft Parking Policy.

- a. **Purpose:** The purpose of the parking policy was to reestablish simple rules about how parking is managed and to give some clarity about who parks. It has been

very difficult to book parking for visitors, as there is no information about who else is parking or for how long.

- b. **Permits:** Every Fellow and member of staff who requests one will be issued with a parking permit, which will need to be displayed. This will ensure that all cars parked on College property are allowed to be there. Everyone who parks in the College at any time (including weekends) will need a parking permit.
Visitors will need to display a visitor parking permit, to be collected from the Porters' Lodge.
 - c. **Parking Privilege:** The policy clarifies that parking is a privilege and not a right. It also clarifies that when large conferences are on the operational needs of the College require a reduction in available parking.
The policy will confirm that students are not generally eligible for parking privileges.
The Environment Committee raised the issue of parking at its last meeting, following feedback from staff about encouraging sustainable travel. There was a question raised as to whether staff who lived within 2-3 miles of the College should generally be allocated a parking space.
The issue of considering who does need to be able to park will be reviewed in the future and does not form part of the policy submitted to the Estates Committee. At present, it is recommended that 217 people are issued a permit, and there are 89 spaces. Many of these only park occasionally.
 - d. **Speed Limit:** Putting in place a speed limit will reduce the risk of accidents and protect the College if there is an accident.
 - e. **Software:** The Head Porter is investigating software to enable parking to be reserved and which would make the process more efficient. This has been developed by Kings' College.
 - f. **Gates:** The College has already come a long way from open access parking (when large numbers of members of the public were using the College to park). There is now access control on two of the drives off Queen's Road. The Head Porter is reviewing options to control access to the Centre Drive at Memorial Court.
 - g. The Estates Committee agreed to recommend the Parking Policy be implemented, subject to the change in wording to avoid suggesting students also have parking privileges.
6. **Old Court Phase 1a**
- a. **Progress and Project Manager's Report:** The project is slightly ahead of schedule. A large proportion of the contingency has been used, but this is primarily through bringing forwards the works to A&B Staircases, and the

electrical work in C Staircase. The project is in line to be slightly under budget when this is taken into account.

The Project Manager's report showed some areas of red risks on the RAG schedule, but those areas of the roof stripped so far have not revealed any unknown significant issues. There are £115,000 in provisional sums connected with the roof, and the evidence so far suggests that works will not exceed this figure.

The Bursar thanked the Estates Director for her excellent work overseeing the project.

- b. **Office Moves:** The Office Moves were completed over the summer, so that there are now no students living in Old Court. The initial expectation was that this would cost around £40,000. However, all the Memorial Court alteration works were carried out by the in house Buildings team, while Support Services carried out the smaller moves. The final cost of the moves was £10,990.88. This included specialist music moves and a professional removal company to do three days of large moves.
 - c. **Roof:** The Archaeologist confirmed that most of the timbers were 400 years old, and that they can be expected to last another 400 years.
 - d. **A & B Staircases:** The Contractor currently intends to hand these back before Christmas, although they are not due until 4 April 2020. The College does not expect to necessarily get them before Christmas, but they are expected to be handed back early. This will allow time for the College decorators to complete the work by paint the rooms, with the potential to be available for use over the Easter vacation.
 - e. **C Staircase:** The rewiring has been completed, which was funded from the contingency. This work would have otherwise been necessary in Phase 2 of the project.
 - f. **Project Savings:** Moving A & B, rewiring in C, and part of the west elevation of the roof from Phase 2 into Phase 1a has saved £269,000 on the overall project. The contractor currently on site has low overheads and profit and the inflation has been saved. This means that although additional money has been spent in Phase 1a, overall there has been a saving on the full Old Court project cost. This may be continued in Phase 1b if there are sufficient funds to move things earlier.
7. **Old Court Phase 1b and Logistics**
- a. **Recommencement of Design:** The slides presented at the Old Court Working Party were displayed. Design work has recommenced, with the project moving from Stage 4a to Stage 4b (final detailed technical design).

- b. **Toilets:** There will be a unisex disabled toilet on every floor that has provision for other toilets (a DDA requirement).

The toilets in the Buttery will be unisex. A question was raised over school visits and whether some students or school visitors might require separate facilities for religious or other reasons.

DH to liaise with Tutorial Office as to possible school requirements, and whether these can be met via temporary signage, as currently takes place with school visits during the summer. (DH)

- c. **Catering Office and Catering Storage:** Storage facilities for Catering is one of the key challenges. Additional space has been identified, including an area that was to be the Catering Office. This space became too small to be a practical office following the addition of a chilled area for cold deserts. A new location for the Catering Office is now required. *(DH)*

- d. **Fire Escape:** Disabled egress from the river end of the new café will be via an evac chair. The principle is that this will be stored in the permanent bench, near where it would be needed. This would only be used if a fire broke out in the servery area, and escape is not possible back to H Staircase.

The plans also show a platform lift to evacuate to the Master's Garden. This is necessary as the travel distance back to H is too great. This emergency exit has a wheelchair refuge by the lift.

A question was raised about the drop in the Master's Garden. This will need to be confirmed via the section drawings.

- e. **Windows:** The current windows which face onto the river are to be repositioned to look onto the Master's Garden, and over time wisteria will cover them. The architectural rationale for placing windows in the southern wall of the café is to avoid the sense of being in a dark tunnel. Vegetation will be visible on both sides of the room, and light will come in from above. The use of glazing treatments or automated blinds would not affect the planning permission, and could be used to give privacy to the Master's Garden.

The change in shape around the terrace area appears to show a loss of six covers from the room. This is to be addressed with the architect. *(DH)*

- f. **Disabled Access:** Planning permission has been granted for a rising stair into H Staircase. This would allow unassisted entrance to the College's formal rooms. The proposal to introduce gentle slopes was considered by Historic England to have too great a visual impact. Clare College is the first College which has been granted this sort of permission, which will be well hidden when not in use. Concerns were raised over maintenance of the rising stairs, as maintenance issues have been observed at the Scott Polar Institute. Within Clare, the only lift which

had been broken down for a long period in the past two years was the stairlift outside the Forbes Mellon Library, where it took four days to acquire a replacement part. This lift would be more complicated, but the work is not irreversible.

The loss of the intermediate level in the North Passage means that that entrance will no longer be suitable for disabled access. The ramp in the North Passage from Trinity Lane will not meet building control requirements, being too steep, but a dispensation has been granted on the basis that it is used only for catering trolleys. In the event of the main entrance lift breaking down, it could be used for assisted entrance / exit.

Disabled access via the Master's Garden would mean making this into a permanent entrance and exit way. In addition the structural engineer was unable to find a solution for level access owing to the copper beech roots.

As a matter of principle, disabled access should be through the front of the College, and an entrance via the Master's Lodge would be technically very complex.

The Estates Director to report on other external rising stairs, and on the cost of the stairs, including the alteration to the stairs themselves.(DH)

- g. **Appointment of Contractor:** Barnes Construction have been appointed for pre-construction of Phase 1b.

8. **St Regis Project Update**

- a. **102 Chesterton Road:** This property was refurbished over the summer, including significant underpinning, with occupations by students in September. Five students currently live in the property, and are kept up to date on the St Regis project. The roof has been partially replaced, on the Northern slope which would be difficult to re-roof in future. 108 Chesterton Road is an integral part of the project, whereas 102 Chesterton Road was not included until later and the main value lay in the garden. Infrastructure to run the house from St Regis has been put in place, but the pipes themselves have not been put in. The College has another year to decide on the future of this house.
- b. **Project Update:** The project is currently running on programme for the two student blocks to be handed over ready for the next academic year, with the commercial residential block finishing the following month.

9. **Queen Edith's / Netherfield Redevelopment**

The breakeven periods on the architect's designs were approximately 14 years (based on redeveloping one site for 20 students and developing 10 flats on the

other site), compared with a 7 year period for St Regis. The College has begun discussions with Addenbrookes about providing key worker accommodation, and some initial talks have taken place but this is not sufficient for a development appraisal. Key worker accommodation may allow the College to develop more than just 10 units, and thereby improve the breakeven point.

10. **Repairs to Memorial Court Porters' Lodge Roof**

This has been postponed for a year, as no valid tenders were received. The project will be retendered to a main contractor controlling the works, rather than directly to a roofing contractor. This will go into next year's Specials Requests, with the work due to take place in August 2020.

11. **Estates Strategy (Draft)**

This will be circulated after the meeting, and is to put in place something that the College does not currently have.

12. **Update on Special Expenditure 2019-20**

a. ***Capital Special Expenditure 2018-19:*** The year end report will be circulated to the committee.

b. ***Update on Approved Capital Expenditure progress 2019-2020***

(Projects not reported on earlier.)

- i. *Boiler Project:* Currently at feasibility stage. Options being explored, as the cost had risen to £300,000. More sustainable options are being investigated, as gas will be taxed very highly in future. The feasibility is continuing, but expenditure is limited at present.
- ii. *IT Switches:* This project is still outstanding.
- iii. *Etheldreda:* Works complete. The double glazing has been very successful.
- iv. *St Giles Boiler:* Works complete. A bid will be submitted to do St Andrews in the next financial year.
- v. *Castle End:* Works complete.
- vi. *120 Chesterton Road:* Works complete.
- vii. *Clare Court Phase 1:* This project is still outstanding.
- viii. *I&J Decorating:* Scheduled for Christmas vacation.
- ix. *Memorial External Decorations:* Completed under budget.
- x. *Electrical Works:* Scheduled for Christmas vacation.
- xi. *Twin Beds:* Complete.
- xii. *Housekeeping buggy:* Complete.

xiii. *IT Upgrades*: One completed before year started. CCTV has £2,000 left in budget.

xiv. *Buildings Van*: The existing van passed its MOT, and so the money has not been spent.

c. ***Update on Emergency Special Expenditure 2019-20***

i. *Sportsground Fencing*: Completed

ii. *Castle End Boilers*: A request was submitted on 30 October 2019 for £9,000 to replace a hot water boiler at Castle End.

The total committed on the Emergency Special Expenditure (including the Castle End boilers) to date was £19,000.

d. ***Bids for 2020-21***: These will be submitted at the February Estates Committee meeting.

13. **Conservation Committee**

a. ***Fellows' Library***: The Conservation Committee would like to see more use made of the Fellows' Library, ideally beginning before the room is closed for two years. Painting the room would need to wait until after the other works are done. The Committee intends to bid for funding for some heating. Governing Body will have to decide how the room is to be used going forwards, which would inform these discussions.

14. **Any Other Business**

There was no other business.

15. **RESERVED MATTERS**

16. **Date of Next Meetings**

5 February, Latimer Room

20 May, Thirkill Room

Distribution: Professor Phil Allmendinger (Chair); Professor Andrew Balmford (Chair of the Environment Committee, ex officio); Dr Jo Costin (Secretary); Miss Emma Easterbrook (Assistant Bursar); Dr Nick Evans; Dr Phil Faulkner; Dr Tamara Follini (Chair of the Conservation Committee, ex officio); Professor Howard Griffiths (Chair of the Gardens Committee, ex officio); Miss Deborah Hoy (Estates Director); Ms Ada Lee (MCR Representative); Mr Brenan Morgan (Head Porter); Mr Jason Randall (IT Manager); Dr Jacqueline Tasioulas (Senior Tutor); Ms Eloise Trimmingham (UCS Representative); Mr Paul Warren (Bursar)

For information: Mr Dan Wright (JCR President); Mr Nicholas Wise (MCR President)

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