

**Easter Meeting of the Estates Committee**  
**Minutes**  
**2pm Wednesday 26 May 2021**  
**Virtual Meeting via Microsoft Teams**

**Present:** Professor Phil Allmendinger (Chair); Dr Tamara Follini (Chair of the Conservation Committee, ex officio); Dr Andrew Friend; Professor Howard Griffiths (Chair of the Gardens Committee, ex officio); Mr Danny Parle (MCR Representative); Mr Daniel Patten (UCS Representative); Professor Wendy Pullan; Dr Jacqueline Tasioulas (Senior Tutor); and Mr Paul Warren (Bursar).

**In Attendance:** Dr Jo Costin (Secretary); Miss Emma Easterbrook (Assistant Bursar); Ms Deborah Hoy (Estates Director); Mr Jason Randall (IT Manager);

1. **Apologies**

There were no apologies.

2. **Declarations of Interest**

There were no declarations of interest.

3. **Minutes of 24 Feb 2021**

The minutes of 24 February 2021 were approved.

4. **Matters Arising**

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

A more sustainable solution for the project is projected to cost around £4 million. The previous meeting raised concerns about whether the College was moving in advance of the technology, and whether this was the best use for the money. The student representatives were asked to bring feedback. The MCR Representative reported that it was difficult to get feedback at present, but the feedback received gave very different opinions on this. Further feedback from the UCS and MCR would be welcomed.

The committee agreed at the last meeting to look into a temporary gas solution for P Staircase, the boilers in this staircase have had more problems than others. There are currently 6 boiler rooms in Memorial Court, and carrying out work to the worst one would allow further time to find a more sustainable solution.

DP / DP

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

The project is on hold until further feedback from students has been received. When discussed at the last Finance Committee meeting, graduate students indicated a need for cheaper rooms rather than new ones. However, the building requires some refurbishment as a new roof is required. Any works would need to be self-funded, so higher rents would be needed. The College has not spent significant money on the project to date, but is now at a point where the College is committing to the design. Subsequent changes would be expensive. At the last meeting, the UCS and MCR agreed to look into whether the student body would like a discussion on the wider accommodation portfolio. The MCR survey on accommodation found that the main issue raised was rent, and requested more diversity of rents. The UCS and MCR will discuss this further (the MCR is due to change committee shortly, this will be passed to the next representative.

DP / DP

The Accommodation Office to be asked for data on which rooms are taken first by graduate students. Details on the rent spread in other Colleges would also be useful – the MCR President has collected some information on this.

c. **House Sales**

Four houses are being sold, two from donations and two which are surplus to College needs.

- 95 Hemingford Road (donation): Sale completed at £530,250, above the guide price of £500,000.
- 17 Christ's Lane (donation): Sale agreed at £725,000 but not completed (looking to complete by end of June). This is below the price it was marketed at. The market for flats has suffered during the pandemic.
- 120 Chesterton Road (surplus): Sale agreed for £810,000 (£60,000 above asking price), looking to complete before 30 June.
- 190 Chesterton Road (surplus): Sale agreed for £800,000, looking to complete before 30 June.

There are two additional properties the College is looking at selling.

- 117 Histon Road: Currently tenanted on a private basis by staff, the staff concerned are aware the College is looking to sell at the end of their lease. This has not been approved, and will not be marketed for 6-9 months owing to the existing lease.
- Mowbray Farmhouse (Ickleton): Part of the commercial portfolio, the tenant farmer has passed away and the Estate does not want to keep the farmhouse. Anticipated to sell for £800,000 - £850,000 but has not yet been valued.

5. **Matters from the MCR / UCS**

a. **UCS**

No outstanding items to raise. A paper on the ballot will be put together for Accommodation Committee.

b. **Snagging / Maintenance**

Raised at the previous Estates Committee, these items now largely resolved. There were a number of items at Clare Court, primarily items delayed owing to Covid. These are now either resolved or in a project to start from 1 July.

DH

c. **Clare St Regis**

Accommodation Network UK (ANUK) who regulate the College's HMOs inspected St Regis and the building was passed. The independent inspector met with two students as part of this process, who spoke without the Estates Director or Assistant Bursar present and indicated that they were happy with their accommodation.

The Assistant Bursar is looking into a Blue Plaque for Richarda Morrow Tait at Clare St Regis, £1,000 of funding will be needed if the proposal is accepted. The College is looking into putting up images of her in St Regis.

6. **Old Court**

a. **Phase 1a – Outstanding Issues**

*Project Reserve:* The project came in under budget by approximately £100,000, this remains in the unspent reserve. It was hoped to transfer this to the reserve for Phase 1b, but owing to ongoing issues with the hot water, this will be kept until the College has visibility as to what works will be needed.

*Hot Water Circulation Issues:* A new pump has been installed, and the speed recently increased, better temperatures are now being recorded. The pump is a temporary solution, the permanent solution involves alterations to some of the more historic pipework which could prove very expensive. DH

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

*Programme Delay:* Barnes are reporting a 16 week delay, the Project Manager's believe that there is only a 12 week delay with potential to make up some of the time during the subsequent 18 months of work. The delay will severely impact the project budget, costs outlined in the 5 May cost report exclude fees for professional services (the contracts allow consultants to request additional fees for extensions of time, potential to add another £80,000). The project reserve currently sits at only £42,000.

*Project Reserve:* £600,000 from Phase 2 is to be transferred to Phase 1b to increase the reserve.

*Design Savings:* Old Court Implementation Group on 11 May agreed to look for cost savings. There is some concern that the architect is continuing to specify based on their preferences rather than the College's requests. Items within the design which are being revised include a bench which was down to be made from solid oak at around £35,000, and will instead be a regular bench at around £2,000 - £4,000. Other items include door knobs, bespoke drain pipes, and doors. The Estates Director will discuss this with the architect.

c. ***Phase 2 Review***

The College does not currently have funds for Phase 2, the College is putting £1 million aside annually and donations are being received, so the start date is anticipate to be in 2025 / 2026. Some money has been spent on architectural design and professional fees. The project scope needs to be reduced from £12.9 million to £12.4 / £12.5 million. Some of the works are essential, including the roof and electrical works and some of the room upgrades. Other items may be possible to do as a separate project. Henry Riley will be employed to look into possible savings and review the project budget, their fee will be £10,000 - £15,000. This work will be carried out later in the year to avoid diverting attention from the current Phase 1b work.

d. ***General***

The Committee thanked the Estates Director and Bursar for their work on behalf of the College on the Old Court and St Regis projects in spite of the difficulties encountered.

7. **Clare St Regis Project Update**

a. ***Snagging Clare St Regis***

The student part of Clare St Regis was handed over in January with an unusually high level of snags accepted, owing to the risk of the whole site being shut down due to Covid. The building had 1500 snags and these are now down to around 100 outstanding snags. The Buildings Administrator has been coordinating with students so that they are aware of when people are in the building, and occupied rooms have been interfered with as little as possible. The turfing and landscaping have now been carried out, and the snagging is nearing completion.

b. ***Hamilton Road Flats Completion***

DSH

The commercial flats were handed over on Friday 21 May with a reasonable level of snagging. The contractor has been in during the course of this week to rectify these. Bidwells have been given 12 of the 14 flats to let, and 7 have been let to date, with the first occupants moving in from the 14 June. Further viewings are being held, and it is anticipated that all flats will be let by the end of the first week of June. Their popularity seems to be reflection of the high quality and standards, with over half let within ten days of releasing to the market.

Bidwells will be doing a managed service, but not block management. Block management would mean they carried out all maintenance and other items, however they will collect the rents and manage the tenants. The College will carry out maintenance, cleaning, and fire alarm testing, as these are also being done on the student side of the Clare St Regis site. This will keep down the costs to the endowment to generate more revenue in the long term.

8. **Five Year Programme**

There were no concerns raised over the Five Year Programme.

*Refurbishment of Hillside and Braeside:* Braeside has been identified as it has generated more maintenance requests than other buildings, and improvements have been held off with a view to doing a full refurbishment.

Money was approved in the 2021-22 financial year for architects' fees, with a full refurbishment the following year. Hillside will follow a year afterwards.

*Refurbishment of PQR:* This would be similar to the previous LMK project, to be carried out in a few years' time.

*Large Projects:* The programme includes £1 million per year going into the Old Court fund. The Bursar is working with the Deputy Financial Bursar on the five year financial plan. Increased depreciation may mean additional money is available to spend. There is also an indicative sum included for the Queen Edith / Netherfield works, this is not yet approved.

9. **Update on Special Expenditure 2020-21**

*Boiler Replacement:* It has not been possible to move this forwards significantly, there will be an overall underspend of around £400,000.

*Memorial Court Roof:* Won't happen until next financial year, but is currently out to tender and will be on site this summer.

10. **Gardens Committee**

It was agreed that some of the underspend in the 2020-21 Special Expenditure budget could be used for a new compost heap.

11. **Environment Committee**

*Carbon Zero Strategy (Item 6):* Progress is being made on setting this project up, and the College will work with a Fourth Year research student to carry out part of the project. It was very positive to work across the whole College.

13. **Dates of Meetings 2021/22**

20 October 2021, 12:30 (Location TBC)

9 March 2022, 12:30 (Clare St Regis)

18 May 2022, 12:30 (Location TBC)

**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 Tamara Follini (Chair of the Conservation Committee, ex officio); Dr Andrew Friend; Professor Howard Griffiths (Chair of the Gardens Committee, ex officio); Mr Danny Parle (MCR Representative); Mr Daniel Patten (UCS Representative); Ms Deborah Hoy (Estates Director); Mr Brenan Morgan (Head Porter); Professor Wendy Pullan; Mr Jason Randall (IT Manager); Dr Jacqueline Tasioulas (Senior Tutor); and Mr Paul Warren (Bursar).  
**For information:** Lily Rafalin (UCS President); Will Wood (MCR President).