

ESTATES STRATEGY STEERING GROUP

3 February 2010

Q04, Witney campus

PRESENT:

Michael Chiyasa
Miranda Coles
David Doughty
Mike Gaston
Teresa Kelly
Terry Stock [Chair]
Sue Webb

APOLOGIES:

All present

In Attendance:

Sara Butler (Minuting Secretary)

AGENDA

- | | |
|--------------------------------|--|
| 1. Apologies | 6. Estates Strategy Implementation Costs |
| 2. Declarations of Interest | 7. Risk Management |
| 3. Minutes of last meeting | 8. Any other business |
| 4. Matters arising | 9. Date of next meeting |
| 5. Progress Review – all sites | |

SUMMARY AND ACTION POINTS

1. APOLOGIES

All members of the group were present.

2. DECLARATIONS OF INTEREST

There were no declarations of interest reported.

3. MINUTES OF MEETING DATED 2 DECEMBER 2009

The minutes of the last meeting were approved.

4. MATTERS ARISING

Any matters arising would be covered within the standard agenda.

5. PROGRESS REVIEW – ALL SITES

5.1 Progress Report

The following comments were noted on SAW's progress report since the Board meeting in December:

LSC Funding

The LSC had consented to the purchase of the temporary accommodation. There has been no communication about the potential allocation from the £200m capital fund. It was still uncertain if this would happen before the LSC demise on 31st March 2010. The group agreed that the college should continue to plan without any

**Action
By**

**By
When**

expectation of funding and to send a formal letter before the LSC's demise setting out expectations.

TK

Site Options

Robothams (Architects) had been appointed to determine a masterplan for the Witney site which does not preclude development at other campuses. A report would be available for the March meeting of this group. Robothams had previously worked on the feasibility of the Abingdon campus and the pre-feasibility for Witney. These consultants are not on the LSC framework and therefore have no vested interest in taking this project forward.

A critical assessment was required of the £9m option to ensure that if the college committed to this it did so within comfortable affordability levels.

One of the significant changes since the last meeting was general funding. A less optimistic view was required about the revenue stream coming from various income generating sources.

Curriculum Challenges for September 2010

Hairdressing

Marriotts Walk and High Street were being considered as possible premises to lease to offer hairdressing provision. SAW had asked both agents for a negotiated price. In principle, the planners were supportive and had no objection to this change of use. TK to arrange a meeting with WODC Chief Executive.

TK

March 2010

TK to ask the West Partnership to provide one-off set up costs. Probable return for this would be to run the hairdressing diploma from there.

TK

Oakley College

A property search for suitable premises within a 15 mile radius of Oxford was being undertaken by Carter Jonas. Oakley applications are up by 25% for next year.

Design Team Issues

Design Team appointments have been terminated formally with the exception of the Cost Consultant (RLF) and the Project Manager (T&T).

There was an issue surrounding an invoice from Leadbitter (£71k incl VAT) which had been received in December 2009. T&T have been asked for an explanation as to why this 'at risk' work was undertaken without formal authorisation by the college. The Chair believed that the college was obliged to pay this outstanding sum to Leadbitter but should pursue compensation from T&T for failure to inform the college at an earlier date. This sum was not included in the college's financial year 2008/09 and therefore could not be capitalised. No further payments to be made to T&T/RLF until this matter was resolved.

Temporary Accommodation

Although the LSC had granted approval to purchase, approval to borrow was still outstanding. Payment to Elliotts would be made within 14 days of rectification of defects. There were still 2 defects outstanding which Michael Chiyasa was overseeing.

Planning Issues – Common Leys

SAW would continue to monitor the car parking issue closely and look at the possibility of car sharing or using the Witney Rugby Club as a 'park and ride'. TK requested that the next meeting be held at Common Leys in the newly commissioned log cabin.

SButler to arrange

5.2 Option Appraisal and Masterplanning

See Site Options (Item 5).

6. ESTATES STRATEGY IMPLEMENTATION COSTS

The group noted the content of MCC's latest report.

The Witney contingency (£150k) is now fully committed. Commitments include Leadbitter (£71k), Drivers Jonas (£6k), Robothams (£11.5k).

7. RISK MANAGEMENT

The group reviewed the risk plan and recommended the following changes:

SButler

10/3/10

- **Risk 2.2**
Split into the 2 options (£14.5m and £9m schemes).
- **Objective 3**
New risk to be added at 3.4 'Government funding strategy fails to fund potential growth'.
- **Risk 4.2**
Key risk to read 'Delays in start date (LSC critical dependency for £14.5m scheme) and Board commitment on 10/12/09'.
Likelihood = increase to 3
Score = 15
Priority = H
Further measures = Board report on options to abandon £14.4m scheme.
- **Objective 4a**
New risk to be added at 4.5 'LSC/SFA may not approve borrowing on new scheme.
Monitoring = early clarification of rules.
Catherine Davies to be invited to the ESSG meeting in April.
List of questions to be issued in advance.

SAW

10/3/10

8. ANY OTHER BUSINESS

8.1 Terms of Reference – Estates Strategy Committee

The following amendments were recommended before going to the Board on 26th March:

SButler

26/2/10

Page 1, Purpose

Revision of wording for first bullet point. Change in order of bullet points.

Page 1, Composition

Add bullet point 'Up to 2 further governors'.

Page 2, Responsibilities

Amend wording in final bullet point to read 'overall *project duration* is affected by more than 10%, full Board approval will be required.'

Page 2, Meetings

Second bullet point to read ' the meetings are to be minuted and distributed *in accordance with standing orders*'.

Page 2, Recommendation

Add 'agree composition of the committee and appointments therein'.

9. DATE AND TIME OF NEXT MEETING

10 March 2010, 9-11

The group requested that the meeting be held in the new log cabin at Common Leys.

SButler to arrange