

# Chichester College

Minutes of the Meeting of the Buildings & Estates Committee  
held on Thursday 11 September 2008

Present:

Mr Patrick Green (Chairman)  
Mrs Angie Hobson (Vice Chairman)  
Mr David Hazelden                      Mr Robin Macmillan  
Mr John Goble                              Dr Richard Parker  
Mr Nick O'Brien                              Miss Frances Russell

In Attendance:

Mr David Smith, Clerk to the Governing Body  
Mr John Bates, Deputy Principal  
Mr David Bickle, Hawkins\Brown  
Mrs Jenny Brooker, Deputy Clerk  
Mrs Sally Challis-Manning, Head of Brinsbury Curriculum & Campus  
Mrs Wendy Goacher, Estates and Facilities Manager  
Mr Peter Holding, Davis Langdon  
Mrs Shelagh Legrave, Chief Financial Officer  
Ms Anna Paphilon, Hawkins\Brown  
Ms Melanie Sharpe, AYH  
Mrs Sarah Stannard, Vice Principal (Marketing & Business Development)

## **APOLOGIES FOR ABSENCE**

1. An apology for absence was received from David Hett.

## **TOUR OF THE BRINSBURY CAMPUS**

2. The Committee undertook a brief tour of the campus to view the proposed building locations for the major capital development programme.

[Sally Challis-Manning left the meeting and Nick O'Brien arrived at the meeting].

## ARCHITECT'S REPORT

3. David Bickle provided an overview of the design proposals for the Brinsbury Campus. In response to Richard Parker, David stated that opportunities for a new entrance for the Brinsbury campus were being explored and the designs still accommodated a showpiece ground at the front of the campus. David stated that the project team were working hard to meet the aspirations of the business plan within the budget.
4. Anna Paphilon provided a presentation on landscaping and sustainability proposals for both Brinsbury and Chichester. She stated that a new planning policy required both campus developments to utilise 10% renewable energy. A BREEAM rating of 'very good' was being targeted for both campuses but the LSC had been asked whether additional funding would be available to achieve an 'excellent' BREEAM rating.
5. David Bickle outlined proposals on the materials that could be used on the façade of buildings. He provided reassurance to Richard that the buildings would be both sustainable and aesthetically pleasing. A meeting with the local planning officers on 9 September had gone well and planning officers were pleased that the designs were being developed in line with the original Masterplan. The proposed designs were noted by the Committee and it was

### Resolved:

*That Hawkins\Brown bear in mind the need to consult curriculum and other areas as they develop their design proposals.*

## PROJECT MANAGER'S REPORT

6. The Committee received for information a progress report on the Capital Project by AYH.

(Copy attached at APPENDIX 1 to the Minute Book copy)

7. Melanie Sharpe stated that the regional property advisor had raised some queries regarding the project and was scheduled to meet Richard Parker and David Smith the following week. Richard stated that there were rumours that the LSC was slowing down its national capital development programme but Melanie stated that the LSC had refuted this.
8. Melanie stated that they were trying to determine whether the cost of the requirement to utilise 10% renewable energy could be accommodated within the existing budget. She stated that, subject to the College's approval, the Stage D designs would be signed off and the project would progress to Stage

E. The project was six to seven weeks behind the original programme and the revised timetable was included within the report. Melanie stated that planning permission would be sought once the designs were approved and within budget. A meeting with the appointed building contractors was scheduled to take place the following week.

[The Project team departed the meeting at this point].

#### ELECTION OF CHAIRMAN 2008-09

9. On the motion of Robin Macmillan and seconded by John Goble, it was:

**Resolved**

*That Patrick Green be appointed as Chairman of the Building & Estates Committee for the period 2008-09.*

#### ELECTION OF VICE-CHAIRMAN 2008-09

10. On the motion of Patrick Green and seconded by Robin Macmillan, it was:

**Resolved**

*That Angie Hobson be appointed as Vice-Chairman of the Building & Estates Committee for the period 2008-09.*

#### MEMBERSHIP OF THE COMMITTEE 2008-09

11. The membership of the Building & Estates Committee for 2008-09 was noted as follows:

Mr John Goble	Mr Robin Macmillan
Mr Patrick Green	Dr Richard Parker
Mr David Hazelden	Mr David Hett (Ex officio)
Mrs Angie Hobson	Miss Frances Russell (Ex officio)
Mr Nick O'Brien	

#### MINUTES

12. The Minutes of the meeting of the Building & Estates Committee held on 22 May 2008 were taken as a correct record and signed by the Chairman.

#### MATTERS ARISING

13. The Committee received and noted a schedule outlining responses to action points from the Minutes of the previous meeting.

(Copy attached at APPENDIX 2 to the Minute Book copy)

#### **Minute 62: Recycling at Brinsbury Campus**

14. Mrs Legrave stated that Horsham District Council had now agreed to treat the College as a school when charging for waste collection rather than as commercial premises. The Council had also agreed to collect recyclable material from the Brinsbury campus and the arrangements for this were being agreed.

#### **REVIEW OF COMMITTEE TERMS OF REFERENCE**

15. The Committee received for consideration a report which proposed alterations to the Terms of Reference of the Committee and a schedule of items considered by the Committee over the past two years.

(Copy attached at APPENDIX 3 to the Minute Book copy)

16. It was proposed that the Terms of Reference be updated to reflect responsibility for the major Capital Development project transferring from the College Development Project Group to the Committee. Upon consideration it was:

#### **Resolved to Recommend**

*That the Terms of Reference of the Building & Estates Committee, as set out at APPENDIX 3, be adopted.*

#### **ANNUAL BUSINESS PLAN**

17. The Committee received and noted the annual plan of business for the Committee.

(Copy attached at APPENDIX 4 to the Minute Book copy)

[A confidential item was taken here - see paragraph 117 of the confidential minutes].

#### DATE OF NEXT MEETING

18. It was noted that the next scheduled meeting of the Committee would be held on Thursday, 2<sup>nd</sup> October 2008 at 4.00pm and a tour of the Chichester Campus would precede the meeting at 3.30pm.
19. The Committee received and noted the dates of meetings of the Committee scheduled to take place in the remainder of 2008 and 2009.

(Copy attached at APPENDIX 5 to the Minute Book copy)

#### REVIEW OF THE BUSINESS OF THE MEETING

20. Patrick Green invited members of the Committee to suggest whether any items of business considered at the meeting could have been dealt with in a different or more appropriate fashion. It was agreed that future presentations given to the Committee by the project team should be less detailed.

#### CONFIDENTIAL BUSINESS

21. It was:

**Resolved**

*That in view of the confidential nature of the business to be dealt with the Minutes for the remainder of the meeting be recorded on a confidential basis and remain so unless and until they become public in the ordinary course of the Corporation's business.*