

















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Estates Committee
Minutes

Meeting Time and Date	1000 on 7 March 2022
Meeting Location	Zoom Online
Members	Ralph Luck OBE (Chair)  Dr Beryl de Souza  Peter Doble  John Gayer  Roger McClure  Sarah Moreland MBE Stephen Way  Malcolm Goodwin (Principal)  Sarah Seery (Staff Governor)  Rosie Evans (Student Governor) Michael Sinnett (Student Governor) Layla Jane Rashid (Student Governor) Jill Sinclair 
Observers	Christine Bianchin (Academic)  James Bryan (HR)  Denise Cheng-Carter (Finance)  David Scott (Estates) 
Minute Taker	Joanne Coffey (Clerk) 
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	Action
<p>1. Welcome and Apologies</p> <p>1.1. Apologies were received from Sarah Moreland, Rosie Evans, Michael Sinnett and Layla Jane Rashid.</p>	
<p>2. Declaration of Interests</p> <p>2.1. None.</p>	
<p>3. Minutes (Decision)</p> <p><u>66 The Ridgeway</u></p> <p>3.1. The College's future financial interest in its land adjoining and at 66 The Ridgeway had not yet been registered with HM Land Registry but was in progress.</p> <p>3.2. Minute 5.15 was amended to clarify that staff management, rather than the College as a whole, suggested that the development consultant who advised on the amendment of the covenant should receive a retrospective payment at the level recommended in the report.</p>	<p>Clerk (Completed)</p>

<p><u>Sustainability</u></p> <p>3.3. The fee for the specialist sustainability consultancy ‘Bemari’ to progress the sustainability agenda was expected to be £8-10k.</p> <p><u>Urban adaptation centre</u></p> <p>3.4. Minute 6.16 was amended to clarify that: the urban adaptation centre was a working title; there were many potential partners and; a formal potential location for the centre was being explored.</p> <p><u>Barking Riverside</u></p> <p>3.5. The vision was currently being refreshed and would be circulated to the Committee by email.</p> <p>3.6. Minute 6.18 was corrected to read that land originally offered for consideration was found to be contaminated.</p> <p>Resolved to</p> <p>3.7. Approve the amended minutes of the Estates Committee meeting held on 17 November 2021 as a correct record and authorise the Chair to approve them.</p>	<p>Clerk (Completed)</p> <p>Principal (Completed)</p> <p>Clerk (Completed)</p>
<p>4. Matters Arising (Information)</p> <p>4.1. Abbreviations in the Matters Arising were broadened to ensure clarity to all.</p> <p>4.2. Changes to the draft Gunnersbury Park lease have been proposed by the College, relating to service charge contributions and actions that may clash with animal welfare. A response is pending.</p> <p>4.3. As the Estates Strategy was key to all estates negotiations, a first full draft of the Estates Strategy will be presented at the summer 2022 Committee meeting.</p> <p>4.4. The visit to Mottingham with Nolan Smith from Fusion, the project managers, on 8 February 2022 included the Chair of Estates, the Chair of Governors and the Principal.</p> <p>4.5. The dates of the presentation by Fusion was corrected to this meeting date, 7 March 2022.</p>	<p>Clerk (Completed)</p> <p>Estates (20 Jun 2022)</p> <p>Clerk (Completed)</p>
<p>5. Report of the Health and Safety Officer (Decision)</p> <p><u>Accident and Incident Reports</u></p> <p>5.1. The totals in the accident and incident tables were not consistent due to changes in category labels. A clearer, revised report would be circulated to the Committee following the meeting.</p> <p>5.2. Compared to the same period the previous year, there was a marginal increase in incident numbers which were directly attributable to the reduction in COVID restrictions and increased student attendance and on campus activity.</p> <p>5.3. The year to date data shows the number of incidents had markedly increased, however, this did not reveal any major</p>	<p>Estates (Completed)</p>

<p>failures in safety management and is due to returning to more practical teaching after COVID.</p> <p><u>Legionella and Asbestos Policies – Letter of Appointment</u></p> <p>5.4. The Committee had requested that the letter sent to individuals informing of their appointment as a duty holder, with specific duties under the Legionella and Asbestos policy, was re-drafted to ensure against any employee contractual issues.</p> <p>5.5. Staff are provided with the First Aid guidance sheet that had been previously supplied by Governor, Beryl de Souza.</p> <p>5.6. It was confirmed that members of staff responsible for this were competent and formal training / support is supplied by the College to ensure those staff are updated on Legionella and Asbestos.</p> <p>Resolved to</p> <p>5.7. Approve the revised letter to employees who have responsibilities for Legionella Control and Asbestos Management.</p> <p><u>Change to Personal Protective Equipment Legislation</u></p> <p>5.8. On 6 April 2022 an amendment to the current Personal Protective Equipment (PPE) at Work regulations will come into force extending the College’s responsibility to provide protective clothing and equipment to Limb (b) workers but not the self-employed.</p> <p>5.9. This will have a budgetary and management impact on the College as many of the Learner Support Assistant (LSA) staff are temporary and will be covered by the amendment.</p> <p>5.10. The requirement for PPE is risk assessed and based on the nature of the work involved.</p> <p><u>Compliance</u></p> <p>5.11. The bi-annual water risk assessments have now been completed across all sites. No major causes for concern have been identified.</p> <p><u>Health and Safety Activity</u></p> <p>5.12. The College continues to maintain its effective COVID Safe protocols for both staff and students. Lateral Flow rapid testing continue to be offered to all of our staff and students to undertake the testing at home.</p>	
<p>6. Report on the Mottingham and Crystal Palace New Buildings Project (Decision)</p> <p><u>Presentation by Nolan Smith, Director, Fusion Project Management</u></p> <p>6.1. The background to the Crystal Palace and Mottingham development was presented to Governors.</p> <p>6.2. The latest, revised scheme provides for the 125 additional learners and the College has already reached that increased recruitment.</p>	

- 6.3. Both sites (Mottingham and Crystal Palace Park) are Metropolitan Open Land (MOL) and therefore, require a Very Special Circumstance case (VSC) given that the land is green belt.
- 6.4. The Crystal Palace outline application submitted for the wider park by Bromley is recommended for consent but remains under review by Bromley.
- 6.5. Registration of the Mottingham planning application was delayed by two months but is now running to time, with a decision expected on 9 May to grant a resolution to approve the scheme.
- 6.6. This may potentially require a section 106, which is a legal agreement to mitigate for the impact on the local community and infrastructure. This would be completed by June 2022.

Sustainability and environmental impact

- 6.7. The Mottingham and Crystal Palace schemes are highly sustainable to meet:
 - a) **BREEAM excellent** (Building Research Establishment's Environmental Assessment Method).
 - b) **EPC** (Energy Performance Certification).
 - c) **The London Plan** ("a spatial development strategy for Greater London").
- 6.8. The non-contaminated soil being removed from the elevated mounds may be repurposed which will reduce both capital costs and supplier costs.
- 6.9. It was confirmed that the new classroom designs at Mottingham would have sufficient daylight at the rear of the sloped elevations. This is achieved by including a 2 metre pathway and battering (over-angling) the retaining walls.

Funding

- 6.10. The total project cost (currently at RIBA stage 3) is £9.2m. The budget is £8.9m (set in 2018 against the original scheme) including a split of £2.4m Crystal Palace, £6.3m Mottingham and a contingency fund of £450k.
- 6.11. Governors felt that the contingency amount, having already been reduced from £600k, needs to be reviewed and if possible, increased. It was confirmed that the reduction was due to it being based on the original budget and a future reduction would not now be necessary.
- 6.12. Greater London Authority (GLA) grant funding has been secured at £5.4m, current College funding is at £3.5m and, on 9 March, a grant of £2.5m from the FE Capital Transformation Fund may be confirmed. This would reduce the College contribution to £970k.
- 6.13. The design and build tenders are due back on 18 March (based on RIBA 3), then the lowest two firms will be asked to re-price to RIBA 4. Separate tenders had already been sought for the cross-

<p>Estates Director also felt that the May 2023 completion would be more sensible.</p> <p>6.25. The other side of the risk was the inflation of the cost of materials and resources, which were already high following the pandemic, and had now been further impacted by the energy crisis and the escalating unrest with Russia.</p> <p>6.26. As the tenders are only valid for 12 weeks, flexibility would be sought to extend to the required date of commitment.</p> <p>6.27. Governors noted that any impact from the Mottingham/Crystal Palace developments on the academic plan, should be received by the Academic Committee.</p> <p>Resolved to</p> <p>6.28. Agree a provisional, ad-hoc Estates Committee meeting on 28 March at 1400, at which a decision may be recommended to the Governing Body on 30 March, to proceed to RIBA design stage four ahead of a planning decision.</p> <p>Post-meeting: Due to further delays in the release of the capital grant decision, there was not sufficient information available to conduct this ad-hoc meeting.</p>	<p style="text-align: center;">Academic</p> <p style="text-align: center;">A: Governing Body (Verbal update)</p>
<p>7. Report of the Estates Director (Information)</p> <p><u>Brooks Farm</u></p> <p>7.1. The new lease on the ‘Archway’ class room has now completed for a three-year term at some £16,442 per annum, Additionally, there is an annual service charge of £1,339. This is a reduction of £2,000, reflecting the current depressed London commercial lease market.</p> <p><u>Regent’s Park Lease</u></p> <p>7.2. The Royal Parks have offered the College a further two-year licence on the condition that the College renews the temporary planning consent on the Chalet Building. The current temporary planning consent expires later this year and there is a risk that the building may be deemed out of character with its location. The College has appointed ‘Litchfield’s’ to handle the application on its behalf.</p> <p>7.3. To mitigate against the College not attaining planning consent, another, nearby educational establishment is being approached to consider use of their teaching space.</p> <p>7.4. The College have renewed and strengthened its links with both Royal Parks and Crown Estates (CEPC) to allow students to carry out practical activities in and around the Park and on CEPC land. These valuable resources allow Capel to provide the best possible environment for its students to improve their practical skills.</p>	

<p><u>Student Accommodation</u></p> <p>7.5. To provide accommodation for overseas or long-distance students, an arrangement with 'Prestige Student Living' at their 'Opera House' building in Chestnut Road in Tottenham has been agreed. The College will only recommend this student accommodation to its students and in return Capel's students enjoy a 5% discount on rent.</p> <p>7.6. There is no financial risk to the College as this is on a referral basis and would be reviewed annually so as not to permanently restrict other accommodation options.</p> <p>7.7. Room costs vary with size but are between £250 and £265 per week. All rooms are self-contained with a kitchen and shower room. The building has laundry and gymnasium facilities as well as a variety of study rooms and common social spaces.</p> <p>7.8. The building is some five minutes' walk to Brice Grove over-ground rail station on a direct line to Turkey Street station, which is approximately a 20 minutes' journey to the Enfield Campus.</p> <p>7.9. The Vice Principal and Director of Estates had a comprehensive tour and discussion with managing staff and are satisfied in regard to the excellent quality of the accommodation and the security and safeguarding measures in place.</p> <p>7.10. It was clarified that the historical low demand for overseas students was due to the lack of reasonably priced accommodation. As the alternative had been to redesign the properties at Enfield, it would have been a costly exercise whilst only providing for 6 students.</p> <p>Sarah Seery left the meeting.</p>	
<p>8. Campus Evaluations (Information)</p> <p>8.1. The new annual campus evaluation will ensure that the business case for the campus remains sound and that the campus provides continuing value to the College.</p> <p>8.2. This would also provide a calibration for funding bodies, and other sources of funding, to make more considered assessments of funding applications.</p> <p>8.3. The Committee were content with the initial framework and suggested that Fusion could further advise, to ensure that the structure fits with standard practice.</p> <p>8.4. It should also tie in with the new Estates Strategy and the new requirement for the College to serve local needs.</p>	<p>Estates (20 Jun 2022)</p>
<p>9. Report of the Principal (Information)</p> <p>9.1. The Committee received a high-level update of College performance to date.</p>	
<p>10. AOB</p> <p>10.1. None.</p>	

<p>11. Date of next meeting</p> <p>11.1. An ad-hoc Estates Committee meeting is provisionally confirmed for Monday 28 March, 2022 at 1400.</p> <p>11.2. The next Estates Committee meeting will take place on Monday 20 June, 2022 at 1000.</p>	
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APPROVED MINUTES			
CHAIR:	Ralph Luck	DATE:	20 June 2022
APPROVAL:	Remote confirmation: Approved.		
	Or signed:		