

**Minutes of the meeting held at 5.05pm on 12 February 2020**

**Present:** D Wildridge (Chair) S Clarke  
N Savvas, Principal/CEO

**In Attendance:** M Milburn, Third Party Adviser  
S Jones, Vice Principal Finance and Resources  
R Stevenson, Operations Director  
M Peachey, Project Manager  
J Bridges, Clerk

No member declared an interest in relation to items of this agenda.

**Action**

- 1 **Apologies for absence**  
Apologies for absence were received from E D'Souza and C Higgins. The Executive Director, Engineering and Technology, G Jefferson, also passed on his apologies.
- 2 **Minutes of the meeting held on 8 October 2019**  
The minutes of the meeting were agreed as a correct record.
- 3 **Matters arising from the meeting held on 8 October 2019**  
The matters arising from the meeting were summarised in the report and all actions reported had been completed or, where appropriate an update had been provided on progress elsewhere on the agenda.
- 4 **Committee Terms of Reference**  
The Terms of Reference, as requested have been aligned with those of The Property Committee of Suffolk Academies Trust. The amended copy were **approved** by the Committee.
- 5 **Property Update**  
*Main Campus*  
Summer moves and work plans are under development, due to the relocation of ASFC to its new build and the aspiration to invest in HE, these are potentially significant and are expected to mirror, if not exceed, the scale of the summer moves last year.  
  
*HE/University as a continuation of STEM*  
Discussions with the Council continue and the relationship between the STEM Innovation Centre and the proposed Western Way Development is being openly discussed to ensure a symbiotic relationship. It was noted that a number of options are presented in the property strategy, agenda item 6 of the meeting below.  
  
*The Junction*  
The ASFC new build is progressing well although the junction works are still causing some concern, although at the present time there is still confidence that the opening of the Sixth Form College will not be affected.

Plans are at an early state for ASFC to move out of the Gateway building during the summer week in time for September term start.

*Haverhill and Ipswich Local Learning Centres*

The lease at Haverhill is due to expire in 3 months. UNITY Multi Academy Trust are keen for us to re-sign although it appears that they are looking to sell off the site and as such we have decided to explore alternative premises in the town centre.

The lease at the East of England Co-operative for the premises on Fore Street have now been signed and notice has been given to the Ip-City Centre. It is expected that the centre will relocate sometime around June 2020.

*Condition Survey*

An action plan is to be developed which targets those areas identified as 'very poor; and 'poor' condition. Those identified as 'very poor' are estimated to cost £112K and this has been budgeted for at that sum in the 2020/21 budget and £69K assumed in the budget for 2021/22. Those identified as 'poor' are budgeted in 2020/21 at £500K (against the survey estimate of £754K) and £2m has been assumed in the budget for 2021/22 against the survey estimate of £2,591K. The Committee asked to see the detail of what is considered 'poor' and 'very poor' so that there is some understanding of exactly what needs to be addressed. It was noted that the condition survey has identified circa 800 lines of areas to be repaired/replaced. These have been categorised into sections such as electrical, plumbing, painting/decoration and/or those that may be impacting Health and Safety for example. It was noted that the budget of £2m in 2020/21 include works such as replacing a roof and other substantive works that would require higher levels of investment. Details of any such works would of course be shared with the relevant Committees of the Corporation prior to works or committing funds.

**6 Draft Property Strategy**

This is a high-level document that has been developed to support the continued long-term growth of the College by providing suitable quality accommodation to deliver its services. It was recognised that the overall estate development is, and will be, shaped and directed by the College's mission, vision and core values underpinned by the strategic plan and curriculum strategy.

The strategy details the current accommodation, condition, survey outcomes and budget assumptions in years 2020/21 and 2021/22 and an indication of the growth of student numbers by curriculum area over years 2017/18 to current academic year (2019/20). HE student growth numbers were detailed in Table 4. Where possible, it was noted that it would be useful to the Committee if the strategy items are listed as short, medium or long term aspirations

It is projected in the strategy that there are no emerging curriculum areas that will require equipping in such a way that will impact the property strategy in a materially significant way. This being said, capital investment is dependent upon targeting specific grant funding or seeking collaborative investment from the LEP, whom currently are not obligated to ring fence capital monies for the FE sector albeit the ESFA has acknowledged a serial underinvestment and we are hopeful that capital funding opportunities will present themselves in the future

RStevenson

so that the College can at least address some of the condition issues identified in the survey.

The Committee was interested to see the strategy incorporate where possible, flexibility in the future use of our estate. At the STEM Innovation Centre for example we have integrated pods which are flexible teaching spaces that are not structurally set within the fabric of the building and therefore as our curriculum changes we can adapt our space to respond to student need.

It was noted that the timetabled square meterage table demonstrates the total floor space within a given building compared to the timetabled square meterage needed for teaching e.g. Australia House has a total square meterage of 2,506 and timetabled square meterage of 1,307 teaching space. Therefore 52% of the total floor space of the building is used for teaching.

The Committee asked that the strategy includes the future plans for our local learning centres and how our curriculum drives the needs of the accommodation/premises that we lease.

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The Hethel development and interest to set up an operational base in Bury St Edmunds was of particular interest to the Committee and these proposals are very much in the early stage.

It was suggested that the College does not enter into any proposal for West Suffolk Council to construct student accommodation at this time. This is a long term strategy for HE that still needs to be recognised in the Property strategy but should not be pursued in the opinion of the Committee.

**7 Committee Meeting Times**

The Committee confirmed that they wish to continue to schedule the Property Committee meetings on a Wednesday at 4.00pm for the 2020/21 academic year.

**8 Any other business**

None

**Date of next meeting**

It was agreed that the next meeting of the Committee will be held on Wednesday 6 May 2020. The meeting scheduled for 18 March 2020 will be removed from our diaries.

JBridges

The meeting closed at 5.35pm