

LENT MEETING OF THE ESTATES COMMITTEE

MINUTES

2:00pm Wednesday 5 February 2020

Latimer Room, Old Court, Clare College

Present: Professor Phil Allmendinger (Chair); Dr Tamara Follini (Chair of the Conservation Committee, ex officio); Miss Deborah Hoy (Estates Director); Ms Ada Lee (MCR Representative); Mr Jason Randall (IT Manager); Ms Eloise Trimmingham (UCS Representative); and Mr Paul Warren (Bursar).

1. **Apologies**

Professor Howard Griffiths (Chair of the Gardens Committee); Dr Phil Faulkner; Mr Brenan Morgan

2. **Declarations of Interest**

There were no declarations of interest.

3. **Minutes of 30 October 2019**

The minutes of 30 October 2019 were approved.

4. **Matters Arising**

a. ***Item 5:*** Parking Policy

5. **Old Court**

a. ***Progress Phase 1a***

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11. **Maintenance Strategy (Draft)**

The Maintenance Strategy was previously circulated. No comments were noted.

12. **Bids for Special Capital Expenditure 2020-21**

All of the proposals for Special Capital Expenditure 2020-21 were important. The list of projects came in approximately £18,000 over budget, so some items were removed or placed in other budgets. With the exception of the F Photocopiers, which will be leased rather than rented, these are on the list of projects circulated, but with a zero budget.

The Six Year Programme will be presented at the next Estates Committee. A number of projects were pushed back for a further year.

Papers for each bid are available on Moodle. The bids were:

1. St Andrews and St Giles

3. Forbes Mellon M&E – works identified on the condition survey, to be done by the in house team.

The Conservation Committee and other interested fellows have been working on a proposal for the Fellows' Library. This was to install heating mats and to do other works (largely decorative) to improve the functionality of the space. The Conservation Committee agreed that bearing in mind the current financial situation of the College and the fact that the Fellows' Library was out of use until 2022, the bid would wait until the following year.

The Estates Committee approved the recommended projects.

13. **Update on Special Expenditure**

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 Nick Evans; Dr Phil Faulkner; Dr Tamara Follini (Chair of the Conservation Committee, ex officio); Professor Howard Griffiths (Chair of the Gardens Committee, ex officio); Miss Deborah Hoy (Estates Director);