



GREENHEAD COLLEGE CORPORATION

**Minutes of Capital Development sub-committee meeting held virtually using Teams
Monday 14th December 2020, 4.30pm**

Govs present: Craig Shannon; John Holroyd; Richard Armstrong (Chair);
Richard King; Simon Lett (Principal)

In attendance: Harry Courtney-Smith (Mace); Jim Blackburn (DfE); Kevin Crotty
(DfE); John Blake; Mark Mitchell; Tom Rowley; Ian Leedham
(Clerk)

Apologies: Mo Bunter

AGENDA ITEM	DISCUSSION	ACTION
1-3. Welcome, apologies, declarations of pecuniary/prejudicial interest	RAR welcomed members and specifically two invited guests: Jim Blackburn, Project Manager, Priority Schools Building Programme, DfE; and Harry Courtney-Smith, Project Manager, Mace. Jim's DfE colleague, Kevin Crotty, joined the meeting and was welcomed by RAR. MBU apologies as above. No declarations of interest.	
4. Minutes, letter, notes	4.1 Capital Development sub-committee minutes 4/11/20, previously circulated, approved; no matters arising. 4.2 Two documents, previously circulated, noted by Govs: 1. letter from DfE (approval to progress) 12/11/20 2. notes of meeting with DfE/Mace 26/11/20.	Clerk note
5. Progress on existing plans & potential new plans; next steps	5.1 Jim Blackburn (DfE) explained: 1. new DfE team from January – he will hand over Project Director role to Kevin Crotty, with their colleague Sharon continuing as Project Manager 2. current plans represent the control option, and will be reconsidered and sharpened going forward. 5.2 Harry Courtney-Smith (Mace) shared three key slides and Govs discussed (Harry to send slides to Clerk, who will circulate): 1. proposed site plan (3912-GH-101) 2. adjacencies plan (3912-GH-110 SoA Diagram) 3. indicative programme (schedule) (v5). 5.3 Discussion of key business process/schedule points: 1. DfE announcement of programme sites appears to be delayed to January 2. Mace feasibility study has been approved by DfE and Outline Business Case approval is expected later this week (in response to RAR question, Jim confirmed	Harry > Clerk

	<p>O.B.C. is an internal control document that wouldn't ordinarily be shared)</p> <ol style="list-style-type: none"> 3. design & build contractor to be appointed in/around January – contractor will have own architects – contractor & architects to work closely with College & Mace in developing and sharpening plans & scheduling 4. DfE/Mace/contractor can work with College to develop Briefing/Open Meeting to inform and reassure local people/stakeholders, including upcoming student/parent cohorts 5. formal Planning application (submitted by contractor) scheduled for c.7/5/21 – Pre-Planning Application Advice in meantime – Planning approval anticipated mid/end-Aug 2021 with aim of starting on site Sep 2021 6. on-site construction period estimated at 860 days 7. essential to minimise disruption to exams particularly when scheduling demolition works. <p>5.4 Summary & discussion of overall plans:</p> <ol style="list-style-type: none"> 1. capacity-related discussion – plans currently predicated on basis of 2,500 students, whereas currently c.2,600 and could rise to c.2,700 Sep 2021 – RAR/Govs keen to work with Mace to specify how College can develop & implement supplementary, College-funded plans to achieve extra 200 students' capacity (taking 2,500 up to 2,700) – to discuss with contractor 2. circulation-related discussion, including potential impact of plans on pinch points – to discuss with contractor 3. interface with food/drink provision, both fixed & mobile – to weave into contractor capacity/circulation discussions 4. given Planning constraints, potential for new building to be 3-4 storey (3 storey on one elevation, 4 story on another) – to further explore with architect (and Planning) in due course 5. potential access point on Park Drive where temporary accommodation is to be located – could be construction access but DfE/Mace believe Planners would be reluctant to consider as student access for temporary accomm – Mace to check with Planners, as a priority 6. external 'breathing space' between the buildings – in addition to existing canopy in plans, College could enhance these by covering them (using its own investment), making them more usable and potentially using solar panels in some. <p>5.5 Additional College-commissioned works (as enabler & supplement to overall plans):</p> <ol style="list-style-type: none"> 1. College-commissioned works include sports hall refurb or replacement, Park Building rebuild or refurb, necessary upgrading of College existing infrastructure (electrical, gas, heating, alarm systems etc) to support and be compatible with new infrastructure 2. Harry (Mace) to work up 'scope of works' mini-feasibility document, including options and costs, in early/mid- 	<p>JBL/SLE</p> <p>JBL/SLE</p> <p>JBL/SLE</p> <p>Harry</p>
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	<p>January and (later this week) to advise College on a more precise date for when this will arrive</p> <ol style="list-style-type: none"> 3. Kevin & Sharon to visit College in January – Kevin to contact John B to arrange 4. next meeting of this sub-committee to be scheduled shortly after this time (in January). <p>5.6 Discussion of temporary accommodation (3-storey temporary building), including laboratories as key element of this – will be set up and fully provisioned in first instance – Mace will work with College in specifying this – access is a vital consideration (as per min 5.4.5 above) so as to minimise student numbers crossing development site to access temporary accommodation.</p> <p>5.7 Identification & early discussion of principal risks, in response to RKI & CSH questions:</p> <ol style="list-style-type: none"> 1. removal of centre/heart of College is a significant undertaking in itself and in terms of transitional process 2. Planning risks, especially given that College is in Conservation Area (in response to SLE question, Harry to send name of Planning contact) 3. demolition planning and implementation processes could bring to light complexities around asbestos removal etc 4. dovetailing with existing College infrastructure could be complex & problematic – College will need to address the necessary enabling works, with help from Mace & contractor 5. potential slippage associated with above or other risks – important that College & partners are fully aware that current schedule is indicative and could slip as new constraints/realities come to light 6. DfE/Mace colleagues emphasised their (and their framework contractors’) track record of managing risks successfully in major projects such as this 7. financial risks to College in respect of its College-commissioned parts of the overall programme – RKI emphasised need to get a handle on scale of likely College investment, as soon as possible. 	<p>Harry</p> <p>Kevin (min 7)</p> <p>Harry</p> <p>JBL/SLE note</p>
6. AoB	None.	
7. Next meeting	Next meeting to be scheduled for a few days after ‘scope of works’ mini-feasibility document, including options and costs, received from Harry (around mid/late-January).	Clerk/Govs note

Minutes prepared by Ian Leedham (Clerk to the Corporation) on 31/12/20

Signed off by Richard Armstrong, Chair, at Capital Development Committee 24/3/21