

## LEEDS CITY COLLEGE GROUP

### MINUTES OF THE MEETING OF THE PROPERTY STRATEGY COMMITTEE HELD ON THURSDAY 30 NOVEMBER 2017

#### Present

Colin Booth                                      Chief Executive and Principal  
Gerald Jennings (Chair)                      Governor

The quorum for the meeting was two members (including at least one governor)

#### In Attendance

Darcy Amamou (item 7 only)	Marketing Communications Lead
Louise Child	Director of Capital Projects
Steve Christie (item 8 only)	Wates Construction Ltd
Dave Clarke (item 8 only)	Wates Construction Ltd
Lydia Devenny	Deputy CEO, Services
Michael Diaz (item 8 only)	NEC Project Manager
Sue Kendrick	Personal Assistant and Note Taker
Rich Lewis (item 7 only)	Director of Student Recruitment and Marketing
David Warren	Director of Operational Services (Leeds College of Music)
Chris Weathers	Wates Construction Ltd

The meeting was held at the Printworks Campus and started at 4pm

#### MEETING ADMINISTRATION

##### 1. Apologies for Absence

Apologies for absence were received from Richard Shaw (co-optee) and Robert Sladdin (co-optee).

##### 2. Declaration of Interests in any Agenda Items

Members of the committee were reminded of the requirement to declare their interest in any agenda items. None were declared.

##### 3. Minutes of the Meeting held on 24 October 2017 and Actions/Matters Arising

RESOLVED:

That the minutes of the meeting of the Property Strategy Committee held on 24 October 2017 be approved as an accurate record and be signed by the Chair.

##### 4. Review of Property Strategy

The Chief Executive and Principal advised a long term decision would not be made regarding the University Centre for two to three years. In the short-term, expenditure will focus on remodelling and fittings.

It was reported that Leeds City College was now exploring alternative provision due to Butterley Street no longer being available. This included looking at extending an existing block at Printworks. The Director of Capital Projects undertook to commission appropriate viability work.

It was advised that Alternative Provision would be relocated from Park Lane as the site was not suitable; a number of possible sites were being investigated.

The Chief Executive and Principal advised that the college was looking to relocate the sports curriculum within a community sports facility and the John Charles Centre in south Leeds was a possible venue. If an alternative site cannot be found, sports would continue to be situated in Park Lane A Block.

A discussion took place around staff parking at the Quarry Hill site. The Chief Executive and Principal felt it would be a risk not to subsidise parking for staff whilst the Chair felt that any decision to provide parking for staff would be likely to meet with some resistance from the group board. It was advised that there would be virtually no parking at Quarry Hill.

The Chief Executive and Principal reported that the sale of the Horsforth campus to ESFA was not likely to go ahead and therefore the site might return to the market.

## **5. Update on Planned Disposals**

The committee noted the current position with regard to planned disposals of the Technology Campus, Horsforth Campus, Thomas Danby Sports Centre and Utleigh.

## **6. Leeds College of Music Projects Update**

The Director of Operational Services advised that, following due diligence, Leeds College of Music would not be looking to purchase the long leasehold of the Skyline as the price was thought to be unrealistic. Discussions had taken place with the landlord's agent as the leasehold could be made available at a different price. The committee agreed to maintain a watching brief. The Deputy CEO Services undertook to remove £800k set aside for this from the cash flow.

## **7. Quarry Hill (Phase 1) Project Update**

The Marketing Communications Lead presented the Communications Plan for Quarry Hill and advised it would be shared with Wates. The Communications Lead undertook to add crisis management to the Plan. The Director of Capital Projects advised that the Quarry Hill site was incorrectly referred to as Quarry Hill campus within the Communications Plan and requested that this be corrected.

Group discussion took place around marketing and PR activity regarding the wider Quarry Hill area. The Director of Student Recruitment and Marketing advised he was in regular contact with the Caddick Group Marketing Director and was being kept up to date with regards to their activities. The Director of Operational Services advised that LCoM would co-ordinate their own PR and keep the college's marketing team informed. The Marketing Communications Lead undertook to add Leeds City Council and West Yorkshire Playhouse to the stakeholder grid, and to place more emphasis on working with businesses within the local area. The Marketing Communications Lead undertook to revise and recirculate the Communications Plan to the committee on a regular basis and to attend a future meeting to present ideas for guest(s) to open the Quarry Hill site. The Marketing Communications Lead would forward the Communications Plan to the Director of Capital Projects to be shared with Wates.

The Director of Student Recruitment and Marketing advised that vinyls would be installed on site hoardings within two weeks. A review of social media accounts across college was also taking place.

**8. Quarry Hill (Phase 1) Contractor Update**

Wates advised the build was now in week 20 of the contract period. Foundations are complete and work is progressing through various floors. The build is an additional two weeks behind schedule due to changes to beams, which cannot be recovered in the short-term, however, this will be looked at again once work commences on fit out. Construction has been taking place for longer hours and at weekends in an attempt to recover the initial two-week lapse.

Recent freezing temperatures and inaccurate wind forecasts have caused some issues, which have been dealt with by bringing in different cranes and so forth. They have been working with departments regarding final design details to ensure requirements are met as now entering the building phase.

The Director of Capital Projects advised she had met with a Director from Wates and regular meetings were to be arranged between senior staff from the college and Wates as there had been some issues with co-ordination and communication around design issues.

Wates undertook to provide a progress update and timescales around m&e by 8 December.

The NEC Project Manager advised both Capita and Wates were checking whether the original White Young Green design was workable. The NEC Project Manager also advised that Wates had not yet caught up on the original two-week lapse in schedule and were not on track to do this until January 2018 - it was therefore not possible to have caught up already.

The NEC Project Manager advised interviews were due to take place before Christmas for a Level 4 Apprentice.

The meeting closed at 5.30pm

Signed:.....(Chair)

Date:.....