

John Wheatley College

Project Management Group

Minutes of the Project Management Group meeting held on Tuesday 26 October at 12.30pm at the offices of Capita Symonds, St Andrews House, 141 West Nile Street, Glasgow.

1. Sederunt

The meeting commenced at 12.30pm and was attended by:

Andy Woolley (Chair)
Alex Kirk
Jim Coleman
Andrew Macdougall
Ann McDonald
Ian Graham
Jim Cope

Also in attendance:

George Webb
Shelia Reddux (Marsh)
L Crouchman (minute taker)

2. Apologies

Fiona McDade
Alan Sherry
Martin Axford

3. Declarations of Interest

There were no declarations of interest.

4. Terms of reference

Members noted the terms of reference for the Project Management Group. It was confirmed that the meeting was quorate with 6 members in attendance.

5. Minutes of the Previous Meeting held on 18 August 2004

The minutes of the previous meeting were taken as read. They were accepted as an accurate record of the meeting held on the 18 August 2004.

6. Matters arising from the minutes of the previous meeting

Item 6 g)

I Graham informed members that the College had asked for an appraisal of its Full Business Case from the Scottish Further Education Funding Council (SFEFC). After involving the Scottish Information Commissioner the information had been supplied. However, the Principal confirmed to members that there were some fundamental issues which needed resolving.

Item 11

I Graham advised members that he would bring this information back to the next Committee meeting and also possibly the Caledonian Economics documents.

7. Correspondence

i) SFEFC

a) Full Business Case – Additional Information

Members noted that this had already been discussed under matters arising.

b) Capital Grant Support

I Graham informed members that this is confirming in principle that the SFEFC has approved the capital grant funding of up to £5.8 million.

ii) Margaret Curran MSP

I Graham informed members that although Margaret Curran MSP has now moved to a different post she has vowed her support for the project.

iii) Parr Partnership – Outline Planning Application

A Kirk confirmed to members that the College was anticipating it would be receiving the outline planning permission by middle of November 2004.

The Depute Principal added that there was no indication of any problems.

8. Project Status Report No 1

G Webb spoke to his report and advised members that this was a brief report to inform members that the tendering process for the procurement of the design team is now complete and that the team led by Ahrends Burton and Koralek Architects (ABK) had been selected. Mr Webb further confirmed that the letters of appointment had been issued and also formal letters informing the unsuccessful candidates had been sent.

G Webb confirmed that a design meeting had been called for the 27 October 2004. Members agreed that it would be good to have one of the architects which Capita Symonds were seeing this evening to attend that meeting. In response to questions A Kirk confirmed that the Design Brief was now finalised and signed off and that design changes were now not permitted. He responded to questions that, of course, if a benefactor offered the College a large amount of money to fund an extra design change then the College would obviously not turn that down.

Members heard that the triangular piece of land is owned by the BRB (Residuals) Ltd and that the College is still in talks with the Council to progress this issue.

I Graham confirmed to members that the College is meeting with the Road Department on Thursday and that it was hoped that there would be perpendicular parking on Haghill Road which was expected to be pedestrianised. The Principal further confirmed that the new Parkhead Railway station would be around one minute walk away from the entrance to the College.

George Webb confirmed that the design team have been talking about this well in advance. He added that he had had 12 requests for the pre-qualification questionnaire from contractors and that they are due back on the 15th November. He confirmed that Capita had also included a challenging environmental questionnaire which would eliminate some of the weaker teams.

Members heard that there had been 3 tenders for the typographic survey which had come in at £1200, £1000 and £450. Members agreed that £450 seemed to low and that they were satisfied with either of the other two.

I Graham advised members that the College were still in talks with the Council over a reduction in the cost of the land due to removal of complex hydrocarbons.

In reply to questions from members, A Kirk confirmed that Capita Symonds and the College will have files of all funders, monthly reports, procedures and insurances for information for the auditors. A Woolley suggested that the College checks approximately every three months whether there is a record of everything. A Kirk agreed and added that a lot of the financial information will not be held at Capita Symonds.

G Webb proceeded to show ABK's presentation and confirmed that the panel were the most impressed with this team.

G Webb took the members through ABK's slides and explained the designs to members.

I Graham explained to members that the Council has just agreed to upgrade the sewerage and drainage in the East End. However, this is not for domestic use. A Woolley confirmed that he had sight of some of Scottish Water's drainage plans and he suggested that this would be a temporary measure to alleviate some of the problems.

I Graham confirmed that the building was a recognisably sustainable design without having too much cost and that although RMJM design submission was just as strong a design, they had not developed the concept as far as ABK.

Members agreed to note the contents of the report.

9. East End Campus Project – Short Leeting of Consultant Architects

I Graham advised members that, as previously heard, ABK most impressed the panel on the night and that it was unanimous that ABK was appointed.

Members agreed to note the contents of the Principal's report and its appendix.

10. Design Team Tender Report

I Graham advised members that this was an expanded version of item 9. A Woolley informed members that it was important that on the 2nd page, top paragraph it was recorded that Billy McCallion, the Teaching Staff Representative, and Martin Axford attended the meetings. I Graham added that R McCaig was invited but did not attend.

11. ABK Design Team Proposals Presentation

It was confirmed that this presentation had been shown as part of Item 8.

12. SFEFC Reporting Requirements

A Kirk spoke to his report and advised members that it was a brief update on the reporting information the SFEFC will require from the College in respect of its new build project.

He added that the reporting requirements are in respect of project progress, and financial progress and draw down of grant which are designated CG forms.

Members agreed to:

- i) note the contents of the report; and
- ii) request the College to bring forward further reports as information becomes available.

13. Planning Consent Update

A Kirk confirmed that his report was to provide members with a brief update on the current position in relation to planning consent for the new build.

A Kirk confirmed that the Outline Planning Consent was submitted in July 2004 and that information provided by the Parr Partnership indicates it will be granted by 29 October 2004.

A Kirk indicated that the project had a very tight timescale in relation to funding and that a full planning application had to be submitted before 18 February 2005.

14. East End Regeneration Route – Planning Application

I Graham spoke to his report and advised members that there would be a complete realignment of the route. The Principal demonstrated on the plan of the regeneration route where the Parkhead Railway station would be situated.

I Graham confirmed that the College had meetings arranged with Tom Boyle of Glasgow City Council Land Services and Carol McLean, the Biodiversity Officer of Glasgow City Council.

I Graham also confirmed that Tim Mitchell would be at the next Project Management meeting.

15. East End Campus – Abbreviated Master Programme

A Kirk spoke to his report and informed members that this document had been included to demonstrate the College's planned timetable.

16. Date of next meeting

The date of the next meeting was confirmed as 30 November 2004 at 12.30pm.

17. Closure

The meeting closed at 2pm with the Chair thanking all members for their contribution to the meeting.