

BISHOP HALL PROPERTIES LIMITED

Minutes of a meeting of the Directors of Bishop Hall Properties Limited held on 18th February 2013 in Tindal Dining Room, Chelmsford.

PRESENT: Mr S G Bennett (Director & Company Secretary)
Mr C Collins (Director)
Mr R Smith (Director)

IN ATTENDANCE: Miss C Ludlam
Miss E Harwood
Ms S Lynam
Mr G Faulkner (Gardiner & Theobald)

Action

739. DECLARATION OF INTERESTS

739.1 No declarations of interests were raised.

740. APOLOGIES

740.1 Apologies were received from Professor Michael Thorne.

741. MINUTES OF THE PREVIOUS MEETING

741.1 The minutes of the meeting held on 30th October 2012 were **AGREED** as a true and correct record.

742. MATTERS ARISING

742.1 (Minute 734.2)

The Board discussed the defects in the Lord Ashcroft building relating to the leaking roof. It was noted that an engineer reviewed the building in December 2012 but had yet to provide a report. Gardiner & Theobald were chasing the engineers report and the Board **AGREED** to an independent report being commissioned if the engineers report was not received within 10 working days.

743. YOUNG STREET REDEVELOPMENT (PHASES 1, 2 & 3)

743.1 The Board received and considered a report.

743.2 The Director Rex Smith made a declaration of interest. It was noted that he personally knew a director of Mulalley.

743.3 It was reported that Mulalley had started work on site and phase 1 was on schedule despite time being lost during the cold weather. It was reported that the Phase 1 contract had been executed by both sides.

743.4 The Board discussed the cost of all 3 phases and considered the proposal of recruiting a commissioning agent for phase 1. Internal capacity for this and future projects was also discussed and whether there was available budget.

743.5 It is noted that the project budget was still on target and regarding phase 1 that there was currently a slight reduction in the budgeted costs to date.

743.6 It was reported that the design work for phases 2 & 3 was completed and should be ready for tender shortly. It was noted that there had been a challenge from R G Carter regarding their submission of a corrupt file on the intend system and all parties were given the opportunity to refresh their bid by 18 January 2013. Mulalley had withdrawn from the phase 2 & 3 tender process.

744. YOUNG STREET RAGGED SCHOOL

744.1 The Board received and considered a report.

744.2 It was noted that the works commenced at the beginning of December 2012 and were due to be completed on 19 July 2013.

744.3 It was noted that additional ventilation was needed in the roof and that the roof slates needed to be replaced. A quote for the roof work was agreed and a company had been instructed to carry out the work.

744.4 It was noted that dry rot had been discovered in the building and a company had been instructed to assist in its removal.

745. BRADMORE STREET

745.1 The Board received and considered a report.

745.2 It was noted that the building was occupied and practical completion of the building was achieved but formal sign off was still required. Final outstanding points snagging items such as emergency lighting were still being addressed.

746. BUSINESS INCUBATION CENTRE (BIC)

746.1 The Board received and considered a report.

746.2 It was noted that two tenderers (Morgan Sindall & Farrans) were being interviewed shortly in accordance with the Smart East framework.

746.3 It was noted that planning permission had been received and the team were scheduled to be on site in March 2013.

747. REVIEW OF CAMBRIDGE MASTER PLAN

747.1 The Board received and considered a report.

747.2 It was noted that there was a meeting with the planners on 21st February 2013 to discuss the development and re-modelling of the back of the campus.

747.3 It was noted that this project was likely to be phased due to costs. The first phase would cover the relocation of the library and the development of a super laboratory. The Board discussed possible cost saving options.

748. REPORT ON RECENTLY COMPLETED PROJECTS

748.1 The Board received and considered a report.

748.2 It was noted that there was very little outstanding. The outstanding points were mainly in the Lord Ashcroft building and related to the leaking roof and deflection to the 2nd floor soffit which affected corridor doors. It was noted that remedial works to these items was in progress.

748.3 It was noted that the Southern Plaza was having additional seating installed.

749. FORECAST FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 JULY 2013

749.1 The Board considered and noted the forecast accounts and financial statements for the year ending 31 July 2013.

749.2 It was noted that a date had been set for the VAT tribunal hearing for September 2013.

750. ANY OTHER BUSINESS

750.1 There was no other urgent business to discuss.

751. DATE OF NEXT MEETING

751.1 It was noted that the date of the next meeting was 7th May 2013 at 5pm in the Tindal dining room, Chelmsford.

CHAIRMAN

DATE