

The University of Dublin

Trinity College

Minutes of the Site and Facilities Committee Meeting held on 13th February 2007 in the Boardroom

Present Dr. J.K. McGinley (Chair), Bursar (Prof. D.C. Williams), Dr. David Abrahamson, Prof. Jagdish Vij*, Prof. Roger Stalley**, Vice Provost (Prof. Ruth Byrne), Students Union President (Mr. David Quinn), Director of Buildings (Mr. Paul Mangan).

Apologies Prof. Colm O'Morain, Prof. John Kelly, Secretary (Mr. Michael Gleeson), Treasurer (Ms. Grace Dempsey)

By invitation Dean of Students (Mr. Bruce Misstear).

In Attendance Deputy Director of Buildings (Mr. Pat McDonnell).
Ms. S. Mac Mahon (Executive Officer, Director of Buildings Office).

**Present for minutes SF/06-07/53 to SF/06-07/66 inclusive*

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1. Minutes

SF/06-07/53 –The minutes of the meeting held on 17th January 2007 were approved and signed by the Chairman subject to the following amendments:

SF/06-07/ 43 – Panoz Fire

Insert: The Vice Provost advised that the College Safety Committee is continuing to address the issue of bringing the Hazardous Materials Facility into full use.

2. Matters Arising

A number of matters arising from the minutes were discussed and have been recorded below, (see Minutes **SF/06-07/54** to **SF/06-07/61**).

SF/06-07/54 – SNIAM Building

The Director of Buildings informed the Committee that the Buildings Office is currently seeking quotes from a second contractor for the tanking of the Plant Room in the SNIAM Building and that the outcome will be reported to the Building Management Group in due course.

SF/06-07/55 – Nassau Street Gate

Arising from a query from Dr. Abrahamson at the previous Site and Facilities Committee meeting held on 17th January 2007 the Director of Buildings reported that there is currently no plan to introduce access via the Nassau Street Gate. This would require a full time staff member to manage the raising of the bridge for Fire Brigade and delivery access and the Librarian is unable to commit to this. The alternative would be a motorised bridge for which there are no funds at present.

Members of the Committee requested that consideration be given to the re-opening of the Nassau Street Postern Gate to allow access, by key, from this area.

SF/06-07/ 56 – Pavilion Lift

The Director of Buildings advised the Committee that proposals have been received for the redevelopment of the Pavilion Bar and that a detailed proposal will be submitted in due course, following discussion with the relevant parties.

SF/06-07/ 57 – Cobble Reduction Programme

The Director of Buildings reported that there has been no progress on the proposed Cobble Reduction Programme. The Bursar stated that he will revisit previous discussions he has had with Mr. Nick Sparrow of the Trinity Foundation about the possibility of the allocation of necessary funds for this project from Dormant Funds account and will report to SFC in due course.

SF/06-07/ 58 – Foster Place/Anglesea Street

The Director of Buildings informed the Committee that a meeting has taken place with the owners of the adjoining property. He said that following this meeting it was evident that the best solution would be for the relevant properties to be under single ownership and he advised that the Property Review Group will be asked to review the opportunities for the College in relation to either the purchase of 29 Anglesea Street or the sale of 30/31 Anglesea Street. He advised that the planning application will be submitted to Dublin City Council within approximately one week.

SF/06-07/ 59 – Greenane, Trinity Hall

The Director of Buildings informed the Committee that he and the Bursar had visited Trinity Hall and met with the Warden at Greenane where a number of suggestions were identified as to the use of this space for College purposes. He said, however, that no options have been pursued in any great detail as yet.

SF/06-07/ 60 – Proposed Storage Compound

The Director of Buildings reported that the Building's Officer will circulate a detailed proposal including landscape design to the Committee at its next meeting.

SF/06-07/ 61 – The Chairman advised that he had drawn the Board's attention to minute SF/06-07/38 regarding backlog maintenance and condition assessment as requested.

3. Section A

SF/06-07/ 62 – Terms of Reference

The second draft Terms of Reference for Site and Facilities Committee dated 8th February 2007 was circulated to the Committee. The Director of Buildings drew the Committee's attention to points 4 and 7 in particular dealing with duties and authority respectively and highlighted that the authority in relation to any building projects will lie with SFC in its capacity as a Principal Committee. Comment from SFC members listed below:

1. Item 3.5 – the word 'or' and the second word 'any' will be removed from this sentence.
2. Point to be inserted under item 4.3 describing the responsibilities of this Committee in relation to physical access.
3. It was agreed by the Committee that the advice of the Assistant Secretary will be sought to clarify the correct wording for item 7.3.
4. Item 7.1 the words 'property and' will be inserted after 'all matters relating to' in the first sentence.
5. Item 7.1 bullet 1. the word 'All' will be removed.

6. Item 7.1 bullet 3. the word 'appropriate' will be inserted after 'Allocation and' and the words 'excluding residential' will be bracketed after the word 'accommodation'.
7. Item 7.2 requires some qualification.

The Director of Buildings advised that there is a desire for consistency of format across all Principal Committees and although some re-ordering had been carried out there would be further change in order. He undertook to incorporate these together with any changes recommended by this Committee and circulate a further draft in advance of the next meeting.

Arising from the discussion on academic oversight of administrative activities the Bursar advised that this is a matter for the Strategic Change Management Team and he undertook to refer the comments to it.

4. Section B

SF/06-07/ 63 – Premises Risk Register

The Director of Buildings introduced his paper dated 8th February 2007 with attached spreadsheet listing specific premises area risks to College. A number of comments and suggestions were forthcoming and are outlined below:

It was agreed by the Committee that the issue of backlog maintenance should feature on the College High Level Risk Register and the Director of Buildings undertook to highlight this when the next Register is being compiled.

In relation to the current insurance excess of €50,000 on the College policy the Director of Buildings said that he will relay the concerns of the Committee to the Insurance Renewal Group.

It was agreed that Security personnel will be asked to convey the College restrictions on speed to all visitors driving into the College.

The Director of Buildings undertook to identify more specifically the owner(s) of each risk listed.

SF/06-07/64 – Buttery Area Proposed Refurbishment

The Committee noted a memorandum and drawing from the Engineering Services Manager dated 8th February 2007 that outlined the progress to date and attaching the current design proposal. The Committee noted that the proposals have been approved by the Catering Management Committee. The Director of Buildings said that it is possible that planning permission will be required, but advised the Committee that there will be a requirement for a Fire Cert. An Archaeologist will be commissioned to oversee any excavation works.

In response to a query the President of the Students Union said that the student body is happy with the proposal. The Director of Buildings undertook to liaise with the Design Team to locate a suitable universal access route through the ramped entrance and pursue the option of using this western entrance as the main entrance.

5. Section C

SF/06-07/ 65 – An Post Site Development

The Director of Buildings circulated the notice of intention to grant planning permission received from Dublin City Council. It was noted that SFI AOIP funding of €400,000 and a loan of €600,000 from College funds will be used to bring the proposal to detailed design stage. The Director of Buildings said that he is hopeful that the College will secure planning permission before the end of

2007. He said that it is essential that funding for construction is identified to enable construction to start as soon as planning is secured.

SF/06-07/66 – Building Management Groups

The Committee noted a memorandum from the Deputy Director of Buildings dated 7th February 2007 that outlined the main issues arising at Building Management Group meetings. The Deputy Director of Buildings listed the established Building Management Groups as follows:

Aras An Phiarsaigh
Lloyd Building
SNIAM Building
5 College Green
Trinity Centre St. James's

He advised the Committee a memorandum has been issued to the following seeking co-operation and the nomination of individuals to these Groups:

Smurfit Institute & Pharmacy Buildings
Hamilton and Biotechnology Buildings
O'Reilly Institute
Museum Building
Chemistry Building
Biochemistry, Physiology, Anatomy, Zoology
School of Nursing

6. Any Other Business

SF/06-07/67 – Lloyd Institute Accessibility Audit

In response to a query the Director of Buildings advised that he has not yet incorporated the design team's comments on the draft audit in to a report for issue to the Building Management Group.

SF/06-07/ 68 – Panoz Fire and Flood

The Bursar asked that the Committee be updated at its next meeting on the issue of compliance with proper work practices which are in place at present.

7. Date of Next Meeting

SF/06-07/69 – Date of Next Meeting

The Committee agreed to cancel the meeting of the 20th March 2007, therefore the next meeting of the Site & Facilities Committee is scheduled to be held at 11am on the 10th of April 2007 in the Boardroom.

Signed

Dated