

The University of Dublin

Trinity College

Minutes of the Site and Facilities Committee Meeting held on 10th April 2007 in the Boardroom

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

Apologies Vice Provost (Prof. Ruth Byrne), Prof. Colm O'Morain, Prof. John Kelly, Secretary (Mr. Michael Gleeson).

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/06-07/79 to SF/06-07/87 inclusive*

1. Minutes

SF/06-07/70 – The minutes of the meeting held on 13th February 2007 were approved and signed by the Chairman subject to the following amendments:

SF/06-07/63 – Premises Risk Register

The second last sentence was changed to “It was agreed that Security personnel will be asked to convey the College restrictions on speed to visitors driving into the College.”

SF/06-07/68 – Panoz Fire and Flood

Minute changed to read “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.”

2. Matters Arising

A number of matters arising from the minutes were discussed and have been recorded below, (see Minutes **SF/06-07/71** to **SF/06-07/77**).

SF/06-07/71 – Lloyd Institute Accessibility Audit

In response to a query the Director of Buildings stated that there is no update to the draft audit being prepared for presentation to the Building Management Group.

SF/06-07/ 72 – SNIAMS Building

In response to a query the Director of Buildings advised the Committee that the costs involved and funding requirements for the tanking of the Plant Room in the SNIAMS Building are matters for the Building Management Group.

SF/06-07/73 – Nassau Street Gate

The Director of Buildings advised the Committee that CCTV will be installed at the Nassau Street Perimeter Gate within the next two weeks and access will be permitted with a perimeter key at that time.

SF/06-07/74 – Cobble Reduction Programme

The Director of Buildings reported that he is asking the Disability Services Co-ordinator to convene a meeting of the Physical Access Working Group to discuss accessibility in Front Square, including the proposed routes for the Cobble Reduction Programme. He said that he met with the College Secretary and the Disability Services Co-ordinator to discuss compliance with the Disability Act 2006. He outlined the main aspects of addressing the issue of access as follows:

1. Access across the cobbled square and to other areas.
2. Access to the entrances of buildings in Front Square.
3. Access within the Front Square buildings or to services within them.

Following a discussion, the Committee noted the discussions that had taken place regarding the various arrangements proposed and reiterated its preference for a version of the diagonal routing across Front Square. It asked the Director of Buildings to report its opinion to the Physical Access Working Group and the Grounds and Gardens Advisory Committee and to revert to the next meeting of this Committee with architects' drawings of the proposed route.

The Director of Buildings, the Bursar and the Disability Services Co-ordinator will meet again shortly to discuss the overall issue of accessibility to schools and support areas and report to the Committee at its next meeting in May.

SF/06-07/ 75 – Foster Place/Anglesea Street

The Director of Buildings advised the Committee that Dublin City Planning Department has requested further detail on the proposed use and detailed arrangements for the banking hall area of the building. He said that the College estate agent has been asked to advise on the physical requirements of potential tenants, after which the planning application will be submitted to the City Council.

SF/06-07/ 76 – Panoz Institute

The Deputy Director of Buildings reported that the Fire Safety Review of the Panoz Institute is at an advanced stage. To date it has revealed that there are certain gaps in the fire stopping, some of which may date back to the original contract and some which arise from subsequent alteration works. The final report is expected shortly and he said that a meeting will be held with the original builder to address responsibility and a method for carrying out the works.

SF/06-07/ 77 – Building Management Groups (BMG)

The Deputy Director of Buildings reported the main issues and concerns as discussed at recent Building Management Group meetings. It was agreed that nominations will be sought by the Person in Charge for the positions of Fire Wardens if volunteers are not forthcoming. He said that discussions are envisaged to combine 3 and 5 College Green to form a single BMG. Following feedback from some Building Management Groups, the Deputy Director of Buildings undertook to provide a summary version of the Service Level Agreements as requested.

3. Section A

SF/06-07/ 78 – SFC Terms of Reference

The Committee approved the 3rd draft of Site and Facilities Committee Terms of Reference subject to the following change:

Item 5.2 – the word 'all' was changed to 'relevant'.

It was agreed that the Terms of Reference should be circulated to Board for approval. (This will be done in May 2007 with Terms of Reference for other principal committees).

4. Section B

SF/06-07/ 79 – Pavilion Lift

The Committee noted a memorandum dated 3rd April 2007 circulated by the Architectural Services Officer with drawings of two scheme options for a lift and associated works that has been issued to DUCAC for approval. The Committee noted that DUCAC had agreed to contribute to the funding, in respect of the additional space. The Committee agreed to proceed with a planning application subject to the approval of DUCAC and confirmation of the Disability Services Co-ordinator's approval of the proposals. Members agreed to recommend Option B as its preferred solution.

SF/06-07/ 80 – Refurbishment of the Buttery Restaurant

A memorandum dated 3rd April, along with drawings from the Engineering Services Manager were circulated to the Committee. Although the Committee heard that the scheme proposes to improve the accessibility of the existing ramp some members expressed concern that the possibility of creating an accessible route on the east side had not been explored sufficiently. Following some discussion it was agreed that this matter should be revisited by the Architects. The Committee agreed that the proposals should be issued for tender and the Director of Buildings undertook to brief the Bursar with details of investigations carried out in relation to universal access.

SF/06-07/ 81 – College Storage Compound

A memorandum from the Buildings Officer, dated 4th April 2007, proposing a reduced scheme for storage to partially replace the Cumberland Street Stores, was approved to the Committee, as an interim measure, noting that the proposed development of the Luce Hall might impact on the area in the future. The Director of Buildings advised the Committee that he will now bring forward plans for the landscaping of this area.

The Committee agreed to draw the attention of the Board to the Buildings Officers' request that this scheme be funded from the proceeds of the sale of Cumberland Street Stores.

In response to a query, the Director of Buildings advised that one railway arch has been allocated to the College Gallery for use as a store and workshop.

SF/06-07/82 – Capital Projects Report – Issue 9

The Director of Buildings introduced Issue 9 of the Capital Projects Report compiled by the Bursar, the Treasurer and the Director of Buildings. The Bursar and Treasurer commented on the contents of the report.

In the course of the discussion on the report, the following points were noted:

- The report identifies significant progress in planning a number of projects and identifies major challenges in executing them in view of the limited sources and options for securing the necessary funding.
- The Committee noted the ongoing difficulty in obtaining adequate funding for recurrent and backlog maintenance activities.
- The continuing delay in providing accommodation at Tallaght for Nursing and Midwifery is creating a space crisis for that school that will be notified to the Heads of Schools Committee.
- The importance of securing additional external funding to repay in full the Board approved loan of €5m towards the completion of CRANN.
- The Report identifies a deficit in excess of €7m and the College must identify a strategy to address this.

The Committee approved the report and agreed that it be forwarded to Board with an appropriate minute of the discussion.

5. Section C

SF/06-07/83 – Luce Hall Refurbishment

The Committee noted the minutes of the Luce Hall Planning Committee meetings held on 1st November 2006 and 19th January 1007.

SF/06-07/ 84 – North East Corner Development

The Committee noted a progress report on the North East Corner Development from the Director of Buildings dated 4th April 2007.

SF/06-07/85 – North East Corner Development

The Committee noted the minutes of the North East Corner Planning Committee meeting held on 27th November 2006.

6. Any Other Business

SF/06-07/86 – An Post Site Development

The Director of Buildings, in answer to a query, said that a Cost Benefit Analysis report is being commissioned in relation to the proposed scheme. He said that a high level meeting was held with the Department of Education and Science regarding possible funding for the project and that a similar meeting is planned with the Department of Enterprise, Trade and Employment shortly.

The Committee noted that funding is available to bring this project to detailed design stage and agreed to a suggestion from the Director of Buildings that a target date of end June be set for the approval of the detailed brief for the project.

7. Date of Next Meeting

SF/06-07/87 – Date of Next Meeting

The next meeting of the Site and Facilities Committee will be held at 11am on Tuesday 8th May 2007 in the Boardroom.

Signed

Dated