

The University of Dublin

Trinity College

Minutes of the Site and Facilities Committee Meeting held on 5th June 2007 in the Boardroom

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

Apologies Vice Provost (Prof. Ruth Byrne), Dr. David Abrahamson, Prof. Colm O'Morain, Secretary (Mr. Michael Gleeson), Prof. Jagdish Vij

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).

1. Minutes

SF/06-07/108 – The minutes of the meeting held on 8th May 2007 were approved by the Committee and signed by the Chairman.

2. Matters Arising

A number of matters arising from the minutes were discussed and have been recorded below, (see Minutes **SF/06-07/109** to **SF/06-07/113**).

SF/06-07/109 – Funding Dublin as a Capital Region

A copy of the College's submission to Dublin City Council was circulated by the Director of Buildings. It was decided that the submission would outline a broad overview of the College's importance as a landmark in Dublin city and as such no specific requests for financial support were included at this time. It is hoped that the College's submission will lead to more specific applications for funding for projects under the Funding Dublin as a Capital Region initiative.

SF/06-07/110 – Cobble Reduction Programme

The Director of Buildings advised the Committee that he has instructed the architects for this project to proceed with the Planning Application to Dublin City Council following SFC's approval at its meeting of 8th May 2007. (see minute – SF/06-07/95)

SF/06-07/111 – Nassau Street Gate

The Director of Buildings advised the Committee that CCTV has been installed at the Nassau Street Perimeter Gate and the gate will be accessible by perimeter key from 5th June 2007.

SF/06-07/112 – North East Corner Landscaping

The Director of Buildings reported that Dr. David Jeffrey has been commissioned to produce a landscaping plan for the North East Corner of College following the completion of the CRANN Institute and Sports Centre.

SF/06-07/113 – Building for Construction Innovation

In answer to a query the Director of Buildings said that any plans relating to the proposed project, incorporating new Civil, Structuring and Environmental Engineering facilities and the demolition of the Chemistry Extension, will be submitted formally to Site and Facilities Committee for approval. He further advised that a new Site Development Control Plan will be devised for approval next year.

3. Section A

SF/06-07/114 – Space Allocation Policy

A revised draft of the proposed Space Allocation Policy was approved subject to the following amendments:

- 1) Throughout the document the word 'division' changes to 'discipline'.
- 2) Point 4.5 – clarification required on the following section:
'Priority in the allocation of space should be given to senior research staff such as Post Doctorate Fellows. Individual offices should not be allocated but offices should be set out on a shared 'hot desk' regime preferably, and failing that on a carrel basis.'
- 3) Point 4.6 - 'School Head in new Structure ... 12 – 15m²' to be removed.

The Director of Buildings undertook to submit this proposed policy to Board for approval.

4. Section B

SF/06-07/115 – Internet Engineering Task Force (IETF) Meeting

A proposal from Vincent Cahill dated 30th May 2007 to erect a marquee to hold a meeting of the IETF with approximately 1200 to 1500 attendees was circulated to the Committee for approval. A number of queries were raised and the Director of Buildings undertook to write to Professor Cahill seeking clarification on the following:

- 1) Whether all other options of venues in the College to hold the event been exhausted.
- 2) Proposed location of marquee. The Committee expressed a strong preference for locating it in the Rugby Field rather than New Square.
- 3) Duration from set up to dismantle stages.
- 4) Extent of disruption envisaged.
- 5) College costs to be identified and covered.
- 6) The College should levy an appropriate charge for the use of the space.

Members were in support of this proposal subject to receipt of agreeable responses to these queries.

SF/06-07/116 – Natural Gas Supply Contract

A memorandum from the Engineering Services Manager, Mr. Kieron McGovern dated 28th May 2007 was circulated seeking approval to procure a replacement contract for the supply of natural gas in conjunction with the other members of the e3 Group (UCD, DCU, DIT & TCD). Approval was granted by the Committee and it was agreed that with gas prices at a low currently it would be prudent to commence the procurement process immediately.

SF/06-07/117 – Buttery Refurbishment

The Committee noted a progress report from the Engineering Services Manager dated 29th May 2007, and confirmed the appointment of Messrs P Brock and Sons as contractors for the works. The design for this refurbishment has been completed. The Committee welcomed the fact that the tender has come in under budget allowing for the allocation of a small contingency sum for unforeseen events.

SF/06-07/118 – Crowd Control in College Park

A memorandum from the Facilities Officer dated 28th May 2007, highlighting the issue of crowd control in College Park, was circulated to the Committee. The Committee noted that large crowds have tended to gather on Thursday and Friday evenings and Sunday afternoons throughout the summer months. The Committee noted that ad hoc measures are being implemented in order to exercise some control over numbers and recommended that gate closures, including the closure of the Lincoln Place Gate, be implemented as circumstances require.

The Committee noted the real risk of a serious incident in College Park with adverse publicity and insurance implications and agreed to recommend to Executive Officers the allocation of funds amounting to €45,000 for the proposed additional part-time security staff required at peak times in College Park. The Committee noted the Bursar's advice that Executive Officers have previously declined to allocate special funding for additional security.

SF/06-07/119 – 1937 Reading Room/Long Room Hub

The Committee considered a memorandum from the Librarian dated 30th May 2007, indicating that the 1937 Reading Room has the potential to be developed to provide the first phase of accommodation for the Long Room Hub and that proposals for funding this phase of development were submitted under PRTL14. The Committee gave approval to the Director of Buildings to advertise in the EU Journal seeking to appoint an architect whose brief initially will include recommending the best location for this phase of Long Room Hub accommodation.

In response to a query the Director of Buildings advised the Committee that cost implications relating to the relocation of library storage and temporary relocation of Postgraduate study space have been included in the PRTL1 bid. The Bursar advised that ongoing running costs of this accommodation will be borne by the schools participating in the Long Room Hub initiative.

5. Section C

SF/06-07/120 – Luce Hall Planning Committee

The Committee noted the draft minutes of the Luce Hall Planning Committee meeting held 27th April 2007. The Director of Buildings advised the Committee that it would take approximately 18 months to complete the project from the date of a decision to proceed and he sought approval to complete the sketch design and planning application for this project, at a cost of some €250,000 from funding of €1m set aside for student facilities from the capital grant for Nurse Education.

The Committee noted that the Luce Hall Planning Committee will meet on 6th June to agree on the facilities to be accommodated in the refurbished Luce Hall and the SFC agreed to meet on 19th June 2007 to discuss the Director's proposal in the context of the outcome of that meeting. The Committee agreed that if a meeting cannot be arranged for 19th June, the matter should be considered by a representative group from the Committee.

SF/06-07/121 – Grounds and Gardens Advisory Committee

The annual report of the Grounds and Gardens Advisory Committee for 2005 - 2006 was noted by the Committee.

SF/06-07/122 – Grounds and Gardens Advisory Committee

The Committee noted the minutes of the Grounds and Gardens Advisory Committee meeting held on 19th April 2007. At the request of the Facilities Officer, the Director of Buildings drew the Committee's attention to the proposed appointment of Dr. Mary Forrest as a consultant on strategic planning for open spaces.

6. Any Other Business

No other business to report.

7. Date of Next Meeting

SF/06-07/123 – Date of Next Meeting

The next meeting of the Site and Facilities Committee will be held at 11am on Tuesday 19th June 2007 in the Boardroom.

Signed

Dated