

# The University of Dublin

## Trinity College

### **Minutes of the Site and Facilities Committee Meeting held on 25<sup>th</sup> September 2007 in the Boardroom**

*Present* Dr. J.K. McGinley in the Chair, Bursar (Prof. D.C. Williams), Treasurer (Ms. Grace Dempsey), Vice Provost (Prof. Ruth Byrne), Dr. David Abrahamson, Prof. Roger Stalley, Students Union President (Mr. Andrew Byrne), Director of Buildings (Mr. Paul Mangan).

*Apologies* Prof. Colm O'Morain, Secretary (Mr. Michael Gleeson) Mr. Michael Slevin.

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

#### **1. Minutes**

**SF/07-08/01** – The minutes of the meeting held on 5<sup>th</sup> June 2007 were approved by the Committee and signed by the Chairman.

**SF/07-08/02** – The record of the meeting held on 19<sup>th</sup> June 2007 was approved by the Committee and signed by the Chairman.

#### **2. Matters Arising**

Matters arising from the minutes were discussed and have been recorded below, (see Minute **SF/07-08/03** and **SF/07-08/04**).

##### **SF/07-08/03 – Space Allocation Policy**

The final version of the Space Allocation Policy as approved by Board on 20<sup>th</sup> June 2007 was circulated to the Committee for information.

##### **SF/07-08/04 – Nassau Street Entrance**

In response to a query, the Director of Buildings undertook to examine the possibility of extending the CCTV coverage at the Nassau Street entrance and report back to SFC under matters arising at the next meeting.

#### **3. Section A**

There were no Section A, Policy/Implementation issues.

#### **4. Section B**

##### **SF/07-08/05 – Open House Proposal**

Following the successful outcome of last year's participation by the College, and subject to adequate attention being drawn to the organisers and College personnel of the threat to valuables in College buildings, the Committee approved a proposal to facilitate a series of supervised visits to College Buildings as part of the annual Open House event. The event will take place on 19<sup>th</sup> and 20<sup>th</sup> October 2007.

### **SF/07-08/06 – Insurance Renewal 2007-2008**

Insurance Renewal documentation from Ms. Patricia Gray, Administrative Officer was circulated to the Committee for review and noting. It was intended that this renewal along with the request for an increase to the Risk Reduction Budget would be considered at Executive Officers for approval at its meeting scheduled for today's date; however, this meeting was cancelled. The Director of Buildings highlighted a number of key points, including the reduction in the overall premium payable by €670,000.

In answer to a query from the President of the Students Union, the Director of Buildings advised that a more economical option has been identified for students who wish to purchase household insurance and therefore the option to purchase units of insurance from the Accommodation and Catering Department has been terminated. Information is available on the Accommodation Office's website.

The Committee agreed to approve the recommendations as outlined in the documentation, and expressed its appreciation of the work carried out by the Director of Buildings Office. Approval will be sought for the increase to the Risk Reduction Budget at the next meeting of Executive Officers and the outcome will be reported to Site and Facilities Committee thereafter.

In relation to the proposed increase in the Risk Reduction budget, the Director of Buildings advised that prioritisation of such projects would be carried out in consultation with the College Safety Committee, with such prioritisation taking regard of the recommendations of insurers.

### **SF/07-08/07 – SFC Membership and Terms of Reference**

Details of the membership of Site and Facilities Committee, along with the Terms of Reference approved by Board at its meeting on 4<sup>th</sup> July 2007 were circulated to the Committee. The Director of Buildings drew the attention of the Committee to two amendments to the Terms of Reference as follows:

- The membership of the Committee will comprise, *inter alia*, at least two elected Board members. This change was approved to allow the Board certain flexibilities when assigning elected Board members to individual committees (section 2.1)
- The Chairperson to the Committee shall be an elected Board member (section 2.1)

The Committee noted the requirement, as per item 7.1 of the Terms of Reference, for an annual evaluation of its performance and agreed that a process should be initiated to meet this requirement. The Director of Buildings undertook to review the arrangements in place for other principal Committees and to revert to this Committee with proposals on how the evaluation might be carried out. This Committee shall then report to Board on its conclusions and any recommendations.

### **SF/07-08/08 – An Post Site / Biosciences Development**

A memorandum from the Director of Buildings dated 20<sup>th</sup> September 2007 was circulated to the Committee. The Director of Buildings informed the Committee that An Bórd Pleanála has postponed again its decision on the appeals against Dublin City Council's grant of permission for this development. He said that discussions have been held with senior officials in a number of government departments and state agencies, however to date the College has been unable to secure funding for the proposed project. Following some discussion the Committee agreed that Messrs. PJ Walls will be instructed to proceed with the enabling works required on the site at their own cost (€500,000). This cost would be payable to PJ Walls by the College in the event that the proposed project does not proceed. The Director of Buildings pointed out that these enabling works would be required if any development is to be carried out on the An Post Site now or in the future. The Committee noted that, in the event of this expenditure being incurred and not being met from the project, the cost would have to be added to the deficit on the Capital Account.

### **SF/07-08/09 – Naughton Institute - Science Gallery**

The Committee considered a memorandum from the Director of Buildings which outlined the proposed works necessary to fit out and equip the Science Gallery following a review by CRANN personnel of the type of facility that is required. The Director of Buildings told the Committee that Capital Funding of €4.54m has been secured from the Department of Enterprise, Trade and Employment for the operation of the Science Gallery with €1.454 to be allocated to the cost of these proposed works. He advised the Committee that, following a tender exercise, a team led by Messrs. RKD Architects was selected as designers for the fit out and said that detailed design is under way in consultation with the Gallery Director. The Committee noted the position and agreed that the works should proceed as soon as possible.

The Chairman asked that regard be had for health and safety issues arising from the operation of delivery vehicles in this area.

### **SF/07-08/10 – Student Seating Around Campus**

A memorandum from the Students' Union President dated 19<sup>th</sup> September 2007 was circulated to the Committee seeking a decision in principle from members that additional seating should be provided in key buildings around the College Campus. The SU President said that this issue is a priority for students this year. The Deputy Director of Buildings undertook to advise the various Building Management Groups (BMG's) that Site and Facilities Committee supports this proposal in principle and the BMG's will be asked to identify areas where additional seating would be possible. The President of the Students Union was invited to make suggestions as to possible locations for such seating.

The Committee noted that the issue of funding for additional seating will need to be addressed.

### **SF/07-08/11 – CRANN Building Project – Progress Report**

A Progress Report from the Director of Buildings dated 20<sup>th</sup> September 2007 was circulated to the Committee. The Director of Buildings said that handover of the building will be today (25<sup>th</sup> Sept) and this will be followed by a period of testing and validation to ensure that the building and its services meet user requirements. He said that the relocation of researchers to the new facilities is scheduled to commence in mid October. The Director of Buildings undertook to circulate a Budget Report at the next meeting of SFC. It was also agreed that a tour of the building will be arranged for members once handover and testing is complete.

## **5. Section C**

### **SF/07-08/12 – Luce Hall Development**

Minute **SF/06-07/125** refers. A report from the Deputy Director of Buildings was circulated to the Committee noting that Messrs. O'Donnell & Tuomey are progressing with the design on the proposed development and that a planning application will be lodged in 4 to 6 weeks time. It was agreed that, since the development of the Luce Hall is part of the College's overall strategic plan, identification of funding should be a priority for the Trinity Foundation. The Committee noted the position.

### **SF/07-08/13 – Luce Hall Planning Committee**

The minutes of the meeting of the Luce Hall Planning Committee meeting held on 6<sup>th</sup> June 2007 were noted by the Committee.

**SF/07-08/14 – Front Square Accessibility**

The Committee noted a Progress Report dated 20<sup>th</sup> September 2007 from the Deputy Director of Buildings, along with an updated drawing from the Architects. In answer to a query the Committee was advised that the optimal starting point for the diagonal section of the accessible route across Front Square was identified by the architects following instruction by the Director of Buildings as per minute SF/06-07/95. Minute SF/06-07/110 also refers. The Deputy Director of Buildings, in his report, said that Messrs. Michael Collins Associates, Architects for the proposed project, have taken the advice of a conservation architect who suggests that discussions should be held with Dublin City Council prior to a planning application being lodged.

**SF/07-08/15 – Long Room Hub**

The Committee noted a memorandum from the Director of Buildings dated 19<sup>th</sup> September 2007 outlining the status of the Long Room Hub project. The Chairman recommended that the requirement to provide interim alternative accommodation be addressed in good time. The Committee proposed the following membership of the Long Room Hub Planning Committee:

The Bursar (In the Chair)

Board nominee

President of the Graduate Students Union

Dr. E. McParland

The Librarian or nominee

A Representative of the Long Room Hub Management Group (pending appointment of LRH Board)

Director of Buildings or nominee (Secretary to the Committee)

Deputy Director of IS Services

Director of Accommodation & Catering

**SF/07-08/16 – Buttery Refurbishment**

A Progress Report on the refurbishment of the Buttery Restaurant from the Engineering Services Manager dated 19<sup>th</sup> September 2007 was noted by the Committee. Practical Completion was achieved on 24<sup>th</sup> September 2007.

The Director of Buildings advised that, due to shipping delays, the associate work to replace the stone cladding at the entrance will be carried out during the 2007 Christmas break.

He undertook to circulate a final budget report to the next meeting of Site and Facilities Committee.

**SF/07-08/17 – Provost's Stables**

The Committee noted a Progress Report dated 20<sup>th</sup> September 2007 from Building Projects Officer, Ms. Deirdre O'Shea. A tour of the development will be arranged for members of the Committee.

**SF/07-08/18 – Pavilion Lift**

A Progress Report from the Architectural Services Officer, Mr. Michael Murray was circulated to the Committee. The Director of Buildings tabled updated drawings of the proposed scheme. He advised that the scheme as previously approved required adjustment in order to provide wheelchair access to the balconies. 2 Options were considered. Following discussion and review of the most recent drawings from the architects, the Committee decided to defer its decision on this item and the Director of Buildings undertook to request clearer illustrations of the completed project for circulation and approval by SFC at its next meeting.

It was agreed that Messrs. Arthur Gibney & Partners (Architects) will be invited to present their scheme to the Committee at its next meeting. The Director of Buildings undertook to contact

DUCAC to seek confirmation that it is in a position to cover any additional costs involved in bringing the more expansive scheme to completion.

**SF/07-08/19 – Schedule of Meetings 2007-2008**

The schedule of meetings of the Site and Facilities Committee for 2007-2008 was noted by the Committee.

**6. Any Other Business**

**SF/07-08/20 – Sami Nasr Institute**

The Committee noted that the planning conditions for the SNIAMS building require that the huts in the area be removed after completion of the project. It was agreed that the College should work to have these removed as soon as possible. It was noted that the issue of alternative space for the occupants will be reviewed in due course by the Space Planning Group.

**SF/07-08/21 – Summer College Campus Tours**

The issue of restricted access through the Front Arch of the College during the summer months, particularly during inclement weather, was discussed and it was agreed that those involved in organising College tours will be requested to remain outside the Arch at all times to facilitate normal and safe access through this entrance.

**7. Date of Next Meeting**

**SF/07-08/22 – Date of Next Meeting**

The next meeting of the Site and Facilities Committee will be held at 11am on Tuesday 6<sup>th</sup> November 2007 in the Boardroom.

Signed .....

Dated .....