

The University of Dublin

Trinity College

Minutes of the Site and Facilities Committee Meeting held on 4th December 2007 in the Boardroom

Present Dr. J.K. McGinley in the Chair, Bursar (Prof. D.C. Williams), Deputy Treasurer (Mr. Ian Mathews), Secretary (Mr. Michael Gleeson)*, Vice Provost (Prof. Ruth Byrne), Dr. David Abrahamson, Prof. Roger Stalley, Students Union President (Mr. Andrew Byrne)**, Mr. Michael Slevin, Director of Buildings (Mr. Paul Mangan).

Apologies Prof. Colm O'Morain.

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

By Invitation Mr. Gerard Whyte, Dean of Students.

* Present for minutes SF/07-08/41 to SF/07-08/56

** Present for minutes SF/07- 08/52 to SF/07-08/59

1. Minutes

SF/07-08/41 –The minutes of the meeting held on 6th November 2007 were approved by the Committee and signed by the Chairman subject to the following amendment:

SF/07-08/26 – SNIAMS

Addition of text as follows:

The Committee noted the Bursar's advice that the planning permission for this project includes a condition requiring the removal of the temporary buildings between Physics and Botany ***within one year after the completion of the SNIAMS Building.***

2. Matters Arising

Matters arising from the minutes were discussed and have been recorded below, (see Minutes **SF/07-08/42** to **SF/07-08/47**).

SF/07-08/42 – Front Square Accessibility

The Director of Buildings advised the Committee that planning permission has been secured for the necessary ramps in Front Square subject to new and existing ramps being painted grey.

He said that discussions are planned with Dublin City Council Planners in relation to the Cobble Reduction Programme and the paving to be used and he will report on the outcome to SFC in due course.

SF/07-08/43 – An Post Site Development

The Director of Buildings told the Committee that the revisions as discussed previously have been submitted to An Bord Pleanála for consideration. Following an informal discussion it is understood that the planners are satisfied with the changes made. The An Bord Pleanála decision is due on 8th January 2008. The Committee agreed that it is necessary to identify a strategy for funding and noted that significant capital funding will need to be borrowed for this proposed project.

SF/07-08/44 – Operational Hours of College Buildings

The Deputy Director of Buildings said that he has sought input from Building Management Groups on the matter of operating hours of College buildings and the possible implications of the new directive from the Safety, Health and Welfare Regulations (2007). He said that many of the Groups have not met recently and therefore he has no feedback at this time. The Director of Buildings said that the Buildings Officer will provide details of cost implications for the SFC meeting in January 2008.

SF/07-08/45 – SNIAMS Temporary Huts

The Director of Buildings advised the Committee that there is no update on the matter of removal of these huts, as per the planning permission condition. He said that he is looking in to the relocation of those occupying the huts at present and will keep the Committee informed on developments.

SF/07-08/46 – Science Gallery Banner

The Director of Buildings said that the College is awaiting an informal meeting with Dublin City Council Planners to discuss the proposal for a changeable banner for the Science Gallery. It was agreed that feedback on the proposal will be sought from the planners prior to submission of a planning application.

SF/07-08/47 – Physical Access Working Group

It was agreed that a proposal to change the name of the Physical Access Working Group should be submitted to the SFC for approval, along with revised Terms of Reference.

3. Section A

SF/07-08/48 – Sustainability Policy

A proposed College Sustainability Policy prepared by the College Recycling and Environmental Committee was considered by the Committee. The Committee welcomed the proposal and agreed to adopt this policy subject to the caveat “to be implemented within the resources available to the College from time to time”.

The words “College Estates” will be changed to “College Properties”.

SF/07-08/49 – Self-Evaluation of the Effectiveness of the Site and Facilities Committee

An evaluation form designed to provide a structured approach to the Site and Facilities Committee as set out in its Terms of Reference was circulated by the Director of Buildings, including a draft questionnaire to be completed by members and reviewed by an independent person. The Committee adopted the approach and approved the draft questionnaire subject to the following addition of text:

A. Organisation

4. The Committee’s actions reflect best practice *in the oversight of premises and facilities management.*

It was agreed that the questionnaire will be circulated to members at the SFC meeting on 27th May 2008 and the independent report will be prepared and circulated to members for discussion at the meeting on 24th June 2008.

4. Section B

SF/07-08/50 – North East Corner Development Cost Report

A Cost Report from the Director of Buildings dated 29th November 2007 was considered by the Committee. It was noted that there is an overall shortfall of €5,286,225 for the project. The Committee acknowledged that the scale of what was required for the completion of this project was considerably more complex than was expected and that the additional costs came to light during the construction of the building and could not be avoided. The Director of Buildings advised that the design team focussed on achieving value for money in the additional works and that, as far as possible, additional works had been carried out at tender rates. He said that the costs involved in paving the surrounding areas were not foreseen as it was believed initially that they would be met by Dublin City Council as part of its QBC programme. The Director of Buildings advised that considerable negotiation will be required on the various outstanding claims and that the Final Account will not be available for at least 6 months.

In answer to concerns raised by the Committee about possible overruns on future Capital Projects the Director of Buildings said that the lessons learned from this project regarding the need for the watertight design would be applied and that this would be augmented by the recent public procurement requirement for full design and costing to be completed prior to commencement of projects and said that provisional and prime cost sums are no longer permitted.

SF/07-08/51 – College Main Electrical Supply Contract

A memorandum from the Engineering Services Manager dated 29th November 2007 outlining the tender process and results for the supply of electricity to the College was circulated to the Committee for approval. The Director of Buildings highlighted the recommendation, for the main campus and CRANN and Sports Centre, to accept the offer from Airtricity at a marginal increase in cost, stating that the benefits of a reduction in CO² emissions outweigh the nominal extra cost involved (€19,610). The Committee welcomed the positive environmental approach to securing this supply contract and approved the recommendations of the Engineering Services Manager.

SF/07-08/52 – Premises Area Risks and College High Level Risk Register

The Committee noted a memorandum and the Director of Buildings Risk Register from the Director of Buildings dated 29th November 2007. The College's 2007 register is being compiled at present and the Director of Buildings stated that the first item relating to the Access Control System may be added to the overall College High Level Risk Register in the near future. He informed the Committee that there is a proposal to change, fund and install a new Access Control System within the next 6 months with a view to the new system being operational before the start of the Michaelmas term 2008. It was agreed that the remainder of the items will be reviewed as usual over the coming 12 months to identify if stated reduction percentages are achievable or have been achieved.

In item 11 the Raw Risk % was changed to 36.

5. Section C

SF/07-08/53 – North East Corner Planning Committee Minutes

The minutes of the North East Corner Planning Committee meeting held on 14th November 2007 will be circulated to the January meeting of this Committee.

SF/07-08/54 – Grounds and Gardens Advisory Committee

The Committee noted the minutes of the Grounds and Gardens Advisory Committee held on 29th June 2007.

SF/07-08/55 – Luce Hall Redevelopment

The Committee noted the Progress Report on the Luce Hall Redevelopment from the Deputy Director of Buildings dated 29th November 2007.

SF/07-08/56 – Future Capital Projects

The Committee noted a memorandum from the Director of Buildings on Future Capital Projects dated 29th November 2007. In answer to a query the Director of Buildings advised the Committee that the scale of project for the Luce Hall Redevelopment of €10m to €13m in his report incorporates the possible siting of a new crèche facility at the Luce Hall in a proposed second phase.

6. Any Other Business

SF/07-08/57 – Hazardous Materials Facility

The Vice Provost drew the Committee's attention to the fact that an inspection by the Health and Safety Authority of the Hazardous Materials Facility located on the top of the Panoz Institute has not yet taken place. The Director of Buildings said that the Safety Officer is continuing to try to secure a date for this inspection and it was agreed that the HSA should be requested to treat this as an urgent matter. He said that the top of the Panoz Institute was identified as the safest location for this facility, a decision approved by the Site and Facilities Committee and by Board. The Vice Provost said that subject to a positive report from the HSA she is confident that the College Safety Committee will approve the use of the facility.

SF/07-08/58 – Student Social Seating

The Bursar flagged the issue of the lack of social seating areas for students and advised of a desire to have modern seating installed in the Arts Building. The Director of Buildings said it is necessary to establish whether the 'box' seating in the Arts Building is integral and covered under the protection order for the building. The President of the Students Union and the Deputy Director of Buildings agreed to progress this issue and seek the approval of Building Management Groups on proposed locations for additional seating. Feedback will be provided to the Committee in due course.

7. Date of Next Meeting

SF/07-08/59 – Date of Next Meeting

The next meeting of the Site and Facilities Committee will be held at 11am on Tuesday 22nd January 2008 in the Boardroom.

Signed

Dated