

The University of Dublin

Trinity College

Draft Minutes of the Site and Facilities Committee Meeting held on 1st April 2008 in the Boardroom

Present Dr. J.K. McGinley in the Chair, Bursar (Prof. D.C. Williams), Dr. David Abrahamson, Mr. Michael Slevin, Prof. Roger Stalley, Deputy Treasurer (Mr. Ian Mathews) 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 items SF/07-08/93 to SF/07-08/102 inclusive.*

1. Minutes

SF/07-08/93 – The minutes of the meeting held on 12th February 2008 were approved by the Committee subject to the addition of the following minute:

SF/07-08/82 – Arts Building Seating

The Bursar expressed concern at the delay in procuring the seating for the Arts Building concourse. The Deputy Director of Buildings indicated that discussions are ongoing and that samples have been requested. He said progress will be reported at the meeting of SFC 29th April 2008.

The Committee noted that this will require a change to the numbering sequence.

2. Matters Arising

Matters arising from the minutes were discussed and have been recorded below, (see Minutes **SF/07-08/94** to **SF/07-08/101**).

SF/07-08/94 – Pavilion Lift Planning Permission

The Director of Buildings informed the Committee that planning permission has been granted for this project. He said that DUCAC will require a reasonable amount of time to secure funding for the works and it is hoped that this project can get under way by mid 2009. In the meantime the architects for the project will proceed with detailed design.

SF/07-08/95 – Arts Building Seating

The Deputy Director of Buildings told the Committee that a decision will be made by the Sub Group today (1st April) on the selection of seating for the Arts Building and said that an order will be placed this week. The seating for the Hamilton is to be decided shortly.

SF/07-08/96 – Cobble Reduction Programme

The Deputy Director of Buildings advised the Committee that an order has been placed for a sample area of the chosen granite and the Committee noted that delivery is expected in 10 weeks. He said that the architects will submit the final planning application to Dublin City Council planners by 4th April 2008 for approval.

SF/07-08/97 – Hazardous Waste Facility

The Director of Buildings advised the Committee that the Health and Safety Inspector visited the new Hazardous Waste Facility. He said that the Inspector gave limited verbal advice that the new facility is significantly better from a Health and Safety perspective than the existing facility. It was agreed that a dossier of the history to date and relevant test results will be put together and submitted to the College Safety Committee along with a strong recommendation that the College should utilise the new facility. The Director of Buildings said that the facility can open within weeks of a positive decision from the College Safety Committee.

SF/07-08/98 – Lincoln Place Gate Lodge

The Director of Buildings told the Committee that the condition to re-erect the Lincoln Place Gate Lodge within the agreed deadline is being dealt with by the original architects for East End 4 and 5 development. It is proposed to seek an extension to the deadline for this submission and the Director of Buildings will report on the outcome at the next SFC.

SF/07-08/99 – Space for Student Counselling Service

The Deputy Director of Buildings informed the Committee that a pro-tem solution has been reached with regard to the urgent requirement for additional space for the Student Counselling Service. An area of the Luce Hall has been assigned for this purpose. The Bursar said he agreed with the Provost's suggestion made to him that more stringent means should be used to compel Schools/Departments/Administrative Areas to vacate space that is not vitally necessary to the normal running of their area.

SF/07-08/100 – Accessibility Audit

The Deputy Director of Buildings advised the Committee that the Disability Services Officer and Assistant Secretary will circulate a draft of the tender document for a College-wide accessibility audit to be carried out either in its entirety or by zone or building depending on the budget for this project.

SF/07-08/101 – College Signage

The Director of Buildings said that the issue of establishing a firm policy in relation to College signage (permanent, ad hoc, external events) is being handled by the Grounds and Gardens Advisory Committee with a view to submitting a proposal to the Site and Facilities Committee for approval.

3. Section A

SF/07-08/102 – Revised Committee Structures

A memorandum from the Senior Lecturer including a draft report and recommendations from the Restructuring Implementation Oversight Group (RIOG) on revised committee structures was circulated to the Committee for comment. The Director of Buildings highlighted that the intention of the RIOG's recommendations is to streamline Committee and sub-Committee structures. It was agreed members might submit their comments to the Director of Buildings by email so that he can collate these for the meeting on 29th April and forward them to the Senior Lecturer as soon as possible after the deadline of 25th April 2008.

4. Section B

SF/07-08/103 – An Post Site/Biosciences Development

The Committee noted a progress report from the Director of Buildings stating that the start date for this project will be towards the end of April. The Director of Buildings said that he is awaiting confirmation from the HEA that the College will not be compromised in any applications for future PRTL rounds if up to €75m is borrowed, as approved by Board, in order to proceed with the project.

SF/07-08/104 – Kennedy’s Pub Proposed Extension

A memorandum from the Deputy Director of Buildings dated 20th March 2008 was circulated to the Committee for consideration. The Deputy Director of Buildings said that the proposal was discussed at the last Building Management Group meeting and it was noted that planning permission will be required for this extension. The Site and Facilities Committee decided that the College should not object to the planning application, subject to consideration by the Building Management Group of any possible smoke pollution in the area.

SF/07-08/105 – GE Healthcare Tour Bus

The Committee approved the proposal from Chief Technical Officer 2, Microbiology to locate a GE Healthcare promotional bus on the campus on Monday 21st April from 9am to 1pm subject to satisfactory sign-off by the College Safety Officer and the Facilities Officer.

SF/07-08/106 – Science Gallery Signage

The Committee agreed that an application for a permanent banner to be erected at the side of the Science Gallery should be submitted to Dublin City Council for planning approval. The Director of Buildings highlighted that the text on the sign will remain unchanged and that it will include the phrase “an initiative of Trinity College Dublin”. In relation to the application of lettering to the windows at the Science Gallery prior to and during future events the Committee agreed that prior approval of text and layout should be sought from the Director of Buildings Office.

SF/07-08/107 – Long Room Hub Project

The Committee noted a memorandum from the Director of Buildings dated 31st March 2008 regarding the selection of the design team for the Long Room Hub project. The Director of Buildings advised that the appointments for the Architect, Quantity Surveyor, Services Engineer and Structural Engineer for the project were advertised in the EU Journal, as required under government and EU procedures. A unanimous decision to appoint Messrs. McCullough Mulvin as Architects for the project was made by the interview panel, which comprised the Director of Buildings, the Head of School of Histories and Humanities, the Bursar, the Deputy Director of Buildings and the Librarian. The Committee approved this appointment. The Director of Buildings undertook to report on the outcome of the other interviews at the next meeting of SFC. He said the architects will spend the coming month deciding on the location for phase 1 of this project.

SF/07-08/108 – Crowd Management in College Park

The Committee approved a proposal from the Director of Sport and the Facilities Officer dated 27th March 2008, tabled at the meeting, to install 8 temporary portable toilets at the hard stand area in front of the Pavilion in order to alleviate the problem of inadequate facilities in the area. The toilets will be in place during the busy period from mid April until the beginning of June in 2008 and 2009 and it was noted that this requirement will be obsolete once the planned renovations of the Pavilion are complete.

5. Section C

SF/07-08/109 – Aras An Phiarsaigh

The Committee noted the minutes of the meeting of the Aras An Phiarsaigh Building Management Group held on 6th December 2008.

SF/07-08/110 – Grounds and Gardens Advisory Committee

The Committee welcomed the Annual Report from the Grounds and Gardens Advisory Committee dated March 2008.

SF/07-08/111 – Railway Arches

The Director of Buildings undertook to write to departments currently using the Cumberland Street Store to notify them that the building is to be sold. The Committee noted that the arches will be used as a picture store, and also for use by the Buildings Office and Grounds and Gardens area. It was agreed that clarification is required as to the extent of the proposed landscaping in the area surrounding the arches and the Chair asked if the possibility of using the space for additional parking in light of the closure of the An Post Site Car Park has been addressed. A landscaping proposal will be submitted to SFC for final approval in due course.

The Director of Buildings advised that the proposal to bring the Railway Arches back into College use would proceed soon, following their vacation by the contractor for the North East Corner project. He said that much of the space will be required to accommodate materials currently housed in the Cumberland Street Store.

6. Any Other Business

There was no other business.

7. Date of Next Meeting

SF/07-08/111 – Date of Next Meeting

The next meeting of the Site and Facilities Committee will be held at 11am on Tuesday 29th April 2008 in the Boardroom.

Signed

Dated