

The University of Dublin

Trinity College

Minutes of the Site and Facilities Committee Meeting held on 20th January 2009 in the Board Room, House 1.

Present Dr. J.K. McGinley in the Chair, Bursar (Prof. M. O'Mahony), Acting Treasurer (Mr. Ian Mathews), President of the Students' Union (Mr. Cathal Reilly), Chief Operating Officer (Mr. Chris Lyons)*, Prof. Roger Stalley, Director of Buildings (Mr. Paul Mangan).

Apologies Prof. Mary McCarron, Vice-Provost & Chief Academic Officer (Prof. Patrick Prendergast), Prof. Colm O'Morain, Dean of Students (Mr. G. Whyte).

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

**Present for minutes SF/08-09/33 to SF/08-09/37 inclusive and SF/08-09/41 to SF/08-09/43 inclusive.*

1. Minutes

SF/08-09/30 – The minutes of the meeting held on 4th November 2008 were 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/08-09/31**).

SF/08-09/31 – Cobble Reduction Programme

The Deputy Director of Buildings informed the Committee that he has been in consultation with the contractor and architects in order to confirm details of the materials to be used, size of slabs and exact plan regarding the laying of the slabs, ahead of the presentation of the detailed design to Dublin City Council's conservation architect. On receipt of agreement from the planners, the project will go out to tender. He said that it was likely that the paving would be installed in a limited area initially, in order to assess and resolve construction methodology issues. It was agreed that the Universal Design Advisory Committee should be consulted in relation to the location of the sample area, bearing in mind the impact the works on the Long Room Hub Project may have on paving in the area. It was noted that the estimated cost of this project 1 year ago was €900k and that the Disability Service currently has funding of up to €600k.

3. Section A

SF/08-09/32 – Replacement of Board Representative to SFC

The Committee noted that a Board By-Election is in progress and that the appointment of a new Board Representative to SFC will be requested once the outcome of the election is known. The Board Representative will also be asked to nominate a member of the Long Room Hub Planning Committee in due course.

4. Section B

SF/08-09/33 – Capital Projects Update

The Director of Buildings advised the Committee that a full scale Capital Projects Report (Issue 11) will be circulated shortly. In the interim a brief capital projects update was circulated to the Committee and the following issues were noted:

(i) Biosciences Project

Progress with the building works is proceeding satisfactorily. The detailed schedule of accommodation is due for agreement by Biosciences Project Team within weeks. In this context the Director of Buildings advised that the project approved by the College in August 2008 was for a gross academic area of 16,500 sq.m with an unallocated level -3 basement shell of 3,700 sq.m. A proposal to incorporate the Bioresources Unit from the Luce Hall to the Biosciences Institute, at an additional cost of some €7m, is being processed through Board by the Chief Operating Officer for approval. The HEA has invited proposals for funding under PRTL15 and the funding arrangements for the project are based on securing substantial funding from this source.

(ii) Long Room Hub

The Director of Buildings reported that the Executive Director of the Long Room Hub, Mr Poul Holm, has been actively involved in the progression of detailed design for the interior of the building. He confirmed that the design team is aware that the estimated excess of €900k over budget must be eliminated. This is to be achieved through a combination of design review and an expectation that the tendering process will be highly competitive in the current economic climate.

The Director of Buildings said that when the detailed design is completed a revised cost report will be prepared outlining the position and that significant savings will have to be achieved before tenders are invited.

It was noted that discussions are ongoing with the Accommodation Office with regard to minimising the possible disruption to conferences scheduled for summer 2009 in the Edmund Burke Theatre. The Director of Buildings said that the works linked with a high level of noise will be complete before the beginning of Michaelmas term 2009 but that some residual noise will continue. He undertook to seek confirmation of dates for commencements and examinations in the Public Theatre, at which times works noisy will need to be put on hold.

(iii) Luce Hall Redevelopment

The Director of Buildings reported that the design team has completed the design for the planning application based on the requirements that were issued by the College and that this project has been on hold pending a review of space requirements for College Support Services Services that is being coordinated by the COO's Office. The Deputy Director of Buildings advised that the architects have been asked to advise on the implications of incorporating into the scheme the space currently occupied by Bioresources. He confirmed that a memorandum and drawings outlining the completed design will be circulated to the Committee for final approval.

In response to a query the Director of Buildings indicated that the work on the areas to be refurbished could proceed provided satisfactory arrangements are made to isolate construction noise from the Bioresources facility.

It was noted that the issue of funding for the project has not been considered in detail. The Student's Union President said that a survey of the student body, to which 10% responded, indicates that the introduction of a student levy would be acceptable subject to conditions yet to be considered.

(iv) Foster Place

The Committee noted that following a brief period of deferral, planning has now resumed with the intention of seeking planning permission as soon as possible for the change of use of the upper floors for academic use and outline permission for bar / restaurant / retail use on the ground and basement floors. It was noted that this approach is under discussion with the planning authority.

SF/08-09/34 – Renaming of Arts Building Lecture Theatre

The Committee approved a proposal, previously agreed in principle by SFC, outlined by the Director of Buildings, that the Walton Theatre in the Arts Building will be renamed the Synge Theatre. The Committee noted a proposal that has been approved in principle by the Lloyd Institute Building Management that a lecture theatre in the Lloyd Institute will be named to honour Ernest Walton.

SF/08-09/35 – Banners

The Director of Buildings reported that, as agreed previously, he met with the Senior Dean, the SU President, the Facilities Officer and the SU Welfare Office to discuss the issue of hanging temporary banners around the campus.

Arising from the discussions it was agreed that:

- The Senior Dean will continue to be the approving authority for such banners, including their wording.
- The number of banners currently displayed should not be exceeded.
- Banners should not be displayed at Regent House during Commencements and similar events.
- Where possible, fixing arrangements shall be developed to improve appearance.
- Maximum use is to be made of other display media, including electronic screens.
- The use of Regent House as a location for banners should be reviewed periodically.

The Site and Facilities Committee noted the position.

SF/08-09/36 – College High Level Risk Register

The Chief Operating Officer outlined the approach by which the College High Level Risk Register was generated and said that his office has co-ordinated responses from various areas of College and collated this in to a composite document that will be circulated to Board on 21st January 2009. He said that, although some units/areas have not responded to his request for the submission of a localised risk register, it is deemed that the HLRR as it stands is comprehensive overall. He advised the Committee that both the Audit Committee and Executive Officers have reviewed and approved the document. It was noted that issues relating to funding in all aspects of College activities was amalgamated into one risk point.

The Director of Buildings pointed out that a number of the premises risk items had been consolidated into a single risk item. He sought clarification regarding the critical risk of the failure of the College's Access Control System being addressed as part of E-Strategy and the Chief Operating Officer advised the Committee that the issue will be advanced urgently at the same time as have regard for the overall College E-Strategy.

In response to concerns expressed by the Bursar regarding the exclusion of reference to emergencies in the risk register, the Committee noted that a College Emergency Response Plan, co-ordinated by the Office of the Chief Operating Officer with input from the College Safety Officer in conjunction with members of the College Safety Office, and the Acting Secretary, will be circulated College-wide shortly.

SF/08-09/37 – European Performance of Buildings Directive

A memorandum from the Engineering Services Manager dated 9th January 2009 was noted by the Committee.

This memorandum advised that In May 2001 the EU introduced the Energy Performance of Building Directive (EPBD). The objective of the directive is to improve the energy performance of all buildings through cost effective measures and encourage the convergence of energy standards towards those of member states which already have ambitious levels. The new directive has two notable requirements for College that must be complied with: Building Energy Rating Certificates (BER) and Display Energy Certificates (DEC). All new buildings must be provided with a Building Energy Rating (BER) certificate. This certificate rates the building design against set standards on a scale of A to G. This certificate will be influenced by the actual use of a building.

In addition, there is a requirement for “Public Bodies” to have a Display Energy Certificate (DEC) for all public buildings. This certificate rates actual operational energy consumption of the building against set standards on a scale of A to G.

SEI published the measurement tool for calculating the DEC in December 2008 with supporting technical manuals and guidance documents. These documents are currently under review to determine the exact requirements and implications for College buildings. A draft of the DEC must be prepared by the building owner and submitted to SEI for verification.

An initial assessment of the nearly 160 buildings that College owns indicates that up to 40 will require a DEC to be prepared each year. In conjunction with the inter university energy conservation project, e³, it is envisaged that DEC's for 17 College buildings will be in place by the end of 2009.

5. Section C

SF/08-09/38 - Estates Strategy Team

The minutes of the Estates Strategy Team meetings held on 15th October, 21st October 2008, 14th November, 8th December and 12th January 2009 were noted by the Committee.

SF/08-09/39 - Long Room Planning Committee

The minutes of the meeting of the Long Room Hub Planning Committee held on 6th November 2008 were noted by the Committee.

SF/08-09/40 - Biosciences Project Team

The minutes of the meetings of the Biosciences Project Team held on 13th October and 10th November 2008 were noted by the Committee. The minutes of the meeting of 9th December 2008 will be circulated at the next SFC meeting.

6. Any Other Business

SF/08-09/41 - Draft College Strategic Plan

The Director of Buildings reported that a Sub Group of the Site and Facilities Committee, comprising the SFC Chair, the Acting Treasurer, Mr. Joe Richardson representing Prof. Colm O'Morain and the Director of Buildings, met in January 2009 to discuss the Draft College Strategic Plan. A response was submitted prior to the deadline of 17th January and the Chief Operating Officer confirmed that this will be incorporated by the Strategic Plan Review Group. The Director of Buildings undertook to circulate this response to members, with these minutes.

SF/08-09/42 – Additional Residential Accommodation

The Chief Operating Officer reported that discussions are taking place with the Accommodation Office, Treasurers Office and Director of Buildings Office on a proposal to explore the possibility of expanding the College's stock of residential accommodation. He said that he will submit a memorandum on the proposal for the next meeting. The first step will be to advertise for the appointment of professional consultants to advise the College in relation to certain aspects of the proposal. The terms of reference for this appointment will be brought to the next meeting of this Committee.

SF/08-09/43 – Development Control Plan

The Director of Buildings asked that it be noted that, as it is essential that the new Development Control Plan is informed by and supportive of the College's new Strategic Plan, work on the preparation of a new Development Control Plan will be deferred until the College Strategic Plan is at an advanced stage. The Committee supported this proposal

SF/08-09/44 – Issue of SFC Papers Electronically

The Committee agreed in principle that documentation for future meetings might be circulated electronically. However it was noted that difficulties will arise in the circulation of large drawings which can impact on the performance of PC's. The Director of Buildings was asked to raise this issue this with the Acting Director of IS Services, through the Chief Operating Officer.

7. Date of Next Meeting

SF/07-08/45 – Date of Next Meeting

The next meeting of the Site and Facilities Committee is scheduled for 11am on Tuesday 10th February 2009.

Signed

Dated