



## Minutes of the Estates Policy Committee Meeting of 06 March 2020

**Present:** Prof. A. Seery (Chair), Chief Financial Officer (CFO), Director of Campus Infrastructure, President of the Graduate Students Union, Prof. J. Parnell, Mr C. O'Connor, Mr A. Grainger [via teleconference]

**In Attendance:** **For item 4:** Ms H. Shenton (Sponsor), Mr M. Sharifi (Programme Manager), Ms R. Heneghan and Ms K. Turza-Rachwal (Heneghan Peng Architects), Mr R. McLoughlin (Lotts Architecture & Urbanism)

**For item 5:** Mr T. Armstrong (Project Manager)

**Apologies:** Prof. C. Casey, Bursar & Director of Strategic Innovation – Secretary to the Committee, Chief Operating Officer

**Statement of Interest:** None declared.

**EPC/19-20/016** It was noted that the Chief Financial Officer and Director of Campus Infrastructure were delayed and would arrive late to the meeting.

The Committee noted an amendment to the draft minutes of the Estates Policy Committee meeting of 02.12.2019; EPC/19-20/013 'The value of having projects presented to the Committee at an early stage as well as at the point of submission for planning permission was noted'.

### Matters arising

Update on E3 Learning Foundry from Project Manager Deirdre O'Shea [EPC/18-19/003] was noted. The Estates Policy Committee recommended that the cost-benefit of WELL certification should be taken into consideration.

Update on the Campus Masterplan from Mike Clark [EPC/8-19/012] was noted. It was noted that a potential site for the new Law School has been discussed with the Bursar and Provost; funding is available for a mini masterplan to explore the benefits of this site.

The campus masterplan will be a strategy document for the estate; the maintenance survey will feed into the campus masterplan, and the campus masterplan will feed into a 10-year investment plan.

In response to a query regarding laser surveys, it was noted that it is desirable to conduct laser surveys of some buildings on campus, and having such a survey form part of the conditions survey is being explored.

The Committee thanked the Director of Campus Infrastructure for the update.



## Section A

### **EPC/19-20/017 Old Library Redevelopment Project**

Helen Shenton (Sponsor), Marc Sharifi (Programme Manager), Róisín Heneghan and Kasia Turza-Rachwal (Heneghan Peng Architects), Richard McLoughlin (Lotts Architecture & Urbanism) attended for this item.

This item was presented for the Committee to review and approve recent design updates.

The project team have received positive feedback from recent internal and external stakeholder engagement.

R. Heneghan presented on the Podium and Fellows Square intervention.

The Chair thanked the project team for the presentation and invited queries from the Committee.

- The project team was commended for the ramp design.
- A query was raised as to the feasibility of having only one lift for visitors in the East Pavilion. It was noted that the second elevator, which is intended for staff access, could be used as a backup elevator for visitors as needed. The design presented in December 2019 showed a staff elevator with one entrance; it is now configured to have two entrances.
- In response to a query, it was confirmed that the small Koralek stairs leading onto Fellows Square from the Berkeley Library will be retained. The tarmacked area to the east of Fellows Square will be paved.
- A query was raised regarding the capacity of the Castle staircase stated in the design, and the fact that no changes to the balustrade are proposed. In response it was noted that the stair will require some restructuring to improve the supports on the underside; this should not be visible. It was further noted that an element will need to be added to the balustrade; this will be designed as a distinct modern addition, and will be reversible. It was noted that the intervention should be clearly signalled to the Committee for discussion; the project team is to present the proposed intervention for the Castle staircase to the Committee for discussion.
- The plan to locate the plant room under Fellows Square was commended, despite the resulting loss of two trees.
- In response to a query, it was clarified that the ventilation for the plant room will go all the way around Fellows Square; support was expressed for this. In response to a further query it was confirmed that fire baffles form part of the ventilation design.



- The Committee recommended that the project team consider annotating the design to highlight compliance (where relevant) with the Disability Act 2005 Part M. The Committee offered support to the project team on this.
- There was discussion of the intervention on the south side of Fellows Square in relation to proposed interventions to the Arts Building planting; the Grounds & Gardens Committee and Estates & Facilities to be involved in discussions.
- It was noted that during works on Fellows Square, large numbers of students will require access to the Arts Building and Library. It was confirmed that Estates & Facilities have factored this into their planning.
- A query was raised regarding funding for the project; in response it was noted that a business plan will be brought to Executive Officers Group, Finance Committee and Board by June 2020.

The Committee complimented the design team on their excellent approach; the design team left the meeting.

The Committee noted that the proposed timescale of the project may prove challenging, and queried whether an alternative on-campus location for exhibition of the Book of Kells could be found.

**Action:** The project was approved in terms of the design process as it currently stands. It was noted that work on the commercial, financial and funding aspects of the project was ongoing.

**EPC/19-20/017/001** The project team is to present the proposed intervention for the Castle staircase to the Committee for discussion once the detailed design has been prepared.

**EPC/19-20/018 E3 Project – Zoology Decant**

Tom Armstrong (Project Manager) attended for this item.

T. Armstrong indicated the proposed location of the prefab unit at Phoenix House, South Leinster Street and requested the Committee's approval. The Chair opened the floor to comments from Committee members.

- It was clarified that planning permission is required when the temporary structure will be in use for more than 6 months.
- It was clarified that fume cupboards in the prefab unit will have high-spec filters.



- A query was raised regarding disposal of biological waste generated in the prefab unit; in response it was noted that this will be discussed with relevant stakeholders in Zoology.
- It was noted that the Committee will be updated as required.

The Committee thanked T. Armstrong, and he left the meeting.

**Action:** This item was approved, subject to the notes below.  
**EPC/19-20/018/001** Project team to ascertain requirements regarding filters/fume cupboards and disposal of biological waste for the proposed site.

### **EPC/19-20/019 Space Allocation Policy 2020**

Director of Campus Infrastructure presented to slides provided by the Bursar to request the Committee's approval for this policy.

Developments in space allocation were noted; the Space Planning team has increased in size; an Associate Dean of Research now sits on the Space Allocation Group to assist with anticipating requirements for research projects. Space was noted as a significant expense for the college. The Estates & Facilities collaborative workspace at Trinity Central was noted as a pilot use of space for the college; the next Estates Policy Committee will be held at Trinity Central so that the Committee can see how the space is used.

The Chair opened the floor for discussion.

The policy was welcomed by Committee members; it will allow for accurate value of space occupied by each School. In response to a query regarding unconventional space (e.g. theatre, glasshouses), it was noted that the Higher Education Authority typology of space will be used to record space by function. Reassurance was provided that there will be space benchmarking for different functions.

There was discussion on accessibility of buildings in a historic estate. The room booking system will highlight rooms which are not accessible.

Guiding principle 2.8, 2.15 – clarity was requested as to whether space, equipment and supports be shared within Schools only, or across disciplines.

It was noted that personal safety is an important consideration when refurbishing college spaces; in response it was noted that safety



considerations are built-in; it was proposed that safety considerations be referenced explicitly.

The relationship between capitated bodies and college was raised; it was noted that the Space Allocation Policy and the Terms of Reference of the Estates Policy Committee do not cover this relationship. Clarity was requested on whether the Space Allocation Group can recommend reallocation of capitated bodies' space to Executive Officers' Group. A request was made that wording on mandating consultation with capitated bodies be added to the Space Allocation Policy.

A query was raised as to whether Estates Policy Committee would review space allocation in the proposed student centre; in response it was noted that benchmarking is being conducted to inform a strategic brief and ultimately a user brief – reassurance was provided that security is a key part of the brief.

Additional items for the guiding principles were proposed:

- Principles on sharing space
- Principles on sharing desks/officers while people are on leave

There was discussion on the space norms outlined in Appendix 2. There was concern that the wording may embed entitlement to a single office for academics and create a divide between academics and professional staff. It was noted that the wording '1 single office, where possible' leaves room for change. It was further noted that some professional staff may require a private office due to the nature of their role. It was proposed that a maximum size be specified for single offices; in response it was noted that the planned use of the office, and structural issues of historic buildings, must be taken into account. C. O'Connor is happy to share learnings from experience at the Office of Public Works. A. Grainger and Director of Campus Infrastructure to discuss further.

**Action:** The Committee agreed to approve the document, subject to notes as listed below.

**EPC/19-20/019/001** It was proposed that explicit wording on compliance (where relevant) with the Disability Act 2005 Part M be included. The Committee can provide support on this if required.

**EPC/19-20/019/002** Greater clarity on governance over space used by capitated bodies was requested; this is to be brought to a future meeting of Estates Policy Committee for discussion.

**EPC/19-20/019/003** Wording in Appendix 2, Space Norms, to be reviewed; A. Grainger and M. Clark to discuss further and report back to Estates Policy Committee. Maximum size allowance for a single



office to be considered; guidelines for developing space norms for new buildings to be included.

**EPC/19-20/020 Estates Policy Committee terms of reference**

The Chair invited comment on the terms of reference document.

A query was raised regarding representation of capitated bodies and membership of Estates Policy Committee.

A query was raised as to the rationale for the Registrar being responsible for nominations to Estates Policy Committee

It was proposed that the Terms of Reference should explicitly state that the chair of the Grounds & Gardens Committee should be a member of Estates Policy Committee; the Committee agreed that this should be recommended.

**Action:**

**EPC/19-20/020/001** The Committee recommends that the membership of Estates Policy Committee should include the Chair of the Grounds & Gardens Committee.

**Section B – no items**

**Section C**

**EPC/19-20/021 Finance Committee decisions relevant to Estates Policy Committee**

The Committee noted that it was very helpful to have these.

**EPC/19-20/022** The Committee noted the next Estates Policy Committee meeting is scheduled for **05 June 2020 at 11.00** in Trinity Central.

**EPC/19-20/023 AOB**

A proposal was brought to the attention of the Committee regarding evening-and-weekend-only parking permits: Director of Campus Infrastructure is supportive of this request and will discuss with the College Secretary.

The Chair thanked Committee members for their attendance and closed the meeting.

**Action:**

**EPC/19-20/023/001** Director of Campus Infrastructure will discuss the reconvening of the Parking Committee with the College Secretary.