



## Minutes of the Estates Policy Committee Meeting of 28 September 2021

### Microsoft Teams

**Present:** Ms R. Mathews-McKay (Chair), Bursar & Director of Strategic Innovation (Secretary to the Committee), Prof. J. Parnell, Interim Chief Operating Officer, Prof. C. Casey, Chief Financial Officer (CFO), President of the Graduate Students Union

**In Attendance:** **For item 4:** Michele Hallahan, Sustainability Advisor (Catherine McCabe, Dean of Students did not attend for this item)  
**For item 5:** Patricia Callaghan, Academic Secretary; Roisin Smith, Quality Officer  
**For item 6:** (Deirdre O'Shea, Programme Manager and Jake Armitage, Feilden Clegg Bradley Studios were unable to attend for this item)

**Apologies:** Mr C. O'Connor; Director of Campus Infrastructure; Mr T. Payne; Prof. S. Waldren

**Statement of Interest:** None declared.

**EPC/21-22/001** **Minutes of 06 June 2021 meeting**

The new Chair of Estates Policy Committee, Ms R. Mathews-McKay, introduced herself and new members. The new member of the college community (Prof. S. Waldren) and the new external member (Mr T. Payne) were unable to join today's meeting.

An update was provided on actions from the minutes of the 06 June 2021 meeting:

**EPC/20-21/026/005:** Old Library Redevelopment Project (OLRP) interim exhibition & retail: Mr C. O'Connor was unable to join today's meeting, so an update from him will be sought for the December meeting.

**EPC/20-21/026/003:** Old Library Redevelopment Project (OLRP) interim exhibition & retail: Prof. C. Casey updated the Committee that the drawing she was to share with the project team is not suitable for the context. She further noted that if silkscreen-style frontage on scaffolding is required for Library Square, the side arches of the present Campanile could work as a design for this, and noted Dr Edward McParland as the contact person. The Interim Chief Operating Officer noted that this will be taken on board for the Library Square option, and that the project team may be in a position to update the Committee on the various options in the next couple of weeks.



**EPC/21-22/002**

**Matters arising**

The Bursar provided updates.

**Dartry project**

The Dartry project was granted planning permission, which was subsequently overturned. At their meeting of 02 September 2021, Capital Review Group approved the re-submission of the planning permission application for re-consideration.

**Trinity East project**

This is a standing item for the Estates Policy Committee agenda. The project team had advised that there was no update for today's meeting; an update will be presented at the December meeting.

**Old Library Redevelopment Project Interim Exhibition**

The project team are awaiting the result of a feasibility study, which is expected in the coming week. Given the tight timeline for this project, if decisions need to be brought to the Committee's attention, an ad hoc meeting of the Committee may be organised.

**Section A**

**EPC/21-22/003**

**Waste Management Policy**

Michele Hallahan, Sustainability Advisor attended for this item.

It was noted that from a global perspective, waste volume is expected to grow in the coming years. There is a need to minimise the volume of waste produced at Trinity; it was noted that it is not the responsibility of any one department to take ownership of all waste produced at Trinity – it is a joint responsibility.

The Sustainability Advisor invited questions/feedback from the Committee.

- It was noted that the policy seems very broad, and that more granular data as a background to the policy would have been desirable. Sustainability was noted as an important topic, and it was noted that the presentation could make a stronger statement in terms of the sustainability impact of the policy. In response it was noted that a policy document tends to be broad rather than prescriptive, and the policy as presented today is the outcome of nine months of consultation with the College community; further detail can be supplied to the Committee if required. Once the policy is passed, it



becomes a platform for the development of a waste management programme.

- Committee members congratulated the Sustainability Advisor and her team for their work on this document.

The Chair thanked the Sustainability Advisor, who left the meeting. The Chair then invited further discussion from Committee members.

- It was noted as desirable that the Policy proceed to Board at this point; however, it was noted that the broader issue of how the Waste Management Policy will be implemented has been raised previously, e.g. at Grounds & Gardens Committee. There was discussion on location of current waste management facilities; they are dispersed across campus, do not show the campus well, do not allow opportunities for the community to engage with recycling, and can be in competition for space with other activities on campus. It was noted as desirable that the drive to building pleasant, well designed, easy-to-maintain facilities form part of future discussions of Estates Policy Committee. In response it was noted that a masterplan of the university campus is underway, and the location of waste management facilities can form part of this. The Interim Chief Operating Officer will work with Estates & Facilities on positioning of recycling facilities on campus.
- It was noted that the student population is highly invested in sustainability, and it is desirable that updates of this kind highlight students as stakeholders.

**Action** The Waste Management Policy was approved to proceed to Board, subject to the following condition:  
The Committee request that the submission to Board include a one-page memo indicating the next steps after the Policy is approved by Board, and which members of the College community are to be consulted with regarding implementation (e.g. students). The Committee requests that this one-page memo be submitted to Estates Policy Committee for approval via email before it is submitted to Board.

**EPC/21-22/003/001** Campus masterplan to incorporate consideration of location of waste management facilities on campus.



**EPC/21-  
22/003/002**

The Interim Chief Operating Officer will work with Estates & Facilities on positioning of recycling facilities on campus.

### **Section B – no items**

**EPC/21-22/004**

#### **Draft Institutional Self-Evaluation Report consultation**

Patricia Callaghan, Academic Secretary and Roisin Smith, Quality Officer attended for this item.

The Academic Secretary expressed her gratitude to the former Bursar, Director of Campus Infrastructure, and Prof. Parnell for the feedback they provided in advance of the meeting.

The Institutional Review will take place as an on-site visit on 07-11 March 2022. A consultation is underway with all committees of Council and Board, for submission of the final document in December 2021. The main sections for Estates Policy Committee to review are sections 2.4 and 3.1.

The Committee was invited to consider:

1. Does the information provided in each Chapter illustrate evidence of QA processes and QA enhancements?
2. Is the narrative balanced: i.e. factual information and critically reflective?
3. Are the data and narrative accurate?
4. Are there any gaps and if so, can you direct us to where we can access up to-date information/data etc?

The presenters invited comments and feedback from the committee.

- The Academic Secretary and Quality Officer, and all who worked on the document, were congratulated for their work.
- It was noted that the estates section of the document mentions biodiversity, climate change, physical infrastructure; the outside environment of the main city-centre campus and other areas of Trinity, e.g. at St James's Hospital, could also be mentioned as a positive. This is a responsibility of Estates Policy Committee. The Academic Secretary will liaise with Prof. Parnell.
- A query was raised regarding the Policy Management Framework referenced on p.20 of the document; in response it was noted that this is still in preparation for submission to Executive Officers Group.



The Institutional Self-Evaluation Report will present what is accurate and approved.

- An observation was made on the scale of the document and the timeframe that was given to the Committee for review of the document in advance of today's meeting. In response, the scale of the document and the tight timeline for response was acknowledged; the Academic Secretary would welcome further comments and feedback from the Committee until the end of September 2021, before its submission to Council. It was noted that there has been phenomenal input to the document to date.

The Chair thanked the presenters, who then left the meeting.

The Chair invited comment from the Committee.

- In terms of the estate, maintenance appears to be the main issue.
- It was noted that the document cites the Estates Strategy and the report commissioned from Turnberry; a conservation plan for the campus was referenced in section 7.15 of the Estates Strategy. This conservation plan was noted as an aspiration for Trinity. Prof. Casey to provide feedback to the Academic Secretary regarding reference to a conservation plan.
- It was noted that various teams across the university have been involved in drafting chapters of this report.

### **Action**

It was agreed that the Committee is satisfied with what is present in the report, and that further feedback on what should be added to the report is to be submitted directly to the Academic Secretary.

**EPC/21-22/004/001**      The Academic Secretary will liaise with Prof. Parnell regarding reference to the outside environment of campus.

**EPC/21-22/004/002**      Prof. Casey to provide feedback to the Academic Secretary regarding reference to a conservation plan.



## Section C

**EPC/21-22/005**      **Amendments to E3 Learning Foundry grant of planning permission**  
The presenters Deirdre O'Shea, Programme Manager and Jake Armitage, Feilden Clegg Bradley Studios were unable to attend for this item; the Bursar provided a brief update.

The action required is to retrospectively note minor amendments to the design previously reviewed by Estates Policy Committee, which has been submitted for planning permission.

The Chair invited comments.

- It was noted that many of these minor changes constitute improvements for the end-users of the building.

### **Action**

This item was noted by Estates Policy Committee.

**EPC/21-22/006**      **Finance Committee decisions relevant to Estates Policy Committee**  
Noted.

**EPC/21-22/007**      **Next meetings**  
Upcoming meetings are scheduled for  
09 December 10.00-12.00  
14 March 14.00-16.00  
09 June 14.00-16.00

Prof. Casey is taking up a Fellowship at Cambridge but can join meetings remotely.

**EPC/21-22/008**      **AOB**  
This is Prof. Parnell's final meeting. He expressed his thanks to the previous Chair of Estates Policy Committee and everyone who was on that Committee, in particular the previous Bursar. He wished the Committee good luck for the future.  
The Chair thanked Prof. Parnell for his years of service and his support for the Committee and wished him luck for his retirement, noting that his expertise would be missed. The Bursar and all Committee members thanked Prof. Parnell.



Biodiversity was noted as an important consideration for the Committee to keep in mind. The Chair noted that the Registrar has appointed Prof. Stephen Waldren as a new member of Estates Policy Committee.

The Chair thanked Committee members for their time at this first meeting of 2021/22 and closed the meeting.

A handwritten signature in black ink, reading "Rachel A. Mathews-McKay".

**Rachel Mathews-McKay – Chair**