



## Minutes of the Estates Policy Committee Meeting of 20<sup>th</sup> September 2022

### Provost Library, House 1

#### Present:

- 1) Rachel Mathews-McKay (**Chair**)
- 2) Professor Eleanor Denny, Bursar & Director of Strategic Innovation (**Secretary**)
- 3) Orla Cunningham - Chief Operating Officer (COO)
- 4) Peter Reynolds - Chief Financial Officer (via MS Teams) (left meeting at 3pm)
- 5) Trevor Payne – External member – Director of Estates – University of Birmingham
- 6) Professor Christine Casey – Department of History of Art and Architecture
- 7) Professor Jane Stout – Vice President for Biodiversity and Climate Action
- 8) Professor Lorraine Leeson – Associate Vice Provost for Equality, Diversity, and Inclusion (joined meeting at 3.05pm)

#### Minute Secretary

Niamh Hurley – Administrative Officer, Provost Office

#### Apologies:

- 1) Mike Clark - Director of Campus Infrastructure
- 2) Dr Stephen Waldren – Curator of the Botanic Gardens (Botany TCD)
- 3) Ciaran O’Connor – Office of Public Works
- 4) Marcos Porfirio Imbilicieri - President of the Graduate Students Union

#### Welcome

The Chair and Bursar welcomed new and returning members of Estates Policy Committee for the 2022-2023 Academic year. New members are:

- Vice President for Biodiversity and Climate Action – Prof. Jane Stout
- Associate Vice Provost for Equality, Diversity, and Inclusion – Prof. Lorraine Leeson
- President Graduate Student Union – Marcos Porfirio Imbilicieri

Returning members for another term are:

- College Member - Prof. Christine Casey Department of History of Art and Architecture
- External Member - Ciaran O’Connor – Office of Public Works

#### Statement of Interest:

None declared.

#### EPC/ 22-23/ 001

##### Draft Minutes of 9<sup>th</sup> June 2022

The minutes of the EPC meeting held on 9<sup>th</sup> June 2022, circulated on 11<sup>th</sup> July 2022, were approved by the Committee.

#### EPC/ 22-23/ 002

##### Matters Arising

##### Update to follow at future meeting:

#### EPC/ 22-23/ 002.01

- 1) EPC/21-22/029 – Section A Draft Habitat Policy – **Mike Clark** to establish how prevalent habitat Policies are amongst peer colleges and assess whether Board approval of this policy would create a ‘fanfare’ opportunity?

#### EPC/ 22-23/ 002.02

##### Update presented at this meeting:

- 2) EPC/21-22/030 Section B Update on OLRP / Interim Exhibition – **COO** will review possibility of lobbying Google to correct the labelling of the perimeter gate.
  - **Update:** This has been difficult to identify on Google as attempts to replicate the directions were not successful.



- Suggestion from Committee to add a sign to the gate (in keeping with College policy) to explain it is for 'keyholders' only A query about whether a historic ramble right of way existed was raised.

EPC/ 22-23/ 002.03 3) EPC/21-22/032 – Section B Review of Estates Policy Committee - Bursar

- **See Agenda item 4 and 6 today**
- Amendments to Terms of Reference submitted to Registrar on 27th July and 23rd August 2022 will be brought to Board in October 2022 for noting and approval.

EPC/ 22-23/ 002.04 4) EPC/21-22/033 Section C Signage for Douglas Hyde Gallery – Mike Clark (Closed 20/09/2022)

- **See Agenda Item 8**
- Agreement to develop the concept over the summer recess and return to EPC with a proposal for approval in the new Academic year.

EPC/ 22-23/ 002.05 5) EPC/21-22/037 Section C Any Other Business – Arrange Guided Trinity Trails Tour for EPC members before next meeting – Bursar (Closed 20/09/2022)

- **Update:** EPC members enjoyed a Trinity Trail tour on 20th September 2022.

**Section A:**

EPC/ 22-23/ 003

**Annual Review of Committee Membership (EPC / 21-22 / 032)**

The Bursar updated the Committee on the Annual Review of Committee Membership.

- a) **Statutes** – Amendments to Statutes were approved at Board on 14<sup>th</sup> September 2022 and a copy of these was circulated to EPC members.

b) **Membership**

- The Bursar thanked both Christine Casey and Ciaran O'Connor who have renewed their Term of membership of Estates Policy Committee for 3 years.
- The membership of EPC has been expanded to include Vice President for Biodiversity and Climate Action and Associate Vice Provost for Equality, Diversity, and Inclusion.
- It has been agreed that a College Community member on Estates Policy Committee will also be a member of Grounds & Gardens Committee.
- The new Committee membership is 12, making a quorum of 7 from 14<sup>th</sup> September 2022

c) **Training -**

- College Statutes require Committee Chairs undertake unconscious bias training and all members complete appropriate equality and diversity training.
- The LEAD (Living Equality and Diversity) programme certification expires on 31st December 2022. With effect from 1<sup>st</sup> January 2023, all EPC members should ensure they have completed the Equality Diversity and Inclusion in Higher Education (EDI in HE) module.
- External members will be contacted separately re. a planned specific online training session (90 minutes)

EPC/ 22-23/ 004

**Results of Estates Policy Committee Self Evaluation Questionnaire 2021-2022 (EPC/21-22/032)**

- The Bursar thanked Committee members for completing and returning the Online Survey circulated 6<sup>th</sup> July 2022 / closed 5<sup>th</sup> September 2022
- 7 responses were received - feedback received from committee members:
  - Desire for increased involvement in forward strategic planning for the future vs monitoring implementation of projects



- Better alignment of Estates Policy Committee focus / activities to feed in with a College Masterplan (update on Masterplan will be provided by COO in Any Other Business)
- Bursar asked Committee members for suggestions to improve the way EPC operates.
- iii. Process request – suggestions for additional or amended survey questions for Survey 2023 should be sent to the Bursar
- iv. **Action:** Committee members will forward feedback (Items ii and iii) to Bursar for consideration.

## Section B

EPC/ 22-23/ 005

### General update on Capital Projects

EPC/ 22-23/ 005.01

- i. **Update on Interim Exhibition – Chief Operating Officer**
  - The COO updated Committee Members on plans for Interim Exhibition Pavilion and New Square Site visitor movement.
  - It will be an immersive exhibition and the temporary pavilion will have a very different appearance (red box).
  - Visitor routes across campus and Arrival and Ticketing arrangements for Printing House building are well developed. New Square exit will be through the Rose Garden into College Park. Ticketing will be online (timebound ticket) which will support queue control management.
  - Decanting of books ongoing, very precise work but yielding treasures within pages (Giordani music manuscripts rediscovered <https://www.tcd.ie/library/news/re-discovered-treasure-from-the-long-room/>). Library team are actively engaging to talk to tourists and draw them into the process e.g. Culture night.
  - Committee suggested use of QR codes to share information with Visitors and Audio loops for hard of hearing.
    - **Action:** Examples of QR mode of sharing information should be forwarded to the COO to assess how well this works and what is needed e.g. IT support, bandwidth.

EPC/ 22-23/ 005.02

- ii. **Update on Capital Projects – Bursar**
  - Printing House Square (PHS) is weeks from completion and college is looking forward to this brand-new amenity being open and occupied
  - The scaffolding around Rubrics is due to come down end October and the Historic Accommodation Buildings (HABs) are due for completion end February 2023. This project demonstrates successful introduction of modern new technology into old surroundings.
  - E3 learning Foundry – two cranes are now on site.
  - Old Library Redevelopment Project (OLRP) – Decanting of books is underway.
  - Pipeline – HEA Capital funding Strategic Project Applications
    - Arts Building & Nassau Street – a new Law School and Student Centre.
    - Dartry – Student accommodation and sports – reapplied for planning end August 2022. Committee provided suggestions on how to mitigate concerns of local residents.
  - Issues and Challenges
    - Limited intervention points applicable to a Public Works Contract
    - Leaks to media of capital projects documentation affects negotiation over claims and leverage in pricing.
    - Construction market constraints have increased since the war in Ukraine (February 2022). This coupled with inflation has become a strategic limiting factor.
  - Committee members considered what information flows they require for coming year.



- **Decision:** Create a standing agenda item, such as a dashboard providing an overview of Capital Projects.

EPC/ 22-23/ 005.03

iii. **Update on Trinity East – Bursar**

- College purchased the Grand Canal site freehold lease which gives more leeway in development options.
- Decision taken to deliver on vision in a different way i.e. activate campus through refurbishment and focus on reuse and regeneration. Development will be phased and in time Trinity East will be a new home for ~350 researchers, innovators and cultural practitioners. Commercial elements will include Café and an event space in the Portal available to different neighbourhoods.
- Portal – Innovation Hub in Trinity East – will be a nucleus of innovation, with an interdisciplinary perspective looking to align activities with low carbon future. Tenders for Portal are due end September 2022
  - Questions regarding Brown Waste Treatment and futureproofing for accessibility were addressed.

**Section C**

**EPC/ 22-23/ 006**

**Minutes for Noting:**

EPC/ 22-23/ 006.01

- i. **GAGC Meeting – 15<sup>th</sup> February 2022**

EPC/ 22-23/ 006.02

- ii. **Finance Committee decisions relevant to Estates Policy Committee (FC Minutes 02/06/2022 – Capital Items for EPC)**

EPC/ 22-23/ 006.03

- iii. **Capital Review Group Minutes (CRG Minutes 15/08/2022)**

EPC/ 22-23/ 006.04

- iv. **Space Allocation Committee Minutes (Draft Minutes 29/06/2022)**

**EPC/ 22-23/ 007**

**Item for Approval / Noting:**

EPC/ 22-23/ 007.01

- i. **Requesting permission for 2 signs – Pocket Forest Project & Car Parking Disclaimer Sign**
- Paper C.8.i provided by David Marley, Secretary to Grounds & Gardens Committee, for noting by EPC was circulated prior to meeting.
  - Purpose to brief EPC on proposals re signage at Pocket Forest to ensure size of the pocket forest sign is in keeping with the surrounding areas and historic nature of the campus.
  - **Action:** Bursar requested follow up with indicative size of sign to indicate it is in keeping with the surrounding areas and historic nature of the campus. Photo of in situ sign also requested (Bursar 01/07/2022)

EPC / 22-23/ 007.02

ii. **EPC/2021-22/033 Section C Signage for Douglas Hyde Gallery – Mike Clark**

- First raised at EPC meeting on 9<sup>th</sup> June 2022 and Paper C. provided by Mike Clark, Director of Campus Infrastructure, for approval by EPC was circulated prior to this meeting.
- Purpose to provide an update of the actions agreed at the previous EPC on the proposal to install a digital screen at the Nassau Street entrance to college.
- Confirmed actions have been addressed and the proposal has the support from the Provost and other key stakeholders.
- **Decision:** EPC approved the installation of the digital screen.

**EPC/ 22-23/ 008**

**Any Other Business:**

EPC/ 22-23/ 008.01

- i. **College Masterplan – COO**



- Estates & Facilities are engaged in significant background work to collect data to inform TCD strategy for management of estate and campus; data collection with a focus on sustainability and carbon footprint is happening across the campus.
- A space review is underway to identify reuse and repurpose potential for buildings.
- The theme is the ‘art of possible’ for campus over a 10/15-time horizon. The plan will set out what we want to be as a campus and what we stand for e.g. research & education, sustainable, EDI and disability friendly.
- The Masterplan will set agenda for Estates Policy Committee providing long term goals and strategies to inform planning.
- **Action:** COO, Estates & Facilities and external EPC member will liaise as both universities are in the process of updating their College Masterplan

EPC/ 22-23/ 008.02

ii. **Potential for power outages 2022 – 2023 – Procedure for College**


- Responding to a question about the procedure if power outages arise during coming winter months, Committee were advised College Communications are agreed and will be communicated to staff and students.

EPC/ 22-23/ 009

**Next Meeting Dates:**

- **Wednesday, 7<sup>th</sup> December 2022**
- **Wednesday, 8<sup>th</sup> March 2023**
- **Wednesday, 7<sup>th</sup> June 2023**

- i. Chair suggested that if something arises between meetings members may communicate electronically if necessary.

	<p><b>Rachel Mathews-McKay</b>  <b>Chair – Estates Policy Committee</b>  <b>Date: Approved at Meeting on 08 March 2023</b></p> 	
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