

The University of Dublin

Trinity College

Draft Minutes of the Site and Facilities Committee Meeting held on 29th 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)**, President of the Students' Union (Mr. Andrew Byrne)***, Vice Provost (Prof. Ruth Byrne)*, Director of Buildings (Mr. Paul Mangan).

Apologies Prof. Colm O'Morain, (College Secretary) Mr. Michael Gleeson. Prof. D.C. Williams (Bursar).

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

**Present for minutes SF/07-08/115 to SF/07-08/128 inclusive*

***Present for minutes SF/07-08/114 to SF/07-08/128 inclusive*

****Present for minutes SF/07-08/116 to SF/07-08/128 inclusive*

*****Present for minutes SF/07-08/112 to SF/07-08/117 inclusive*

1. Minutes

SF/07-08/112 –The minutes of the meeting held on 1st April 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 Minutes **SF/07-08/ 113** to **SF/07-08/115**).

SF/07-08/113 – Seating in Concourse Areas

The Deputy Director of Buildings advised the Committee that the seating for the Arts Building and the Hamilton Concourse has been ordered with expected delivery dates of 19th May and by end of May respectively.

SF/07-08/114 – Lincoln Place Gate Lodge

The Director of Buildings told the Committee that it is unlikely that the College will be granted an extension of the time set for the reinstatement of the Gate Lodge and that he intends to outline the College's plans for the area when the issue is raised by the City Council.

SF/07-08/115 – An Post Site/Biosciences Development

The Director of Buildings advised the Committee that a revised start date of 19th May is proposed subject to the following:

- The Contractor is awaiting approval from Iarnrod Eireann on the technical impact of the planned piling on Pearse Station.
- The College is awaiting confirmation from the HEA and the Department of Education that it will not be precluded from any applications for future PRTL rounds or other State funding if up to €75m is borrowed, as approved by Board, in order to proceed with the project.
- Finalising arrangements for borrowing funding to allow the project to proceed.

SF/07-08/116 – Presentation by College Safety Officer

The College Safety Officer (CSO), invited to attend annually, gave an outline of the role of and the issues facing the College Safety Office highlighting in particular the areas related to the Site and Facilities Committee.

He advised that the role of the College Safety Office includes;

- Advising College authorities, staff and students on matters of safety, health and welfare
- Developing and overseeing the implementation of the College Safety Statement
- Advising on compliance with legislation and on the impact of new legislation
- Identifying and prioritising risks throughout College
- Liaising with external agencies
- Providing training for staff and students.

He drew the Committee's attention to the latest Health and Safety Regulations and stated the importance of the continuity of the design to use of buildings especially in relation to fire safety management. The Construction Regulations now place more obligations on College as a client and the responsibility for producing a safety file for each building now rests with the client. This might impact on the way in which the College structures contracts from now on. The CSO went on to discuss the following issues:

- Fire safety
- Electrical safety
- Heat, light, ventilation
- Access and egress
- Traffic management
- Pedestrian safety (slips trips falls)
- After hours access
- Construction related hazards (including construction management)
- Events
- Technical issues related to chemical/biological/radiological/laser/GM

He advised the Committee that experience had shown that the danger of fire is real and that the primary focus is on life safety, with buildings being secondary. He said that fire safety management must be considered as part of the design process, that there is a need for building users to understand the fire safety strategy and that fire safety must be addressed on a building by building basis rather than as a school or departmental issue.

The Committee noted that funding for risk reduction activities this year will increase from €381k to €600k. Some of the additional funds will be allocated for works required by insurers, including upgrading of electrical and alarm installations. The College Safety Officer tabled a summary of College-wide Safety, Health and Welfare Risk Reduction items and his comments on the status of the items listed therein were noted by the Committee.

In response to a query from the Chairman, the College Safety Officer advised that each unit has a Safety Statement although it was not clear how up to date these are. He advised that the matter is to be addressed by the new heads of School. He advised also that the Fire safety Officer is completing Fire Safety Registers for all buildings

In relation to the relocation of the Hazardous Waste Facility referred to in minute **SF/07-08/97** the CSO advised the Committee that approval will be sought at the next College Safety Committee meeting in mid May.

3. Section A

There were no Section A items.

4. Section B

SF/07-08/117 – Report on Trees and Shrubs on the Grounds the College

A report by Dr Mary Forrest dated January 2008 was circulated to the Committee along with an addendum from the Grounds and Gardens Advisory Committee recommending the Report's adoption by College. In summary the report is viewed as a first contribution to what is hoped will be an ambitious process of consultation covering the planning and management of landscape throughout the College.

The Committee adopted the Report and approved the recommendations made by the Grounds and Gardens Committee as follows:

- A. That greater attention needs to be paid to the planning of the shrub component of the College plantings. A diversity of flowering and berry-bearing shrubs is desirable.
- B. That a greater diversity of small trees may be desirable. Professor Jeffrey proposed the following short-list of additional small trees for the campus: *Acacia dealbata*, *Davidia involucrata*, *Gleditsia triacanthos*, *Koelreuteria paniculata*, *Malus tschonoskii* (Pillar Apple), *Prunus serrula* (Tibetan Cherry), *Pinus nigra* var. *nigra*, *Pinus pinaster*.

The Committee welcomed the long term view of the Report and in particular the Vice Provost welcomed the impact the proposed long term plan will have on the College's carbon footprint. In response to a comment regarding the limited extent of landscaping at the East End of the College the Director of Buildings undertook to ask to Grounds and Gardens Advisory Committee to consider landscaping opportunities in the vicinity of the Sports Centre and at the East End now and in the future.

SF/07-08/118 – Revised Committee Structures

The Committee had agreed at its last meeting that the Director of Buildings would invite comments in advance of the meeting from SFC members on the memorandum on Revised Committee Structures from the Senior Lecturer. Comments had been received in advance from some members and further comments were made at the meeting.

Name of Committee

On the subject of a name change for the Committee, there was general agreement that the current name remains appropriate and that the proposal from the Senior Lecturer to change the name to "Campus and Building Development Committee" is restrictive as the Committee's remit covers a broader spectrum than development and a wider area than the city centre site.

In relation to sub-committees etc:

(i) The Director of Buildings suggested that the Car Parking Working Group, the Grounds and Gardens Advisory Committee and the Universal Design Advisory Committee should no longer be standing groups reporting to SFC and that instead their remit should be confined to advising the Director of Buildings or SFC on specific issues from time to time.

The Committee supported this proposal.

(ii) The SFC agreed that Building Planning Committees should continue to operate as sub-committees of SFC.

There was some discussion on whether Building Management Groups should report to the Director of Buildings or to the SFC and members noted the considerable volume of minutes arising from these sub-committees. The Chair pointed out that the minutes of BMG meetings are for noting by SFC unless discussion is requested in advance of its meeting. It was agreed that the present policy should remain so that items relating to policy, expenditure and implementation should continue to be reported to SFC and approval be sought where necessary.

Membership of the Committee

The Committee agreed that it would be appropriate for the Dean of Students to be an ex-officio member of the SFC.

Relationship with Finance Committee

A suggestion that the Site and Facilities Committee might merge with the Finance Committee was discussed.

While some members of the Committee saw merit in the proposal for a combined committee, the majority of members felt that the Site and Facilities Committee should remain a separate Principal Committee and its remit should continue to allow due attention and importance to be given to the standard of excellence reflected by the development, maintenance and refurbishment of College Buildings. It was suggested that it would be extremely difficult for 1 committee to cover the scope of the activities currently covered by both committees and to allow time for in depth consideration of issues, although it was noted that this could be addressed by a greater focus on policy.

There was support for creating a link between the activities of the SFC and the Finance Committee as the two committees responsible for significant spending. It was noted that the Director of Buildings, Bursar and Treasurer jointly produce a Capital Projects Report bi-annually and that this report is submitted to the Finance Committee also. If necessary the scope of this report could be broadened. There was support for the view that the relationship between the College Safety Committee and the Site and Facilities Committee should be streamlined and strengthened in light of the fact that many issues would be of mutual concern to both Committees.

The Director of Buildings undertook to circulate this draft minute to members of the Committee for comment in advance of submitting a response on behalf of the SFC to the Senior Lecturer as requested in his memorandum of 26th February 2008.

SF/07-08/118 – Long Room Hub Project

The Committee noted a memorandum from the Director of Buildings dated 24th April 2008 regarding the appointment of the design team for the Long Room Hub project. The interview panels made unanimous decisions on the selection of the Quantity Surveyors, Civil & Structural Engineers and Mechanical & Electrical Engineers. The Committee approved the appointment recommendations. The Director of Buildings advised that the Long Room Hub Planning Committee will be asked to approve the location proposal from Messrs. McCullough Mulvin Architects at its meeting this afternoon (29th April) with a view to expediting the production of proposed plans which it is envisaged will be circulated to the next meeting of SFC for approval. It was noted that the plans for the Long Room Hub project will ultimately require Board approval.

SF/07-08/119 – Research Facilities Enhancement Scheme

The Committee noted a memorandum from the Director of Buildings outlining the outcome of bids made by the Research Office, with input from the Dean of Research, Academic Units and the Director of Buildings, to the Higher Education Authority in January 2008. The College sought funding for 3 projects, all of which were approved to varying extents. Two of the projects are in the Trinity Technology and Enterprise Campus and will provide facilities for Arts (Drama Research), SFI Centres Enhancement by providing equipment for Biochemistry and Immunology and space for CRANN Spectroscopy together with the relocation of the Centre for Microscopy and Analysis. The Director of Buildings said that the approval for funding of €3.2 million for the Sir Patrick Dun Laboratory is very timely and that the project is being pursued vigorously. The Committee agreed that those involved in each of the schemes will be advised that they will be required to stick rigorously to the budget and timescale set out by the HEA. All projects must be completed by the end of 2008. In answer to a query the Director of Buildings advised the Committee that equipment budgets will be signed off by budget holders at the outset.

5. Section C

SF/07-08/120 – College Green Building Management Group (BMG)

The Committee noted the minutes of a meeting of a sub group of the College Green BMG held on 19th October 2007.

SF/07-08/121 – College Green Building Management Group

The Committee noted minutes of a meeting of the College Green BMG held on 25th October 2007.

SF/07-08/122 – Long Room Hub Planning Committee

The Committee noted minutes of a meeting of the Long Room Hub Planning Committee held on 31st March 2008.

SF/07-08/123 – College Green Building Management Group

The Committee noted minutes of a meeting of the College Green BMG held on 3rd April 2008.

SF/07-08/124 – Aras An Phiarsaigh Building Management Group

The Committee noted the minutes of the meeting of the Aras An Phiarsaigh BMG held on 28th February 2008.

SF/07-08/125 – O'Reilly Institute Building Management Group

The Committee noted the minutes of the meeting of the O'Reilly Institute BMG held on 14th November 2007.

SF/07-08/126 – SNIAM Building Management Group

The Committee noted the minutes of the meeting of the SNIAM BMG held on 14th December 2007.

6. Any Other Business

SF/07-08/127 – Luce Hall

In response to a query the Deputy Director of Buildings advised that a pre planning submission has been arranged with officials of Dublin City Council as part of a formal pre planning consultation process.

7. Date of Next Meeting

SF/07-08/128 – Date of Next Meeting

The next meeting of the Site and Facilities Committee will be held at 11am on Tuesday 27th May 2008 in the Conference Room in the Trinity Technology and Enterprise Campus and will be followed by a tour of the buildings.

Signed

Dated