



**Minutes of the Estates Committee meeting held on 13 November 2012 the Boardroom, House 1.**

**Present** Professor Cliona O’Farrelly (in the Chair)  
Mr Ian Mathews, Chief Financial Officer  
Ms Darina Kneafsey, Chief Operating Officer  
Dr Amanda Piesse, Dean of Students  
Professor Brian Singleton, Head of School of Drama, Film and Music\*\*  
Dr Yvonne Scott, Director Trinity Irish Art Research Centre  
Mr Rory Dunne, President Students’ Union  
Ms Martin McAndrew, President Graduate Students’ Union  
Mr Paul Mangan, Director of Buildings (Secretary)

**Apologies** Professor Linda Hogan, Vice Provost/Chief Academic Officer  
Professor Clive Williams, Faculty Dean of Engineering, Maths and Science  
Dr Gerry Lacey, Bursar  
Professor Margaret O’Mahony, Head of School of Engineering

**In attendance**

Mr Michael Murray, Architectural Services Officer\*  
Mr Pat McDonnell, Deputy Director of Buildings  
Ms Sally–Anne Mac Mahon, Director of Buildings

\*present for minutes EC/12–13/01 and EC/12–13/02 inclusive

\*\*present for minutes EC/12–13/01 and EC/12–13/06 inclusive

The newly appointed Chair, Professor Cliona O’Farrelly welcomed new members to the Committee. It was noted that whereas the Terms of Reference for the Committee still stand, of late the decision making process in relation to estates matters has moved to the Executive Officers Group. It was agreed that clarification is needed as to the role of the Committee going forward. The Chair said that she would welcome suggestions and comment from members as to how the Committee can achieve this clarification.

**Section A**

**EC/12–13/01 Minutes**

The minutes of the meeting of the Estates Committee meeting held on 20<sup>th</sup> June 2012 were approved by the Committee and signed by the Chairman subject to the following minor change:

Mr Pat McDonnell, Deputy Director of Buildings was not in attendance at the June meeting.

## **Matters Arising**

There were no matters arising from the minutes.

**EC/12–13/02** – The Director of Buildings brought the attention of the Committee to the draft Signage Policy created by Michael Murray, Architectural Services Officer, and approved in principle the Grounds and Gardens Advisory Committee the draft. The Architectural Services Officer, advised that in preparing the policy he had engaged with the main stakeholders in College, at the request of the Chief Operating Officer.

A detailed discussion followed in which a number of issues were raised and suggestions made by members. It was agreed that the policy would be amended to include the arrangements that apply in respect of banners. It was agreed that the Commercialisation Group, the Student's Union and the Disability Service should be included in discussions in the finalisation of the policy.

The Architectural Services Officer undertook to edit the accompanying map of the campus to clearly identify the entrance ways to the College.

It was noted that the need for consistency in ad hoc signage displays was noted and it was agreed that it is important for these to be used sensitively in order to maintain the integrity of the campus aesthetic. It is envisaged that the Director of Buildings Office recurrent grant will be responsible for funding minor cost implications for the provision of display units; however, any major project will require separate funding and will be the subject of a separate bid for funds..

A final version will be circulated to the Committee at its' next meeting for approval.

The Architectural Services Officer undertook to explore with Dr Carol O Sullivan in Computer Science the possibility of incorporating a virtual campus into our signage arrangements.

## **Section B**

### **EC/12–13/03 – Additional Student Residences**

In introduction to his paper the Director of Buildings provided a summary of the project to date to the new Committee members. Research showed that College requires up to 3500 additional bed spaces and, Executive Officers approved a proposal that options for the provision of 1,000 additional places be examined at which point the College appointed a team of consultants to advise on and manage the procurement process.

The Director of Buildings said that in light of the changes circumstances of the tenderers and the current position of one of the remaining tenderers involved, the risks to the College of proceeding with the current process is now deemed to be too high.

The Committee agreed that a paper recommending the termination of the process, to include a timeline and a risk assessment, and an outline of an alternative approach be submitted to Executive Officers Group for approval.

The subject of the requirement of additional student residences, in line with the College Strategic Plan, will remain on the agenda of the Estates Committee. In response to queries

the Chief Financial Officer and Director of Buildings confirmed that this project will deliver the residential aspects of the commercialisation strategy and that in the short term all possible options for providing residential accommodation will be explored.

#### **EC/12-13/04 – Report on Capital Works and Director of Buildings Area Activities**

The Director of Buildings' brought the attention of the Committee to his Report dated 7<sup>th</sup> November 2012 in which an overview of significant activities was outlined.

In relation to the Trinity Technology and Enterprise Campus he said that the refurbishment project to provide an IT Competency Centre is now underway and will be completed by end February 2013.

It was noted that the project to refurbish New Square Residences has been deferred due to a request from Executive Officers to seek a tender based costing for a reduced scheme comprising only Health and Safety and regulatory requirements, for comparison to the tender cost for the original scheme for a comprehensive refurbishment. The Director of Buildings explained that the outcome of the original tender process was almost exactly as was estimated based on costs incurred in the previous phase of the project to refurbish residences at the north end of New Square.. He said that in light of the risks identified by the College Safety Officer during the design process, the use of Houses at 38 and 40 as student residences will be discontinued. The Committee noted that Executive Officers Group will be asked shortly to decide what works, if any, are to proceed.

Updating the Committee on progress with the building of a clinical research facility at St James's Hospital, the Director of Buildings said that The Wellcome Trust does not provide funding in respect of VAT or statutory contributions and that these costs will be met from funds provided from the Health Research Board (HRB) and other funds available to the School of Medicine. The Dean of Health Sciences and the Director of Research are liaising with the HRB to seek agreement to cover the foreseen shortfall.

Following the assessment of tenders from design professionals by Director of Buildings' Office staff in conjunction with Library staff, the Director of Buildings advised that a recommendation for the appointment of a design team for the Library Visitor Centre project will be submitted to Executive Officers Group for approval. It was noted that the Commercialisation Group will be involved in this project.

In relation to the provision of 2,500sq.m of accommodation for the Institute of Population Health it was noted that the position of the seller of 3 floors of a building in Tallaght has changed and that a collaboration between College and a 3<sup>rd</sup> party will continue, with the College providing a letter of support for their bid to develop the property. It was agreed that this item will remain on the agenda pending the outcome of the 3<sup>rd</sup> party's bid.

The Committee noted that in May this year Executive Officers Group approved expenditure of €1.6m that was allocated across 18 maintenance projects, the cost of which is envisaged to

be €1.3m plus an allocation of €300k for Upgrade of AV installation in lecture theatres. The Director of Buildings outlined the progress to date adding that one of the projects has been postponed, four are complete, nine are in progress and all will be substantially complete by the end of this year, except the Museum Building restoration works which are expected to be complete by February 2013. It was noted that, subject to the final accounts for the completion of the works, at costs currently projected showing a small underspend, the upgrading of the entrance tunnel to the Arts Building will be brought forward as one further project.

The Director of Buildings advised that approval to proceed with the replacement of the hardware and software from the College's legacy campus card system was given on Friday 9<sup>th</sup> November.

Following a request from The Lir for the allocation of additional space on site at the Trinity Technology and Enterprise Campus, the Director of Buildings said that proposals are being developed.

#### **EC/12-13/05 – Physiology Building Refurbishment**

A memorandum from Building Projects Officer, Ms Deirdre O'Shea dated 6<sup>th</sup> November 2012 was circulated to the Committee for noting. The Committee noted that the project was delayed due to the failure of the remaining occupants to relocate from the building. . The initial deadline of 30<sup>th</sup> October agreed for vacating the building was not adhered to by all remaining occupants with some users seeking to remain until December. It was noted that a revised completion date of end April 2013 is achievable subject to sufficient decanting being achieved by 16<sup>th</sup> November. The tenders will require detailed analysis to determine if, as initially apparent, they are in line with the project budget, after which a full report on the outcome of the tender process will be drafted. A paper recommending the appointment of a contractor will be submitted to Executive Officers in due course.

The Committee noted the position.

#### **EC/12-13/06 – Biotechnology Building Refurbishment**

A memorandum outlining progress on the project for the refurbishment of the Biotechnology Building from Building Projects Officer, Mr Jimmy Doyle dated 6<sup>th</sup> November was noted by the Committee. The paper identifies a revised completion date of end of April 2013 resulting from a range of issues in relation to expansion of project, funding and sign off and temporary decanting. The breakdown allocation of the areas within the project were contained the paper however a floor plan was requested to clarify the allocations. It was noted that a detailed report will be submitted to Executive Officers Group after the tender deadline of 27<sup>th</sup> November.

### **EC/12-13/07 – Property Report**

Members noted a report dated 6<sup>th</sup> November 2012 from the Director of Buildings reporting on progress (or otherwise) with respect to significant property matters. The Chair expressed disappointment at the revised status of a strategically located property that is now no longer for sale. The property in question was considered for purchase by Estates and Finance Committees previously, but approval was not reached.

On the matter of the accommodation requirement for the School of Nursing and Midwifery the Director of Buildings advised the Committee that, in consultation with the College's property advisers, he has viewed a number of properties in the city centre, with one being identified as potentially suitable. A detailed proposal will be brought forward if this is found to be the case.

The Director of Buildings advised the Committee that a property for sale has been identified at a strategic location on Pearse Street and it is currently being investigated.

### **EC/12-13/08 – Public Display Board – College Benefactors**

A proposal from the Director of the Trinity Foundation seeking approval for the erection of a display in the entrance hall of the Dining Hall providing a public display "Benefactors through the Centuries" had been circulated. The Director of Buildings advised that Executive Officers Group have considered this in principle and that it has the Provost's support. The Committee agreed in principle to the proposal noting that the arrangements for displaying the benefactors' names remain to be finalised.

### **EC/12-13/09 – College Insurance Policy Renewal**

The Committee noted the insurance arrangements for 2012 to 2014 as set out in a memorandum from the Director of Buildings dated 6<sup>th</sup> November 2012 along with a report from Messrs. Willis, the College's insurance brokers.

The Director of Buildings advised the Committee that an Intervarsity Insurance Management Group has been set up, comprising six education institutions that selected Messrs. Willis for the provision of brokerage services. Collaboration on a joint EU procurement process is underway and it was noted that College is fully involved in the procurement exercise, evaluation and award process. It is envisaged that a saving of up to 20% on insurance costs could be achieved as a result of this collaboration.

### **EC/12-13/10 – Disposal of Redundant Radioactive Sources**

The Committee was pleased to note a paper from Radiological Protection Officer, Dr Elaine Doorly which detailed the successful outcome of a funding submission to the HEA, which included a reimbursement for funds already spent addressing this issue, which led to the removal of all redundant radioactive sources from the College.

### **EC/12-13/11 – Meeting Schedule**

The Committee noted the schedule of meetings for the coming academic year.

### **Section C**

**EC/12-13/12 – AAP Building Management Committee** – minutes of the meeting held on 16<sup>th</sup> November 2011 were noted by the Committee.

**EC/12-13/13 – South Leinster Street Building Management Committee** – minutes of meeting held on 29<sup>th</sup> March 2011 were noted by the Committee.

### **EC/12-13/14 – Car Parking Working Group**

The Committee noted the draft minutes of the Car Parking Working Group meeting held on 24<sup>th</sup> July 2012. The Director of Buildings drew the specific attention of the Committee to the Car Parking Working Group’s proposal to charge for parking spaces in certain off campus locations as follows:

The spaces could be leased on an annual or multi-annual basis to staff who would then be guaranteed a parking space at all times. Arguments for and against these proposals were brought forward by members of the group. After discussion, it was decided to test the market by offering spaces in the Biomedical Sciences Institute for sale to staff for €500.00. Permit holders taking up this offer must return their current TCD permit and the College Traffic Regulations will apply to use of these spaces.

### **EC/12-13/15 – Any Other Business**

The subject of the current status of the Space Allocation Sub Committee was raised and it was noted that this Committee ceased to function following a recommendation from the START Process. The Director of Buildings confirmed that requests for space continue to be addressed to him and considered in consultation with the Space Planning Officer and the Bursar in line with the Space Allocation Policy.

The Chair said that this matter should be revisited.

### **Date of Next Meeting**

The next meeting will be held at 2.30pm on 14<sup>th</sup> January 2013 in the Boardroom, House 1.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_