

**UNIVERSITY OF WARWICK**  
**UNIVERSITY ESTATE COMMITTEE**  
**OPEN MINUTES OF THE MEETING HELD 10.00, THURSDAY 8 NOVEMBER 2018,**  
**IN THE COUNCIL CHAMBER, SENATE HOUSE**

<b>Present</b>	Adrian Penfold	AP	Independent member of Council (Chair)
	Yewande Akinola	YA	Independent member
	James Breckon	JB	Director of Estates and Chair of the Quality and Design Sub-Group
	Stuart Croft	SC	Vice-Chancellor
	Rosie Drinkwater	RD	Group Finance Director
	David Elmes	DE	Member of academic staff
	Chris Ennew	CE	Provost
	David Haddleton	DH	Member of academic staff
	Liam Jackson	LJ	President, Students' Union
	Ben Newsham	BN	Democracy and Development Officer, Students' Union
	Simon Swain	SS	Pro-Vice-Chancellor (External Engagement)
<b>Attending</b>	Sophie Black	SB	Assistant Registrar (Governance) (Assistant Secretary)
	Kelly Dixon	KD	Administrative Officer (Governance) (observing)
	Kevin Edwards	KE	Chief Finance Office, Estates (from item 007)
	Sue Emms	SE	BDP (item 007 only)
	Jane Furze	JF	Director of Community Engagement (item 008 only)
	Daniel Gibbons	DG	Programme Manager (Capital Projects), Estates (item 007 only)
	David Hammond	DH	Capital Programme Director, Estates
	Richard Hutchins	RH	Director of Strategy and Policy
	Charlotte Lewis	CL	Head of Strategy, Programme Delivery & Governance, Estates
	Scott Lloyd	SL	Senior Assistant Registrar, Space Management & Timetabling
	Wendy Roberts	WR	General Commercial Manager, Accommodation (item 008 only)
	Sharon Tuersley	ST	Secretary to Council (Secretary)

**Note:** Some items are noted as "Exempt information not included" as they contain information that would be withheld from release to the public because an exemption under the Freedom of Information Act 2000 applies.

Ref	Item
001	<p><b>Apologies for absence</b></p> <p>Apologies were received from Trudi Elliot and Rachel Sandby-Thomas.</p> <p>The Chair welcomed YA, LJ and BN to their first meeting as members.</p> <p>The Chair thanked the following departing members:</p> <ul style="list-style-type: none"> <li>• Paul Kehoe, independent member</li> <li>• Michael Kynaston, former Democracy and Development Officer of the Students' Union</li> <li>• Hope Worsdale, former President of the Students' Union.</li> </ul>
002	<p><b>Declarations of Interest</b></p> <p>No new conflicts of interest were declared.</p>
003	<p><b>Minutes of the Meeting Held on 21 June 2018</b></p> <p>The minutes of the meeting held on 21 June 2018 (003-UEC081118 {restricted}) were <b>approved</b>.</p>
004	<p><b>Matters Arising from Meeting Held on 21 June 2018</b></p> <p><b>a) Update on Hybrid Planning Application (minute 32/17-18 refers)</b></p> <p>The Director of Estates provided a verbal update on the hybrid planning application, which was being submitted to request planning approval for the Interdisciplinary Biomedical Research Building (IBRB) at Gibbet Hill and the Faculty of Arts Building, as well as an increase in the number of car parking spaces on campus.</p>

	The application was the culmination of a significant amount of preparatory work and consultation with the local community and was due to be considered by the local council planning committee on 15 November 2018.
<b>Chair's Update</b>	
005	<p><b>Chair's Business and Actions</b></p> <p><b>a) West Midlands Combined Authority (minute 33/17-18 refers)</b></p> <p>The Vice-Chancellor provided a verbal update on the work of the group consisting of public authority and University representatives, which had been brought together to consider the masterplan for the area between the A46 and Birmingham airport, with the following key points:</p> <ul style="list-style-type: none"> <li>• [Exempt information not included]</li> </ul> <p>The Committee was also informed of the proposed collaboration between Jaguar Land Rover (JLR) and Warwick Manufacturing Group (WMG) to establish a Smart City Mobility Centre at the University's Wellesbourne campus to design and engineer connected, driverless capable, prototype electric vehicles. The proposal would build on the collaboration between JLR, WMG, the University and government to develop 5G connectivity in the region, with first vehicles prototyped as a result of the initiative to be extensively tested on the roads of the main University campus.</p>
<b>Governance I</b>	
006	<p><b>Membership and Terms of Reference of the University Estate Committee and its Sub-Committees 2018-19</b></p> <p>The Committee received and noted its membership and terms of reference (ToR) for 2018-19 (006-UEC081118), as approved by Council at its meeting in October 2018.</p> <p>A report on membership and ToR of UEC sub-committees, the Capital Space and Amenities Group (CSAG) and the Quality and Design Sub-Group (QDSG), (006-UEC081118) was received and <b>approved</b>.</p> <p>The Committee noted that both sub-groups intended to further review their ToR and constitutions at upcoming meetings. For QDSG specifically, it was intended to embed the University Masterplan principles within the work of the group, extending the ToR to cover energy and environmental aspects. The potential for student representation on CSAG was also raised, noting that both UEC and the Capital Programme Boards included student members.</p> <p><b>DECISION:</b> The membership and revisions to the terms of reference of CSAG and QDSG for 2018-19 were <b>approved</b>.</p> <p><b>ACTION:</b> Proposed further revisions to CSAG and QDSG terms of reference and constitutions to be presented at a future meeting.</p>
<b>Strategic Items</b>	
007	<p><b>University Campus Masterplan (minute 34/17-18 refers)</b></p> <p>The Committee received and noted a progress report (007-UEC081118 {restricted}) as well as a presentation outlining the key aims and design principles of the Masterplan, namely to:</p> <ul style="list-style-type: none"> <li>• Form a vibrant learning, working and living community</li> <li>• Shape a distinctive University of Warwick identity with a "cosmopolitan in the countryside" feel</li> <li>• Create an accessible inclusive people focused environment</li> <li>• Deliver a smart, carbon neutral campus</li> <li>• Transform regional transport connectivity to campus</li> <li>• Create a flexible framework for other development opportunities within the campus and beyond.</li> </ul> <p>The Masterplan was intended to be transformational, focusing development in the centre of campus while at the same time protecting green spaces. It would also enable growth, remaining flexible both in terms of building location and timing.</p> <p>The Committee was keen to understand what the options might be around the transport and energy themes, as well as the plans for Westwood and the Science Park. It was highlighted that the principles would guide</p>

	<p>the identification of work streams, in conjunction with costing and phasing of various options which were being progressed currently.</p> <p>The Committee acknowledged the considerable amount of work to date and thanked those involved. However, it noted that detail and data around energy and transport had not progressed swiftly enough. Having a narrative around these issues to facilitate discussions with local councils, the community and other stakeholders was essential.</p> <p><b>ACTION:</b> BDP and Estates to develop the energy and transport themes, including more data to inform the options and facilitate the narrative for these themes, and report back to the University Executive Board.</p>
008	<p><b>Student Housing</b></p> <p>The Director of Public Engagement and the President of the Students' Union presented a report from a cross-departmental working group (008-UEC081118 {restricted}), outlining the current student housing landscape on and off campus; observations from a visit to Leamington Spa; a summary of the main issues faced by students; resultant issues relating to community integration and the existing initiatives in place to support students in the community.</p> <p>The Committee noted the proposed next steps, including the establishment of a working group to progress the work and the development of a student housing strategy. It agreed that it was essential for students to have access to a choice of quality, affordable accommodation, as well as relevant advice and support relating to accommodation options. The Committee also noted that links between this work, the Masterplan, the University Accommodation Strategy, the Size and Shape work and ongoing conversations with the local councils would be crucial.</p> <p><b>ACTION:</b> A progress update on Student Housing to be brought back to a future meeting of the Committee.</p>
<b>Estate</b>	
009	<p><b>Capital Programme Status Report</b></p> <p>The Capital Programme Director, Estates presented the report (009-UEC081118 {restricted}) on the major capital projects completed over the last 12 months; an update on the status of capital projects currently in progress; as well as priorities for the 2019 capital projects programme. The Committee also received a presentation on a number of recently completed capital projects and acknowledged, in particular, the considerable work undertaken by the Estates Team over the preceding summer period.</p>
010	<p><b>Report from the Capital, Space and Amenities Group</b></p> <p>The Provost presented the report from the meetings of CSAG on 27 June and 10 October 2018 (010-UEC081118 {restricted}). The Committee noted that the utilisation of the Sports Centre on main campus would be discussed at an upcoming meeting of CSAG.</p>
011	<p><b>Report from the Quality and Design Sub-Group</b></p> <p>The Director of Estates presented the report from the meetings of QDSG on 31 July and 21 September 2018 (011-UEC081118 {restricted}). Discussion at QDSG had included accessibility and quality of build for Cryfield Residences and the façade and build method for IBRB.</p> <p>The Committee was informed that consideration would be given in early 2019 to the ToR of QDSG (item 006 refers), as well as the format and content of reports to UEC, to ensure the appropriate level of information and assurance was provided.</p>
<b>Other</b>	
012	<p><b>Any other business</b></p> <p>There was no other business.</p>
<i>Items below this line were for receipt and/or approval, without discussion</i>	
<b>Estate</b>	
013	<p><b>Property, Land and Titles</b></p> <p>The Committee received and noted the report (013-UEC081118 {restricted}).</p>

<b>Governance II</b>	
014	<b>Annual Schedule of Business 2018-19</b> The Committee received and noted the report (014-UEC081118 {restricted}).
<b>Other Committee Reports</b>	
015	<b>Report from Steering Committee</b> The Committee received and noted the report (015-UEC081118 {restricted}).
<b>Next meeting: 10:00, Thursday 24 January 2019 in the Council Chamber, Senate House</b>	

<b>DECISIONS AND ACTIONS</b>			
<b>ITEM</b>	<b>DECISION/ACTION</b>	<b>LEAD AND DUE DATE</b>	<b>STATUS</b>
006 – Membership and Terms of Reference	<b>DECISION:</b> The membership and revisions to the terms of reference of CSAG and QDSG for 2018-19 were <b>approved</b> .		
	<b>ACTION:</b> Proposed further revisions to CSAG and QDSG terms of reference and constitutions to be presented at a future meeting.	Adrian Penfold, Chris Ennew (CSAG), James Breckon (QDSG), Sharon Tuersley Mar 2019	CSAG: scheduled for Jan 2019 meeting. QDSG: scheduled for March 2019.
007 – Campus Masterplan	<b>ACTION:</b> BDP and Estates to develop the energy and transport themes, including more data to inform the options and facilitate the narrative for these themes, and report back to the University Executive Board.	BDP, James Breckon, Daniel Gibbons Dec 2018	In progress
008 – Student Housing	<b>ACTION:</b> A progress update on Student Housing to be brought back to a future meeting of the Committee.	Jane Furze, Liam Jackson Date TBC	To be scheduled