

**UNIVERSITY OF WARWICK**  
**UNIVERSITY ESTATE COMMITTEE**  
**OPEN MINUTES OF THE MEETING HELD 10.00, THURSDAY 24 JANUARY 2019,**  
**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
	Trudi Elliott	TE	Independent member
	David Elmes	DE	Member of academic staff
	David Haddleton	DHad	Member of academic staff
	Richard Hyde	RHy	Independent member
	Liam Jackson	LJ	President, Students' Union
	Ben Newsham	BN	Democracy and Development Officer, Students' Union
	Rachel Sandby-Thomas	RST	Registrar
<b>Attending</b>	Sophie Black	SB	Assistant Registrar (Governance) (Assistant Secretary)
	Kevin Edwards	KE	Chief Finance Office, Estates
	Daniel Gibbons	DG	Programme Manager (Capital Projects), Estates (item 21 only)
	David Hammond	DHam	Capital Programme Director, Estates
	Richard Hutchins	RHu	Director of Strategy and Policy
	Charlotte Lewis	CL	Head of Strategic Programmes and Governance, Estates
	Scott Lloyd	SL	Senior Assistant Registrar, Space Management & Timetabling
	Sharon Tuersley	ST	Secretary to Council (Secretary)
<b>Observing</b>	Michelle Brown	MB	Graduate Management Trainee, Registrar's Business Group

**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
016	<p><b>Apologies for absence</b></p> <p>Apologies were received from Professor Chris Ennew and Professor Simon Swain.</p> <p>The Chair welcomed:</p> <ul style="list-style-type: none"> <li>• Richard Hyde, new external member.</li> <li>• Michelle Brown, Graduate Management Trainee, shadowing the Registrar for the current meeting.</li> </ul> <p>The Chair extended the thanks of the Committee to Liz Pride, who had served as the Development Architect, leading the Masterplan 2008 to 2018. The Committee acknowledged Liz's considerable commitment to the University since 2002 and active engagement with the Building Committee and its successor, the University Estate Committee.</p>
017	<p><b>Declarations of Interest</b></p> <p>No new conflicts of interest were declared.</p>
018	<p><b>Minutes of the Meeting Held on 8 November 2018</b></p> <p>The minutes of the meeting held on 8 November 2018 (018-UEC240119 {restricted}) were <b>approved</b>.</p>
019	<p><b>Matters Arising from Meeting Held on 8 November 2018</b></p> <p><b>a) Update on Hybrid Planning Application (item 004/18-19 refers)</b></p> <p>The Committee received and noted an update report on the hybrid planning application (019-UEC240119 {restricted}), together with verbal updates from the Director of Estates and Vice-Chancellor with the following key points:</p> <ul style="list-style-type: none"> <li>• In November 2018 planning permission had been granted by Coventry City Council, giving approval for nine developments, including full permission to proceed with the Faculty of Arts Building and the</li> </ul>

	<p>Interdisciplinary Biomedical Research Building (IBRB).</p> <ul style="list-style-type: none"> <li>• Outline permission had also been granted to proceed with Phase 2 of the Degree Apprenticeship Centre and a significant government funded research building (Cyber Security).</li> <li>• The approval was granted subject to a Section 106 agreement and conditions, the details of which had been agreed in principle with the local authority, with a legal agreement being drawn up and expected to be finalised in Spring 2019.</li> <li>• A request seeking some relaxation of conditions has been positively received by Highways England. Internal approval had been given in the meantime for enabling works for the IBRB to proceed.</li> <li>• The University would continue its involvement with the A46 link road project as a contributing stakeholder.</li> </ul>
<b>Chair's Update</b>	
020	<p><b>Chair's Business and Actions</b></p> <p><b>a) Arts Centre Project (item 22b/18-19 refers)</b></p> <p>The Director of Estates provided a verbal update on the Arts Centre project with the following key points: [Exempt information not included]</p>
<b>Strategic Items</b>	
021	<p><b>University Campus Masterplan (item 007/18-19 refers)</b></p> <p>The Committee received and noted a report (021-UEC240119 {restricted}) outlining the overarching Masterplan aims and design principles. It also received a presentation focusing on the transport and energy elements and outlining the emerging work-streams, with the following key points:</p> <p><b>Transport</b></p> <ul style="list-style-type: none"> <li>• The campus location, current limited transport connectivity and lack of credible alternatives to the private car were noted as impairing the arrival experience to campus.</li> <li>• The Masterplan would provide a flexible framework to support the delivery of University growth plans and facilitate a modal shift from single occupancy private cars.</li> <li>• Proposed key strategic transport investments would aim to deliver regional connectivity improvements, supported by local mobility solutions.</li> <li>• Whilst opportunities existed currently around certain initiatives in terms of regional engagement, these formed part of the wider transport plans.</li> </ul> <p>The Committee noted that it would be important for the Masterplan vision to align with the core purposes and priorities of the University Strategy, for example in relation to aspirations around diversity and inclusion.</p> <p><b>Energy and Sustainability</b></p> <ul style="list-style-type: none"> <li>• The overarching aims of reducing resource consumption and carbon emissions would be supported by a flexible transition plan.</li> <li>• Energy generation and green energy storage would be maximised.</li> </ul> <p>The Committee welcomed the presentation and information on the emerging work-streams, highlighting that further detail, for example around scenario planning and interdependencies, would be helpful.</p> <p>The Committee noted that it would be responsible for overseeing the work-streams, once developed, on behalf of the Council.</p> <p>The Committee acknowledged the urgent need for a modal shift from the car. It agreed that an effective communications and engagement plan, using specific current project examples, future plans and links with research activity, would be crucial in establishing cases for investment and gaining support from the local region.</p> <p><b>DECISION:</b> The Committee <b>recommended</b> the Masterplan aims and principles to the Council.</p>
<b>Estate (I)</b>	
022	<b>Capital Programme</b>

	<p><b>(a) Minor Projects Status Report</b></p> <p>The Capital Programme Director (Estates) presented the report (022a-UEC240119 {restricted}) providing updates on a number of minor value capital projects which were either of a value less than the agreed threshold for reporting, or were of strategic significance and currently at feasibility stage.</p> <p>The student representatives highlighted the positive impacts of the proposed Examination Hub/“old” Sports Centre and Grad Deck relocation projects (023/18-19 also refers), whilst acknowledging the importance of maintaining momentum on the entire capital plan.</p> <p><b>(b) Major Projects Status Report (RAG)</b></p> <p>The Capital Programme Director, Estates presented the report (022b-UEC240119 {restricted}) on the status of capital projects currently in progress, including design, procurement and construction.</p> <p><b>(c) Wellesbourne Campus Storage Proposal</b></p> <p>The Capital Programme Director, Estates presented the report (022c-UEC240119 {restricted}) outlining the requirements, size, location and design principles considered in developing a proposed new archive (Library and Modern Records Archive (LMRA)) on the Wellesbourne Campus. The Committee noted that it would be important for this and other similar proposed projects to continue to be considered in the context of the emerging strategy for the Wellesbourne Campus.</p> <p>[Exempt information not included]</p> <p><b>ACTION:</b> [Exempt information not included]</p> <p><b>DECISION:</b> The Committee <b>approved</b> the location and massing for the Library and Modern Records Archive (LMRA) prior to submission of a Planning Application.</p>
023	<p><b>Report from the Capital, Space and Amenities Group</b></p> <p>The CSAG Deputy Chair presented the report from the meetings of the Group on 5 December 2018 and 8 January 2019 (023-UEC240119 {restricted}) with the following key points:</p> <ul style="list-style-type: none"> <li>• Discussions were ongoing around the future use of the “old” Sports Centre, with Estates conducting further feasibility and cost analysis given that investment would have a limited lifespan due to proposed future development of the plot.</li> <li>• Following discussion at the November 2018 meeting of the UEC, a student representative had been invited onto CSAG, with revisions to the Group’s constitution being put forward for approval.</li> <li>• Proposed revisions were being put forward to the CSAG terms of reference, to clarify its role in certain areas and align with changes relating to the constitution of the University Executive Board.</li> <li>• Approval was also being requested for amendments to the University Space Management Guidelines in relation to academic office space provision, in recognition of parity of esteem for teaching and research focussed academics and to empower Heads of Department to apply greater discretion, giving priority to utilisation and need when assigning single-occupancy academic office space.</li> </ul> <p>In relation to the continued use of the “old” Sports Centre, the Committee acknowledged the requirement to reduce costs whilst also recognising the positive impact the refurbished space would have on the student experience.</p> <p><b>DECISIONS:</b></p> <ol style="list-style-type: none"> <li>1) The Committee <b>approved</b> the revised constitution and terms of reference for CSAG.</li> <li>2) The Committee <b>approved</b> the proposed revisions to the Space Norms as set out in the University Space Management Guidelines, subject to minor clarifications being made to improve consistency.</li> </ol>
024	<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 5 and 27 November 2018 (024-UEC240119 {restricted}) with the following key points:</p> <ul style="list-style-type: none"> <li>• Discussion was ongoing regarding QDSG membership and terms of reference, with proposals to come forward at a future UEC meeting.</li> </ul>

	<ul style="list-style-type: none"> <li>At its recent meetings QDSG had discussed the Degree Apprenticeship Centre at length, in particular the building's front façade and the quality of the design and junctions.</li> </ul> <p>Members revisited discussions around the proposed building colour and its potential impact on the surrounding area.</p> <p>The Committee highlighted the importance of ensuring any design elements did not impact running costs.</p>
025	<p><b>Annual Maintenance Plan (minute 36/17-18 refers)</b></p> <p><b>(a) Residential Maintenance</b></p> <p>The Chief Finance Office (Estates) presented the report (025a-UEC240119 {restricted}) providing an overview of the maintenance planning process for the University's residential buildings. The Committee noted that the Estates Office had moved towards larger refurbishment projects on individual accommodation blocks rather than smaller works across all the residences, with positive feedback received, as well as cost efficiencies.</p> <p><b>(b) Non-Residential Maintenance Update Report</b></p> <p>The Chief Finance Office (Estates) presented the report (025b-UEC240119 {restricted}) providing an overview of the maintenance planning process for the University's non-residential buildings. It was noted that challenges sometimes existed in the timing of refurbishment and the planning of expenditure.</p> <p>The Committee welcomed the structured approach and additional insight provided within both reports. It also highlighted the importance of capturing learning points from refurbishment projects, as well as new builds.</p>
<i>Items below this line were for receipt and/or approval, without discussion</i>	
<b>Estate (II)</b>	
026	<p><b>Property, Land and Titles</b></p> <p>The Committee received and noted the report (026-UEC240119 {restricted}).</p>
<b>Other Committee Reports</b>	
027	<p><b>Report from Steering Committee</b></p> <p>The Committee received and noted the report (027-UEC240119 {restricted}).</p>
<b>Other</b>	
028	<p><b>Any other business</b></p> <p><b>(a) Recent Incident</b></p> <p>The Director of Estates provided a verbal update on activity following a recent kitchen fire in one of the Westwood accommodation blocks. The Committee was assured that appropriate follow-up action was being taken, including a review of processes around the cleaning and maintenance of cooker hoods.</p> <p><b>(b) Sustainability Ranking</b></p> <p>The Director of Estates informed the Committee that the University had recently been ranked 26<sup>th</sup> out of 719 universities from 81 countries and 8<sup>th</sup> in the UK in the UI GreenMetric World University Rankings 2018, in recognition of the University's commitment in developing an "environmentally friendly" infrastructure.</p>
<b>Next meeting: 10:00, Thursday 28 March 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>ACTION:</b> Proposed further revisions to CSAG and QDSG terms of reference and constitutions to be presented at a future meeting.	Adrian Penfold, James Breckon (QDSG), Sharon Tuersley	CSAG: complete Jan 2019 QDSG: scheduled for Mar 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	Complete
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
021 – Campus Masterplan	<b>DECISION:</b> The Committee <b>recommended</b> the Masterplan aims and principles to the Council.		
022c – Wellesbourne Campus Storage Proposal	<b>ACTION:</b> [Exempt information not included]	James Breckon, David Hammond Mar 2019	In progress
	<b>DECISION:</b> The Committee <b>approved</b> the location and massing for the Library and Modern Records Archive (LMRA) prior to submission of a Planning Application.		
023 – Report from CSAG	<b>DECISION:</b> 1) The Committee <b>approved</b> the revised constitution and terms of reference for CSAG.		
	<b>DECISION:</b> 2) The Committee <b>approved</b> the proposed revisions to the Space Norms as set out in the University Space Management Guidelines, subject to minor clarifications being made to improve consistency.		