

UNIVERSITY OF WARWICK
UNIVERSITY ESTATE COMMITTEE
OPEN MINUTES OF THE MEETING HELD 14:00, WEDNESDAY 6 NOVEMBER 2019
IN THE COUNCIL CHAMBER, SENATE HOUSE

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| Present | Adrian Penfold | AP | Independent member of Council (Chair) |
| | James Breckon | JB | Director of Estates and Chair of the Quality and Design Sub-Group |
| | Bal Claire | BC | Independent member of Council |
| | Stuart Croft | SC | Vice-Chancellor |
| | Rosie Drinkwater | RD | Group Finance Director |
| | Trudi Elliott | TE | Independent member |
| | Richard Hyde | RHy | Independent member |
| | Milly Last | ML | Democracy and Development Officer, Students' Union |
| | David Mullins | DM | Academic Member |
| | Ben Newsham | BN | President, Students' Union |
| | Simon Swain | SS | Vice-President for National and Regional Engagement |
| Attending | Sophie Black | SB | Assistant Registrar (Governance) (Assistant Secretary) |
| | David Hammond | DH | Capital Programme Director, Estates |
| | Gerard Hunter | GH | Design Services Manager, Estates (for item 007) |
| | Richard Hutchins | RHu | Director, Strategy and Policy Group |
| | Parvez Islam | PI | Director of Transport and Future Mobility, Estates |
| | Paul Jennings | PJ | Intelligent Vehicles Research Lead, Warwick Manufacturing Group (for item 008) |
| | Charlotte Lewis | CL | Head of Strategic Programmes and Governance, Estates |
| | Scott Lloyd | SL | Senior Assistant Registrar, Space Management & Timetabling |
| | Sharon Tuersley | STu | Secretary to Council (Secretary) |
| | Steve Twynholm | STw | Director of Operations, Estates (observing) |

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 |
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| 001 | <p>Apologies for absence</p> <p>Apologies were received from Yewande Akinola, Chris Ennew, David Haddleton and Rachel Sandby-Thomas.</p> <p>The Chair welcomed:</p> <ul style="list-style-type: none"> • Professor David Mullins, WMG, new academic member • Milly Last, Democracy and Development Officer of the Students' Union • Ben Newsham, as President of the Student's Union • Parvez Islam, new Director of Transport and Future Mobility (Estates) • Steve Twynholm, new Director of Operations (Estates) - observing. <p>The Chair thanked David Elmes for their service as an academic member on the Committee. David served on the UEC from 2010 and continued to support Estates' governance, sitting on the Masterplan Programme Board among other groups.</p> |
| 002 | <p>Declarations of Interest</p> <p>No new conflicts of interest were declared.</p> |
| 003 | <p>Minutes of the Meeting Held on 20 June 2019</p> <p>The minutes of the meeting held on 20 June 2019 (003-UEC061119 {restricted}) were approved, subject to the minor amendment discussed.</p> |
| 004 | <p>Matters Arising from Meeting Held on 20 June 2019</p> <p>(a) Hybrid Planning Application Update</p> |

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| | The Committee noted that the Hybrid Planning Application had been approved and the Section 106 Agreement had been signed. |
| Chair's Update | |
| 005 | <p>Chair's Business and Actions</p> <p>There was no Chair's business.</p> |
| Governance | |
| 006 | <p>Membership and Terms of Reference of the University Estate Committee and its Sub-Committees 2019-20</p> <p>The Secretary to Council presented the report (006-UEC061119) setting out the terms of reference and membership of UEC and its sub-committees for 2019-20, with the following key points:</p> <ul style="list-style-type: none"> • It was intended to refresh the UEC terms of reference, to include a remit around environmental sustainability. • The Capital, Space and Amenities Group (CSAG) had asked its Chair and Secretary to consider the terms of reference for the Group and these would be developed and referred to UEC for consideration in due course. • The ongoing review of the University's Financial Regulations and Procedures was also likely to impact on the terms of reference for both UEC and CSAG. <p>DECISION:</p> <p>The Committee approved the terms of reference and membership of the Capital, Space and Amenities Group and the Quality and Design Sub-Group.</p> |
| Strategic Items | |
| 007 | <p>Masterplan Workstreams Update</p> <p>The Director of Estates, the Director of Transport and Future Mobility and the Design Services Manager presented the report (007-UEC061119 {restricted}) providing an update on the Campus Masterplan workstreams, with particular focus on Mobility and Energy, Resources and Infrastructure. The following key points were highlighted:</p> <p>Mobility</p> <ul style="list-style-type: none"> • Work was ongoing on a number of strands of activity. • A Transport Sub-group with representation from the local councils had been established, to discharge and monitor the Section 106 Agreement areas of work. • The Mobility workstream working group would be set up following the successful appointment of the Director of Transport and Future Mobility. Internal stakeholders and Students' Union representatives would be sought, in line with the membership of other workstream working groups. • Other short term areas of progress and opportunities included: <ul style="list-style-type: none"> ○ [Exempt information not included] • Longer term opportunities included: <ul style="list-style-type: none"> ○ [Exempt information not included] • [Exempt information not included] <p>[Exempt information not included]</p> <p>Energy, Resources and Infrastructure (ERI)</p> <ul style="list-style-type: none"> • In the context of the Masterplan aims and the Climate Emergency Declaration made in September 2019, the ERI workstream was working towards the development of the Energy Strategy to deliver carbon reduction. • It was intended to present the Energy Strategy to the summer meetings of the University Executive Board, UEC and Council. • The aim was to become carbon net zero for scope 1 and 2 by 2030 and for all carbon emissions by 2050. |

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| | <ul style="list-style-type: none"> • The membership and objectives of the ERI Working Group had been defined and an action centred approach was being taken. • The Group was assessing the impact of the accelerated target on the strategy, programme and finance requirements. • Nine sub-workstreams, each with an identified scope and allocated ownership, had been developed: <ul style="list-style-type: none"> ○ [Exempt information not included] <p>The update was welcomed by the Committee. Members highlighted the opportunities afforded by this workstream to the University in terms of innovation and “thought leadership”.</p> <p>ACTIONS:</p> <ol style="list-style-type: none"> (1) An update on the Mobility workstream to be presented at a future meeting. (2) An update on the Energy, Resources and Infrastructure workstream to be presented at a future meeting. (3) An update on the Energy Network 2020 Programme to be brought to a future meeting. |
| 008 | <p>Warwick Manufacturing Group (WMG) Connected Autonomous Vehicles</p> <p>The Committee received a report (008-UEC061119 {restricted}) and presentation from the Director of Estates and the Intelligent Vehicles Research Lead, WMG on the opportunity to develop a WMG Connected Autonomous Vehicle (CAV) testbed project on campus. The following key points were highlighted:</p> <ul style="list-style-type: none"> • The importance of CAV technology was highlighted within both the government’s Industrial Strategy and the High Value Manufacturing Catapult Strategy, reflecting the potential economic and social benefits of this technology. • External investment had been secured as part of the Midlands Future Mobility programme to develop routes around campus to enable the trial of technologies, Low Speed Autonomous Vehicles and services. • The programme aligned with WMG’s ambition to deliver ‘academic excellence with industrial relevance’ and to be internationally recognised as the UK’s CAV R&D centre of excellence. • [Exempt information not included] • A CAV Operations Group chaired by the Secretary to Council had been established. • Potential routes had been discussed by the Masterplan Programme Board, Estates Senior Leadership Team and the Quality and Design Sub-Group and three preferred routes were being proposed: <ul style="list-style-type: none"> ○ [Exempt information not included] • [Exempt information not included] <p>The Committee approved the proposed routes, subject to financial considerations.</p> <p>DECISION: The Committee approved the three proposed routes for the WMG Connected Autonomous Vehicle testbed project, subject to financial considerations.</p> |
| Estate (I) | |
| 009 | <p>Capital Programme</p> <p>(a) Annual Report on Capital Plan Delivery</p> <p>The Capital Programme Director, Estates presented the report (009a-UEC061119 {restricted}) and supporting presentation providing an overview of the Capital Plan, delivered projects in financial year 2018 -2019, an overview of completed projects since the end of the financial year and a look ahead at key projects in the future. The following key points were highlighted:</p> <ul style="list-style-type: none"> • [Exempt information not included] <p>The Committee welcomed the report and commended the considerable amount of work achieved during the period. Members suggested that consideration be given to submitting some of the recently completed buildings for architectural prizes or similar.</p> |

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| | <p>(b) Wellesbourne Library Storage Archive: Project Revisions</p> <p>The Capital Programme Director, Estates presented the report (009b-UEC061119 {restricted}) setting out the reasons for the proposed change in location, size and design principles for the proposed new Library and Modern Records Archive (LMRA) on the Wellesbourne Campus. The following key points were highlighted:</p> <ul style="list-style-type: none"> • [Exempt information not included] <p>DECISION: The Committee approved the revised location and massing of the Library and Modern Records Archive on the Wellesbourne Campus.</p> <p>(c) Old Sports Hall Repurposing</p> <p>The Committee received and noted the report (009c-UEC061119 {restricted}) updating on the repurposing of the Old Sports Centre. Members noted that work on the exams space was being prioritised and a two-week buffer had been added as a contingency.</p> |
| 010 | <p>Report from the Capital, Space and Amenities Group</p> <p>The Senior Assistant Registrar, Space Management & Timetabling presented the report (010-UEC061119 {restricted}) from the meeting of CSAG on 2 October 2019.</p> |
| 011 | <p>Report from the Quality and Design Sub-Group</p> <p>The Director of Estates presented the report (011-UEC061119 {restricted}) from the meetings of QDSG since the last UEC meeting.</p> <p>Student members requested an update on discussions relating to power provision within the Faculty of Arts building and specifically the balcony bench areas.</p> <p>The Chair suggested that in the context of the developing Masterplan landscaping strategy and project landscape discussions at QDSG, consideration could be given to seeking a landscape architect to fill the remaining independent member vacancy on QDSG.</p> <p>It was additionally highlighted that plans were being developed within Estates in relation to grounds maintenance, with a view to moving towards a more zonal approach.</p> <p>ACTION: The Director of Estates to liaise with the President of the Students' Union regarding the proposed power and data workshop for the Faculty of Arts Building.</p> |
| 012 | <p>Property, Land and Titles</p> <p>The Director of Estates presented the report (012-UEC061119 {restricted}) on priorities for land and property purchases and developments, [Exempt information not included].</p> |
| <i>Items below this line were for receipt and/or approval, without discussion</i> | |
| Governance (II) | |
| 013 | <p>Annual Schedule of Business 2019-20</p> <p>The Committee received and noted the annual schedule of business (013-UEC061119).</p> |
| Estate (II) | |
| 014 | <p>Capital Programme: Major Projects Status Report (RAG)</p> <p>The Committee received and noted the report (014-UEC061119 {restricted}).</p> |
| Other Committee Reports | |
| 015 | <p>Report from Steering Committee and University Executive Board</p> <p>The Committee received and noted the report (015-UEC061119 {restricted}).</p> |
| Other | |
| 016 | <p>Any other business</p> <p>There was no other business.</p> |

CLOSE BY 12:00

Next meeting: 14:00, Wednesday 15 January 2020 in the Council Chamber, Senate House

| DECISIONS AND ACTIONS | | | |
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| ITEM | DECISION/ACTION | LEAD AND DUE DATE | STATUS |
| 2018-19 | | | |
| 008 – Student Housing | ACTION: A progress update on Student Housing to be brought back to a future meeting of the Committee. | Jane Furze, President of the Students' Union Date TBC | To be scheduled |
| 034 – Masterplan Work Streams | ACTION (1): Masterplan Engagement Plan to be shared with UEC members for information. | James Breckon via Jane Furze TBC | Ongoing |
| | ACTION (2): Masterplan work programme to be presented to UEC at a future meeting. | James Breckon Jun 2019 | Complete |
| 036 – Energy and Carbon Annual Report 2017-18 | ACTION (2): The feasibility of including scope 3 emissions within future energy and carbon annual reports to be investigated. | James Breckon TBC | Ongoing |
| 040 – Goose Nest: Lessons Learned | ACTION: Further lessons learned report to be considered by the Committee in due course, including the Warwick Arts Centre Project. | James Breckon, David Hammond | To be re-scheduled (see 053 below) |
| 049a – Draft Energy and Infrastructure Strategy | ACTION (1): Communications to be developed to showcase the nationally recognised work at Warwick and future plans and ambitions, as well as communications around consumption and supply as part of the path towards decarbonisation. | James Breckon with Engagement Team ASAP | Ongoing |
| 053 – Capital Projects Lessons Learned | ACTION: Report on lessons learned from capital projects to be discussed at a future meeting, including the Warwick Arts Centre Project. | James Breckon, David Hammond | To be scheduled |
| 2019-20 | | | |
| 006 – Membership and ToR of the UEC and its Sub-Committees 2019-20 | DECISION: The Committee approved the terms of reference and membership of the Capital, Space and Amenities Group and the Quality and Design Sub-Group. | | |
| 007 – Masterplan Workstreams Update | ACTION (1): An update on the Mobility workstream to be presented at a future meeting. | James Breckon, Parvez Islam TBC | To be scheduled |
| | ACTION (2): An update on the Energy, Resources and Infrastructure workstream to be presented at a future meeting. | James Breckon, Gerard Hunter TBC | To be scheduled |
| | ACTION (3): An update on the Energy Network 2020 Programme to be brought to a future meeting. | James Breckon, Gerard Hunter TBC | To be scheduled |

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| 008 – WMG Connected Autonomous Vehicles | DECISION: The Committee approved the three proposed routes for the WMG Connected Autonomous Vehicle testbed project, subject to financial considerations. | | |
| 009b – Wellesbourne Library Storage Archive: Project Revisions | DECISION: The Committee approved the revised location and massing of the Library and Modern Records Archive on the Wellesbourne Campus. | | |
| 011 – Report from the Quality and Design Sub-Group | ACTION: Director of Estates to liaise with the President of the Students’ Union regarding the proposed power and data workshop for the Faculty of Arts Building. | James Breckon, ASAP | <i>[Checking the status of this]</i> |