

UNIVERSITY OF WARWICK

Open Minutes of the Meeting of the Building Committee held on 21 October 2013

- Present: Mr G Howells (in the Chair), Professor A Caesar, Professor R Critoph, Professor D Elmes, Professor S Hand, Mr C March (from 5/13-14), Mr B Sundell (from 5/13-14), Professor P Thomas, Professor L Young (Pro-Vice-Chancellor for Research (Life Sciences and Medicine) and Capital Development).
- Apologies: Ms R Drinkwater (Group Finance Director), Mr J Higgins (Lay member of Council), Ms J Horsburgh (Deputy Registrar), Mr M Stacey (Deputy Director of Estates).
- In Attendance: Mr J Cardinal (Head of Energy & Sustainability) (for 12/13-14 to 13/13-14), Mr C Carrington (Head of Planning & Development, Estates Office), Mr K Edwards (Head of Finance & Administration, Estates Office), Ms J Greenway (Director of Corporate Finance) (from 5 (c) to (k)/13-14), Mrs J Hodge (Chief Operating Officer, WBS) (for 8/13-14), Mrs K Jenkins (Assistant Registrar, Space Management & Timetabling, and Assistant Secretary), Dr E Melia (Senior Assistant Registrar, Space Management & Timetabling), Ms L Pride (Development Plan Architect), Professor M Taylor (Dean of WBS) (for 8/13-14), Mr S Wilkes (Deputy Finance Director (Financial Reporting)), Mrs C Wilkinson (Head of Finance Projects, WBS) (for 8/13-14), Mr R Wilson (Director of Estates and 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.

1/13-14 Membership and Terms of Reference

CONSIDERED:

The Membership and Terms of Reference of the Building Committee and its Sub-Committees for the Academic Year 2013/14 (paper BC.1/13-14).

RESOLVED:

That the Membership and Terms of Reference of the Building Committee and its Sub-Committees for the Academic Year 2013/14 be approved. noting that the Building Committee's remit covered all building developments, including those of a commercial and residential nature.

2/13-14 Minutes

RESOLVED:

That the minutes of the meeting of the Building Committee held on 14 August 2013 be approved.

3/13-14 Conflicts of Interest

REPORTED (by the Chair):

That, should any members or attendees of the Building Committee have any conflicts of interest relating to agenda items for the meeting, they should be declared in accordance with the CUC Guide for Members of Higher Education Governing Bodies in the UK.

NOTE: No declarations were made.

4/13-14 2012 Traffic Count and Staff and Student Travel Survey (minute 44/12-13 refers)

RECEIVED:

Analysis of the 2012 Staff and Student Travel Survey data by the Transport Manager, to establish reasons for lower preference of certain transport methods (paper BC.2/13-14).

REPORTED: (by the Director of Estates)

That there had been a 25% increase in staff members using bus services since 2010.

5/13-14 National Automotive Innovation Campus (NAIC) (minute 59/12-13 refers)

RECEIVED:

An oral report from the Director of Estates regarding the most recent discussions on increased car parking capacity.

REPORTED: (by the Director of Estates)

- (a) That, at its additional meeting held on 14 August 2013, the Building Committee had identified the existing pressure points for car parking on campus and discussed the potential location of an additional c. 550 spaces without breaching the existing Section 106 agreement.
- (b) That the Committee sought to improve car parking on the periphery of campus and that a planning application incorporating these improvements would be submitted by the end of the year.

(by the Director of Corporate Finance)

- (c) That negotiation between the University and the NAIC collaborative partners continued, and the overall project delay now stood at 7-8 weeks.
- (d) That there was a delay in Jaguar Land Rover (JLR) signing off the Stage C report for the NAIC due to a query regarding the total cost, noting that a response from the University had been issued from the University to highlight that all cost reports had clearly indicated that equipment and fit-out costs were not included.
- (e) [Exempt information not included]

- (f) That the University had made no commitment to the provision of dedicated car parking for the NAIC, but would enable staff based in the NAIC to obtain a car parking permit under the same conditions as any member of University staff based on campus.
- (g) That the building's signage would reflect the partnership between the University and the NAIC collaborative partners with branding for the National Automotive Innovation Centre, rather than Campus, noting that dominant JLR or Tata branding should be avoided.
- (h) [Exempt information not included]

(by the Chair)

- (i) That consideration for the integration of the NAIC facility with the rest of the University community was required, for example, ensuring appropriate access to the space for staff and students not part of the collaboration.
- (j) That the appropriateness of dominant signage outside and within the NAIC building should be carefully considered, noting the varied sources of funding for this building.
- (k) That further discussions about the appearance of the NAIC building would take place during the Stage D development, after the Stage C report had been signed off by all parties, and prior to the submission for Planning approval.

(by the Head of Planning & Development, Estates Office)

- (l) That the JLR/TMETC briefing team clearly understood that the building's branding was for the NAIC rather than any of the individual partners.

6/13-14 Law Extension Proposal

CONSIDERED:

The final cost plan and design for the proposed Law Extension (BC.4/13-14).

REPORTED: (by the Deputy Finance Director (Financial Reporting))

- (a) That the paper indicated a potential budgetary outlay of c. £1.28m (including VAT), but that the Finance and General Purposes Committee had only agreed a budget of £1m (including VAT).

(by the Head of Planning & Development, Estates Office)

- (b) That there would need to be refinement of the project scope to meet the £1m budget, noting that there was currently contingency included valued at c. £50,000.

(by the Senior Assistant Registrar (Space Management and Timetabling))

- (c) That the proposal included a current centrally timetabled teaching room (capacity 21) within the extension footprint, without reference to how this capacity would be replaced.

- (d) That this room (S0.03) was used by departments other than the School of Law for the majority of the teaching week, and therefore the capacity would need to be replaced by the School of Law from its allocation of locally timetabled teaching rooms.
- (e) That the locally timetabled teaching room that the School of Law had offered in exchange for the allocation of S0.03 was not of sufficient capacity to be a suitable alternative, and therefore the CPARG was yet to approve the allocation of S0.03 to the School of Law and discussions would continue to establish a satisfactory solution.

RESOLVED:

- (a) That the centrally timetabled teaching room S0.03 (capacity 21) be reallocated to the School of Law as part of the works for the extension project, on the condition that the School of Law release one of its locally timetabled teaching rooms of minimum capacity 21 from its current allocation to the central timetable prior to work commencing on the extension.
- (b) That the Law extension project design be approved by the CPARG at a later date via Chair's Action following further refinement of the scope and project budget.

7/13-14 Campus Development Plan and Village Centre (minute 60/12-13 refers)

CONSIDERED:

A Piazza vision document from the Director of Estates and the Group Finance Director, drawing together the phasing, look and feel, and link with the overall Masterplan (paper BC.5/13-14).

REPORTED: (by the Director of Estates)

- (a) That some of the Section 106 works were required to be completed before the NAIC building was completed.
- (b) That the associated cost of the various phases of the Gibbet Hill road project were high, but that some funding was included under the plans for the Section 106 and 278 agreements.
- (c) That there was an ambition for Piazza improvements and upgrades to be made by Easter 2015, in time for the University's 50th Anniversary celebrations.
- (d) That the recommendation was that several options outlined in paper BC.5/13-14 were achievable by Easter 2015 and to budget;
 - (i) The minimum viable scheme (to account for the Section 106 legal requirements) for development and enabling works and temporary connections into existing landscape.
 - (ii) The base scheme plus the proposed bus terminus, with temporary "infill" areas.

- (iii) The base scheme plus the proposed bus terminus, with permanent works around Arts Centre and top end of Rootes Square, plus raised pedestrian crossing arrangements and improvements at Scarman Road roundabout.
- (iv) As above, plus pedestrian hard landscaping connection to Warwick Business School and Library Road.
- (v) As above, plus Benefactors link to Gibbet Hill Road and with Piazza area upgraded.

(by the Chair)

- (e) That, in a separate meeting, the Development Plan Architect had agreed to take forward the plans for the recommended phases, including consideration of the usage of the ground floor of the Students' Union building.
- (f) That he proposed that a client team be established, to include members of the Building Committee, the CPARG and the Students' Union, to consider the plans at monthly meetings from this point onwards, to enable the tendering process to commence following Christmas 2013.

(by the Deputy Finance Director (Financial Reporting))

- (g) That a profile of the proposed timings for spend on each of the phases would be helpful as part of the financial planning process.

RESOLVED:

- (a) That the Development Plan Architect progress plans for the recommended phases of the Gibbet Hill Road project (as outlined below), including consideration of the usage of the ground floor of the Students' Union building;
 - (i) The minimum viable scheme (to account for the Section 106 legal requirements) for development and enabling works and temporary connections into existing landscape.
 - (ii) The base scheme plus the proposed bus terminus, with temporary "infill" areas.
 - (iii) The base scheme plus the proposed bus terminus, with permanent works around Arts Centre and top end of Rootes Square, plus raised pedestrian crossing arrangements and improvements at Scarman Road roundabout.
 - (iv) As above, plus pedestrian hard landscaping connection to Warwick Business School and Library Road.
 - (v) As above, plus Benefactors link to Gibbet Hill Road and with Piazza area upgraded.

- (b) That the Development Plan Architect present the plans for the recommended phases of the Gibbet Hill Road project to the next meeting of the Building Committee, scheduled for 17 March 2014.
- (c) That a client team be established for the Gibbet Hill Road project, to include members of the Building Committee, the CPARG and the Students' Union, to consider the Development Plan Architect's plans at monthly meetings from this point onwards, to enable the tendering process to commence following Christmas 2013.

8/13-14 Warwick Business School (WBS) London Base Proposal

CONSIDERED:

A business plan from WBS for the establishment of a base in London (paper BC.3/13-14).

REPORTED: (by the Dean of Warwick Business School)

- (a) That WBS proposed to offer part-time variants of the MSc Finance course and the MSc in Human Resource Management and Employment Relations, in the first instance, from a central London base, to be followed by an Executive MBA and a Finance MBA in future years.
- (b) That representatives from WBS and the Estates Office had viewed various potential properties in London and had shortlisted two locations;
 - (i) The Shard (17th floor), London Bridge
 - (ii) 155 Bishopsgate, City of London
- (c) That the Shard was the preferred property, given its location in the City, its proximity to financial institutions, and its transport links to the rest of London.
- (d) That the Shard was the more expensive property initially, but that the period to recoup initial costs would be 3-4 years for both properties, and it was felt that risks to investment from the venture could be better mitigated through the Shard's location and prominence.
- (e) That risk analysis had been undertaken based on the same level of student number projections for both locations (noting that it was felt that the Shard location would lower this risk), and it was predicted that the venture would break even if student numbers were 20% under projection at the Shard and 30% under projection at the Bishopsgate property.
- (f) [Exempt information not included]

(by the Chair)

- (g) That the proposal for a London base was in line with the overall ambitions of WBS.
- (h) That the Shard would offer excellent facilities for students and visitors, in terms of hospitality and accommodation.

- (i) That there was a good opportunity for negotiation on price and fit-out of the space in the Shard, given the delays in letting other units in the building.

(by the Chief Operating Officer, WBS)

- (j) That the intention was to commence marketing courses offered from the London Base following Christmas 2013, in anticipation of courses starting in the 2014/15 academic year.
- (k) That Warwick Conferences were keen to work with WBS to establish how the space in the London Base could be reconfigured to enable the University and external contacts to make use of the space for meetings and events.

RESOLVED:

- (a) That the Chief Operating Officer, WBS, clarify if the neighbouring unallocated area on the plan of the 17th floor of the Shard would have its own entrance, to ensure there were no shared access issues for the space.

Note: *subsequent to the meeting, the Senior Assistant Registrar (Academic Services), Warwick Business School, confirmed that the "neighbouring unallocated area" on the plan was a roof void for the floor below, and so there were no issues with shared access.*

- (b) That the Chief Operating Officer, WBS, arrange with the Estates Office for space planning to be undertaken on the plans of both the Shard and the Bishopsgate properties (either internally or by external consultants), to test the suitability of each space before a property was selected.

RECOMMENDED: (to the Council)

That the University enter an occupational lease for a property in London within the parameters contained within the WBS London Base business plan, as set out in paper BC.3/13-14, noting that the decision as to the final location would be made by the Finance and General Purposes Committee on the basis of the financial business case for each of the two options.

9/13-14 Works of Arts and Inclusion in the New Building Planning Process

CONSIDERED:

A paper from the Curator of the Mead Gallery on the recommendation from the Art Collection Committee to CPARG and the Building Committee that the inclusion of works of art from the University art collection, whether new commissions or existing works of art in the collection, be incorporated automatically into the planning process for new buildings from the beginning of that process (BC.6/13-14).

REPORTED: (by Professor S Hand)

- (a) That the Art Collection Committee felt that the art collection was a distinctive feature of the University, and therefore recommended its consideration during the planning of capital projects in an effort to improve cost efficiencies by avoiding retrofitting works of art later in the process.
- (b) That, as Chair of the Art Collection Committee, he noted the CPARG's recommendation that the appropriateness of the building for the incorporation of works of art should be considered on a case by case basis.
- (c) That the integration of works of art into capital projects could allow access to sources of funding that may otherwise not be obtainable, in order to raise the profile and leverage the status of the new building.
- (d) That he would welcome the commissioning of a competition for artwork to feature on the University's roundabouts in time for the University's 50th anniversary.

(by Professor A Caesar)

- (e) That she was meeting with the Curator of the Mead Gallery to discuss the opportunities for linking the University's art collection to the University's 50th anniversary celebrations.

RESOLVED:

That the principle that the inclusion of works of art from the University art collection, whether new commissions or existing works of art in the collection, be incorporated into the planning process for new buildings from the beginning of that process, be broadly endorsed, but that the appropriateness of the building should be considered on a case by case basis.

10/13-14 Capital Planning and Accommodation Review Group (minute 62/12-13 refers)

RECEIVED:

- (a) A report summarising the main items of business from the meetings of the Capital Planning and Accommodation Review Group held on 26 June and 4 July 2013 (paper BC.26/12-13).
- (b) A report summarising the main items of business from the meeting of the Capital Planning and Accommodation Review Group held on 8 October 2013 (paper BC.7/13-14).

REPORTED: (by the Pro-Vice-Chancellor for Research (Life Sciences and Medicine) and Capital Development)

- (a) That the Group had considered several proposals for intermediate solutions to address space pressures on teaching, office and laboratory space.

- (b) That a forthcoming meeting of the Financial Plan Sub-Committee would consider the prioritisations of 12 major capital projects, and that the outcomes from this meeting would be shared with the Building Committee.

11/13-14 Estates Management Committee

REPORTED: (by the Director of Estates)

That the Estates Management Committee was to be disestablished following the recent restructure of the Estates Office, noting that objective setting currently underway within the new management team would inform the rewrite of the Estates Strategy.

12/13-14 Carbon Challenge Group

CONSIDERED:

A report of the key items of business considered by the Carbon Challenge Group (paper BC.8/13-14).

REPORTED: (by the Head of Energy and Sustainability)

- (a) That the Group continued to follow three main themes;
 - (i) The review of the content and format of the Carbon Management Implementation Plan (CMIP), to show the proportion of the overall carbon reduction target achieved by each project.
 - (ii) To assist the Campus and Commercial Services Group to formulate its building refurbishment policy by recommending energy saving projects that could be undertaken as part of the refurbishment.
 - (iii) To review the bioenergy options available for delivering the low carbon energy theme of the CMIP, noting that the University would be required to make a substantial investment into the selected option and so the Group would undertake further investigation before submitting a recommendation.
- (b) That the University was on course to meet the original carbon reduction target, but that the scope had changed since the target had been set, for example, the increased size of the NAIC building.

RESOLVED:

That the Head of Energy and Sustainability present a holistic picture of how the University is performing against carbon reduction targets at the meeting of the Building Committee scheduled for 17 March 2014, using information returned to the HEFCE as part of the 5 Year Plan.

13/13-14 Energy Report 2012/13

RECEIVED:

An executive summary of the University's Energy Report for 2012-13 (paper BC.9/13-14).

14/13-14 Finance and Capital Projects

CONSIDERED:

The Estates Office Finance and Capital Projects report, detailing (i) the current budgetary position and (ii) progress on major capital projects and associated issues with programme delivery paper (paper BC.10/13-14).

REPORTED: (by the Head of Planning and Development (Estates))

- (a) That the projects outlined in the Major Projects Progress Update section of paper BC.10/13-14 were subject to the outcomes of the forthcoming meeting of the Financial Plan Sub-Committee which would consider the prioritisations of 12 major capital projects.
- (b) That the tender process for the New Energy centre at Lakeside was complete and currently detailed design was in progress with final completion expected in May 2014.
- (c) That the WBS Phase 3b project was on target to deliver within the approved budget of £28.7m, due to the lowest best value tender from the successful Principal Contractor.
- (d) That the Scarman House extension project was in abeyance pending a review of potential options by the Campus and Commercial Services Group.
- (e) That the Arden and Feldon refurbishment project was three weeks behind schedule due to the contractors, and that liquidated damages were being advised to the contractor against the balance of the contract value.

(by the Pro-Vice-Chancellor for Research (Life Sciences and Medicine) and Capital Development)

- (f) That the concept for the Bio Science building within its feasibility study needed to be widened to accommodate greater interdisciplinary activity, and therefore its size and location would need to be addressed by any amendments to the feasibility study.

RESOLVED:

That the feasibility study for the Arts Centre project be brought to the next meeting of the Building Committee, scheduled for the 17 March 2014, to be discussed in the context of the plans for the Piazza developments.

15/13-14 Date of the Next Meeting

REPORTED:

That the next meeting of the Committee will take place on Monday 17 March 2014 at 2.00pm in CMR1.0, University House.