

UNIVERSITY OF WARWICK

Minutes from the Meeting of the Building Committee held on 8 March 2013

- Present: Mr G Howells (in the Chair), Professor D Elmes, Professor S Hand, Professor L Young.
- Apologies: Professor A Caesar, Professor R Critoph, Mr J Higgins, Professor K Lamberts, Mr C March, Dr E Melia, Professor P Thomas, Mr N Swain.
- In Attendance: Mr J Cardinal (except for item 28 (a)/12-13), Mr C Carrington, Ms J Horsburgh (except for item 30 (g)/12-13), Mrs K Jenkins, Ms L Pride, Mr A Smith (except for item 34 (f)/12-13), Mr M Stacey (except for items 38/12-13 and 39/12-13), Mr G Teasdale, Mr R Wilson.

20/12-13 Minutes

RESOLVED:

That the minutes of the meeting of the Building Committee held on 31 October 2012 be approved.

21/12-13 Declarations of Interest

REPORTED (by the Chair):

That, should any members or attendees of the 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.

NOTED:

No declarations were made.

22/12-13 Major Maintenance Spend (minute 5/12-13 refers)

REPORTED: (by the Director of Estates)

That an update would be provided under the item on the annual Maintenance Report (see minute 31/12-13).

23/12-13 Quality of the University's Estate (minute 6/12-13 refers)

CONSIDERED:

An oral update from the Director of Estates on the recent Internal Audit review regarding the appropriateness of the level of funding allocated for the maintenance of the existing University estate.

REPORTED: (by the Director of Estates)

- (a) That the Internal Audit review had recommended more rigorous budget setting for the maintenance of the existing University estate.
- (b) That a six-month study of the condition of the campus would be undertaken for completion in Autumn 2013.

(by the Chair)

- (c) That £2m pa had been allocated in the Capital Plan to address underspend on maintenance and other projects.

(by the Deputy Registrar)

- (d) That business continuity issues and major incidents could potentially arise from problems caused by the deferral of maintenance work.

(by Professor S Hand)

- (e) That the look and feel of the campus should not be shaped purely by undergoing a programme of maintenance.

RESOLVED:

That the outcome of the survey of the condition of the campus be reported to the Building Committee, following its completion in Autumn 2013.

24/12-13 Campus Development Plan and Village Centre (minute 8/12-13 refers)

CONSIDERED:

An updated presentation from the Director of Estates and the University Masterplan Architect on the campus development plan, noting that:

- (a) The computer generated fly-through had been updated to incorporate feedback and photos of campus, together with the future development on the Warwickshire land;
- (b) The Director of Estates had used the computer generated fly-through at other forum to highlight and illustrate some of the projects currently under consideration;
- (c) The computer generated fly-through could continue to be updated to reflect the development of areas and buildings on campus.

REPORTED: (by the Masterplan Architect)

- (a) That it was important that the development of the Cryfield Energy Centre and landscaping on the Warwickshire land enhanced the integration of the land with the rest of the campus.

- (b) That the next step was to establish the cost of phases to progress the campus development plan.

(by the Chair)

- (c) That the computer generated fly-through was useful to highlight which buildings no longer matched the proposed look and feel for the campus.

- (d) That the quality of campus experience and the value of estate could be raised by investment in landscaping.

(by the Head of Estates Projects)

- (e) That a bid would be submitted as part of the next capital planning round to cover public realm work.

(by Professor S Hand)

- (f) That some aspects of the campus development plan could be added at low cost, such as beacons on the roundabouts as part of a sculpture competition.

(by the Director of Estates)

- (g) That there was budget to progress the campus development plan to the next stage.

- (h) That some aspects of the campus development plan, such as the Arts Centre and Benefactors, were not yet part of the University's Capital Plan.

(by Professor D Elmes)

- (i) That the impact of the campus development plan on traffic should be considered by the Committee, particularly in the light of Gibbet Hill Road being the concern of Coventry City Council.

RESOLVED:

That the Director of Estates and the University Masterplan Architect develop a phasing document for the campus development plan, to include project timings where possible, to be provided at the next meeting of the Building Committee, scheduled for 7 June 2013.

25/12-13 Traffic on Campus (minute 13/12-13 refers)

REPORTED: (by the Director of Estates)

That an update would be provided under the item updating the Committee on the key items of business considered by the Carbon Challenge Group (see minute 32/12-13).

26/12-13 Wellesbourne Campus (minute 15/12-13 refers)

RECEIVED:

An oral report from the Director of Estates on the progress of discussions regarding the future use of Wellesbourne Campus.

REPORTED: (by the Director of Estates)

- (a) That there was a delay on the decision to move all activity of the School of Life Sciences from the Wellesbourne Campus, due to the shortage of suitable space for their research projects to be undertaken within.
- (b) That a proposal was received from Jaguar Landrover to refurbish and lease some of the property on Wellesbourne Campus.
- (c) That there had been exploration of the financial 'claw back' implication of releasing some of the land on Wellesbourne Campus for housing, following increased demand on local councils to find locations for development.
- (d) That the Science Park staff had been challenged to review the space on Wellesbourne Campus to explore the viability of establishing another Science Park.

(by the Chair)

- (e) That the climate was currently favourable to obtain planning permission for housing, noting that land was not automatically required to be sold for the purpose of housing as a result.

Note: Examination of the covenants relating to the acquisition highlight that granting of a beneficial planning approval would potentially trigger a claw-back payment to DEFRA, and should not be pursued at this time

27/12-13 Membership of the Committee

REPORTED: (by the Chair)

That Vikki Heywood had resigned her position on the Building Committee as one of the three lay members of the Council.

28/12-13 Capital Planning and Accommodation Review Group

RECEIVED:

A report summarising the main items of business from the meetings of the Capital Planning and Accommodation Review Group held on 18 December 2012 and 28 February 2013 (paper BC.10/12-13).

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

- (a) That there were several projects being undertaken regarding strategic consideration of space, including a feasibility study by the Estates Office based on the proposals to accommodate the Warwick-Monash joint appointments in Chemistry.

(by the Finance Director)

- (b) That the University was moving into a period of very limited external capital funding and a limit to further borrowing, while seeking to increase annual surpluses to at least 5% of income to provide additional capital funds.
- (c) That consideration of future capital demands needed to be carefully managed, alongside expenditure on staff and research costs for example.

29/12-13 Estates Management Committee

RECEIVED:

An oral report from the Director of Estates regarding the most recent Estates Management Committee meeting.

REPORTED: (by the Director of Estates)

- (a) That the Estates Office was developing its Help Desk software to provide a repository for data analysis.
- (b) That two new appointments, Head of Facilities and Head of Maintenance, had been made this week.

30/12-13 Carbon Challenge Group

CONSIDERED:

A report of the key items of business considered by the Carbon Challenge Group (paper BC.11/12-13).

REPORTED: (by the Energy Manager)

- (a) That the Group had emphasised that, although building refurbishment was capital intensive, the action plan should be progressed to add value in campus development and provide savings from insulation.
- (b) That there had been collaboration with departments to reach the principle of informing departments of their respective utilities cost allocation, and that there would be meetings with Heads of Departments during March 2013 to discuss the data.

- (c) That it was possible to set appropriate energy consumption targets for individual departments, taking into account their location and activity.
- (d) That he was working with PhD students in Warwick Business School to consider how best to engage with departments to influence change and behaviour to increase sustainability.
- (e) That a network of Sustainability Champions, with a remit that expands upon that of the current Energy Champions, could help in the delivery of a more complete message regarding behaviour.
- (f) That emission reports would be created from the data of the 2012 Staff and Student Travel Survey.

(by the Director of Estates)

- (g) That the Group had noted that supporting departmental Carbon Management Plan deployment could assist in the integration of sustainability education into the curriculum.
- (h) That the Estates Office was currently updating the Carbon Plan to reflect the growth in the size of the University and to introduce new projects to address any increase in carbon emissions that could result.
- (i) That the University had reduced its carbon emissions to target over the last 12 months, and that a report would be published during March 2013.

(by Professor S Hand)

- (j) That the perception and visibility of the University's enthusiasm for addressing sustainability would require integration in the University's current activities as well as the involvement of the Communications Team.

(by the Chair)

- (k) That the University would need to demonstrate how it was using its relationship with Jaguar Landrover with regard to developments in efficiencies and electric cars.

RESOLVED:

That the Energy Manager provide a report on transport, buildings and behaviour, to cover the University's latest position using data, what can be done to prioritise investment and what are the University's targets to ensure an integrated approach, to the next meeting of the Building Committee, scheduled for 7 June 2013.

31/12-13 Maintenance Report

CONSIDERED:

An update of the annual Maintenance Report (paper BC.12/12-13).

REPORTED: (by the Head of Estates Services)

- (a) That a new condition survey of the fabric elements of the University's non-residential estate was underway.
- (b) That the budget for the proposed Major Maintenance Plan for 2013-14 included this year's additional £2m from the Capital Plan to enable progression on works beyond statutory requirements alone.

RESOLVED:

That the technical content of the maintenance plans outlined below and in paper BC.12/12-13 be approved, prior to submission for financial approval through the Five Year Planning process.

- (a) Coventry Campus Non Residential areas
- (b) Residential Estate
- (c) Wellesbourne Campus.

32/12-13 2012 Traffic Count and Staff and Student Travel Survey

CONSIDERED:

A report from the Director of Estates on the results of the 2012 Traffic Count and Staff and Student Travel Survey (paper BC.13/12-13).

REPORTED: (by the Director of Estates)

- (a) That, as part of the Section 106 planning agreement, the University was required to demonstrate that action taken to reduce congestion was working.
- (b) That the 2012 Traffic Count and Staff and Student Travel Survey had shown that the University was ahead of the requirements for Section 106 and therefore unlikely to face any financial penalties.
- (c) That the full reports from the 2012 Traffic Count and Staff and Student Travel Survey were available from the Estates Office.
- (d) That activity had previously focussed on reducing use of cars by University staff, but could be broadened in the light of the surveys showing that only 58% of vehicles on campus were driven by staff and since 2007, car trips made by staff had reduced by c.22% and staff bus usage had increased by 25%.
- (e) That 21% of survey respondents travelled to the University more than 5 days per week, showing potential for rearranging working practices to spread activity across the whole week.

- (f) That cycle use was increasing, with funding from Sustrans to extend the route from Kenilworth through campus to Tesco at Canon Park to link into other routes through Coventry.
- (g) That the option of a University Car Club was being explored, to guarantee short-term access to a hire car from Enterprise for a modest subscription, to offer flexibility during the working day to staff opting not to travel to and from campus by car.
- (h) That there was opportunity to improve the lack of clearly marked signage at Coventry train station to the buses that travel directly to campus.
- (i) That the survey feedback would be used to address the appropriateness of subsidised bus routes between the University and other local train stations.
- (j) That he was lobbying for better train connections to the vicinity of the University, with further consideration to be given to the required links to campus from these locations.

(by Professor S Hand)

- (k) That a coach service between the University and Oxford would be welcomed, to support the staff members who live there and to encourage links to the facilities available within the city.

(by the Head of Estates Services)

- (l) That the Transport Manager had met with providers of bicycles for hire on campus, but concerns regarding security of the bicycles remained.

RESOLVED:

That the Transport Manager write a summary of the results of the 2012 Traffic Count and Staff and Student Travel Survey, relating particularly to the use of local train stations and subsidised bus routes, to be brought to the next meeting of the Building Committee, scheduled for 7 June 2013.

33/12-13 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.14/12-13).

REPORTED: (by the Head of Estates Finance & Purchasing)

- (a) That the University Capital Plan for financial year 2012/13 included planned expenditure of £43.4m for buildings and refurbishments in the current year, being part of an approved programme of £205.1m for current building and refurbishment projects.

- (b) That capital expenditure on the construction of new buildings at quarter 2 of FY2012 amounted to £4.3m against annual planned expenditure of £16.3m.

(by the Head of Estates Projects)

- (c) That the tender process for the main contractor on the WBS Phase 3b project was underway, and work was due to commence on site in September 2013.
- (d) That work on the Rootes Student Study Space was in progress with anticipated completion in late April 2013.
- (e) That the Estates Office were supporting the Arts Centre in the production of a design concept for a grant application to the Arts Council to part fund a significant redevelopment of the facilities.
- (f) That expectations for contractors to park off-campus, with the exception of deliveries, was included as part of the tendering process in order to minimise the impact of the various concurrent major capital projects on traffic.

RESOLVED:

That the expenditure on capital projects against plan at Quarter 2 of Financial Year 2012 was noted.

34/12-13 National Automotive Innovation Campus (NAIC)

RECEIVED:

- (a) An oral report from the Director of Estates on progress of the building that will house the National Automotive Innovation Campus (NAIC) and car parking provision.
- (b) The latest visual plans for the National Automotive Innovation Campus (NAIC).

REPORTED: (by the Head of Estates Projects)

- (a) That a successful grant application to HFECE resulted in a £45m facilities project (£15m UKPRIF, £20m JLR, £10m Tata) for the NAIC.
- (b) That, since confirmation of the funding award, a gap in the expectation of the space required for the NAIC had emerged, with an increase from c. 14,000 sqm to 20,000 sqm at present.
- (c) That there was a significant risk that the spring 2015 completion target would not be achieved due to the current six week delay in agreeing stakeholder's accommodation requirements.

- (d) That the additional staff on campus as a result of the NAIC would need to be considered as part of the Deputy Registrar's campus-wide study of car parking.
- (e) That a 500 space car park could add an additional £5m to the project but was not yet included within the overall budget.
- (f) That underground parking was an expensive option and suitable locations for park and ride facilities had not been located.

(by the Director of Estates)

- (g) That car parking options on the Science Park were being explored with a view to minimising impact on the University's overall Travel Plan.
- (h) That the Master Plan team would convene to consider if enough would change in the physical environment of the campus as a result of NAIC developments to review the University's overall Master Plan.

35/12-13 Cryfield Energy Centre

CONSIDERED:

- (a) An oral report from the Director of Estates on progress of design work for the Cryfield Energy Centre.
- (b) The latest visual plans for the Cryfield Energy Centre.

REPORTED: (by the Head of Estates Projects)

- (a) That the project to update the existing Combined Heat and Power (CHP) plant and to build a new Energy Centre was in its early stages with the design in progress and procurement of the replacement CHP engines under evaluation.
- (b) That the project was expected to be completed in February 2014.

(by the Director of Estates)

- (c) That some minor landscaping around the site had already been undertaken to conceal construction works.

RESOLVED:

That the Head of Estates Projects contact the Communications Office to publicise the work being undertaken on the Cryfield Energy Centre.

36/12-13 UK Energy Storage R&D Centre

RECEIVED:

- (a) An oral report from the Director of Estates on progress of design work for the UK Energy Storage R&D Centre.

- (b) The latest visual plans for the UK Energy Storage R&D Centre.

REPORTED: (by the Head of Estates Projects)

That the battery facility at the International Automotive Research Centre (IARC) was due for completion by the end of 2013.

37/12-13 Scarman House Extension

RECEIVED:

- (a) An oral report from the Director of Estates on progress of design work for the extension to Scarman House.
- (b) The latest visual plans for the extension to Scarman House.

REPORTED: (by the Director of Estates)

- (a) That design work was in progress on an extension to Scarman House with a planning application to be submitted shortly.
- (b) That commencement of work was expected in July 2013 with completion in summer 2014.

38/12-13 Science Park

RECEIVED:

A presentation from the Director of Estates on the size, style and condition of the buildings on the Science Park.

REPORTED: (by the Director of Estates)

- (a) That there was landscaping issues with the Science Park that hindered the desired linkages to the main University campus.
- (b) That inconsistency with the signage for the Science Park would be addressed, together with the University's general signage at the Tesco roundabout.

(by the Chair)

- (c) That the Science Park presented a good opportunity to grow the University's estate and to use the space for efficient buildings and car parking as required.

39/12-13 Date of the Next Meeting

REPORTED:

That the next meeting of the Committee will take place on Friday 7 June 2013 at 2.15pm in CMR1.0, University House.