

**UNIVERSITY OF WARWICK**  
**UNIVERSITY ESTATE AND ENVIRONMENT COMMITTEE**  
**PUBLIC MINUTES OF THE MEETING HELD TUESDAY 20 JUNE 2023**  
**CMR 1.0, UNIVERSITY HOUSE**

<b>Present</b>	Adrian Penfold	Independent Member of Council (Chair)
	Yewande Akinola	Independent Member of Council
	James Breckon	Director of Estates
	Will Brewer	President, Students' Union
	Rosie Drinkwater	Group Finance Director
	Jane Findlay	Independent Member
	Richard Hyde	Independent Member of Council
	Parvez Islam	Director of Environmental Sustainability
	Rachel Sandby-Thomas	Registrar
<b>Attending</b>	Michael Cambden	Architect Director, BDP
	Professor Mike Caine	Programme Director STEM GC (for item 70)
	Sophie Clark	Incoming SU Democracy and Development Officer (Observing)
	Sue Emms	Development Plan Architect (BDP) (for item 70)
	Daniel Gibbons	Programme Manager, Capital Projects, Estates (for item 70)
	Angela Gibson	Administrative Officer, Governance (Assistant Secretary)
	David Hammond	Capital Programme Director (Estates)
	Charlotte Livingston	Head of Strategic Programmes & Governance, Estates
	Scott Lloyd	Senior Assistant Registrar, Space Management & Timetabling
	Ajay Teli	Chief Communications and Marketing Officer
	Andrew Thomas	Sustainability Engineer, Estates
	Dr Chris Twine	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
064	<p><b>Welcome and Apologies for Absence</b></p> <p>Apologies were received from Di Booth, Professor Stuart Croft, Professor Chris Ennew, Dr Lucy Hammond, Jack Sperry and Professor Simon Swain.</p>
065	<p><b>Declarations of Interest</b></p> <p>There were no matters arising.</p>
066	<p><b>Minutes of the meeting held on 28 March 2023</b></p> <p>The minutes of the meeting held on 28 March 2023 (066-UEEC200623, Protected) were approved.</p>
067	<p><b>Matters Arising from meeting held on 28 March 2023.</b></p> <p><b>a) Leamington Learning Grid closure</b></p> <p>The Chair provided a verbal update that the University would be allowed to remain on site at Leamington Learning Grid until the end of June 2023.</p>
068	<p><b>Chair's Business and Actions</b></p> <p><b>a) Last meeting</b></p> <p>The Chair to extended thanks to the following UEEC members who were stepping down from the Committee:</p> <ul style="list-style-type: none"> <li>• Professor Chris Ennew (Provost - absent) – retiring, the new Provost would join UEEC.</li> <li>• Professor Lucy Hammond (academic member - absent) – had come to the end of their term.</li> <li>• Will Brewer (SU President) – had come to the end of their term.</li> </ul>

	<ul style="list-style-type: none"> <li>Jack Sperry (SU Vice-President (Democracy and Development) - absent) – had come to the end of their term.</li> </ul> <p><b>b) First meeting</b></p> <p>The Chair welcomed Sophie Clark, SU Vice-President (Democracy and Development) observing the meeting.</p>
069	<p><b>Director of Estates Update</b></p> <p>The Director of Estates presented the report (069-Ueec200623, Protected) and highlighted the following:</p> <ul style="list-style-type: none"> <li>An Awards Evening held in May 2023 recognised the hard work, dedication, and contributions from the Estates teams.</li> <li>The Faculty of Arts building (FAB) had won the Regional Royal Institute of British Architects (RIBA) 2023 award for Project of the Year.</li> <li>Estates had successfully recruited a new Chief Finance Officer, who would join the team from the University of Nottingham in July 2023.</li> <li>Gemma Wilkins had joined Estates as Head of Sustainable Campus Operations.</li> <li>Recruitment and retention of staff continued to present a significant current risk to service provision. Interim measures were being put in place to maintain service levels while more permanent solutions were being implemented.</li> <li>Construction cost inflation remained a risk affecting future cost/benefit.</li> <li>Compliance with statutory regulations was improving, with on-going programmes of work and audits carried out as and when required.</li> <li>The Campus Masterplan refresh, incorporating the Grand Challenges, was progressing well with conversations with those involved in the Cultural Strategy and public realm taking place.</li> </ul> <p>The committee discussed student accommodation. Refurbishment would be carried out over the summer 2023. It was requested that student accommodation strategy be brought to a future meeting.</p> <p><b>ACTION:</b> Update on student accommodation strategy to include details on quality, links with transport, effect on recruitment and comparison to competitors to be brought to a future UEEC meeting.</p>
<b>Strategic Items</b>	
070	<p><b>STEM Grand Challenge Stage 2 Design</b></p> <p>The Programme Director STEM GC, Programme Manager (Capital Projects, Estates) and the Masterplan Architect (BDP) presented the report (070-UEEC200623, Protected). The Committee welcomed the report, noting the progress already made and the next steps. The following points were noted:</p> <ul style="list-style-type: none"> <li>The design would focus on reducing embodied carbon, operational carbon and decarbonisation of the infrastructure. Low carbon materials would be used where possible.</li> <li>The programme would require a three-phased development with landscaping in phase 1 and 2 and final soft landscaping in phase 3.</li> <li>The Quality &amp; Design Sub-Group (QDSG) would look at aesthetics, legacy, longevity, and relationship with existing building.</li> </ul> <p>Members highlighted that further consideration should be given to the student voice as part of ongoing design discussions.</p>
071	<p><b>Transport and Mobility Strategy Update</b></p> <p>The Director of Environmental Sustainability, Head of Transport Systems and Operations and Director and Head of Design, Steer provided a verbal update on Transport and Mobility.</p> <ul style="list-style-type: none"> <li>Travel Surveys and ANPR data showed a change in working behaviours with significantly fewer staff and students travelling to the University on a regular basis compared with pre-Covid patterns.</li> </ul>

	<ul style="list-style-type: none"> <li>Additional incentives would assist in increasing the uptake of car sharing, to reduce single-occupancy journeys to campus.</li> <li>The Strategy included work with local bus companies and regional bodies such as WMCA and TfWM to create a simple low-cost and seamless environment for all users with one mode of payment for these services.</li> </ul> <p>It was noted that Steer were working with University and BDP to help facilitate all future activities to support the wider Supplementary Planning Document (SPD).</p>
072	<p><b>Update on Journey to Net Zero</b></p> <p>The Director of Environmental Sustainability and Sustainability Engineer, Estates, presented the update report (072-UUEEC202623, Protected) on the Journey to Net Zero, the Committee noted the following;</p> <ul style="list-style-type: none"> <li>[Exempt information not included]</li> <li>[Exempt information not included]</li> </ul> <p>On-site solar photovoltaics (PV), providing the lowest cost electricity, had been installed on the roof of the Zeeman building, a further rooftop PV project was programmed with completion due in Autumn 2023.</p> <p>[Exempt information not included]</p>
<b>Committee Reports</b>	
073	<p><b>Report from the Environment and Social Sustainability Action Group</b></p> <p>The report from the Environment and Social Sustainability Action Group (073-UUEEC200623, Protected), was received and <b>noted</b>.</p>
074	<p><b>Report from the Capital, Space and Amenities Group</b></p> <p>The Senior Assistant Registrar/Space Management &amp; Timetabling presented the report (074-UUEEC200623, Protected) from the meetings of CSAG held on 27 April 2023 and a verbal update from the meeting on 25 May 2023.</p> <p>The Committee noted the update on the utilisation of teaching space, key issues affecting full utilisation of the timetable and actions in progress to improve this for the 2023/24 timetable.</p>
075	<p><b>Estate Management Return 2022 and KPIs</b></p> <p>The report on the Estate Management Return 2022 and KPIs (075-UUEEC200623, Protected), was received and <b>noted</b>.</p>
<b><i>Items below this line were received and noted without discussion</i></b>	
<b>Estate</b>	
076	<p><b>Report from the Quality and Design Sub-Group</b></p> <p>The Capital Programme Director, Estates presented the report (076-UUEEC200623, Protected) from the meeting of QDSG held on 3 May 2023.</p> <p>The Committee <b>noted</b> the report.</p>
077	<p><b>Capital Programme: Major Projects Status Report (RAG)</b></p> <p>An update on the status of major capital projects currently in progress, including design, procurement and construction (077-UUEEC200623, Protected), was received and noted.</p>
078	<p><b>Property, Land and Titles</b></p> <p>The report on priorities for land and property purchases and developments (078-UUEEC200623, Restricted), was received and <b>noted</b>.</p>
079	<p><b>Lighting Strategy Paper/University Energy Usage Policy</b></p> <p>The report on the Lighting Strategy Paper/University Energy Usage Policy (079-UUEEC200623, Protected), was received and <b>noted</b>.</p>

	UEEC noted the University design standards strategy towards energy efficient lighting and lighting controls, and how this could be employed across the campus property portfolio.
080	<b>Sculpture for University House Exterior</b> The report on the proposed sculpture (088-UEEC200623, Protected) to be situated outside University House was received and <b>noted</b> .
<b>Other</b>	
081	<b>Any other business</b> There was no other business.
<b>CLOSE BY 12:30</b> <b>Next meeting: 3 October 2023, CMR 1.1 University House</b>	

<b>DECISIONS AND ACTIONS</b>			
<b>ITEM</b>	<b>DECISION/ACTION</b>	<b>LEAD AND DUE DATE</b>	<b>STATUS</b>
<b>20 June 2023</b>			
<b>069 - Director of Estates Update</b>	<b>ACTION:</b> Update on student accommodation strategy to include details on quality, links with transport, effect on recruitment and comparison to competitors to be brought to a future UEEC meeting.	James Breckon/Wendy Roberts	Due Jan 2024