

**UNIVERSITY OF WARWICK**  
**UNIVERSITY ESTATE AND ENVIRONMENT COMMITTEE**  
**PUBLIC MINUTES OF THE MEETING HELD 10:30, WEDNESDAY 22 JUNE 2022**  
**IN CMR 1.0 UNIVERSITY HOUSE**

<b>Present</b>	Adrian Penfold	AP	Independent member of Council (Chair)
	Professor Stuart Croft	SC	Vice-Chancellor and President
	Yewande Akinola	YA	Independent member of Council
	Diane Booth	DB	Independent member of Council
	James Breckon	JB	Director of Estates and Rep of the QDSG and ESSAG
	Professor Naomi Brooks	NB	Professor of Complex Programme Management, WMG
	Rosie Drinkwater	RD	Group Finance Director
	Professor Chris Ennew	CE	Provost and Chair of the Capital, Space and Amenities Group
	Jane Findlay	JF	Independent Member
	Nick Foley	NF	Director of Corporate Communications (from item 054)
	Richard Hyde	RH	Independent member of Council
	Parvez Islam	PI	Director of Environmental Sustainability
	Rachel Sandby-Thomas	RST	Registrar
	Professor Simon Swain	SS	Vice-President for National and Regional Engagement
<b>Attending</b>	Will Brewer	WB	Incoming President, Students' Union
	Dan Derricott	DD	Director of Education Policy & Quality (EPQ)
	Angela Gibson	AG	Administrative Officer, Governance (Assistant Secretary)
	Debbie Girdlestone	DG	Head of Strategic Business Development, Wellesbourne Campus (for item 055)
	David Hammond	DH	Capital Programme Director (Estates)
	Charlotte Livingstone	CL	Head of Strategic Programmes & Governance, Estates
	Scott Lloyd	SL	Senior Assistant Registrar, Space Management & Timetabling
	Jack Sperry	JS	Incoming Democracy and Development Officer, Students' Union
	Steve Twynholm	STw	Operations Director, Estates
	Sharon Tuersley	ST	Secretary to Council (Secretary)
	Martin Yardley	MY	Director, Wellesbourne Campus (for item 055)

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
049	<p><b>Welcome and Apologies for Absence</b></p> <p>Apologies were received from Shingai Dzumbira, Kevin Edwards, Sue Emms, Dr Lucy Hammond, and Jacob Jefferson.</p> <p>The Chair welcomed all, including Dan Derricott, Director of Education Policy &amp; Quality (EPQ), Will Brewer, Students' Union incoming President elect and Jack Sperry, Students' Union incoming Democracy and Development Officer elect, who observed this meeting.</p> <p>The Chair thanked members who were stepping down from the Committee, namely Naomi Brookes, Shingai Dzumbira and Jacob Jefferson. The Chair thanked members for their dedication to the Committee and wished them well in future endeavours.</p> <p>Naomi Brookes thanked the Director of Estates, colleagues in Estate and the University Estate and Environment Committee (UEEC) for all their support.</p> <p>The Chair thanked Sharon Tuersley at their last UEEC meeting noting all their work shaping the Secretary to Council role and UEEC. It was noted that Chris Twine had would take up the post of Secretary to Council on 1 September 2022.</p>
050	<p><b>Declarations of Interest</b></p> <p>No new conflicts of interest were declared.</p>

051	<p><b>Minutes of the meeting held on 29 March 2022</b></p> <p>The minutes of the meeting held on 29 March 2022 (051-Ueec220622, Protected) were <b>approved</b>.</p>
052	<p><b>Matters Arising from meeting held on 29 March 2022</b></p> <p><b>a) Student Accommodation Strategy</b></p> <p>It was suggested to include community integration and interaction within the Student Accommodation Strategy (042-Ueec290322, Protected).</p> <p><b>ACTION:</b> To consider community integration and interaction within the Student Accommodation Strategy.</p>
<b>Chair and Director of Estates Updates</b>	
053	<p><b>Chair's Business and Actions</b></p> <p><b>a) Update from the Joint FGPC/Ueec Working Group (on STEM)</b></p> <p>[Exempt information not included]</p> <p><b>b) Fire Safety</b></p> <p>The Chair noted that the “deep dive” fire safety presentation given at Audit and Risk Committee in May (052-Ueec220622, Protected) had been positively received. The slides had been circulated to the Committee for information on 16 June.</p> <p>Update on fire safety would continue to be presented to Ueec under the Directors of Estates Update.</p>
054	<p><b>Director of Estates Update</b></p> <p>The Director of Estates presented the report (054-Ueec220622, Protected) and highlighted the following:</p> <ul style="list-style-type: none"> <li>• Due to the age/condition of the Estate, statutory compliance and assurance was a continual priority and risk which required management. Assurance was provided through regular reporting and audits.</li> <li>• Plans were ongoing for the summer with 20,000 attending Warwick Celebrates followed by the Commonwealth Games (CWG) and the International Children’s Games (ICG) in August. [Exempt information not included].</li> <li>• Recognition - National AUDE awards in March <ul style="list-style-type: none"> <li>○ The Estates Campus Grounds Manager, Kelly Baker had received the winners award for the “Rising Talent” category, for their contribution to the improvements to the soft landscape across the campus and enthusiasm to develop the horticultural skills of their team.</li> <li>○ The Transport team had been highly commended within the “Impact initiative” category Impact awards for the wide variety of sustainable transport initiatives implemented at the University in such a short time.</li> </ul> </li> <li>• Staff retention and recruitment was noted as a significant risk at this time and retention/ recruitment activity was being prioritised.</li> <li>• A Project Progressing Group would be set up to look at work required to replace Whitefield’s student accommodation blocks.</li> <li>• [Exempt information not included]</li> <li>• A launch of the Sustainability Strategy was planned, targets would be developed, and the report would be shared with UEB and Ueec in due course.</li> </ul> <p>The Committee noted the updates. [Exempt information not included]</p> <p><b>ACTION 1:</b> Confirm ownership of carbon emissions during the Commonwealth Games (CWG).</p> <p><b>ACTION 2:</b> Report progress towards achievement of net zero carbon emission targets by 2030 to a future Ueec meeting.</p>
<b>Strategic Items</b>	
055	<p><b>Wellesbourne Campus</b></p>

	<p>The Director of Wellesbourne Campus and the Head of Strategic Business Development, Wellesbourne Campus presented the report (055-UJEEC220622, Restricted).</p> <p>[Exempt information not included] The Committee supported the principles, with the following comments noted:</p> <ul style="list-style-type: none"> <li>• [Exempt information not included]</li> <li>• [Exempt information not included]</li> <li>• [Exempt information not included]</li> <li>• [Exempt information not included]</li> <li>• Due to the location and character, the site was well occupied. It was acknowledged that it would be important to maintain the character of the site.</li> <li>• Landscape character and the importance of biodiversity net gain (BNG) was noted. It was suggested that targets and aspirations should be set above planning requirements.</li> </ul> <p>[Exempt information not included]</p>
056	<p><b>Transport and Mobility</b></p> <p>The Director of Environmental Sustainability presented the report (056-UJEEC220622) and presentation providing an update on progress made since the 2018 Masterplan and the strategic refresh of the University Mobility Strategy to 2030.</p> <p>Priorities over the next 12 months would include:</p> <ul style="list-style-type: none"> <li>• Infrastructure: Mobility Hubs, EV Charging Network, central Pedestrianisation/ Mobility Lanes and Wayfinding/Signage</li> <li>• Active Travel: Secure storage facilities, welfare facilities and education programmes</li> <li>• Shared Mobility: Fully electric public transport fleet and supply and demand and cost of travel</li> <li>• [Exempt information not included]</li> </ul> <p>Concerns were raised on the reliability of public transport and street lighting, particularly in Coventry and South Leamington. The Director of Environmental and Sustainability welcomed opportunities to discuss further.</p> <p>Data sources had been used at various locations around campus to provide monitoring of travel behaviour including road usage and mode of travel. Evidence gathered so far had suggested that there was a strong demand for the newly introduced travel initiatives on campus helping to support more active and sustainable journeys. The University was expecting to gather further data to enable data led decision making.</p> <p>[Exempt information not included]</p> <p>[Exempt information not included]</p> <p>The Committee supported the report, noting that a further updated version would be presented to UEB and then to Council.</p>
<b>Estate (I)</b>	
057	<p><b>Real Estate Development Appraisal</b></p> <p>The Capital Programme Director, Estates presented the report (057-UJEEC220622, Protected).</p> <p>[Exempt information not included]</p>
<b>Committee Reports</b>	
058	<p><b>Report from the Environmental and Social Sustainability Action Group</b></p> <p>The Director of Environmental Sustainability, Estates presented an update report (058-UJEEC220622, Protected) together with a verbal update following the ESSAG meeting held on 24 May 2022. The following key points were highlighted:</p> <ul style="list-style-type: none"> <li>• University Sustainability Policy Framework</li> </ul>

	<ul style="list-style-type: none"> <li>• ESSAG Delivery Plans (Education, Research and Sustainable Campus)</li> <li>• Communication and Engagement</li> </ul> <p>The GRAIN Consultancy Draft Decarbonisation Targets and Plan presentation would be shared with UEEC.</p> <p>A summary of achievements and planned activity in faculties/department would be presented in the next academic year.</p> <p><b>ACTION 1:</b> Share GRAIN Consultancy Draft Decarbonisation Targets and Plan presentation with UEEC members.</p> <p><b>ACTION 2:</b> Present a summary of achievements and planned activity in faculties/department to a future UEEC meeting.</p>
059	<p><b>Report from the Capital, Space and Amenities Group</b></p> <p>The Provost and Chair of Capital, Space and Amenities Group (CSAG) presented the report (059-UEEC220622, Protected) from the meetings of CSAG on 28 April and 24 May 2022.</p> <p>The Committee received and <b>noted</b> the report with updates under the following headings:</p> <ul style="list-style-type: none"> <li>• [Exempt information not included]</li> <li>• [Exempt information not included]</li> <li>• Meeting Rooms</li> <li>• [Exempt information not included]</li> </ul> <p>The Faculty of Arts was noted as an example of how office space could be reduced with minimal loss of overall office facilities whilst overall maximising space usage. How this could be achieved in other areas would be discussed at a future meeting.</p>
060	<p><b>Report from the Quality and Design Sub-Group</b></p> <p>The Capital Programme Director, Estates presented the report (060-UEEC220622, Protected) from the meeting of QDSG on 8 June 2022.</p> <p>The Committee noted the report with updates provided on the signage outside the Warwick Arts Centre.</p>
<b>Items below this line were received and noted without discussion</b>	
<b>Estate (II)</b>	
061	<p><b>Capital Programme: Major Projects Status Report (RAG)</b></p> <p>The report on the status of major capital projects currently in progress, including design, procurement and construction (061-UEEC220622, Protected) was received and noted.</p>
062	<p><b>Annual Maintenance and Compliance Report</b></p> <p>The report on the process used to develop maintenance plans for the University's buildings, as well as the priorities for service improvement for 2022 (062-UEEC220622, Protected), was received and noted.</p>
063	<p><b>Property, Land and Titles</b></p> <p>The report on priorities for land and property purchases and developments (063-UEEC220622, Restricted), was received and noted.</p>
064	<p><b>Space Principles</b></p> <p>The report on Space Principles (064-UEEC220622, Protected) was received.</p> <p>The space principles had been considered by UEEC at its January meeting and had been modified to combine some principles to reduce the total number, to reframe the value of departmental identities and sense of belonging for students and staff, and to further emphasise the sustainability imperative.</p> <p><b>DECISION:</b> UEEC <b>approved</b> the revised Space Principles.</p>
<b>Other</b>	
065	<p><b>Any other business</b></p> <p>There was no other business.</p>

**CLOSE BY 12:20**

**Next meeting: 10:30, Wednesday 28 September 2022**

<b>DECISIONS AND ACTIONS</b>			
<b>ITEM</b>	<b>DECISION/ACTION</b>	<b>LEAD AND DUE DATE</b>	<b>STATUS</b>
<b>2018-19</b>			
<b>20 June 2019</b>			
049a – Draft Energy and Infrastructure Strategy	<b>ACTION (1):</b> 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	In progress by the EIG working group
053 – Capital Projects Lessons Learned	<b>ACTION:</b> Report on lessons learned from capital projects to be discussed at a future meeting, including the Warwick Arts Centre Project.	James Breckon, David Hammond	Arts Centre learning to be completed post-contract (after March 2021)
<b>2019-20</b>			
<b>15 January 2020</b>			
024 – Estate Management Record and KPIs	<b>ACTION:</b> Output from space modelling work (projected future space requirements) to be presented to UEC at a future meeting.	James Breckon, Chris Ennew, CSAG Secretariat, to be scheduled	To be scheduled
026 – Report from the Capital, Space and Amenities Group	<b>ACTION:</b> Modelling work of future space demand for degree apprenticeships to be shared as appropriate to inform discussions on potential future developments.	James Breckon / CSAG, when available	Closed
<b>2020-21</b>			
<b>26 January 2021</b>			
Report from the External Review of the University's Fire Risk Management System	<b>ACTION:</b> Regular updates on fire risk management and mitigations to be shared with the Committee.	James, Breckon, John Phillips, Simon Watson	Ongoing
<b>8 July 2021</b>			
064 - Director of Estates Update	<b>ACTION:</b> Consideration to be given to making submissions to planning awards related to the masterplan and the hybrid capital plan.	James Breckon	Closed
071 - Report from the Quality and Design Sub-Group	<b>ACTION:</b> External signage proposals for Warwick Arts Centre to be shared with the Committee for information.	James Breckon	
072 - Report from the Environmental and Social Sustainability Action Group	<b>ACTION:</b> Departmental updates (including academic departments, professional services and CCSG) to be brought to the Committee in 2021/2022 to outline progress in sustainability strategy delivery.	Chris Ennew, James Breckon	
<b>2021-22</b>			
<b>29 March 2022</b>			
041 - Director of Estates Update	<b>ACTION:</b> Long-Term Capital Plan (LTCP) to be brought back to a future meeting.	James Breckon	
043 - Campus South Development	<b>ACTION 1:</b> Invite UEEC members as required to Eco Park Development study workshop.	Daniel Gibbons	Complete
	<b>ACTION 2:</b> Optional tour of Campus South to be arranged in June.	Angela Gibson	Complete
<b>22 June 2022</b>			

052 - Matters Arising from meeting held on 29 March 2022	<b>ACTION:</b> To consider community integration and interaction within the Student Accommodation Strategy.	James Breckon/Wendy Roberts	Closed
053 - Chair's Business and Actions	<b>ACTION:</b> Include Update from the Joint FGPC/UEEC Working Group (on STEM) on Chairs Agenda at July Council.	Sharon Tuersley	Complete
054 - Director of Estates Update	<b>ACTION 1:</b> Confirm ownership of carbon emissions during the Commonwealth Games (CWG).	Rosie Drinkwater	Complete
	<b>ACTION 2:</b> Report progress towards achievement of net zero carbon emission targets by 2030 to a future UEEC meeting.	James Breckon	
058 - Report from the Environmental and Social Sustainability Action Group	<b>ACTION 1:</b> Share GRAIN Consultancy Draft Decarbonisation Targets and Plan presentation with UEEC members.	Parvez Islam/Angela Gibson	Complete
	<b>ACTION 2:</b> Present a summary of achievements and planned activity in faculties/department to a future UEEC meeting.	Chris Ennew	Update at September 2022 UEEC
064 - Space Principles	<b>DECISION:</b> UEEC <b>approved</b> the revised Space Principles.		