

**UNIVERSITY OF WARWICK**  
**UNIVERSITY ESTATE AND ENVIRONMENT COMMITTEE**  
**PUBLIC MINUTES OF THE MEETING HELD 10:30, TUESDAY 28 MARCH 2023**  
**CMR 1.0, UNIVERSITY HOUSE**

<b>Present</b>	Adrian Penfold	Independent Member (Chair)
	Yewande Akinola	Independent Member of Council
	Diane Booth	Independent Member
	James Breckon	Director of Estates
	Professor Stuart Croft	Vice-Chancellor and President
	Rosie Drinkwater	Group Finance Director
	Professor Chris Ennew	Provost
	Dr Lucy Hammond	Member of Academic staff
	Richard Hyde	Independent Member of Council
	Parvez Islam	Director of Environmental Sustainability and Representative of ESSAG
	Rachel Sandby-Thomas	Registrar
	Jack Sperry	Students' Union Vice-President Democracy and Development
Professor Simon Swain	Vice-President for National and Regional Engagement	
<b>Attending</b>	Professor Mike Caine	Programme Director STEM GC (for item 49)
	Jonny Day	Associate Architect (BDP) (for item 49)
	Sue Emms	Development Plan Architect (BDP)
	Daniel Gibbons	Programme Manager, Capital Projects, Estates (for item 49)
	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 (for item 053)
	Dr Chris Twine	Secretary to Council (Secretary)
	Steve Wilkes	Deputy Finance Director, Estates
	Gemma Wilkins	Senior Project Manager (Strategic Change) (for item 053)
Martin Yardley	Director, University of Warwick Innovation Campus (for item 50)	

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
043	<p><b>Welcome and Apologies for Absence</b></p> <p>Apologies were received from Will Brewer and Jane Findlay.</p> <p>Due to technical issues in CMR1.0 Professor Jon Coaffee was unable to join.</p>
044	<p><b>Declarations of Interest</b></p> <p>Richard Hyde declared their role as the non-executive Chair of Housemark, one of the tenants at Riley Court referred to within item 059 Property, Land and Titles (BtL).</p> <p>Adrian Penfold declared their role as member of the Transitional Board at the Office for Place for item 051 South Campus Development, noting however there was no specific conflict in this case or pecuniary interest.</p>
045	<p><b>Minutes of the meeting held on 24 January 2023</b></p> <p>The minutes of the meeting held on 24 January 2023 (045-UJEEC280323, Protected) were approved subject to a minor amendment as discussed.</p>
046	<p><b>Matters Arising from meeting held on 24 January 2023.</b></p> <p>There were no matters arising.</p>
047	<p><b>Chair's Business and Actions</b></p>

	There was no Chair's Business.
048	<p><b>Director of Estates Update</b></p> <p>The Director of Estates presented the report (048-UJEC280323, Protected) and highlighted the following:</p> <ul style="list-style-type: none"> <li>• Following a successful audit with no non-conformities, Estates had been awarded ISO 14001 standard until March 2026.</li> <li>• Construction cost increase continues, mitigation via review of requirements for major projects was being monitored.</li> <li>• Improved understanding of energy costs had assisted in better visibility and consideration in forecasting.</li> <li>• Staff retention and recruitment was identified as a key risk and would be prioritised.</li> <li>• Interviews for the position of Chief Finance Officer, Estates would be held in April 2023.</li> <li>• University Executive Board (UEB) had approved the need to update the Masterplan, the Supplementary Planning Document (SPD) had been submitted to council authorities.</li> <li>• Two submissions had been shortlisted for 2023 AUDE awards: Estates Team of the Year Award (Commonwealth Games) and Reaching Higher Award (Suppliers' Forum).</li> </ul> <p>The Committee noted the updates. Apprenticeships from the local area and colleges was discussed, and Estates were keen to support although they would require appropriate level of provision to manage.</p> <p>The rate of progress towards achievement of Net Zero carbon emission targets by 2030 for scope 1 &amp; 2 was discussed. The Deputy Finance Director was leading on a potentially major heat pump and energy centre project, for which a tariff based on indicative costings from the supplier was expected and UJEC and FGPC would be updated on any significant contract terms, alongside progress on route to Net Zero.</p>
<b>Strategic Items</b>	
049	<p><b>STEM Grand Challenge</b></p> <p>The Programme Director STEM GC, Programme Manager (Capital Projects, Estates) and the Masterplan Architect (BDP) presented the report (049-UJEC280323, Protected). The following was highlighted:</p> <ul style="list-style-type: none"> <li>• The Science and Engineering Precinct would provide new world class science and engineering facilities to support strategic growth in staff and students and enable excellence in interdisciplinary education and research.</li> <li>• The scheme would have growth for 30% taught student numbers and associated fee income.</li> <li>• The precinct would enable greater interdisciplinarity and collaboration in both research and education across the Faculty of Science, Engineering and Medicine (SEM) and beyond.</li> <li>• Prioritising transformation of research had been modelled at c10% uplift in research space, with capacity to accommodate c40% uplift in PhD enrolment.</li> <li>• Refitted facilities would include a mix of purposes with a focus on wellbeing benefits for staff, students, and visitors.</li> <li>• Currently, none of the University's engineering sciences and disciplines feature within the global top 100 universities.</li> <li>• The design would allow for the opportunity to showcase excellence, engagement, and co-sponsorship with the use of elevated floors and glass partitions.</li> <li>• A landscaped, biodiverse, University Square with tree and hedge planting would be created at the centre of campus.</li> <li>• Investment discussions would take place with sponsors and global partners.</li> <li>• Warwick Institute of Engagement (WIE) would be housed within the Precinct.</li> </ul>

	<ul style="list-style-type: none"> <li>• The site connects with the wider part of campus incorporating areas adjacent to the roundabout and Lord Bhattacharyya Way.</li> <li>• Car parks 10 and 11 would be removed from central campus.</li> <li>• A newbuild on the Energy Innovation Centre (EIC) site would focus on Engineering.</li> <li>• Physics building and Block B would be transformed to set a new standard of building reuse for the University, creating active and accessible ground floors, improving connectivity across buildings, and providing outstanding showcasing opportunities.</li> <li>• Blocks A and D would be decommissioned.</li> <li>• Block F (the existing School of Engineering estate), would be used for potential future development.</li> <li>• Blocks G, E and Milburn House would remain.</li> <li>• Passivhaus low carbon design principles would be followed for energy efficiency.</li> <li>• The façade would be environmentally adaptive and place people in spaces on the south to make most of solar gains.</li> </ul> <p>The Committee welcomed the use of Passivhaus principles and discussed how the proposed scheme would align with the landscape and University Masterplan.</p> <p>Marketing, Communications and Insight (MCI) were involved in a campaign to increase awareness of STEM GC across the institution. A website would include details of the project.</p> <p>The Committee also discussed the material passport, a concept used in Amsterdam preventing materials from being dumped or incinerated during demolition or renovation.</p> <p>Transport to integrate Gibbet Hill campus with the Precinct would be considered.</p> <p>The Committee gave thanks for the update and welcomed future updates.</p>
050	<p><b>Wellesbourne Supplementary Planning Document (SPD) Update</b></p> <p>The Director, University of Warwick Innovation Campus, Stratford upon Avon presented the report (050-UEEC280323, Protected) Wellesbourne Supplementary Planning Document (SPD) Update and highlighted the following:</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> </ul> <p>Meetings with the major local landowner had been scheduled and Stratford District Council had requested close working between all relevant parties. The Committee endorsed the work undertaken to date and the proposed next steps.</p>
051	<p><b>South Campus Development</b></p> <p>The Director of Estates presented a verbal update on the South Campus Development, the Committee noted the following:</p> <ul style="list-style-type: none"> <li>• The development of a football stadium on campus land would no longer progress and 22 acres would now become part of the larger eco-park. The Landscape Working Group would engage the existing grounds team to start to enhance biodiversity and habitat.</li> <li>• [Exempt information not included]</li> </ul>
052	<p><b>Transport and Mobility</b></p> <p>The Director of Environmental Sustainability provided a verbal update on Transport and Mobility. The following points were made:</p> <ul style="list-style-type: none"> <li>• [Exempt information not included]</li> </ul>

	<ul style="list-style-type: none"> <li>Hybrid working was still strong with an average of 50% occupancy reported at car parks.</li> <li>A travel survey was carried out in October 2022; it was noted that recent employees now live further away.</li> <li>A refresh of the masterplan strategy would be brought to a future UEEC to help develop a University travel plan.</li> </ul> <p><b>ACTION:</b> Masterplan strategy refresh would be brought to a future UEEC to assist development of a University travel plan.</p>
053	<p><b>Way to Sustainable Key Performance Indicators (KPIs)</b></p> <p>The Director of Environmental Sustainability, Senior Project Manager (Strategic Change) and Sustainability Engineer (Estates) presented the report (053-UEEC280323 Protected) and supporting presentation on a project launched to create a single KPI dashboard for reporting on all aspects of sustainability. The key points were highlighted as follows:</p> <ul style="list-style-type: none"> <li>Following a commitment to University Council, the project had been launched to develop a straightforward dashboard for the Way to Sustainable KPIs using the <a href="#">PowerBI</a> data aggregation tool.</li> <li>The dashboard would make data more visible, simplify measures used, and provide assurance of progress against the <u>Way to Sustainable</u> strategic goals.</li> <li>Institute for Global Sustainable Development (IGSD) have a PhD project using <a href="#">PowerBI</a> with the aim to map research activity and publications to Sustainable Development Goals (SDGs). This would assist in collecting impact cases for stories.</li> <li>Based on most recent data, approximately 800 members of the Warwick community (a mix of staff and students) had downloaded the Betterpoints sustainability app.</li> <li>Consideration to integrate the app with other Warwick tools would be given.</li> <li>The Chief Communications and Marketing Officer and Director of Environmental Sustainability would work together to join up communications.</li> </ul> <p>The Committee discussed gaining further data through contracting where suppliers report Scope 1 and Scope 2 emissions via Procurement Policy Note (PPN). Key Travel was identified as having excellent carbon footprint reporting capabilities on domestic and overseas staff travel.</p> <p>The KPI hierarchy would be shared with members.</p> <p>The Committee welcomed the progress made. An update would be taken to University Council in May 2023 as part of the regular reporting of institutional KPIs.</p> <p><b>ACTION:</b> KPI hierarchy to be shared with members.</p>
<b>Estate (I)</b>	
054	<p><b>1.2 GHz NMR Hall, Millburn House</b></p> <p>The Capital Programme Director, (Estates) presented the report (054-UEEC280323, Protected) on 1.2 GHz NMR Hall, Millburn House.</p> <p><b>DECISION:</b> The UEEC <b>approved</b> an extension to the existing NMR hall at Millburn House for the 1.2GHz Nuclear Magnetic Resonance (NMR) facility.</p>
<b>Committee Reports</b>	
055	<p><b>Report from the Environment and Social Sustainability Action Group</b></p> <p>The Director of Environmental Sustainability presented the updated Social Sustainability Action Group report (055-UEEC280323, Protected). The following key points were highlighted:</p> <ul style="list-style-type: none"> <li>An engagement working group to ascertain a long-term communications plan for the Way to Sustainable work had been established.</li> <li>A considerable amount of work had taken place with the Energy Action Group (EAG), notably campus wide recommissioning of building service controls with carbon and cost savings of c.1000tCO<sub>2</sub>e.</li> </ul>

056	<b>Report from the Capital, Space and Amenities Group</b> The Provost and Chair of Capital, Space and Amenities Group (CSAG) presented the report (056-UUEEC280323, Protected) from the meetings of CSAG held on 16 February and 2 March 2023. [Exempt information not included]
057	<b>Report from the Quality and Design Sub-Group</b> The Capital Programme Director, Estates presented the report (057-UUEEC280323, Protected) from the meeting of QDSG held on 16 February 2023. STEM GC Science and Engineering Precinct update had been the only update since UUEEC discussed in 049-UUEEC280323.
<i>Items below this line were received and noted without discussion</i>	
<b>Estate (II)</b>	
058	<b>Capital Programme: Major Projects Status Report (RAG)</b> The report on the status of major capital projects currently in progress, (058-UUEEC230323, Protected), was received and <b>noted</b> .
059	<b>Property, Land and Titles</b> The report on priorities for land and property purchases and developments (059-UUEEC280323, Restricted), was received and <b>noted</b> .
060	<b>Warwick University Heritage Assessment</b> The report on the Warwick University Heritage Assessment (060-UUEEC280323, Protected), was received and <b>approved</b> .
061	<b>Energy and Carbon Annual Report</b> The report on the Energy and Carbon Annual Report (061-UUEEC280323, Protected), was received and <b>approved</b> .
062	<b>Cryfield Village Lessons Learned</b> This item was brought above the line for discussion. The Capital Programme Director, Estates presented the report (062-UUEEC280323, Protected) highlighting the following: <ul style="list-style-type: none"> <li>• Lessons learned are carried out on all major projects and feedback from Cryfield Village would be considered for Whitefields Student Accommodation.</li> <li>• The report provided a good benchmark of labour and material costs.</li> <li>• The Accommodation Team had gained feedback from students.</li> </ul> <b>DECISION:</b> To reference Cryfield Village lessons learned within future Whitefields student accommodation decisions.
<b>Other</b>	
063	<b>Any other business</b> There was no other business.

DECISIONS AND ACTIONS			
ITEM	DECISION/ACTION	LEAD AND DUE DATE	STATUS
<b>2020-21</b>			
<b>8 July 2021</b>			
<b>072 - Report from the Environmental and</b>	<b>ACTION:</b> Departmental updates (including academic departments, professional services and CCSG) to be	Chris Ennew, James Breckon	Close

<b>Social Sustainability Action Group</b>	brought to the Committee in 2021/2022 to outline progress in sustainability strategy delivery.		
<b>28 September 2022</b>			
<b>009 - Recommended Workplace Allowances for Capital Development Planning</b>	<b>ACTION:</b> Obtain occupancy data for Term 1.	Scott Lloyd	Closed
<b>013 - Report from the Environment and Social Sustainability Action Group</b>	<b>ACTION 1:</b> Mapping of research to be shared at a future UEEC meeting.	Parvez Islam	Closed
	<b>ACTION 2:</b> Share the “Way to Sustainable” strategy digital document with UEEC members once available.	Parvez Islam	Closed
<b>28 January 2023</b>			
<b>032 - University Energy Usage Policy</b>	<b>ACTION:</b> Action plan on the use of lighting on campus be brought to the Committee for information.	Parvez Islam	Closed
<b>038 - Report from the Quality and Design Sub-Group</b>	<b>ACTION:</b> Tine Bech Sculpture for University House Exterior be brought to the Committee for information.	David Hammond	Closed
<b>28 March 2023</b>			
<b>053 - Way to Sustainable Key Performance Indicators (KPIs)</b>	<b>ACTION:</b> KPI hierarchy to be shared with members.	Gemma Wilkins	Closed
<b>054 - 1.2 GHz NMR Hall, Millburn House</b>	<b>DECISION:</b> The UEEC <b>approved</b> a small extension to the existing NMR hall at Millburn House for the 1.2GHz Nuclear Magnetic Resonance (NMR).		