

GOLDSMITHS
University of London
COUNCIL
ESTATES COMMITTEE

Minutes of the meeting held on 23 October 2013

Present: Mr James Grierson (in the Chair), Ms Liz Bromley, Ms Catriona Boulton, Mr Dick Melley, Professor Natalie Fenton, Professor Mark d’Inverno, Professor Robert Zimmer, Dr Juliet Sprake, Mr Conrad Grant.

In attendance: Mr Graham Gaskell Chief Executive of the Students' Union, Mr Andrew Lantry Head of Financial Accounts & Services, Mr Danny O’Sullivan Head of Residences, Catering and Conference Services, Mr Richard Groves Energy and Environment Manager, Mr David Mungall, Director of Development, Melanie Rimmer for item 10 (ii & v) Ms Patsy Carter (Secretary).

Apologies: No Apologies

OPEN BUSINESS

1. WELCOME

The Chair welcomed the new members of the Committee effective 1 September 2013, Dr Juliet Sprake, Professor Robert Zimmer & Mr Conrad Grant.

2. THANKS

The Chair wished to register formally a thank you to Professor Richard Noble, Beverley Skeggs and Samson Osun for their contribution to the work of the Committee.

3. STANDING ORDERS

Noted:

the Standing Orders in force for all Goldsmiths Committees for 2013-14 (13-300).

4. CONFLICT OF INTERETS POLICY

Noted:

the College's Conflict of Interest in force for 2013-14 (12-301).

5 TERMS OF REFERENCES, COMPOSITION AND MEMBERSHIP

Noted:

the Terms of Reference, Composition and Membership of the Committee for the Academic year 2013-14 (13-359).

6 IDENTIFICATION OF ITEMS FOR DISCUSSION

It was noted that item 12 (i) would be brought forward on the Agenda for discussion.

7 MINUTES

Resolved:

that the Minutes of the meeting held 2 May 2013 be approved subject to amendment to item 6, Refurbishment of St James Hatcham Church, should read 'It was approved that the project could move to the Planning Stage.

8 MATTERS ARISING FROM THE MINUTES

Noted:

- (i) that the sale of 80 St Donatts had been completed in June 2013;
- (ii) that a meeting with a representative group from the Students' Union had been held to review and comment on the forward Capital Programme.

9 ANNUAL ESTATES COMMITTEE REPORT 2011-12

Received:

Annual Estates Committee Report 2012 -13 (13-360)

Recommended:

that the report was approved and would be submitted to Council for its Autumn Term meeting.

10 ESTATES COMMITTEE ANNUAL CYCLE OF BUSINESS 11-2012 AND 12-2013

Received:

Annual Cycle of Business for the Estates Committee from the Committee Secretary (12-361)

11 CAPITAL PROJECTS FUTURE INVESTMENT

Received:

- (i) The Committee received and commented on the proposals for the governance, prioritisation and monitoring of Capital Building Projects (13-362).

It was noted that to support project prioritisation it had been agreed that second round planning meetings would be held with all of the academic departments and capital intensive professional services departments and the outline timetable was noted. The timetable would enable fuller exploration of the space needs and capital resourcing requirements and allow for detailed proposals to be worked up. Strategic Projects and capital investment needs campus wide would be driven by the priorities set out in the Master Plan. It was also noted that consultation had been held with Students' Union representatives to discuss Student priorities and it was important to note that a large number of project would be driven by building statutory compliance and backlog condition.

It was also noted that the approach for prioritisation would interface with the work of the Space Management Review Group when considering current and future space needs. The proposed Governance and monitoring arrangements were also noted.

The Committee commented that it was important to keep and review the balance between Strategic Projects and Student Projects.

It was noted that the Strategic Project Office and a Strategic Programme board had been established earlier in the year. The Strategic Projects Office would play an instrumental part in overseeing and ensuring projects were coordinated and that there was an interface between projects were necessary.

The Committee also reviewed and commented on the Strategic Projects Definition and Management standards discussed in the proposal and suggested that it would be more helpful if the term Definition were replaced with Guidance.

Exemption in Section 43 of the Freedom of Information Act expected to apply for a period of at least three years

- (ii) STRATEGIC PARTNERHIP

Received:

report and recommendations from the Strategic Partnership Working Group (13-363)

*Exemption in Section 43 of the Freedom of Information Act
expected to apply for a period of at least three years*

(iii) Land swap with St James Hatcham

Received:

the development proposals for the Land Swap with St James Hatcham CE School from the Director of Estates & Facilities (13-378);

Received:

the submission of the Master Plan Report (13-377)

Noted:

- a) that further areas that were being developed as part of the updated Master plan were to include extending the pedestrianisation to Dixon Road and the Student's Hub;
- b) that discussions were being continued with departments;
- c) that a meeting with the Lewisham Planning Department had been scheduled and would be held in November;

It was further noted that the updated Master plan was well received by the Committee noting in particular, communication of the development of the master plan that had made a significant difference College wide.

Received:

the Art Gallery Proposals (13-364);

Noted:

- a) that the proposal was based on the original scheme that had been updated and there continued to be support from Alumni members and the project would be contingent on fund raising;
- b) that the identified location was a best fit and would offer a show stopping space.
- c) that there was a need to ensure the strategic fit with the Master Plan.

Resolved:

that the Committee endorsed the proposal and recommended approval of the proposal to Council.

12 CAPITAL PROJECTS PROGRESS REPORT 12-13

The Committee noted the Capital & minor Projects Progress Report (13-365) with appendices a) Budget, b) Programme 13-14, c) Risk.

13. REPORT OF THE TIMETABLING AND SPACE MANAGEMENT ACTIVITIES

Received:

Oral report from the Chair of the Space Management Review Group

The Space Management Policy had been presented to a meeting of the Warden's academic group. Although the policy had been well received there was some concern about academic staff losing office spaces however, issues related to the ongoing management of space campus wide was recognised. Further policy implementation work would be reported to the Committee.

Received:

the report for timetabling activities 13-2014 (13-366)

14 POST OCCUPANCY REVIEW OF THE STUDENT CENTRE

Received:

Student Services Centre Post Occupancy Evaluation October 2013 (13-367)

The purpose of the review was to evaluate the strategic, functional and technical performance of the Student Services Centre and to establish what lessons can be learnt to improve future facilities.

The survey had been conducted with building occupants and users and the results collated would result in recommendations for review and the findings would be assessed to ascertain whether improvements can be made either to the physical spaces or the day to day running of the facility. Two surveys were conducted, one survey for staff and one for students. The majority of feedback from the student surveys was very positive. The findings showed that 65% of students visit the centre more than once a month. The majority of students found the centre easy to locate, and were impressed by the look of the reception area and in particular the reception desk. The students were also surveyed about topics ranging from access to information to ease of communication with staff members from within the centre. For all areas of service the Student Centre scored highly. When asked to provide an overall rating for the Student Centre, 100% of those surveyed were satisfied or better.

15 ENVIRONMENT AND SUSTAINABILITY SUB-COMMITTEE

Received:

The Report of the Energy and Environmental activities (13-368)

The Committee noted the environmental activities that had been progress during the last quarter.

Received:

Draft Goldsmiths Energy Strategy 2014 (13-369)

The Committee were invited to review and discuss the Draft Goldsmiths Energy Strategy:2014 Onwards and to recommend approval of the proposals to Council

It was noted that the strategy would tie into the Master plan. The Committee questioned how the strategy and the projects would dovetail and that it was also important to provide a clear definition of what an energy centre would be and to identify its location.

Resolved:

that the strategy should be developed further and submitted the next meeting of the Committee.

Received:

(i) the Energy and Environmental Policy Schedule (13-370)

Noted.

(ii) To receive and endorse the proposal that a full business case be developed for the Surrey House Refit project.(13-372)

Cofely were developing the business case for presentation to the next meeting of the Committee. Funding would be sought from Salix. The Committee recommended that the business case should be presented once there was a clearer view in relation to the future of Surrey House and consideration should be given to scalability, what minimum could be done as an interim with the view that there could be a longer term plan.

16 2013-14 ESTATES COMMITTEE DATES

The Committee are invited to note that the 2013-14 meetings would be held on the following dates and times in Room 110, Deptford Town Hall building:

Thursday 27 February 2014, 10.00am (Capital Programme)

Wednesday 14 May May 2014, 2.00pm

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2014