

GOLDSMITHS
University of London
COUNCIL
ESTATES COMMITTEE

Minutes of the meeting held on 14 May 2014

- Present:** Mr James Grierson (in the Chair), Ms Liz Bromley, Ms Catriona Boulton, Mr Dick Melly, Professor Natalie Fenton, 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, Ms Patsy Carter (Secretary).
- Apologies:** No apologies

OPEN BUSINESS

1 MINUTES

Resolved:

that the Minutes of the meeting held 27 February 2014 be approved.

2 MATTERS ARISING FROM THE MINUTES

Received:

an oral report on the student accommodation 13-14 from the Head of Residences, Catering and Conferencing Service

Noted;

- (i) that for the current year occupancy levels were up to 98%;
- (ii) that the refurbishment to Batavia Mews had led to a dramatic reduction in the number of complaints from students and parents received this year;
- (iii) that discussions had been held with Student Castle to resolve the length of the student accommodation and Student Castle had agreed to accommodate a language school booking during the summer;
- (iv) that the UUK Code of Practice for the Management of Student Accommodation tri-annual audit had taken place in March 2014 and that the audit was carried out to review Health and Safety, maintenance and student behaviour amongst other issues; 17 areas of Good Practice were noted, with only one recommendation for remedial action which had been actioned straight away;
- (v) that nominations agreements to secure up to 200 rooms had been signed and further agreements were being progressed to secure additional rooms.

3. REPORT OF THE SPACE MANAGEMENT REVIEW GROUP

Received

the Sharing Campus Space Principles (14-134)

The Chair of the Space Management Review Group provided an overview of the aims and principles of sharing campus space. It was noted that the document aimed to develop a shared vision about how the college could use space to enhance the student experience, grow the production of knowledge and secure continued financial sustainability. The paper had been drafted by the Space Management Review Group which consists of members who represented the student body, professional services and academic staff.

The Committee noted the key aims were to (a) enable the efficient use of space so that students can be provided with the best possible learning experience and allow new teaching and research initiatives to be accommodated, (b) to enable all members of Goldsmiths staff to collectively establish and agree a set of working principles so that space can be maintained as best as possible and (c) to provide a clear and up to date statement of intent as to how the estate would be developed in the short to medium term.

The Committee commented that collective agreement of the principles would provide the opportunity to look at cross department activities and the relevance with research activities. Department's local needs would be taken into account.

Through discussion it was noted that the principles were well received. The Chief Executive of the Student's Union suggested an additional principle should be; that 'the College supports the use of its space by the local community'. The Committee also questioned how the space charging process would be affected working to a shared use-of-space model. It was noted that the practice and procedure in implementing a space charging process should not be administratively onerous and that any proposals should consider a simple calculation that was

fundamentally based on student numbers and research activity. There was also a need to consider teaching practice arrangements at local level.

Noted:

- (i) that with reference to the timetabling principles, there was a need to review the flexibility of the teaching accommodation to meet the requirements proposed;
- (ii) that consideration should be given as to whether courses could be limited to a number of days per week to benefit those students who have to have to work and study;
- (iii) Environmental related principles should be escalated.

Recommendation:

The Principals were well received by the Committee and endorsed that the paper be submitted to the next meeting of WAG.

Received:

2013-14 Central Teaching Rooms Utilisation report, **(14-170)**

Noted:

that for the reporting period there was an increase in frequency of use, when compared to the previous academic year.

Received:

Business case proposal for Centrally Coordinated Timetabling **(14-171)**

The Committee noted the options and key objectives of the project.

4. ESTATES MASTER PLAN 2009-2023

Received:

The updated draft Master Plan (13-377R)

The updated master plan was well received by the Committee. Lewisham Planners had provided their recommendations which had been incorporated to the main document. The Committee discussed the recommendations and noted that a key change was the development of the proposals for student residences. The Master plan document would be submitted to Council. Communicating the plan would include a public exhibition to be held in June and a presentation would be given to students. The Committee agreed that there was a need for a wider general consultation about how the plan details would be worked through, together with a brief on how the consultation process will be taken forward.

5 CAPITAL AND MINOR WORKS PROJECTS – PROGRESS REPORT

Received:

progress achieved against capital and minor works projects for the last quarter and the attached appendices (14-172).

- a Budget
- b Programme 13-14
- c Risk

The Committee noted the projects that had been completed during the quarter:

- (i) Richard Hoggart Building Reception and Forecourt

All works had been completed subject to snagging. The top coat to the tarmac areas had been installed. Phase one of the planting had been completed.

Other projects that had been completed;

- (i) Cofely RE-FIT Energy conservation measures
- (ii) Repairs to Whitehead Building Cladding
- (iii) Fit out of former Natwest Bank space
- (iv) Demolition of Block 3 St James
- (v) Alterations to RHB 301
- (vi) Theatre and Performance stair studio ½
- (vii) 15-26 Laurie Grove Drainage repairs

6 FIRE INSURANCE INSPECTION REPORT

Received:

Fire Inspection Report (and an oral progress report from the Director of Estates 14-173)

An insurance inspection was carried out of all Goldsmith's properties between 20th and 22nd January 2014 as part of Zurich's Risk Engineering programme for assessing property damage exposures. This was the first inspection since 2003.

It was reported that following the inspection 12 priority 2 recommendations had been received. The Committee noted that 9 of the recommendations had been discharged and that a 3 year rolling programme for fixed wire testing was underway.

7 ENVIRONMENT AND SUSTAINABILITY SUB-COMMITTEE

Received:

A report from the Environmental and Energy Manager (14-149R)

The Committee noted the progress of the RE: FIT project.

RE:FIT

- (i) Phase 1, part 1 the Installation of Lighting, Building Management System, Air Handling Units and Insulation to pipework had been completed. Sign off and snagging were underway;
- (ii) Phase 1, part 2 (Surrey House) This project had not been progressed and was being planned for summer 2015. Salix had indicated that they were willing to contribute towards the cost of the project;
- (iii) South East London Combined Heat & Power (SELCHP) The joint funding bid to pay for the Feasibility Study was being progressed and a meeting with Lewisham Council's planners had been held. The bid would be submitted in late May, with decisions made by the Department for Energy & Climate Change on a rolling basis. The result of this study would provide a sound case for investment (or not);
- (iv) Heating Upgrades - Education Building Boilerhouse. Work was being progressed on the design of the boilerhouse for the Education Building and the work would be completed during the summer to ensure that these buildings have a new, resilient heating system in time for winter months 2014/15;
- (v) Main Boilerhouse – one boiler has been beyond repair for a number of years and investigations were being progressed on working out how to remove the boiler and installing additional spare capacity to allow for the St James Hatcham Building to be connected, as well as providing more resilience in general for the remaining buildings served from this boilerhouse.

8 AOB

Noted:

- (i) David Mungall had left the College to take up a post at another institution and the Committee wished to formally thank David for his contribution to the work of the Committee;
- (ii) that the sale of 47 Lewisham Way was being progressed and 15 bids had been received.

9 2013-14 ESTATES COMMITTEE DATES

The Committee agreed that the meeting scheduled for Wednesday 9 July 2014, 2.00pm would be cancelled. The 14-15 Committee dates would be circulated to members during the summer term.

PC
May 2014