

Academic and Governance Services



Estates and Environment Committee

19/23 A meeting of the Estates and Environment Committee was held on Tuesday 30 April 2019 at 9.30 am in HBS G03

Present:

Pro-Vice Chancellor, Academic Planning and Resource (<i>Chair</i>)	Professor Mark Fellowes
Associate Professor, Construction Management & Engineering	Dr Phil Coker
Head of School (Mathematical Physical and Computational Studies)	Professor Ben Cosh
Head of School, (Built Environment)	Professor Chris Harty
Director ULCS & University Librarian	Stuart Hunt
Head of School, (Biological Sciences)	Professor Rob Jackson
Director of Estates	Janis Pich
Finance Business Partner	Rachel Savin
Chair of the Committee for Infrastructure in Learning and Teaching	Professor Katja Strohfeltdt
Head of Institute, (Institute of Education)	Professor Cathy Tissot
RUSU President	Jason Dabydoyal

In Attendance:

Maintenance Services Director	Stephen Boon
Energy and Sustainability Manager	Dan Fernbank
Strategic Estates Manager	Nigel Frankland
Health and Safety Services Director	Jenny Mcgrother
Strategy and Space Officer	Sarah Nye
Staff Engagement Manager	Santosh Sinha
Head of Residential Catering and Bars	Matt Tebbit
Campus Services Director	Lucy Virtue
Projects Director	Nigel Wingfield
Senior Administrative Officer (<i>Secretary</i>)	Caroline Redzikowska

Apologies for absence were received from:

Executive Dean (Henley Business School)	Professor John Board
Head of Timetabling and Room Booking	Julie Pendleton
Strategy and Space Management Director	David Wallace
Director of Campus Commerce	Matthew White
RUSU Environment and Ethics	Dan Bentley

19/24 Minutes of the last meeting - 28 February 2019

The Minutes of the last meeting on 28 February 2019 were approved as a correct record.

19/25 Matters arising

None

19/26 Chair's Action

None

19/27 Parking Charges

The Committee received and noted a further report with regard to parking charges. This was brought forward as an action from the previous meeting.

The Committee noted the further information provided with regard to the Committee's decisions at the last meeting, namely:-

- Permit parking charges should be raised by 2%, with effect from 1 August 2019
- the 2 hours free parking in CP1 and 1A should be removed

The report also included information with regard to charges for pay and display parking.

The Committee noted that the current day rates in CP1 and CP1A were lower than local on-street parking charges, which might be encouraging non University use for Park and Ride. Further, it was not deterring students from bringing cars to the campus. It was therefore proposed that the day rate charge for CP1 & CP1A should be brought in line with the RBC on street parking rates: £1.50 per hour or £10.00 for the whole day.

Following the discussions at the last meeting regarding the impact the changes might have on users of the Sports Park, consultation with the Sports Park had taken place which had resulted in a solution being agreed which would enable legitimate Sports Park members to park for free in CP1 whilst using the facility.

The new proposed system would be kept under review to assess any impacts on Sports Park membership.

The Committee confirmed:

- Permit parking charges should be raised by 2%, with effect from 1 August 2019
- The 2 hours free parking in CP1 and 1A should be removed

and agreed that

- The day rate parking charges in CP1 and should be increased in line with on street RBC Parking Tariffs of £1.50 per hour or £10.00 for the day, with effect from 1st August 2019.
- The proposed Sports Park solution should be trialled and kept under review to assess any impacts on Sports Park membership.

The Committee noted that there were a number of tenants occupying buildings on site, the agreements for which might specify parking charges. The Committee requested that these be assessed in light of the agreed rate changes.

Action: Strategic Estates Manager

With regard to Student parking, a report would brought to a future Committee.

Action: Campus Services Director

19/28 Accessible/RADAR Toilet Facilities

The Committee received and noted the report which explained the purpose and functioning of the RADAR Scheme.

The Committee noted that the University had some facility to borrow a RADAR key but there was currently no option to purchase one. Demand for such a facility was hard to gauge as most eligible users had their own key. The Committee noted the recommendations set out in the report and agreed that :-

- i) the current existing RADAR facilities should be retained but not added to.
- ii) any Reception where a RADAR facility was situated should hold spare RADAR keys to enable access and these should be clearly indicated/marked
- iii) Cleaning Services should hold RADAR Keys to enable routine daily cleaning
- iv) Keys would not be provided or sold other than as set out in i) or ii) above.

- v) the Campus Map would be updated to identify and indicate the location of the RADAR facilities
- vi) the presence of the RADAR facility on Campus would be reviewed periodically.

19/29 Planned Maintenance Programme 2019/20

The Committee received and noted the report which set out the proposed programme for 2019/20.

Works had been included in the 2019/20 programme but some concern was expressed regarding the ability to secure access windows of sufficient duration to allow works to be carried out without disrupting research and in accordance with Health and Safety requirements including risk assessment.

The Committee noted the situation and the Chair offered assistance in resolving the difficulty if required.

19/30 Sustainability Programme 2019/20

The Committee received and noted the report which set out the proposed sustainability programmes for Carbon & Water management, Waste management and Sustainable Travel.

In addition, the post of Sustainable Travel Coordinator was being removed following the VR Scheme.

The Strategic Estates Manager advised that there were existing commitments that required this post or similar and it was agreed that he would liaise with the Energy and Sustainability Manager to ensure that all requirements were covered.

Action: Strategic Estates Manager/ Energy and Sustainability Manager

The Energy and Sustainability Manager advised that in the current budgetary situation, in order to be able to make continued progress against the current sustainability targets, alternative funding models, Energy Performance Contracts would be explored.

The Committee discussed the proposal and agreed that such proposals could be explored, noting that any financial investment of the scale suggested would require approval by UEB and potentially Strategy and Finance Committee

Finally, the Committee noted that the Vice Chancellor had included in the development of a new Strategy a commitment to tackling climate change and recognition that the University was a leader on environmental sustainability.

19/31 February Teaching Space Survey

The Committee received and noted the report. In particular the Committee noted:-

- Last year’s data was strike affected
- The University had exceeded its utilisation target of 39%. Planned utilisation was now very high at 44% with actual use at 40%. As a result, there was very little operational margin and little, or no room for growth against the current room pool, assuming current timetabling and course structures
- The booked not used percentage had risen to 15% and in the case of London Road to 29% which was extremely concerning
- The frequency of use had increased in smaller and mid-size rooms as well as occupancy in the latter.
- The increase in planned Frequency, Occupancy and Utilisation rates was a steady trend
- There was evidence that student satisfaction was impacted by the compromises around room allocations made in scheduling the timetable. It was noted that anecdotally 40% might indicate the point at which serious dissatisfaction issues.
- With the increase in utilisation rates, access to spaces to undertake refurbishment and maintenance activities was becoming more difficult and there were increased risks to business continuity from the failure of a building or parts of a building containing teaching space.

The Energy and Sustainability Manager advised that the University possessed monitoring equipment that could tell if a room was occupied or not.

The Committee noted and approved the recommendations in the report

19/32 Capital Programme Update

The Committee received and noted that report. In particular the Committee noted :-

- The ECMWF project was moving forward. The Design team had now been in place for a month and progress was being made. Initial designs were due to be received imminently. Design would be displayed in Estates and the Committee were invited to view and comment on the proposed designs. In particular the University was keen to see the inclusion of “collision space”.
- A planning application had been submitted for the external staircase in Palmer at a decision was expected shortly
- Two lifts in the Library had been handed over and a third was expected to be handed back imminently.
- The company providing steels for the new HLS Building had gone into Administration. An alternative had been sourced but there was now some delay to the programme.
- Minghella- centralised DDA toilet facility: Project Manager appointed to centralise DDA provision for all campus use and the Feasibility Group had recently commenced.

19/33 Any other business

None.

19/34 Dates of meetings in 2018-19 session

Monday 24 June 2019 at 9.30am in HBS G03

Provisional dates of meetings in the 2019-20 session

Thursday 10 October 2019 at 9.30 – 11.30am

Friday 29 November 2019 at 2.00 -4.00pm
Monday 20 January 2020 at 9.30 -11.30am
Thursday 27 February 2020 at 9.30 -11.30am
Tuesday 28 April 2020 at 9.30 -11.30am
Monday 22 June 2020 at9.30 -11.30am