BIRKBECK  
University of London  

MINUTES OF THE ESTATES COMMITTEE  

23 May 2016  

Present  
Professor David Latchman (Chair), Professor Nick Keep (Science), Dr Stuart Motha (Law), Professor Philip Powell (BEI), Professor Miriam Zukas (SSHP), Mr Peter Zinkin, Professor Hilary Fraser (Arts)  

In Attendance  
Mr Alan Fisher (Operational Estate Manager), Mr Jeremy Tanner (Director of Commercial Services and Estates Development), Mr Van Nguyen (Deputy Director of Estates Development), Ms Elizabeth Whitehead (Director of Facilities and Estates Services), Mr Keith Harrison (College Secretary and Clerk to the Governors), Mrs Katharine Bock (Deputy Secretary, Governance), Mr Ola Bankole (Sustainability Manager), Mr Daniel Peltz, Mr Keith Willett (Finance Director), Ms Jill Entwistle (SSHP School Manager), Mr Mark Pimm (Disability Service Manager), Ms Megan Reeves (Deputy Secretary, Operations), Mr Kashim Barick (Committee Support Administrator)  

22 MINUTES  
Confirmed  
22.1 The minutes of the meeting of 15 February 2016  

23 ACTIONS  
Reviewed  
23.1 An update of progress on actions agreed at the previous meetings (E 2015 25)  

24 REPORT TO THE FINANCE & GENERAL PURPOSE COMMITTEE  
Noted  
24.1 To note F&GPC’s receipt of the Estates Committee Report (E 2015 26)  

25 ESTATES STRATEGY DEVELOPMENT  
Received  
Estates Strategy Overview  
25.1 Members received a verbal presentation and update on the Estates Strategy, building on the discussion of the ten year Estates Development Plan at F&GPC and Governors in the autumn term.  

Cambridge House  
25.2 Committee heard that the confirmed key development opportunities were; Cambridge House, the Malet Street Extension building and the Malet Street infill site with the immediate focus of the strategy being the development of Cambridge House (E 2015 27)  

25.3 Members heard that a project board had been established and a design team had been appointed. Kilner Planning who were the lead consultants on the UK Higher Education Space Management Project presented a range of strategic development
options to the project board and based on the information provided, the project board agreed that the preferred option to pursue in terms of planning was the demolition of the existing structure and rebuild on the site.

25.4 This option, costed at £40.7M including the property purchase already made, was identified as the most strategically advantageous option to the College. It would provide approximately 2,200 square metres of space, effectively doubling the space provided by the site and when linked to a use to co-locate the School of BEI, this option generated an estimated 40 additional teaching rooms compared to the original use case, which provided only 20-25.

25.5 On this basis, representatives of BEI have joined the project board and are working on further developing this option with College officers and the design team.

Noted
25.6 Committee members noted that the development of the site depends on obtaining planning permission to demolish the existing structure and rebuild on the site. If planning permission is not granted, the College may consider selling the subsidiary as refurbishing the property without redevelopment will not meet the College's needs or provide value for money. Project team will provide a progress report at the autumn term meeting.

Received
Property Update
25.7 An update on property related developments (E 2015 28)

7 Bedford Square
25.8 It was reported that contracts for the sale of the leasehold of 7 Bedford Square have now been exchanged and a deposit of £520,000 received. Completion is expected by end of June 2016.

32/33 Torrington Square
25.9 Lease negotiations for 32 Torrington Square have progressed and the University has offered a revised valuation of £1.28M which is a 15% discount on the £1.5M headline valuation as previously advised.

25.10 Given the situation surrounding these properties, the Committee agreed that the College should proceed on the basis of this offer. However, the Committee expressed significant concern over the stance now being taken by the University in relation to such property disposals.

Tavistock House
25.11 It was reported that leased space at the BMA's Tavistock House property is being fitted out to accommodate the Psychological Sciences research staff and students displaced from 32 Torrington Square when its structural issues were discovered and currently housed temporarily at 7 Bedford Square. Additionally, a research space in the Henry Wellcome building has been created to replace facilities in 32 Torrington Square.
25.12 Estates Committee heard that the discussions on the 999 year lease of the main building from the University had progressed, particularly on incorporation of the area between the Council Room area and Malet Street, which has development potential as an infill site.

25.13 Legal representatives from both sides have agreed that the infill site could be covered under a separate agreement, under which the College would pay a premium for the land to be added to the lease. The Committee advised the College to confirm that the 999 year period will also apply to the infill site.

26 10 YEAR LONG TERM MAINTENANCE PLAN
Received

26.1 An update on the 10 year long term maintenance plan (E 2015 29)

26.1 Estates Committee received a report on the long term maintenance (LTM) requirements of the College's estate, as part of the broader development of the estates development strategy.

26.3 The plan had been compiled following recent condition surveys and dilapidation reports. It identifies the key challenges of long term maintenance over the next decade. Major work will be required on heating, cooling, water and electrical infrastructure, the main building windows and roof, and roofs at Russell Square and Gower Street.

26.4 Members heard that the plan will be adjusted as needed depending on the options chosen for the estates development strategy.

26.5 Committee received a summary of the expected costs for the next ten years on a building by year basis. The total is £26M over ten years, and the budget for each year will be confirmed as part of the annual planning round.

27 ENVIRONMENTAL UPDATE
Received

27.1 An update from the sustainability manager (E 2015 30)

27.2 As reported last term, the College is aiming to achieve accreditation in the international standard for Environmental Management Systems (ISO 14001) this summer. This initiative is a collaboration with LSHTM and SOAS. Estates Committee heard that the work to prepare for the accreditation audit visit which is planned for June, is on track.

27.3 The Carbon Management Plan is a part of the ISO 14001 accreditation and it was reported that the College is on track to meet its carbon intensity reduction targets now and going forward, taking onto account planned expansion of the estate.

28 ESTATES MANAGEMENT
Received

28.1 An update on estate management (E 2015 31)
27 Russell Square

28.2 Last term, it was reported that structural damage had become apparent in 27 Russell Square, manifesting as cracks in the walls on the 2nd and 3rd floors which is used as academic offices for the School of Social Sciences, History and Philosophy. Estates Committee asked for remedial work to take place as soon as possible and agreed for this to be added to the 2015-16 long term maintenance programme.

28.3 A structural engineer had been appointed to carry out a full building inspection and provide a report. The report confirms that the building is structurally safe, providing immediate short term remedial action is taken.

28.4 The Committee heard that heavy filing cabinets and books are being moved from the affected areas, and crack monitoring gauges have been fitted which will be monitored weekly while the full repair is planned. The work, which will involve scaffolding and a full decant of the occupants, is expected to start around Easter 2017.

29 2016/17 LONG TERM BUDGET REQUEST

Received

29.1 An update on the long term maintenance budget 2016/17 (E 2015 32)

29.2 The Committee approved a budget of £667K for the works listed, which includes provision for VAT and professional fees for consultants.

Malet Street
- Electrical Infrastructure and Emergency lighting.
- Water booster system replacement.
- Clore Building Garden Wall repairs (shared with the University).

Gordon Square and Russell Square
- Gordon Square repairs and redecoration.
- Major repair work to 27 Russell Square as described above.
- Russell Square repairs and redecorations.

Campus wide
- Access control: replacement of obsolete system.
- Central Heating and Power: Study of future.
- Classroom upgrades and maintenance.

30 2015/16 LONG TERM MAINTENANCE PROGRAMME

Received

30.1 Estates Committee received an update on the 2015/16 LTM projects. It was reported that all projects were progressing as expected with no immediate concerns (E 2015 33)

31 ESTATES PROJECTS AND PROPOSALS

Received

31.1 Estates Committee received a report on the estates development projects and proposals costs for 2016/17 (E 2015 34)
31.2 Members noted that several projects had significantly decreased in costs from the initial estimates and business cases had been provided. The Committee’s decisions are summarised in the table below:

<table>
<thead>
<tr>
<th>Department</th>
<th>Project</th>
<th>Final Budget Request</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biological Sciences</td>
<td>MAL B58 Wet Lab &amp; Electron Microscope</td>
<td>Unconfirmed</td>
<td>On hold pending Wellcome Trust visit and the outcome of the Electron Microscope bid which is expected in mid-June 2016.</td>
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<tr>
<td></td>
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<td></td>
<td><strong>Microscope bid update - October 2016:</strong> Wellcome Trust approved £1M for a 200keV microscope but would like the College to submit a bid for a 300keV microscope.</td>
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<td></td>
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<td></td>
<td>New application has been submitted and further reviews are planned in December.</td>
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<tr>
<td>Library</td>
<td>Collaborative study space for students</td>
<td>£190,000</td>
<td>Approved</td>
</tr>
<tr>
<td>Law, Politics, IT Services</td>
<td>Gower Street Entry Phones upgrade</td>
<td>£25,000</td>
<td>Approved</td>
</tr>
<tr>
<td>Registry (Student Services)</td>
<td>4th Floor Office Soundproofing</td>
<td>Costs reduced to a level that can be covered from operational funds.</td>
<td></td>
</tr>
<tr>
<td>HR</td>
<td>Office Refurbishment</td>
<td>Costs reduced to a level that can be covered from the operational budget.</td>
<td></td>
</tr>
<tr>
<td>Malet Street</td>
<td>Signage</td>
<td>£50,000</td>
<td>Approved</td>
</tr>
</tbody>
</table>

31.3 Committee heard that the proposed capital projects; new electron microscope facilities (Biological Sciences), Clean Room research facility (Earth Sciences) and 32 Torrington Square repairs (College) are on hold pending the outcome of a funding bid to the Wellcome Trust, clarification on use of grant funds from HEFCE and lease negotiations with the University respectively.

32 **EVENTS SPACE**

Received

32.1 A report on the availability of conference space in the College (E 2015 35)

32.2 Committee heard that the College does not have enough classrooms to teach all its students which is a key issue the estates development strategy sets out to resolve.
32.3 The prime teaching period is weekdays between 6pm and 9pm but this is also when demand is high for lectures, conferences and seminars which are an important part of the College’s cultural and academic life.

32.4 The Committee considered the option of permanently ring fencing a room for extracurricular events, but agreed instead that the College should make one or two suitable rooms available during one evening a week then evaluate uptake and demand, and report back next term.

33 Dates of Meetings in Year 2016/17
- Wednesday 26 October 2016, at 2pm
- Tuesday 21 February 2017, at 2pm
- Thursday 4 May 2017, at 2pm