

Meeting of the Property Committee
4pm* on Wednesday, 30 January 2013
In Room 1B33, Technopark, London Road, London SE1

* Tour of the progress of the terraces renovation project at 3.30pm

Agenda

<i>No.</i>	<i>Item</i>	<i>Paper No.</i>	<i>Presenter</i>
1.	Welcome and apologies		Chair
2.	Declarations of Interest		Chair
3.	Minutes of the previous meeting (for publication)	PC.01(13)	Chair
4.	Matters arising <ul style="list-style-type: none">• Hugh Astor Court		Chair
5.	Update on Student Centre (to note)	PC.02(13)	DEF
6.	Update on the terraces renovation (to note)	PC.03(13)	DEF
7.	Next phase of the estates strategy (to discuss)	Oral update	VC
8.	General Estates Matters (to note)	PC.04(13)	DEF
8.	Any other business		Chair
9.	Date of next meeting – Wednesday 24 April 2013 at 4pm		Chair

Members: Ken Dytor (Chair), David Longbottom (Chairman of the Board), Martin Earwicker (Vice Chancellor), Anisa Ali, Sarah Mullally and Andrew Owen.

With: PVC (Academic), PVC (External), University Secretary, Interim Director of Estates & Facilities and Governance Officer.

Apologies: Executive Director of Finance

London South Bank University

	PAPER NO: PC.01(13)	
Board/Committee:	Property Committee	
Date:	30 January 2013	
Paper title:	Property Committee minutes – 10 October 2012	
Author:	James Stevenson, University Secretary and Clerk to the Board of Governors	
Board sponsor:	Ken Dytor, Chairman of the Property Committee	
Recommendation:	That the committee approves the minutes of its meeting of 10 October 2012	
Matter previously considered by:	N/A	N/A
Further approval required?	N/A	N/A
Communications – who should be made aware of the decision?	Published on the university's website	

Executive Summary

The Committee is asked to approve the minutes of its meetings of 10 October 2012 and the suggested redactions (in grey) for publication on LSBU's website.

Minutes of a Meeting of the Property Committee
held at 4pm on 10 October 2012
in Room 1B33, Technopark, London Road, London SE1

Present

Mr K Dytor	Chairman
Mr D Longbottom	Chairman of the Board
Prof M Earwicker	Vice Chancellor and Chief Executive
Ms A Ali	
Mr A Owen	

In attendance

Dr P Cardew	Pro Vice Chancellor (Academic) (<i>for minutes 1- 7</i>)
Ms B Jullien	Pro Vice Chancellor (External) (<i>for minutes 8-16</i>)
Mr J Stevenson	University Secretary and Clerk to the Board of Governors
Mr S Wells	Director of Estates and Facilities
Mr M Broadway	Governance Officer

Welcome and Apologies

1. Apologies had been received from Sarah Mullally and Richard Flatman.

Conflicts of Interest

2. No interests were declared on any items on the agenda.

Minutes of the meeting of 24 April 2012

3. The committee approved the minutes from the meeting held on 25 April 2012 and the proposed redactions for publication (paper **PC.11(12)**).

Matters Arising

4. The Director of Estates and Facilities updated the committee on the storage of radioactive materials (minute 54 of 23 November 2011, minute 15 of 29 February 2012 and minute 32 of 25 April 2012 refer). It was noted that following a review by the Faculty of Engineering, Science and the Built Environment, the radioactive material would not be used for academic provision and the faculty were in discussion with the Environment Agency about disposal of the material.

Terms of Reference

5. The committee noted its terms of reference which had been revised in April 2012 (paper **PC.12(12)**).
6. The committee noted the current vacancies on the committee and that these would be filled once the Board had a full complement of members.

Student Centre

7. The committee discussed the update on the construction of the Student Centre paper **PC.13(12)**. The committee noted that the University expected the contractor to complete construction by 5 November 2012. Following an 'into service' programme the centre should be open from 26 November 2012. It was noted that the contractor had been issued with a Certificate of Non-Completion.

Phil Cardew left the meeting. Beverley Jullien joined the meeting.

Terraces Renovation Project

8. The committee discussed the update on the terraces renovation project incorporating an Enterprise Centre (paper **PC.14(12)**). It was noted that works were generally proceeding as to the contract programme for the London Road and Borough Road terraces and the new build element to the rear, with the works to the Duke of Clarence pub being between one and two weeks late. The committee noted that the risks around unforeseen discoveries, ground conditions and archaeology were now closed.
9. The committee noted that the performance bond with the contractor had not yet been finalised and requested that this be resolved as soon as possible.

SG1 and SG2 Sites

10. The committee discussed an update and background information on the areas to the rear of the terraces (SG1) and the Chapel Site (SG2) (paper **PC.15(12)**). The committee noted that these areas needed developing and discussed the focus for the next phase of the Estates Strategy.
11. The committee noted that proposals for the next phase of the Estates Strategy were dependent on the future direction of the University's academic provision which would be discussed at the Board Strategy Day of 18 October 2012. The committee requested that improving the quality of the existing estate would be a key aspect of the next phase of the Estates Strategy.

12. It was noted that discussions with the Peabody Trust about the purchase of Hugh Astor Court were on going.
13. The committee requested the Executive to recommend proposals for the next phase of the Estates Strategy for their consideration. It was noted that the Board would like to have approved the next three years of estate development before the Vice Chancellor retires in September 2013.

General Estates Matters

14. The committee noted an update on general estates matters (paper **PC.16(12)**). It was noted that squatters in the Old Library had left on 4 October 2012.

Sports Centre

15. The committee noted that in order to enhance the sports offer to students the University was looking to outsource the management of the sports centre to an external partner. The proposal would go out to tender in early 2013. As a result of the proposals a new external entrance for the sports centre would be created on Thomas Doyle Street.

Date of next meeting

16. The committee noted that the next meeting would be held on Wednesday 30 January 2013.
17. The Chairman thanked Mr S Wells on his work as Director of Estates and Facilities as this was his last meeting before leaving the University.

There being no further business, the Chairman closed the meeting.

Confirmed as a true record:

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Chairman

ACTION SHEET

Property Committee 10 October 2012

Minute	Action	By whom	Status
3.	Publication of redacted minutes	Sec	Completed
9.	Finalise performance bond with Neilcott	DEF	Ongoing
13.	Proposals for next phase of Estates Strategy	VC / DEF	Ongoing

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	PAPER NO: PC.02(13)	
Board/Committee:	Property Committee	
Date:	30 th January 2013	
Paper title:	Update on Student Centre	
Author:	Ian Mehrtens, Interim Director of Estates & Facilities	
Executive sponsor:	Phil Cardew, Pro-Vice Chancellor (Academic)	
Recommendation by the Executive:	To note the contents of this paper	
Aspect of the Corporate Plan to which this will help deliver?	Delivery of the Board approved (July 2010) 25 year vision for the estate.	
Matter previously considered by:	Property Committee and Board of Governors	On: Various meetings
Further approval required?	N/A	On: N/A
Communications – who should be made aware of the decision?	N/A	

Executive Summary

The report is provided to keep the Committee updated on the progress of this capital project to develop a new Student Centre facility on the Borough Road boundary of the estate.

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1. LSBU's main contractor Mansell finally achieved Practical Completion of the Works on 5th November 2012. They maintained two site managers on site through November and December to deal with outstanding snagging, minor outstanding work and teething issues.
2. The University commenced its 'into service' programme on 5th November 2012 to install all loose furniture and fittings, computers, telephones and in the Venue area fit out of the specialist lighting and sound systems and bar equipment.
3. This programme was completed with relocations with a successful opening of the building as publicised on 26th November 2012.
4. Three discrete elements of work remain to be completed which were taken out of Mansell's contract works to facilitate achieving Practical Completion and to minimise contract risk exposure. These ensured completion of the main project on time and did not affect the opening of the building on time.
 - 4.1. The tree planters and trees to Kell Street at the rear (order placed direct with landscape contractor, works in hand to occur late January/early February);
 - 4.2. The removal of the former pavement crossover to Borough Road (order placed with Southwark Council, work due to commence 21st January);
 - 4.3. The renewal of the gas meter in the Borough Road boiler room (still awaiting a quotation from the University's gas shipper and utility company National Grid). The small area of public realm paving works (currently hoarded off) at the front, cannot be completed as access to the buried gas main has to be left open.
5. It is still anticipated that the project will be delivered within the approved budget.
6. Mansell have not been awarded any Extension of Time by the University's Contract Administrator, Gardiner & Theobald and their contract completion date therefore remains as 30th July 2012.
7. LSBU, with the full involvement of and advice from the University's lawyers Muckle LLP, issued Mansell a Notice to Withhold Liquidated and Ascertained Damages on 19th November. In addition, a Notice to Pay Less was issued on 4th December against Payment Certificate No 10.

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8. Total damages amount to £245,600.
9. Following relocation of the Students' Union into the new Student Centre, demolition of the former Temporary Students' Union Building in Rotary Street (planning consent for which expired on 31st December 2012) commenced on site on 3rd December 2012.
10. The University's contractor 777 Demolition is making good progress and is due to complete all work leaving a secure hoarded site during January 2013. Southwark Council are fully aware.

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	PAPER NO: PC.03(13)	
Board/Committee:	Property Committee	
Date:	30 th January 2013	
Paper title:	Update on the terraces renovation	
Author:	Ian Mehrtens, Interim Director of Estates & Facilities	
Executive sponsor:	Bev Jullien, Pro-Vice Chancellor (External)	
Recommendation by the Executive:	To note the contents of this paper	
Aspect of the Corporate Plan to which this will help deliver?	Delivery of the Board approved (July 2010) 25 year vision for the estate.	
Matter previously considered by:	Property Committee and Board of Governors	On: Various meetings
Further approval required?	N/A	On: N/A
Communications – who should be made aware of the decision?	N/A	

Executive Summary

The report is provided to keep the Committee updated on the progress of this capital project to develop a new Enterprise Centre facility with the conversion of the Georgian terraces along London Road and Borough Road and the public house on St George's Circus.

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1. LSBU's main contractors for the Enterprise Centre Project, Neilcott, are recording a ten week programme delay to their overall works. The critical programme delay is in connection with the London Road properties and reflects discoveries and unforeseen structure with subsequent works to the Bressumer beams and creation of a new ring beam.
2. Other areas of work have concurrent lesser delays, the former pub by six weeks delay; Borough Road properties four week delay; and new build six weeks delay.
3. Following a submission to University's Contract Administrator Gardiner & Theobald in November for a five week extension of time, Neilcott have been awarded a two and a half week extension of time to date. This revises the Completion Date from 13th May to **29th May 2013**.
4. Neilcott are currently anticipating completing works five and a half weeks later than the revised completion date, by **8th July 2013**.
5. Following a meeting with Neilcott's Managing Director on 4th January, Neilcott are producing a detailed programme to show how they can mitigate overall programme loss to ensure delivery on 8th July 2013. This will in turn allow G&T to monitor progress to ensure no further slippage and investigate further with Neilcott if there are areas where the delay can be further mitigated.
6. An initial 'into service' programme for the University's direct works (furniture, fittings, computers, telephones, audio visual and relocations) post Practical Completion is currently being developed.
7. Progress on site includes:
 - 7.1. In the London Road properties:
 - 7.1.1. All new columns and Bressumer beams are complete, temporary works removed allowing the remaining floor installation to commence.
 - 7.2. In the former pub:
 - 7.2.1. New steel frame is complete along with floors and timber roof construction. With vapour barrier installed before Christmas meaning the building is now watertight.

- 7.3. In the Borough Road properties:
 - 7.3.1. Temporary works installed, ring beam being cast for new Bressumer beam supports.
- 7.4. In all the above properties mechanical and electrical installation works have recently commenced.
- 7.5. Externally, all cleaning work to the front façades is complete with window overhaul well underway and new window installation to the rear commenced.
- 7.6. With the new build, steel frame work is complete to the rear of London Road and the former pub and is progressing to the rear of the Borough Road properties. Roofing purlins and floor construction is now in progress.
8. The performance bond has still not been finalised. In its absence monies have been held from the last two valuations. Neilcott have now at last established a new long term blanket bonding facility for their business with Euler Holmes UK and Euler Holmes have confirmed that this will be in place during January 2013.
9. It is anticipated that the project will be delivered within the approved budget. The client contingency currently remains untouched. Furthermore the significant risks around unforeseen ground discoveries, ground conditions and archaeology are now closed.

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	PAPER NO: PC.04(13)	
Board/Committee:	Property Committee	
Date:	30 th January 2013	
Paper title:	General Estate and Facilities Matters	
Author:	Ian Mehrtens, Interim Director of Estates & Facilities	
Executive sponsor:	Martin Earwicker, Vice Chancellor	
Recommendation by the Executive:	To note the contents of the report	
Aspect of the Corporate Plan to which this will help deliver?	Continue delivery of Estates and Facilities services to assist in enhancing the student experience and environment.	
Matter previously considered by:	Property Committee	On: 10 th October 2012
Further approval required?	N/A	On: N/A
Communications – who should be made aware of the decision?	N/A	

Executive summary

The report is provided to keep the Committee briefed on current Estates and Facilities matters.

It includes headline issues from each of the Sections of the Directorate, together with updates on matters related to the local community

1. Local Environment Matters

1.1. Sports Hall

1.1.1. Representatives from the Academy of Sport (AoS) and Estates & Facilities (EAF) met representatives from the London Borough of Southwark (LBoS) and Elephant and Castle Regeneration to discuss the project to make the sports centre accessible to the public. LBoS and AoS will further explore funding.

1.2. Public Realm

1.2.1. Instructions have been given to LBoS to prepare feasibility design options for the pedestrianisation of Keyworth Street. The scheme will still allow emergency vehicle access but will prohibit general vehicular use.

1.3. Peabody Hugh Astor Court

1.3.1. The Vice Chancellor and Interim Director of Estates are meeting representatives of Peabody to continue discussions in the next few weeks to discuss options for the ownership of Hugh Astor Court given its strategic significance within the campus boundary.

1.4. Elephant & Castle Regeneration

1.4.1. Changes in management within the department have provided an opportunity to discuss the wider strategic estate issues with the Planning Policy officers at LBoS. A meeting is being arranged with the Vice Chancellor, the Interim Director of Estates and the Head of Development to outline the aspirations of the University and explore opportunities within the framework of the Elephant & Castle Supplementary Planning Document (SPD).

2. Property Updates

2.1. University Enterprise and Governance are preparing formal arrangements for all LSBU tenants, and LKIC tenants, to transfer to become tenants of South Bank University Enterprises Limited (SBUEL) at the beginning of February 2013.

- 2.2. The Overriding Lease of the Technopark building in favour of SBUEL was signed on 14th January 2013.
- 2.3. The Estates Management Statistics return to HESA is being prepared for submission at the end of February. The mandatory elements will be returned as part of the Universities submission.
- 2.4. The lease for the Havering campus is with the university's solicitor; the adjacent development site continues to cause problems with regard to access arrangements, which are taken up through our landlord, the NHS Trust.

3. **Energy and Environment**

- 3.1. In the period August to December 2012 the Energy and Environment Team has continued to build upon previous successes to improve the organisations environmental performance.
 - 3.1.1. A new Sustainability Manager replacing the Energy and Environment Manager has been recruited and is due to start in February 2013. The Energy and Environment Officer is temporarily covering the managerial responsibilities.
 - 3.1.2. The team achieved Investor in the Environment Accreditation in September making us the only London University to achieve the standard.
 - 3.1.3. The department maintained both ISO 14001 and ISO 50001 accreditation. Two non-conformities were identified within the system, faculty Hazardous Waste procedures did not meet the required level and the energy review process needs to be improved in the light of data validation concerns. To overcome these we continue to work closely with ESBE to improve Hazardous Waste management and have developed a new energy review process to better highlight energy deviations.
 - 3.1.4. Previous engagement initiatives have been reviewed and developed:
 - In the halls, Student Switch Off now includes waste audits;
 - we are also holding water events with free merchandise from Thames water

- The Growing Greener staff campaign covers a larger number of departments. The number and success of the of the Growing Greener events has also improved;
- Events at both campuses include fresher's week, monthly free bike maintenance sessions, three separate environmental themed weeks of events, student course rep training and supporting other events including the safe and secure week.

3.1.5 Current predicted electricity savings of 2% compared with last year and 8% when compared with the 2005/6 baseline year for the same period.

4 Projects Team Updates

4.1 The Project Team are currently working on a confirmed programme of works for 12/13 valued at circa £4m:

4.1.1 This includes the annual Project programmes for Long Term Maintenance at £2.05m, Occupiers Needs at £0.5m and redecoration and re-flooring at £0.55m.

4.1.2 Upgrade works for LLR in accordance with their Business Case to the value of £75k for new carpets and door refurbishment.

4.1.3 Annual Summer redecorations project for the Residential and Catering Services

4.2 Projects to Enhance the Student Experience which are still to be completed

4.2.1 Creation of new VERT and Radiation laboratory facilities at a cost of £493k

4.2.2 Food Technology laboratory in E132 – works Practically Complete, commissioning in hand – project value £130k.

4.3 Projects which the team are currently engaged on and for which Funding has still to be agreed:

4.3.1 Perry Library new Front Entrance and service area – project value £1.9m

- 4.3.2 Academy of Sport in conjunction with Southwark Council and Sport England – a new Entrance for Sports Hall and Fitness Suite – project value £810k
- 4.3.3 Confucius Institute stage C report and feasibility for conversion of the 12 Borough Road grade II Listed building to a new home for the CI – project value £1.4m
- 4.3.4 Chapel Site exploring opportunity for use of site as an LSBU advertising wrap.

5 Maintenance Updates

- 5.1 The focus is to continue to look at ways to improve our service deliver to the University.
 - 5.1.1 The development of a ‘one team’ approach to maintenance with both the in-house team and the term supplier, Norland Building Services (NBS).
 - 5.1.2 One of our initiatives is to undertake a collaborative workshop with our supplier NBS and our in house management team with a focus on identifying further improvements to the ‘one team’ service.
 - 5.1.3 The team meets with the residential site managers which now includes our supplier. This has improved our overall delivery using this one team approach.
 - 5.1.4 We have developed for the residential buildings a proactive approach when residents return for the new semester including the provision of onsite week end maintenance site cover. This has the benefit to deal with faults immediately reducing costly call out charges.
- 5.2 Student Centre
 - 5.2.1 The team fully supported the opening of the Student Centre and dealt with various occupation issues and client requirements ensuring a successful opening.
 - 5.2.2 Asset verification is underway for the future planned maintenance requirement.

5.3 New Contracts

5.3.1 In support of the Security team, we have jointly undertaken a new tender with three suppliers to maintain all of the security equipment to best industry practices. The contract has been let and mobilisation is under way.

6. Facilities Services

- 6.1 The annual teaching space utilisation audit took place during October and the report will be distributed to stakeholders during January 2013.
- 6.2 The relocation planning and delivery for the Student Centre dominated facilities services activities during November resulting in the successful relocation of the student union, student services staff and equipment with minimal disruption or downtime to the operational delivery of student facing services.
- 6.3 A daily and periodical cleaning programme has been implemented but changes may be required dependent on the usage/footfall in the new student centre area and will be monitored over the coming weeks.
- 6.4 As part of the classroom redecoration and furniture upgrade, facilities replaced 809 chairs on the third floor of London Road and the old chairs were given to charity for redistribution, Whiteboard replacement campus wide was completed and repairs to lecture theatre seating was carried out during December.
- 6.5 New external signage is currently being upgraded across the estate incorporating the University crest.
- 6.6 During October and November there was an increase of reported mice activity within the Technopark building. To address this facilities increased baiting and treatments in key areas, relocated the tenants internal bins to the external bin store and carried out an audit of low trunking along walls for possible access points and circulated an all staff email reminding staff of good housekeeping and food storage. We continue to monitor closely with twice weekly visits from the pest control company.
- 6.7 The Estates and Facilities Help desk service logged 7450 job requests during the period Aug- Dec period making a total of 17053 requests for 2012.

7. Security, Reception Services and Business Continuity Management

7.1 The Security Service

- 7.1.1 The Security team have been working towards achieving accredited person status with the Metropolitan Police under the Community Safety Accreditation Scheme (CSAS). This standard has now been achieved and certification was awarded to the team for CSAS to take effect at LSBU from Monday 31st December 2012.
- 7.1.2 In addition to further developing the professional standards of the Security Team, the key benefit that CSAS will bring to LSBU is the ability of the security team to respond directly and deal with any street nuisance type issues involving members of the Public within the area of the main campus.
- 7.1.3 Completion of the project to switch student ID card administration activities from the security office to the new Student Centre.
- 7.1.4 Completion of project to relocate security office from London Rd building to newly refurbished area to the front of the security control room in Borough Road.
- 7.1.5 'Safe & Secure at LSBU' campaign week run in October to raise awareness and promote crime prevention and personal safety issues to students and staff.
- 7.1.6 Initiation of project to continue rolling out the new building master key suiting system. Next stage scope covers Tower, M, J, E blocks to be completed by March 2013.
- 7.1.7 CCTV Signage Survey undertaken to identify requirements across the estate to ensure compliance with DPA.

7.2 The Reception Service

- 7.2.1 The reception Service continued to deliver exceptional customer service across the Southwark Campus. During the period October to December 2012, a total of 4,403 visitors were received and processed by the Service and a total of 233 events and conferences were supported.

7.2.2 Visitor Numbers 2012-13 year-on-year Comparison

