

# Minutes

<b>Meeting name</b> Project Board	<b>Meeting date</b> 23 <sup>rd</sup> May 2019	<b>Attendees</b> Nigel Titchner-Hooker (NTH), UCL Nick Tyler (NTy), UCL Sara Collins (SC), UCL Scott Landers (SL), UCL Colin Plank (CP), UCL Property Megan Putt (MP) UCL Property Patrick Julien (PJ) UCL Transition Kara Corbett (CC), UCL Legal Services Sam Pettinger (SP), UCL ISD Neil Turvey (NT), UCL Estates Tom Doubleday (TD), UCL Estates Michael Fostiropoulos (MF), P&P Matt McBrien (MM), AECOM	<b>Apologies</b> Deepan Banati, UCL Amelia Norman, AECOM
<b>Time</b> 14:00	<b>Location</b> UCL Engineering Front Building		
<b>Project name</b> UCL PEARL			

Ref	Action	Responsible	Due by
<b>1.0</b>	<b>Health and Safety</b>		
1.1	P&P advised that Margaret Sackey attended the design team meeting to discuss H&S design matters.		
<b>2.0</b>	<b>Actions from Previous Minutes</b>		
2.1	It was noted that the previous meeting was the end of Stage presentation and no minutes circulated. Outstanding minutes are noted within the relevant sections below.		
<b>3.0</b>	<b>Land Purchase Update</b>		
3.1	<p>MP advised the land purchase is progressing well, with LondonEast being agreeable to most of the UCL proposals. MP noted that a review of the legal documents continues ahead of exchange of contracts planned for late June. It was noted that only minor legal issues remain to be concluded.</p> <p>In preparation for the planning application to be made in late July, it was noted survey works are required ahead of the land purchase, including Asbestos, Ground contamination, below ground services and Bat survey. The results of these surveys are required ahead of exchange of contracts to ensure UCL have full knowledge of any unexpected contamination / unforeseen issues which may be costly to resolve.</p> <p>MM noted that we are expecting to find some asbestos and ground contamination and have budget provision to deal with removal for some remediation works. The surveys will identify the quantum / scale of any issues to validate the current cost assumptions.</p>	<b>MP</b>	<b>14.06.19</b>
3.2	MP advised that UCL have entered an exclusivity agreement for the site with LondonEast.		
3.3	<i>Meeting Minutes 19.03.09:</i> The lease of the site at Tufnell Park needs to be considered further internally by UCL, though CP noted that UCL have secure tenure of the site, with the lease expiring in March 2020. CP will discuss the plans for the site at Tufnell Park with Andrew Asbury.	<b>CP</b>	<b>23.04.19</b>
<b>4.0</b>	<b>Project Management Update</b>		
4.1.1	Sprinklers – MM presented the sprinkler options paper for review and discussion. UCL confirmed agreement to progress with Option 3 (no sprinklers, but restrictive storage). UCL noted they accept that careful management of material storage will be required. MM noted that option 3 has been accepted by the project fire engineer and building control, however needs to be agreed with the fire authority and UCL insurer. A meeting is scheduled with the	<b>TD</b>	<b>31.05.19</b>

Ref	Action	Responsible	Due by
	fire authority for 28.05.19. TD to discuss insurance requirements with June Campbell and Michael Short.	AECOM	31.05.19
	AECOM to update the cost section of the sprinkler option paper to reflect maintaining full height storage for non-combustible material.		
4.1.2	AECOM noted that the secondary access route to the carpark has now been revised to avoid complex legal input for work on land not owned by UCL. It was confirmed access to the carpark would now use the existing entrance to the North East of the site. All confirmed agreement.		
4.1.3	AECOM confirmed Stage 3 design is on programme, noting this is approx. 50% complete.		
4.1.4	Key actions completed in the period are summarised in the dashboard report which is appended to these minutes. Salient points include: <ul style="list-style-type: none"> <li>• Identification of contractor invitation to tender shortlist</li> <li>• Procurement of all specialist consultants for input into planning application</li> <li>• Scheduled the planning public consultation and held a pre-app with the local authority</li> </ul>		
4.1.5	Key Actions for the upcoming period are summarised in the dashboard report. Salient points include: <ul style="list-style-type: none"> <li>• Engagement with lighting and acoustic specialist to define the requirements for the lighting gantry</li> <li>• Engagement with UCL stakeholders for more detailed review – AV, ICT, Security, MEP</li> <li>• Progression of the cost recovery items.</li> <li>• Preparation of the planning documentation</li> <li>• Undertake site investigation surveys</li> </ul>		
<b>5.0</b>	<b>Estates and Facilities Management</b>		
5.1	TD confirmed the project was approved by UCL Estates to continue the stage 3 design at the end stage gate review.		
5.2	<i>Meeting Minutes 19.03.09</i> : The ongoing maintenance strategy for the building post completion is still being discussed by the Estates team.	UCL (Est)	31.05.19
<b>6.0</b>	<b>IT Resource and Infrastructure Update</b>		
6.1	SP advised a meeting with the AV designer and department IT representative (Dennis Timms) was held to review the AV requirements and network topology. A further meeting with Dennis Timms is required to a further develop the network and equipment requirements.		
6.2	Telecoms – SP noted he will arrange a meeting with the telecoms team to understand the options available to achieve the flexible needs of the department.	SP	07.06.19
6.3	<i>Meeting Minutes 19.03.09</i> : The decommissioning costs associated with PAMELA will need to be considered to understand where the budget for this will come from.	UCL (Est)	31.05.19
<b>7.0</b>	<b>Department Equipment Procurement</b>		
7.1	Babcock – NTy advised works are progressing with the design of the floor, however final issues remain to be resolved with the contract itself.	UCL (Dept)	07.06.19
		Project Team	04.06.19

<b>Ref</b>	<b>Action</b>	<b>Responsible</b>	<b>Due by</b>
	A meeting has been scheduled for the 4 <sup>th</sup> June to review progress and interface matters with the project team. NTy advised there may be potential issues with timing which will be discussed.		
7.2	Lighting Contract – NTy advised Marl are working on the project, however final T's and C's still be resolved. TD to resolve with procurement.	<b>TD</b>	<b>07.06.19</b>
7.3	Acoustics – TD advised UCL procurement is currently pending confirmation of supplier details prior to going out to tender. NTy / TD to resolve.  P&P advised they have been talking with a company called White Light, a supplier of theatre lighting rigs and are trying to arrange a meeting to discuss UCL requirements.  <b>PMN:</b> Meeting held on 29.05.19.	<b>TD/NTy</b>	<b>31.05.19</b>
<b>8.0</b>	<b>Board Approvals</b>		
8.1	No further board approvals required in additional to minute 4.1.1.		
<b>9.0</b>	<b>Action Log review</b>		
9.1	Refer to minute 4.1.5.		
<b>10.0</b>	<b>AOB</b>		
10.1	Planning – It was noted a positive pre-app meeting was held with the local authority and a members briefing for planning committee members has been scheduled for the 10 <sup>th</sup> June. Following this a Public Consultation meeting has been scheduled for 12 <sup>th</sup> June (2pm-7pm).  At the pre-app meeting it was noted that if an Employment Skills opportunities plan was submitted as part of the planning application this would negate the need for any S106 contributions. NTy to progress, however noted that further information on UCL apprenticeships was required. TD to assist. AECOM to investigate with the local authorities requirements with BeFirst.	<b>NTy / TD / AECOM</b>	<b>07.06.19</b>
10.2	VAT recovery – TD to further discuss and confirm status of VAT recovery opportunities.	<b>TD</b>	<b>07.06.19</b>
<b>11.0</b>	<b>Date of Next Meeting</b>		
11.1	The next meeting is scheduled for Friday 21 <sup>st</sup> June 2019 at 12pm.		