



## 1 Present and Apologies

### 1.1 Present

Martin Kent (President), Hampshire CC  
Andrew Rowe (Finance Director), Concertus  
Jackie Lowe (Awards Manager), EFA  
Greg Keeling (Events Director), Essex CC  
Mike Shaw (HoP - Architecture), Mace  
Leslie Morrison (Membership Director)  
Mukund Patel (Scrutiny Director)

Matthew Self, Concertus  
Paul Scott-Munden, Hampshire CC  
John Richardson, JRS Building Services  
David Corben, NPS Group  
Kevin Massett, NPS Group  
Fiona Fanning (SPACES Manager)

### 1.2 Apologies

James Bourne, Atkins  
Alan Samson, Concertus  
Philip Derbyshire, Derby City Council  
Trevor Mose, Hertfordshire CC  
Danny Pollock, Hurley Palmer Platt  
Ian Harding, MACE  
Mark Fisher, MACE  
Craig Jennings, Place Partnerships  
Bernard Wyld  
Rob Edwards (Vice-President and Marketing & Publicity Director), Gensler

Alan Knibb  
Phil Harris  
Dennis Harington, NPS Group  
John Burton (Acting HoP – Surveying)  
Mark Dunne (Technical Director), Atkins  
Nigel Badcock  
Robert Mewes (Acting HoP – Surveying)  
Roosje Barr  
Steve George

## 2 Minutes of the last SPACES AGM

The minutes of the last AGM were approved. This was proposed by Leslie Morrison and seconded by Jackie Lowe.

## 3 Reports

### 3.1 Presidents' Report

It is a huge privilege to represent you as your President and to work with the Board of SPACES a most talented group of professionals. Here is my 2016 President's Report.

I would first want to acknowledge our past President Sarah Morris and her strong leadership and commitment to the formation of SPACES. As you will all know I came to the Presidency rather earlier than I had anticipated and I know you will all wish Sarah a speedy and full recovery. All the latest reports from Sarah are positive and I know we all wish her well and hope to see her at future SPACES events before too long.

Over the last year SPACES have seen the finalisation of the merger with the Chief Building Surveyors Society, adding to our numbers and strengthening our multi-disciplinary credentials. We intend to encourage others to join us where that would strengthen our ability to deliver our aims. The ethos of SPACES as a truly multi-disciplinary society focused on the design, construction and management of public buildings is a unique and very real strength.

As a Board we have now redirected our attention away for the completed and vital work of creating the new Society and towards delivering our key objectives. We are building on the strong histories of our constituent parts. As a Board we have re-focused around key tasks and are establishing Heads of Profession (HoP) positions. We already have a new HoP Architecture in Mike Shaw. Robert Mewes and John Burton are



currently jointly acting as the HoP Surveying. Mike, John and Robert are welcome additions to the Board and bring new energy and contributions.

This year has seen the most successful study day ever, held in Winchester, attended by 160 delegates. It was a financially sound event attracting an excellent level of sponsorship and a range of excellent speakers with a full programme of breakout workshops catering to our multidisciplinary membership and delegates.

Another major achievement this year has been the complete redesign of the SPACES Yearbook which will be published, as is our normal tradition, at the President's Dinner. Again another team effort but Mike Shaw needs to take particular credit for what I am sure all Members will agree is a watershed moment in the history of the Yearbook.

The judging of the SPACES Awards 2016 including the Civic Building of the Year Award is now complete and the results will be announced at the President's Dinner in Manchester. The panel was led with great skill by Jackie Lowe and our thanks go to Jackie and the whole panel for their support and dedication. For the first time we have introduced new categories of award which embrace all our professional disciplines. All is set for another successful and well attended event.

Our national events remain a real strength and are all very much a team effort but special thanks need to go to Greg Keeling.

We are now focusing as a Board on reinvigorating our regional engagement though 2017. With the support of Members and our Hub coordinators we are planning a programme of events across the regions focused on building visits to the shortlisted SPACES Award submissions of 2016. We are also looking to explore the possibility of creating a Junior Board as a way of engaging with the next generation and seeking their support and insight into what will make SPACES the go to Society for all building professional working in or for the public sector.

I would just like to thank the whole Board and our active members who give freely of their time without whom SPACES would not be thriving and moving towards a brighter future. It is also right to highlight at this point the tireless work of Fiona Fanning who makes a huge contribution to SPACES. Her commitment is immeasurable and her ever present support to the Society appreciated by all.

I am all too quickly about to begin my second Presidential year. With the ongoing support of our members I am confident we are now beginning to see the new future we aspire towards. We need to continue to spread the message that SPACES is the society for all those who care about the public estate. By working together we add both quality and value to our everyday working lives and the buildings we produce and manage.

### **3.2 Vice President's and Marketing and Communications Director Report**

Following last year where the website and our communication strategy were rebranded and developed the main focus of the work has been on the website.

This year the website has continued to be developed and now allows members to raise invoices to pay for events online by credit/debit card and PayPal. This proved particularly successful for the study day whereby there are very few (if any) invoices to chase for payment.



The member's area of the website continues to be developed with new resources being added and the technical enquiry system in the process of being tested. My thanks go to Alan Knibb for his assistance to Fiona for adding all the information to the website and helping members to log on.

The Yearbook has been rebranded by Ten Creative, and my thanks go to Mike Shaw, Dave Kimmins and team for their work on this. I am looking forward to seeing the publication at the President's Dinner. The next stage of work is to automate the process of sending out e-newsletters and communications to our members.

The following was raised by a member prior to the meeting.

I understand that Rob is responsible for liaising with the RIBA, but there's no mention of what he has done in this role over the year, so I would like to know how the relationship is developing.

Mike as Head of Profession will be taking on this aspect.

It would also be useful for members to know who is responsible for liaising with the other professional bodies - RICS and CIBSE.

We have links with the RICS via the Surveying acting Heads of Profession (Robert Mewes and John Burton) and with CIBSE via Mark Dunn.

### **3.3 Membership Directors' Report**

During the year there has been a least one meeting in the Hub areas, namely, London, South East and South West, Eastern and Midlands areas which have been reasonably well attended.

In the northern part of the country, although there is a Hub Co-ordinator in the north east area, there have not been any significant meetings over the past year, but it is hoped this situation will improve in 2017.

The members' database continues to be updated, but there is a void in the North West area of England between Carlisle and Manchester where the local authorities are smaller outside the cities and many services in the building and construction sector are outsourced to the private sector.

In Scotland progress is being made to set up Hub meetings in 3 main areas. The initial Hub Scotland East meeting was held on Thursday 22nd September in Edinburgh with 12 members from the east and central Scotland in attendance. The outcome of this meeting was a commitment to continue meeting as a group to share common interests and try to build up contacts with other professions such as engineers and building surveyors within each authority where these professions exist. The meeting also included a CPD presentation from Ecophon on acoustics.

A similar meeting will be arranged with members in the west area of Scotland covering Glasgow and Clyde valley to establish a Hub Coordinator to lead that group of members now that the database has established some positive links with members in local authorities throughout that part of the country.

The task to recruit new members throughout the country will continue in order to build up the membership from within the various professions now part of SPACES. If any new or existing member does not currently attend a hub meeting or is seeking advice on which hub area they should go to, please do not hesitate to contact any of the Directors or myself who can provide details of the Hub Coordinators for those areas which are currently set up and hold meetings on a regular basis.

The following was raised by a member prior to the meeting.

It would be good to know what are the plans to improve SPACES' regional offer in the north of England.



We are already planning to launch a national programme of visits in 2017 covering all regions and linked to the Yearbook and Awards shortlist. Further information to follow this year. .

Normally membership numbers are reported to the AGM, but this information has not been included and I assume this report would be the appropriate place? Can the numbers be provided please?

Numbers were not reported last year. It is felt that these figures are fluid and do not represent the influence that we have as many members are representing large organisations or Local Authorities.

### 3.4 Finance Director's Report

The finances this year have been challenging and a combination of significant merger costs and a reduction in the number of paying members has left the society in overall deficit for 2015/16.

At the beginning of the year we set a budget as a Board and the costs incurred are broadly in line with these predictions. Many of these costs are one-off non-recurring costs for example the new web-site, members area and these costs will not be experienced in future years.

The new organisation needs a solid financial foundation and this year we propose to look at how we continue to deliver this given the difficulty with membership subscriptions but the profitability of events and sponsorship.

Going forward I believe the society is in good shape and continues to retain a healthy cash reserve to allow it to develop new services, organise high quality events, technical meetings and social activities for its members.

The following was raised by a member prior to the meeting.

SCALA was one of the contributors to the NBVBS which was wound up last year and I understood that funding was to be returned to the organisation for the purposes of improving performance, benchmarking etc. There is no reference to this in the report - did it not happen?

This falls outside the Financial Year for our Financial Report and would come under the 16/17 report.

SCALA, CBSS and SCEME were all members of FPS which was wound up in April this year. The assets of the company were to be divided between the constituent bodies, but I can't see any reference to this in the report - perhaps it hasn't been finally effected yet? or is it after SPACES year end?

This falls outside the Financial Year for our Financial Report and would come under the 16/17 report.

### 3.5 Events Director's Report

The last year has been very busy as SPACES Director of Events as we continue to build SPACES profile and presence as the society representing those delivering and maintaining public sector buildings.

The Presidents Dinner and CBOY Awards were held in Bristol in November and was a very successful evening with over 90 attendees. Rod Bunn, from BSRIA was our MC for the night and did an excellent job keeping the event to programme. Feedback from attendees was very positive and Mike Britch (Sponsor) was delighted with the evening and wrote to the SPACES manager to express his thanks.

The Study Day was hosted by Hampshire County Council in Winchester and was based around the theme of Education. We had twenty speakers to support the day comprising a cross section from LA's, the Education Funding Agency, contractors and consultancy practices. The concept of SPACES has clearly captured the interest of many people which resulted in some very senior and experienced presenters supporting the day including a director from EFA, Julian Wood, as our keynote speaker. We also had a record number of sponsors (9). Again the day was extremely successful with some great feedback from delegates. As one



senior civil servant said “Where else would you see everyone involved in delivering school buildings come together in one event?” And for the first time, we sold out (160 places) and had to set up a reserve list! Going forward we are keeping with the theme of education for the 2017 and will include some areas not covered at last year’s event such as BiM and Special Educational Needs (SEN). We are looking at holding the study day in Manchester.

On the 4th November, the President’s Dinner and SPACES awards will be held in Manchester and for the first time will include three new awards for Engineering Innovation, Site Manager of the Year and Surveying Excellence as well as the traditional Civic Building of the Year Award. Having more awards reflects the multidisciplinary nature of SPACES.

And finally this year will also see the launch of a completely new and redesigned Yearbook by our new designers and publishers Ten Creative (also our web designers). The yearbook is looking fantastic and signals the direction of travel for SPACES.

### 3.5.1 Awards Report

The Awards (incorporating CBOY) and Yearbook Teams have had a challenging year with the incorporation of new awards and the change of branding to fully reflect the new body of 'Spaces'. Submissions for the yearbook were lower in numbers than in previous years but with entries received from many first time companies/people. After 12 very valuable years with publishers Lansdowne, we have moved to a new design of yearbook from publishers Ten Creative to enable us to visually publicise what 'Spaces' is all about. The President's Dinner and awards ceremony are fast approaching and with 12 shortlisted nominees across 4 categories, along with future sponsorship potential, it promises to be a great event. More however needs to be done in 2017 to consolidate our learning and build on the changes this year to ensure the continued success of the Spaces Yearbook and awards.

Thanks go to the CBOY Panel, Mike Shaw, Fiona Fanning and Alan Knibb for their input, along with Ten Creative for taking on a challenge at short notice.

### 3.6 Technical Director’s Report

My role as Technical Director involves liaising with the other Directors to ensure that the SPACES huge and technically rich catalogue of experience of our members is used to influence our industry. We do this by sitting on relevant committees, attending events and contributing to consultations such as the recent “Revised BB101, Fire Safety Design for Schools”. SPACES is starting to get recognised more with further engagement in this our second full year.

#### 3.6.1 Technical Committees

SPACES via myself now have a place on the CIBSE Technical Committee. This is a Standing Committee of the Institution. It has the overall responsibility for providing understanding, clarification and validation of the fundamental technical basis of building services engineering and for overseeing the policy work of the Institution. SPACES being recognised and offered a place on this committee is a significant achievement for our society.

We also continue to support the UK Wiring Regulations Committee (JPEL/64) who are responsible for all alterations and additions to the regulations, the committee does this through its Panels:

- A - Test & Inspection
- B - Thermal Effects
- C - Shock Protection



#### D - Earthing & Remaining Parts

SPACES is represented on the main committee (JPEL/64) by Charles Tanswell and on Panels B and C by Craig Jennings and Andrew Rowe respectively. If any SPACES member would like to volunteer for Panels A or D please let Charles know.

Work on the next edition (18th) is well advance now ready for public consultation in the Spring of 2017 and publication in July 2018. The main changes proposed are:

- The introduction a section on energy and energy efficiency. This may be controversial as many are not convinced that it should be part of BS 7671 as it is more to do with Part L (Conservation of fuel and power) of the Building Regulations.
- For the first time, BS 7671 will contain requirements for equipment which may, by turns, either produce or consume energy. For example, section 712 will recognise the use of solar PV supply systems for stand-alone operation and as an alternative to the mains supply and also to supply batteries, the energy stored therein being available for use at times of high electricity cost and/or low production from the solar panels.
- There will greater recognition of low voltage and extra-low voltage dc distribution within an installation.
- Foundation earth electrodes either an additional earthing point to support the means of earthing provided by a public network or to act as the sole means of earthing for an installation
- Changes the requirements for Surge Protection Devices (Section 443) which is proposed to now encompass large buildings, offices, schools. SPACES has raised concerns about this.
- Section 422 will permit the use of arc fault detection devices for protection against fire.
- It highly likely that the requirements to prevent collapse of wiring systems such that they might impair ingress / evacuation in the event of a fire will be extended to any parts of a building where this might arise and not just in areas designated as fire escapes.
- It is hoped that all exceptions to the requirement to provide additional protection by RCD for socket-outlets for general use will be removed such that where such protection is not provided this is a declared departure on the Electrical installation Certificate.
- It is also hoped that the newly drafted requirements for Electric Vehicle charging points will now proceed such that it is no longer acceptable to forego additional electrical safety measures where the charging point forms part of an installation connected to a PME supply.
- It is likely that a field will be provided on the Minor Electrical Installation Works Certificate making it easier to identify the circuit being altered / extended clearly.
- Adoption of the IEC/CLC terminology with respect to fault current, short-circuit current and earth fault current.
- Changes to Part 5-53: Selection and erection of electrical equipment - Switchgear and control-gear brought about by HD 60364-5-53 - Low-voltage electrical installations.

At the moment all of the above proposals are confidential so we would be grateful if you would treat them accordingly.

The Electrotechnical Assessment Specification (EAS) Management Committee having developed a revised version of the Specification incorporating the roles of the 'Persons (Duty Holder, Qualified Supervisor etc) of all electrotechnical 'competent persons' organisations (NICEIC, ECA etc) last year is still awaiting the outcome of the Communities and Local Government Select Committee review into Part P of the Building Regulations.

At a recent meeting the DCLG representatives reported that the review, being prepared by EC Harris, is still awaited as is similarly, the Bonfield report on energy efficiency and renewable energy measures in homes.



Work on 5 yearly electrical inspections in the private rented sector is underway. Meetings have been less frequent this year.

### 3.6.2 Technical Enquiries

SCEME has run for many years an effective Technical Enquiries Service run by Charles Tanswell and this continues to run for engineers in SPACES. Fiona Fanning continues to circulate all technical enquiries to SPACES members and include them in the monthly e-newsletter. In the member's area of the website there is now a technical enquiries area where members can place their enquiries and members will be able to respond online. This is still in the trial stage.

My special thanks go to Charles Tanswell and Fiona Fanning for their assistance in this invaluable benefit of SPACES membership.

### 3.6.3 Technical Meetings

#### **Building Surveying Group.**

Following discussions between members of the SPACES Board and the Chief Building Surveyors Committee (CBSS), the proposal for joining with the newly formed SPACES was put to the CBSS membership during the summer of 2015. The outcome of which was the overwhelming support of the membership for the amalgamation to take place. This was formerly done on the 17th October 2015, the day after the SPACES first AGM.

In the first year it has been a time of adapting to the changes, together with the ongoing normal pressures of the day job for most members. Robert Mewes and John Burton agreed to take on the role of "Acting Joint Head of Building Surveying" for SPACES. Both were "Acting" as Robert had already retired from Leicestershire County Council and John retired from Worcestershire County Council during the course of the year. As retired members we cannot take the role on fully, so if there is a Building Surveyor out there who is interested in being more involved with SPACES please let us know. Martin Kent, who was in line to become the next President of CBSS, took on the role of Joint President of SPACES at the AGM and subsequently President in January 2016.

The year has seen the setting up of a Building Surveying Group committee (BSG), to focus on Building Surveying aspects of the society. A further new area has been the addition of new awards to stand alongside the well-established Civic Building of the Year (CBOY). The new awards include Surveying Excellence Award and Construction Site Manager of the year Award.

Surveying meetings continue in the Midlands and in the South West areas meeting 2-3 times per year, enabling members to share and discuss the same and similar problems/issues they encounter in their respective offices. The meeting often include viewing, hearing about and discussing local projects. The vision is to try and expand to establish meetings in other parts of the country, to enable the local participation in the society to flourish, again any thoughts or offers to set one up please get in touch. The society is the sum of its members, so please get engaged in what we are trying to do on your behalf.

#### **Engineering Group**

In the past year, there have been three Engineering Technical Meetings (ETM, formally SCEME meetings) held in London, as well as three environmental engineering meetings held in the Eastern Region.

There were two presentations at the December Meeting, firstly on the 2015 CDM Regulations by Tony Cable, Senior Marketing & Events Engineer, Certsure and followed by Martyn Allen, Head of Electrotechnical at ESF (Electrical Safety First) on Safety of Electrical Products.



The presentation at the March meetings was given by Dr Shaun Fitzgerald, Co-Founder and Chief Executive Officer, Breathing Buildings on the Revision of BB101 - Guidelines on ventilation, thermal comfort and indoor air quality in schools.

In September there were two presentations. The first from Bill Welch C.Dir FIOD, CEO Lumenlinks Ltd who presented on LED Lighting and the ever changing world of LEDs, and following on from popular demand at the Study Day Paul Munns, BSc, CEng, CIBSE and MIFE, Principal Fire Consultant, Atkins who expanded on his presentation on the Revised BB101, Fire Safety Design for Schools.

Copies of presentations (when made available) and links to articles can be downloaded from the information suite of the website.

At all meetings, as well as the technical presentations, there are technical enquiries, feedback from the electrical wiring committees and the opportunity to network. The meetings are open to all members, not just engineers.

### **Other Groups**

This coming year the committee will be working hard to establish group and regular meeting/events for our other disciplines.

### **3.7 Scrutiny Director's Report**

The Scrutiny Director reported that during the last year there have been no conflicts of interest and code of conduct issues brought to his attention and there have been no constitutional changes or proposals referred to him by the Board.

He has worked with the Finance Director on producing expenses guidelines, which were circulated to all those that claim expenses via SPACES.

## **4 Approval of the last year's Accounts and Financial Statement**

The accounts for SPACES have now been completed by our accountants and they indicate a net loss of £19,034 on a turnover of £31,258. This was not unexpected as we budgeted for significant costs in the year for the mergers and offsetting the gain from the merger with SCHEME the total recognised loss for the year ending 31 March 2016 was £11,230.

The activities in 2015/16 resulted in:

- Study Day – net surplus of £8,898 compared to a surplus of £15,963 the previous year. This was due to less sponsorship.
- The Civic Building of the Year Award – net loss of £276 compared to a loss of £266 the previous year
- The President's Dinner – net profit of £1,303 compared to a surplus of £1,978 the previous year, there were slightly fewer bookings this year.
- Subscription income reduced by a further £3,293 from £8,006 to £4,713 In part due to a very thorough cleaning up of accounts and deletion of outstanding invoices. There were also delays in invoices being paid.
- The society budgeted for and spent a significant cost to merge the societies and introduce new member benefits, for example the new web-site at a total cost of £11,695 compared to our budgeted spend of £12,000

I would like to thank all those that have been involved with helping to manage the figures and events but special thanks for Fiona for her guidance and help through-out the year.



I would like to recommend that the AGM approves the 2015/16 accounts.

The following was raised by a member prior to the meeting.

It's a bit concerning that the Administrative expenses have increased considerably from last year and it would be helpful to have an explanation.

The administrator's expenses have increased due to an increase in the role. This represents the growth in workload associated with merger and the widening agenda associated with the future aspirations of the society.

The accounts for the 2015/16 accounts were approved. This was proposed by Jackie Lowe and seconded by Greg Keeling.

## **5 Date of AGM 2017**

Subject to approval, it has been proposed that the AGM next year will be on Friday 15<sup>th</sup> September.

## **6 Any other matters brought to the attention of the President**

The following was raised by a member prior to the meeting.

Heads of Profession.

I was really pleased to meet Mike and he certainly seems to be getting a grip on the architectural aspects of SPACES. I assume once the other heads have been appointed and the roles clarified they will all report to the AGM in future?

The intention is that Mike will report to the meeting in future and much of his work was reported in other's reports in these minutes. From section 3.6.3 you can see that the Acting Heads of Profession for Surveying and Engineering reported on their specific aspects.

Greg Keeling on behalf of all present thanked Martin Kent for taking on the role of SPACES President at short notice. He also thanked Jackie for her work on the project managing the Awards.

A special mention and thanks were also given to Alan Knibb for his work on sourcing the plaques for the awards this year and his assistance to Fiona with the development of the new website.

## **Close of Meeting**