

MINUTES

Annual General Meeting

Time: 1.30pm

Date: Friday 15th September 2017

Venue: Counting House, London, <http://the-counting-house.com/>



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1 Present and Apologies

1.1 Present

Alan Knibb, SPACES

Craig Jennings, Place Partnership

Danny Pollock, Hurley Palmer Platt

Fiona Fanning, SPACES

Greg Keeling, Essex County Council

Ian Harding, Mace

Jack Fairbrother, Essex County Council

Jackie Lowe, ESFA

John Richardson, JRS Building Services Ltd

Leslie Morrison, SPACES

Martin Kent, Hampshire County Council

Mike Reader, Pick Everard

Mike Shaw, Mace

Mukund Patel, SPACES

Nick Smith, Concertus

1.2 Apologies

Andrew Rowe, Concertus

Deanne Jupp, MACE

Geoff Eldridge, Surrey County Council

James Bourne, Atkins

John Burton, SPACES

Mark Dunne, Atkins

Nick Layton, Surrey County Council

Priya Aiyer, MACE

Robert Mewes, SPACES

Roosje Barr

2 Minutes of the last AGM

Minutes of the last meeting were approved.

3 Reports

3.1 President's Report (Martin Kent)

Martin Kent thanked the board and others for the opportunity of representing SPACES.

Much has happened behind the scenes regarding events and activities and new ways of working, and some very positive relationships have been made.

In his new (hopefully) role of Membership Director he hopes to be able to engage more members in the hubs, particularly in local government.

Martin closed by thanking the board, Mike and others for their work in establishing SPACES.

3.2 Membership Directors' Report (Leslie Morrison)

During the year there have been meetings in the London, Eastern and Midlands hub areas which have been reasonably well attended, while in Scotland, the East Group continues to meet and network with each other on a number of local issues.

In the north-east Hub, the Hub Co-ordinator has now returned to work after a period of leave, and reports that there are some examples of co-operation and collaboration between authorities in terms of skills gaps etc. At Durham County Council, there is still an in-house multi-disciplinary design capability but some staff are seconded from South Tyneside, Gateshead and Hartlepool Councils.

There is still interest in forming a West Group of SPACES members in the West of Scotland, however, several authorities in the west already have meetings on a regular basis to discuss common issues, so interest is maintained in networking closely with each other and attending major events such as the successful Study Day in June this year.

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An informal meeting was held in the summer with SCQS about joining SPACES, and while there is interest in how SPACES develops, SCQS will remain as outsiders' meantime.

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.

3.2.1 Eastern Hub (Neil Smith and Les Hicks)

The eastern region has gone from strength to strength with meetings covering a range of subjects. With a primary focus on either environmental/engineering or architectural matters, these meetings have been well supported by both the private and public sector. Consequently, six meetings per annum now take place in the eastern region. Attendance has been from all disciplines and in October there will be joint environmental/engineering and architectural meeting to discuss BIM.

Thanks go to Neil Smith and Les Hicks for organising these meetings.

3.2.2 Surveying (Midlands Hub) (Robert Mewes)

It has been two years since the Chief Building Surveyors Society (CBSS) joined SPACES, over that period there has been a mixture of success and some setbacks. In recent times, the CBSS has held meetings in three regions, The North, Midlands and South West. Just prior to amalgamating with SPACES the northern area stopped meeting due to various factors, primarily the co-ordinator leaving his Authority and there being no one to take on the co-ordinator role. Recently the South West has experienced a similar issue when the meeting in October 2016 had to be cancelled due to lack of interest / organisation. On May 4th, this year a meeting was planned to try and re-launch the Northern Hub in Leeds, visiting the Oakwood Clock tower a category winner at the 2016 SPACES Awards, unfortunately the general election was called for the same day and we had no takers for the meeting, whether that was the cause we are unsure.

It has not all been negative. By contrast the Midlands Hub held three meetings; Matlock Derbyshire with 15 attendees, Warwick with 13 and Birmingham with 18. This demonstrates that good numbers can be achieved at meetings. Any ideas please as to how we can grow back to achieve good regional meetings that are relevant and easily accessible? The current format is variable, it could involve bringing in a speaker, or a presentation given by a member, either way to cover a relevant project/topic of interest to Building Surveyors (and potentially other disciplines) general discussion on current issues affecting all members and a possible visit to an Awards building, as the Midlands Hub did visiting New Street Station in Birmingham. Although the meetings have a Surveying bias many areas of discussion are of a generic nature covering such things as Building Regulations, Fire Precautions, CDM/H&S, etc.

The Building Surveying Group committee continues to support the Hub group, also providing members to participate in the Awards judging, visiting various interesting schemes. Having the Awards is a major positive for the Society; this can be clearly seen from the 2016 year book. There are a large range of quality projects being produced by our members.

So last year has had its ups and downs with difficulties in restablising meetings in the North & South West, but positive feedback from the Midlands. Anyone wishing to get involved and help establish/attend meetings in these or other areas please get in touch.



3.3 Finance Director's Report (Andrew Rowe)

The finances this year have broadly been break-even with improved subscriptions from members and a successful 2016 Study Day from increased sponsorship and delegate attendance.

At the beginning of the year we set a budget as a Board and the costs incurred were broadly in line with these predictions, but with the income from FPS and CBBS the reserves for the society have increased.

The board are continuing to look at sponsorship and how we continue to ensure that the society has solid financial foundations in the long term.

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 activities for its members

3.4 Events Director's Report (Greg Keeling)

3.4.1 President's Dinner

The 2016 Presidents Dinner (and SPACES Awards) was held in Manchester and was very well supported with around 100 attendees from all professions including architecture, construction, engineering, surveying, project management, manufacturing and of course clients. A diverse range of awards were handed out reflecting the multi-disciplinary nature of SPACES and its members. Hosted by Jackie Lowe, the evening moved professionally and swiftly and the feedback from attendees was very positive. The first award of the evening went to SPACES member James Bourne who set the relaxed tone for the evening with most animated walk through the attendees to collect his award! The newly designed yearbook to reflect SPACES values and ethos was launched and given to every attendee. Our primary sponsor for the awards, NPS, Mike Britch, was very positive about the evening and new yearbook format.

3.4.2 Study Day

The 2017 study day was also held in Manchester at the Manchester School of Architecture on the theme of Delivering Educational Spaces. With 150 delegates, and over twenty speakers, the day was a great success as speakers presented on a wide range of topics including autism, lean construction, offsite fabrication, wellbeing, SEND, northern powerhouse and cost benchmarking. For the first time at a study day, an hour debate was included in the main auditorium and was chaired by CIBSE BIM chair with a panel of speakers from our sponsors and questions from the audience around BIM. Feedback forms indicate that this was a popular format and should definitely be considered in the future. I would like to give my thanks to all our sponsors and especially to Professor Tom Jefferies (and his support team) for not only offering the fantastic facilities of the university for our day, but for also contributing to the sessions. The traditional evening networking event went upmarket and was hosted at the Whitworth Gallery. It was extremely well received by the 70 who attended. This evening is now attracting as many people as our study days used to! I would also like to thank the Education Skills and Funding Agency for their support by providing so many speakers.

Lastly my thanks to the SPACES manager, Fiona, who has worked tirelessly to ensure that our two major events were an enormous success. Since the formation of SPACES our events have grown which has meant a considerable increase in her work load. Also. To Jackie Lowe for her work on chairing the awards committee.

3.4.3 SPACES Awards and Yearbook (Jackie Lowe)

The 2016/17 Spaces Awards and yearbook are concluding with all shortlisted schemes having been visited and nominations for awards made. The awards will be presented at the President's Dinner which will be held just outside Birmingham on the 3rd November. We had many applications this year, over 110, with 80 included in the yearbook and 24 shortlisted for visits and potential awards. 10 Creative are producing the

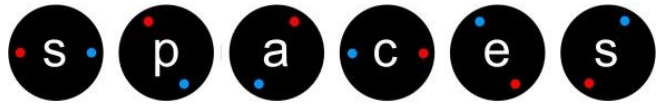
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yearbook again to match the changed format of last year. We have also appointed Kirsty Hughes as Yearbook Editor to manage the receipt of content from submitters. In a slight change to previous years, we have set up an industry expert panel to review the conclusion of the awards panel and decide on the Civic Building of the Year main award.

Next year's awards will continue to evolve to match the objectives of Spaces as a society. We are also looking to utilise an online 'google' form to aid in using the submission data more effectively. Given the rise in interest and popularity it has become clear that there is a need for some periodic admin help to manage the submissions and communications. The Awards team will look to progress this in the coming year, maybe via a volunteer through the membership.

3.5 Technical Director's Report (Mark Dunne)

3.5.1 Engineering (Fiona Fanning)

This year that have been two technical engineering meetings held in London.

The first in December was an open meeting for all members on Soft Landings. Rob Bunn, BSRIA, gave a lively presentation on the topic, which was well received by those present.

In April, there were two presentations regarding the 18th Edition of the Wiring Regulations. The first one was on Surge Protection Devices, by Samad Khan, ABB Furze, and the second one by SPACES Member, Charles Tanswell (and colleagues) who sit on the Committee and Sub Committees for the Wiring Regulations, on Proposed updates for the 18th Edition. Charles also made reference to a presentation by a colleague on Energy Efficiency in Electrical Installations (Part 8 of the Regulations).

Apart from meetings there has been debate on various technical enquiries and work on the UK Wiring Committees and Electrotechnical Assessment Specification. Thanks go to Charles Tanswell, Andrew Rowe and Craig Jennings.

3.5.2 The UK Wiring Regulations Committee (JPEL/64) (Charles Tanswell, Andrew Rowe and Craig Jennings)

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

Work on the next edition of the wiring regulations (18th) has been completed and the draft (DPC) has been out for public comment - 1467 comments have been received. Work is about to commence on those comments and the document remains on course to be published in July 2018 (effective from 1 January 2019). The main changes proposed are:

- New Part 8 - energy and energy efficiency which is 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. Serious objections have been received to the DPC (including one from SPACES) and it will be interesting to see where it all ends up.
- Removal of the exceptions to RCD protection for sockets. Designed exceptions will have to be recorded on the EIC in future. Other means of connection can be used.
- Foundation earth electrodes to limit touch voltage because broken supply neutral problems are increasing and as other incoming services (gas & water) are no longer metallic.
- Changes to the requirements for Surge Protection Devices.
- Recognition of Arc Fault Detection devices.
- Requirements regarding the premature collapse of wiring systems extended.
- Changes to Electric Vehicle charging point requirements.

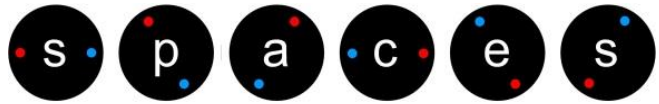
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- Many other minor changes including a greater recognition of low voltage and extra-low voltage dc distribution, requirements for equipment which may, by turns, either produce or consume energy and changes in Definitions and Certification.

3.5.1 Electrotechnical Assessment Specification (EAS) Management Committee (Charles Tanswell, Andrew Rowe and Craig Jennings)

Meetings have been less frequent this year. 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 the entire document is to be reviewed this year including the maximum period between inspections. The Communities and Local Government (CLG) Select Committee review into Part P of the Building Regulations prepared by EC Harris and the Bonfield report on energy efficiency and renewable energy measures in homes have both been published but with limited effect. Five yearly electrical inspections in the private rented sector is now on the statute book but not adopted as yet and, in the light of the Grenfell fire, it seems likely to be extended to public sector housing.

3.5.2 Members Technical Enquiries (Charles Tanswell and Fiona Fanning)

Members Technical Enquiries in the last 12 months have included:

- Second-hand MCBs
- Association of Electrical Safety Managers (AESM)
- EMF Survey
- New Gas & Electric Supplies
- Socket Outlet Covers
- SPACES members with in house energy managers
- Surge Protective Devices
- Testing & Inspection
- Noise in playgrounds
- Use of NEC3 for Construction Contracts

3.5.3 Surveying (Martin Kent)

As part of the Condition Data Collection programme (CDC), SPACES were invited to sit on the Responsible Bodies and Professional Bodies stakeholder groups. There were Martin Kent and Mark Dunne respectively.

3.6 Scrutiny Director's Report (Mukund Patel)

Nothing to report

3.7 Progression Board (Priya Aiyer)

The SPACES Progression Board are seeking to launch a series of initiatives during the course of 2017/18, but to also promote the overall ethos of both the Progression Board and SPACES as a whole. To summarise the key aims and objectives:

- Establishing connections across multiple disciplines and government
- Allowing a platform for young people to network with senior professionals to gain further insight/experience
- Creating employment opportunities and career progression for young people

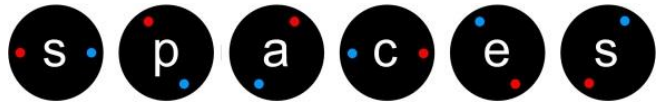
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- Creating a forum to discuss issues within the public sector
- Recognising young talent who can 'form the future'

Over the first six months the progression board have developed the following:

Promoting Talent - Laura Jones has developed a LinkedIn page which will be launched at the AGM.

Recognising Talent – Avril Wheeler has managed the process for the new award 'Young Visionary'. Which is aimed at recognising and rewarding innovative thinking, hard work and skills of young professionals and their potential to be future industry leaders. The deadline for this is the 8th September, after which the shortlist will be announced, with the winner announced at the President's Dinner and Awards.

Inspiring Talent - Michael Lacey organised a fantastic talk and VR/BIM demonstration by Kier at the SPACES Study Day in June 2017, which was positively received. It is proposed to run more of these in the future.

4 Approval of the last year's Accounts and Financial Statement (Andrew Rowe)

The accounts for SPACES have now been completed by our accountants and they indicate a profit of £10,457 on a turnover of £43,174 This was as predicted with the additional income monies received in 2016/17 from CBSS (who merged with us on 1st April 2016) and FPS which we were part of and closed on 31st March 2016. Without this additional income, we would have broadly been at breakeven for the year.

The activities in 2016/17 resulted in:

- Study Day – net surplus of £16,948 compared to a surplus of £8,898 the previous year. This was due to greater sponsorship and a big increase in delegate attendance
- Building of the Year Award – net loss of £1,831 compared to a loss of £276 the previous year, principally due to the changes in yearbook sponsorship
- The President's Dinner – net profit of £671 compared to a surplus of £1,303 the previous year
- Subscriptions – increased this year to £6,872 from £4,713 the previous year

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.

The accounts for 2016-17 were proposed by Alan Knibb and seconded by Greg Keeling and were approved by all present.

5 Investiture of Presidents

Mike Shaw was invested as President of SPACES, with Andrew Rowe, invested as Vice President. Martin Kent became Immediate Vice President.

6 Election of Directors

The following officers were proposed by Craig Jennings and seconded by Alan Knibb and were approved by all present.

- Finance Director - Andrew Rowe (Concertus)
- Scrutiny Director - Mukund Patel
- Events Director - Greg Keeling (Essex County Council)
- Technical Director - Mark Dunne (Atkins)
- Marketing and Communication Director - Mike Reader (Pick Everard)
- Membership Director (x2) - Leslie Morrison and Martin Kent (Hampshire County Council)

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7 New President's Speech (Mike Shaw)

Mike Shaw gave a presentation outlining his aims and objectives for his two years at SPACES.

The main aim was to increase local authority membership and engage with local members. To do this a number of individuals are being approached to take on lead roles within the professions and in the hubs (regions).

8 Date of AGM 2018

TBC.

9 Any other matters brought to the attention of the President

Greg Keeling stated his thanks to Martin Kent for taking on the role of President with no notice and doing a brilliant job. This was agreed by all present.

Fiona Fanning raised that following the closure of FPS (Federation of Property Societies) that SPACES and other constitute organisations of FPS had not received copies of the documents produced by FPS as agreed. This has been raised to Alan Stokes, President of FPS on its closure, and a number of attempts have been made to contact Alan Tyler, former Secretariat of FPS but currently to no avail.

10 Close of Meeting

Mike Shaw closed the meeting.