

AGM MINUTES

Time: 11:45am

Date: Thursday 3rd October 2019

Venue: Autodesk Small Heath Business Park, Talbot Way, Birmingham, B10 0HJ



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1 Present and Apologies (Fiona Fanning)

1.1 Present

Alan Knibb, Essex Police
Andrew Rowe, Concertus
Barrie Pitt
Fiona Fanning, SPACES
Greg Keeling, Essex CC
James Bourne, Atkins

Mark Dunne, Atkins
Richard Hopton, NPS
Rupert Walsh, Atkins
Shaun Lunn, Faithful+Gould
Steve Rufus Dorset Council

1.2 Apologies

Bob Purton, Harlow BC
Charles Tanswell, SPACES
David Garrard, Concertus (proxy sent)
David Whybrow, Concertus (proxy sent)
Helen Newman, Atkins (proxy sent)
Jackie Lowe, Arcadis (proxy sent)
John Richardson, JRS Building Services
Keith Scott, NPS

Mat Self, Concertus (proxy sent)
Paul Inch
Paul Smith, Concertus (proxy sent)
Phil Harris
Richard Daniels, DfE
Robert Mewes
Roosje Barr

2 Minutes of the last SPACES AGM (Andrew Rowe)

You can download a copy of last year's minutes [here](#). Approval of the minutes was proposed by MD and seconded by SL, and agreed by all present and those who gave a proxy vote.

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

You can download a copy of the 2018/19 accounts [here](#).

The accounts for SPACES have now been completed by our accountants and they indicate an overall profit of £5,196 on a turnover of £53,089. This was as predicted and forecasted by the board when the budget was monitored during the year.

The activities in 2018/19 resulted in:

- Study Day – net surplus of £15,700 compared to a surplus of £12,725 the previous year. This was principally due to slightly more sponsorship and using the venue for a second year
- Building of the Year Award and Yearbook – net loss of £187 compared to a loss of £4,412 the previous year, due to significantly more sponsorship in the Yearbook and more competitive printing and distributing costs
- The President's Dinner – net profit of £3,988 compared to a loss of £1,443 the previous year, due to much better numbers attending and matched venue for numbers
- Subscriptions – decreased this year to £5,556 from £5,668 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.

Approval of the 2018-19 accounts was proposed by GK and seconded by JB, and agreed by all present and those who gave a proxy vote.

4 Reports

4.1 Presidents' Report (Andrew Rowe)

It's been another busy year for the society and a very pleasurable one being President.

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You will see in the AGM report on all the events that we have run in the last 12 months, and this year for me has been the Study Day in Leicester.

The mix of speakers we had this year I think was the best ever and I came away feeling very motivated and enthusiastic about what we as an industry could achieve if we embraced looking and doing things differently. Professor Stephen Heppell captured this perfectly and I do hope as a society we can do more with him over the next few years.

We still face some challenges as a society:

- More member involvement remains difficult (we want to encourage as many people as people to get involved, even if only with a small thing, this is going to be really important for a future)
- We need more Local Authority members and hope the 'free membership' for gov.uk e-mail addresses will help to retain and attract those members
- Hub meetings in the regions – we have always had an ambition to not be focused on London or the South East but it is increasingly difficult to attract people to regional events (except in London or the SE)

Next year sponsorship of events will be key to making the society viable and this year we have been very fortunate to have secured great support for the study day, forthcoming dinner and some sponsorship for the yearbook.

Next year's study day (already planned for De Montford University on 17/18 June 2020 and I'm sure again this will be the highlight in the calendar.

The society continues to run with the support from a small number of dedicated people and I would like to personally thank everyone who has contributed to the society this year.

But I am going to name a few people this year whom without their support things would not have happened:

- Greg – his continued support and passion for the study day makes the event each year what it is, and it takes a huge amount of energy and time that Greg freely gives to support this along with many other activities that he gets involved for the society
- James – this year James has lead and guided the Awards and in just a couple of weeks the winners will be announced the impressive yearbook will be distributed
- Fiona – is key to the society, she keeps organised, focused on what is coming up and behind the scenes makes all those events and activities we do run smoothly

Thank-you everyone for your support.

GK passed on his and all present thanks to AR for taking the role as President a year early and for taking the society forward.

4.2 Vice President's Report (Jackie Lowe)

It's hard to believe a year has passed since being appointed as Vice President. My role has slowly been developing over the year with me pulling back from being the SPACES Awards chair so that I can give more time to the role. I've still been heavily involved in the awards process however, carrying out a number of visits across the country and being part of the decision making for the awards themselves. I'd like to take this opportunity to thank James Bourne for taking on the role of chair along with Emma Lund who has been assisting with the coordination and administration of the process this year.

The President's dinner and awards are again promising to be a great event this year and with it being 'sold out' it shows the value the industry and our members give the awards and the opportunity to celebrate their successes.

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In September SPACES were invited and I attended the ACES conference along with Fiona on the Isle of Wight on the theme of 'Improving lives through property'. An interesting couple of days hearing how others have dealt with challenging assets, demonstrating the importance of best practice and innovation in managing the property we use to improve the lives of those around us.

Looking forward to next year, I'll continue to support Andrew in his presidency but also look to grow the stability of the society through membership and sponsorship. We still need volunteers to help us keep the society moving forward and there will be opportunities for those interested in taking on 'bitesize' tasks which hopefully can be slotted in easily to your day to day working lives. Watch this space!

4.3 Events Report

4.3.1 Study Day (Greg Keeling)

This year's Study Day was held at Du Montfort University in Leicester on the theme of Education. Our Keynote was David Laws Executive Chairman of the Education Policy Institute and former Chief Secretary to the Treasury, Schools Minister, and Cabinet Office Minister.

In a break from tradition we then only had one other main stage presenter, Professor Stephen Heppell CEO Heppell.net Limited and Felipe Segovia Chair in Learning Innovation at Universidad Camilo José Cela, Madrid, who presented twice.

During the day, we had a number of workshops on a variety of topics and our thanks go to all who presented.

Atkins, Faithful+Gould, IES, Pick Everard, Velux and Willmott Dixon sponsored the day, with Anderson Acoustics, Ecophon and Thorlux exhibiting.

In the afternoon of Wednesday 19th June there were visits to the George Davies Building, University of Leicester and Vijay Patel Building, De Montfort University. This was followed by informal dinner, drinks and networking at Wygtons House sponsored by Concertus.

Feedback from the day was highly favourable. You can see a report on the event on our [website](#).

Planning is taking place for the 2020 Study day, which will again be held at Du Montfort University with the themes of sustainability, zero carbon, decarbonisation and climate change. The confirmed date is 18th June 2019.

4.3.2 President's Dinner and Awards (Jackie Lowe)

We held yet another successful president's dinner and SPACES awards event in the Cambridge Hilton on 11th October 2018. As ever we had a room full of collaborative clients, designers, contractors and project managers all taking the time to celebrate their achievements in delivering some valuable schemes for the community. The overall winner of the Civic Building of the Year award was The Dunfermline Carnegie Library and Galleries refurbishment and extension project which was highly commended for its overall design and construction plus the collaborative way the design team and contractor met the client's requirements. The full list of award winners plus a PDF copy of the yearbook can be found on our [website](#).

This year's President's dinner and Awards will be held on the 17th October at the Pentahotel Reading. All the tickets have been sold.

4.4 Finance Report (Andrew Rowe)

The finances this year are in a good place with most events now profitable but the continued operating costs of the Society rely heavily on a profitable and successful Study Day supported by company sponsorship. Sponsorship continues to be hard to secure and significant member time and support is required to gain this

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sponsorship, which relies heavily on a few dedicated members and if events do not secure this sponsorship it is a big financial risk to the society.

The board however, believe sponsorship by private companies remains the only viable way of funding the society and so we are continuing to look at sponsorship of all events and this year we have agreed to introduce free membership to local authority members. We believe this will encourage more local authority members to join and attend events which in turn will help to gain private sector sponsors at events because of the greater exposure and reach they will gain.

4.5 Membership Report

Nothing reported.

4.6 Technical Report (Mark Dunne)

4.6.1 The UK Wiring Regulations Committee (JPEL/64) (Charles Tanswell)

JPEL/64 is the joint IET/BSI committee that is responsible for the wiring regulations in the UK. SPACES is represented on the main committee by Charles Tanswell. JPEL/64 has four sub-committees, where much of the detail work is done. The sub-committees and our representatives are:

A - Verification (Test & Inspection etc) - Keith Scott

B - Thermal Effects (cables etc) - Mark Dunne

C - Shock Protection (includes Earthing) - Charles Tanswell

D - External Influences (generally Special Location) - Paul Smith

As members will know, the 18th Edition of the Regulations has now been published and came into full effect at the beginning of this year. Believe it or not, work on the next substantive amendment to the regulations is well under way, ready for publication on 1 January 2022. Ahead of that, a free issue amendment is likely to be published in 2020, related to Electric Vehicle charging.

Regarding the next main amendment, some of the work involves matters left over from the 18th edition draft for public comment (DPC) plus a fairly substantial amount of new/updated work such as:

- Foundation Earthing in new buildings. I'm pleased to report that this subject is back on the agenda and that we seem to have a way forward, not only because of the broken neutral issues in PME supplies, which is a real and known danger but also because of safety concerns related to electric vehicle charging. Fortunately the chairman of JPEL/64 is now on board with this subject which helps the case but it will still be a very controversial proposal at the DPC stage.
- Requirements to install Arc Fault Detection devices (AFDDs). Currently AFDDs are only a recommendation in the 18th Edition but are now likely to be a requirement. In my opinion this is heading the same way as SPDs - to the benefit of manufacturers but without sufficient evidence to support the case for their reliability and expense.
- Fire precautions. Increased requirement associated with escape routes in general and protected escapes routes in particular.
- Surge Protection Devices (SPDs). Some easing of the requirement for SPDs - rather too late in our view! We were one of the only voices previously pointing out the lack of evidence for the need to the extent their use which has resulted in a complete overkill. However, now that proverbial horse has bolted, it is difficult to see how we will ever be able to get this subject back under control.
- RCD protection for socket outlets. A fresh approach to the requirements in order to try to stop the abuse of the risk assessment exception which currently affects some school and office designs.

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- New Part 8.2 - Prosumer's low voltage electrical installations. This relates to those who not only consume energy but also produce energy (A Prosumer) i.e. those with solar panels, wind generators, stored energy electric vehicles etc and it particularly relates to how those sources of energy can be controlled in the future.

4.6.2 Electrotechnical Assessment Specification (EAS) Management Committee (Charles Tanswell)

By way of background, the EAS is a specification administered by the IET for use by Certification and Registration Bodies undertaking the Assessment of Electrical Contractors (Enterprises) carrying out Electrotechnical work. It has been drawn up by bodies (including SPACES) representing the electrotechnical industry and consumer safety interests in order to enhance the standard of safety of Electrotechnical work. It sets out the minimum requirements to be met by an Enterprise in order to be recognised by a Certification or Registration Body as technically competent to undertake the design, construction, maintenance, verification and/or inspection and testing of one or more of the work categories listed in the specification.

Partly in response to political pressure from the Ministry of Housing, Communities & Local Government (MHCLG) Select Committee to incorporate some form of parallel to the competent person role in the gas industry, work on reviewing the Specification has continued this year. Five yearly electrical inspections in the private rented sector and the Grenfell Tower fire have added pressure to this. The challenge from our point of view is not to allow the introduction of registered individual competent persons to undermine the existing competent organisations (NICEIC, ECA etc) that already exist within our industry.

4.6.3 CIBSE

SPACES has had for some time representation on the CIBSE Technology Committee. This is a standing committee of the Institution. It has 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.

The objectives of the Technology Committee are:

- To oversee engineering policy and make recommendations to the Board on matters within its remit.
- To generate Institution Position Statements for Board approval.
- To oversee the preparation of timely responses to consultation documents
- To seek contributions from all relevant international and interdisciplinary sources within the institution.

Recent consultations include;

- Proposal for the reform of the building regulatory safety systems.
- Designing the Industrial Energy Transformation Fund
- Draft National Air Pollution Control Programme (NAPCP)
- The future for small-scale low-carbon generation
- Decarbonising heating: Overview of current evidence
- Scrutiny of the draft Environment (Principles and Governance) Bill
- Measuring environmental change - Draft indicators framework for the 25 Year Environment Plan
- Energy efficiency inquiry
- Draft Guidance on Streamlined Energy and Carbon Reporting

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- Effects of Indoor Air Quality on Children and Young People's Health

4.6.4 EFA CDC Programme – Responsible & Professional Bodies Stakeholder group

The CDC programme has seen condition surveys carried out on some 22,000 schools across the country over the past 3 years. Initially there was some confusion about the purpose of the survey and the level of detail being captured. The CDC surveys has always been to provide Government a dataset to provide a national picture of school condition and to target future capital investment to where it is needed most, rather than individual school level of detail. The Stakeholder group provided support to the EFA on how to deliver this programme.

The Group helped shape the programme development and have provided valuable insights into how elements of the programme would be received by schools, responsible bodies and diocese. SPACES alongside others provided advice and has been key to making this programme a success.

EFA are intending to run a successor programme to CDC and are considering how best to engage with responsible bodies, professional bodies and diocese, the intention, at present, is to have a similar group so SPACES will hopefully again provide support.

4.6.5 Members Technical Enquiries

Members Technical Enquiries in the last 12 months have included:

- Building Regulations consultation
- Electrical Inspection and Testing of Rented Domestic Accommodation
- External lighting
- Landlord Consent/Notifiable Projects
- Review of Building Bulletin 100
- School Condition Surveys
- SCOLA Buildings
- Surge Protective Devices
- Utility Block - Gypsy / Traveller Site

Enquiries from members are always welcome.

Currently on the SPACES website is the [Information Suite](#) which contains links and documents, including presentations from meetings that are pertinent to our industry. We are currently investigating how technical enquiries can be on the website or on LinkedIn.

4.6.6 Engineering (Steve Rufus)

There have been two Technical Meetings this year related to engineering:

The December 2018 meeting was co-hosted with CIBSE HCNE with two presentations. The first one was from Steve Rufus (the new HoP), Dorset County Council on [AK Connect](#) BMS user interface prototype Bere Regis Primary School, winner of the SPACES Innovation Award 2018. The second one was from Richard Daniels, DfE on [Guidelines on ventilation, indoor air quality and thermal comfort for schools](#) (Launch of revised Building Bulletin (BB)101).

In April 2019 we had a presentation from Duncan Grassie, UCL on his UCL schools research project – energy performance of school building stock, which was followed by Charles Tanswell, SPACES who gave a brief update on the Wiring Regs (and what's happening next).

Looking forward in December, Hywel Davis from CIBSE is presenting on updates to Building Regulations. This is another joint meeting with CIBSE HCNE. All our welcome to attend.

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My thanks go to James Bourne the previous Head of Profession for Engineering.

4.6.7 Surveying (Shaun Lunn)

Nothing reported.

4.7 Scrutiny Report (Mark Dunne)

The By-Laws have been reviewed and updated by the Board in readiness for being ratified at the AGM. The updates are essentially providing more clarity around the types of membership and also updating the key roles.

Members are reminded to inform the Scrutiny Director if they have any concerns about conflicts of interest or code of conduct issues

4.8 Marketing Report

Nothing reported.

4.8.1 Website (Fiona Fanning)

The SPACES Website is currently being updated. The updates will cover:

- Automated sign up (joining) to SPACES membership to cover both free memberships and and multi member memberships.
- A database of members and event attendees to ease communication and to be GDPR compliant.
- Moving to Mailchimp for circulating newsletters and other information
- Improved Log In procedures to allow members to update their own information (including being able to filter by region and by discipline).

The new website will go live at the President's Dinner.

5 Approval of new By-Laws (Mark Dunne/Fiona Fanning)

You can download a copy of the new By-Laws [here](#).

Approval of the new By-Laws was proposed by AK and seconded by SR, and agreed by all present and those who gave a proxy vote.

6 Election of Directors (Mark/Dunne/Fiona Fanning)

The following positions are being elected at the AGM.

- Scrutiny Director – Mark Dunne is currently co-opted by the board
- Director of Finance – Position Vacant

Approval of the Scrutiny Director was proposed by GK and seconded by AK, and agreed by all present and those who gave a proxy vote.

7 Approval of Advisors (Mark Dunne)

The following positions are being elected at the AGM

- Membership – North – Position Vacant
- Membership – South – Position Vacant
- Marketing and Communication – Paul Inch
- Technical – Richard Daniels
- Events (Study Day) – Greg Keeling
- Events (Awards and Yearbook) – James Bourne

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Approval of the Advisors was proposed by MD and seconded by AK, and agreed by all present and those who gave a proxy vote.

8 Any other matters brought to the attention of the President (Andrew Rowe)

There were no other matters brought to the attention of the President.

9 Date of AGM 2020 (Fiona Fanning)

Thursday 1st October 2020

10 Close of Meeting (Andrew Rowe)