

AGM MINUTES

Time: 12:30 to 1:30pm

Date: Thursday 1st October 2020

Venue: Online



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1 Present and Apologies

Fiona Fanning

1.1 Present

Andrew Rowe, (President) Past President
Jackie Lowe, (Vice) President
Steve Rufus, (HoP Engineering) Vice President
Mark Dunne, Scrutiny Director
Greg Keeling, Events Director
Fiona Fanning, Executive Director
Helen Newman, HoP Architecture
Mark Appleyard, HoP Construction
Richard Hopton, Hub Coordinator NE
Richard Daniels, Technical Advisor

James Bourne, Chairman, Yearbook and Awards
Paul Inch, Marketing Advisor
Alan Jarvie, Hub Coordinator SW
Charles Tanswell
Daniella Barrow
Declan Douglas
Mark Tomlinson
Neil Smith
Philip Derbyshire
Richard Davidson

1.2 Apologies

Shaun Lunn, HoP Surveying
Alan Knibb
Barrie Pitt
Craig Jennings
James Bourne
John Cantwell
John Richardson
Karen Temple
Keith Scott

Les Hicks
Mark Jacob
Michael Naughton
Philip Jordan
Robert Mewes
Roy McLean
Tony Burton
Vladimir Ladinski

2 Minutes of the last SPACES AGM Andrew Rowe

See [attached](#). There was nothing raised and the minutes were agreed.

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3 Approval of last year's Accounts and Financial Statement

Andrew Rowe

See [attached](#).

The accounts for SPACES have now been completed by our accountants and they indicate an overall loss of £8,707 on a turnover of £56,036. This was as predicted and forecasted by the board and was due to increased work on the website.

The activities in 2019/20 resulted in:

- Study Day – net surplus of £ 15,233 compared to a surplus of £15,700 the previous year. This was principally due to including the costs from this year that had already been accrued. Otherwise the surplus would have been slightly greater, due to increased sponsorship and slightly lower costs than the previous year.
- Building of the Year Award and Yearbook – net loss of £2,405 compared to a loss of £187 the previous year, similar to the Study Day work had already been carried out for the 2020 yearbook and awards and this was included in the 2019/20 accounts.
- The President's Dinner – net profit of £2,533 compared to a net profit of £3,988 the previous year. This was due to different costs associated with the venue.
- Subscriptions – increased this year to £6,499 from £5,556 the previous year, even though this year we have offered free membership to the public sector.

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 2019/20 accounts.

The approval of the accounts was proposed by Jackie Lowe, seconded by Greg Keeling and no objections received by those present.

4 Reports

4.1 President's Report

Andrew Rowe

It's been an unusual year generally and for the Society.

You will see in the AGM report we had run a number of events since the last AGM up until the Covid lockdown started and have then cancelled all physical events and moved to an online series of member webinars.

These webinars have been very well supported by members and have helped us to increase and improve our on-line community and presence in these unprecedented times.

Our free membership to the Public Sector has helped increase our membership by over 400%. This has involved a lot of work cleaning up our database, so that the members are active. This is a great achievement in only the first year of this new membership offer.

However, we now face a huge challenge as a Society; trying to balance the finances. We have always relied very heavily on the sponsorship of the Study Day and if we are to remain a viable Society then next year's sponsorship of events will be critical.

The 2021 study day (already planned for De Montford University) will hopefully be the highlight of next year. The planning that had already gone into the postponed 2020 event has put us in a great position for

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organising next year's event, let's hope we can run the event as planned, further lockdowns or restrictions could impact on our ability to run this event.

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.

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 helped us this year get the member webinars up and running and at very short notice.
- 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 (whether online or in person).

4.2 Vice President's Report

Jackie Lowe

It has been another fulfilling year as Vice President seeing how the society grows and adapts to new initiatives, sector challenges and of course more recently COVID-19.

The annual President's Dinner and SPACES Awards are always a highlight of my year and to present at the sold out event in Reading last year was a real pleasure. The event and awards continue to grow from strength to strength and the enthusiasm from those shortlisted confirms the value of the initiative. It is such a shame we've had to postpone this year's awards dinner and yearbook however here's hoping for double the event next year! My thanks go to the awards team, in particular James Bourne and Alan Knibb.

Following our attendance at the annual ACES conference last year on the Isle of Wight, conversations between societies have continued with us both looking to share networking, recognising priorities and support each other's events. I'll be looking to progress this further during my presidential term.

I also want to take a brief moment to recognise the efforts that have gone in to creating and managing the webinars which have been started in place of the Study Day this year. The sessions have proved really successful and I'm keen to continue with these in the future to engage with members and grow our knowledge base.

It is an interesting time to take on the Presidency of SPACES whilst surrounded by uncertainty and financial challenge, however I am keen to respect the opportunity and embrace virtual technologies enabling us to reach out to even more members over the coming year.

4.3 Events Report

4.3.1 Study Day

Greg Keeling

It is hard to write this report because it is unlike any other in our history and is inevitably rather gloomy.

Covid 19 has had a huge impact on SPACES with our two key events, the Study day and CBOY Awards, not taking place. For the first time ever, both events have been postponed. By the time it became apparent that the study day – on the theme of Climate Change Emergency - would have to be cancelled, a significant amount of work had already been undertaken by myself and the Executive Director. An excellent range of speakers were on board and all the sponsorship (which was very hard work this year) had been secured. Arrangements with De Monfort University (DMU) were all in place too. Thank you to those who suggested speakers and sought sponsorship.

So when it became apparent the impact Covid 19 would have our lives, it was with great sadness that the board agreed that the study day had to be postponed and that it would be moved to 2021. Alas the financial

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impact of no study day income is significant, as it is our major source of income. That will be covered in more detail within the Financial report.

The uncertainty of how Covid 19 will impact on the UK over the next 12 months or more, is equally concerning as there is no guarantee that even our 2021 events will go ahead either. Whilst the aim is to use DMU in June 2021, like all universities, there is uncertainty what their academic year may be if further outbreaks occur in the winter. For example, would they extend their academic year into June/July? At this stage we can only work closely with DMU when they return in September/October to see how they intend to use their premises going forward and make appropriate decisions and recommendations. Moreover, as we are all aware Leicester has had a particularly challenging period managing the outbreak and keeping its 'R' number below 1 which has led to further lockdown measures. The reality, of course, this could happen in numerous locations around the country over the coming months and it's not possible to identify any location where a local lockdown may not be imposed. We have also witnessed how the government have been taking decisions over the recent months/weeks at times with very little notice. Hopefully by spring next year the likelihood of government needing to introduce lockdown measures/prohibiting gatherings will be less. We can only wait and see.

Whilst all speakers and sponsors indicated they will support 2021, but since we informed them of the postponement an awful lot has happened over that time and the unprecedented impact on the economy has become very apparent. With many companies restructuring and shedding staff, it is possible that not all sponsors will be able, or even wish to support 2021. It should also be noted that not all speakers are likely to be available when we fix a date and there will be a need to review our content to ensure its still relevant 15 months later.

For the event next year, it is a hopeful intention that we will be able to have our Study Day at De Montfort University but we are considering a virtual event or events.

4.3.2 Webinars

Greg Keeling

On a much more positive note, SPACES has been running its first ever members only webinars and these have been very successful. The executive director felt strongly that we need to be offering our members support and value for their membership. They have attracted member engagement from across the country, and I believe, are the way forward for the society. They have been held at a regular time of 13:00 on a Friday. They have been recorded so that members who were unable to attend can catch up on the new SPACES YouTube Channel. To start these off, myself and Max from Hampshire County Council, hosted one on Covid19. This provided a good learning curve and since then we've had a number of speakers for example, Prof Stephen Heppell, Dr Jose Hernandez (Pick Everard), Luke Young (ECA), Jonathan Hynes (Architype) and (Scott Paton) (Monodraught) on a diverse range of subjects including leaning post Covid 19, net zero carbon, electric vehicles, passivhaus and ventilation in schools. We have a number lined up from September.

To date myself and Fiona have organised and managed (eleven including those from September) and I have had support from Les and Neil from Essex County Council and Matt from Concertus, who kindly chaired three webinars when I was not been available. Typically attendance has ranged between 12 – 30 people. Generally 2/3rds who register attend the webinar. Going forward, the webinars can be used for member debates/discussions too rather than just more formal presentations. To ensure the webinars remain focused and relevant, and continue, will need members to be suggesting subjects and speakers. We have identified benefits of moving to Zoom from Microsoft Teams that will have greater flexibility and resilience. At the moment, the webinars are not generating income but they are offering useful CPD and networking opportunities.

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My thanks go to Alex Daniels, who has assisted Fiona with setting up a SPACES YouTube channel and converting some of the webinars so that they could be viewed online.

4.3.3 President's Dinner and Awards

James Bourne

The 2019 President's dinner and Awards was held on the 17th October at the Pentahotel Reading. The evening was a sell-out, with 125 attendees, the largest number of attendees in the eight years Fiona has been organising.

A successful evening, with 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 Sapphire Ice and Leisure Centre, Romford, application by Willmott Dixon. The panel felt the end result is a building truly worthy of its status within the community and an establishment that actively demonstrates the collaborative nature of its creation. The full list of award winners plus a PDF copy of the yearbook can be found on our [website](#).

Sadly this year we are unable to organise the President's Dinner and Awards due to the ongoing situation with Covid. It is planned to amalgamate the 2020 and 2021 Awards.

Forward planning, we hope to be able to combine next year's awards with this year and be able to carry out visits. Projects can be nominated from late December until mid-February.

4.4 Finance Director's Report

Andrew Rowe

The finances this year are in a difficult position and we are likely to make a significant loss during the financial year. This will erode our reserves and reduce our reserves by around 20%.

Most events in 2020 have been cancelled and we continue to have the expenses of running the society without any of the income generated by our events. The 2020 Study Day was cancelled this year and is always a major contributor to the income of the society and leaves a significant gap in our finances. The right decision was made to cancel the event and we minimised any costs that were incurred to cancel and therefore leaving the later decision later would have cost more in cancelled fees.

Running profitable events is the only way we can remain a sustainable society and if these events do not run in 2021 and are profitable, the society will quickly deplete its financial reserves.

We have been running regular lunchtime webinars for members but these currently are not funded and generating an income to the society.

4.5 Scrutiny Director's Report

Mark Dunne

Following the review of the By-Laws and the changes to membership last year, we have revised the expenses guidelines. A copy can be found on the [website](#).

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

4.6 Membership Advisor's Report

Fiona Fanning

During 2019, the SPACES Website was updated. These updates covered:

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- Automated sign up (joining) to SPACES membership to cover both free memberships (LA and Public Sector) 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 add their region and discipline to aid filtering).

As part of this process the existing database was cleaned and existing members were asked to confirm their agreement as a SPACES member.

We now have a better understanding of our membership and a cleaned up database.

As of 14th August 2020, we have 240 members from 76 companies/organisations. 116 members are from the Public Sector (.gov.uk email address) from over 50 organisations.

The following figures show the increase in membership over the last year and the professions in each region.

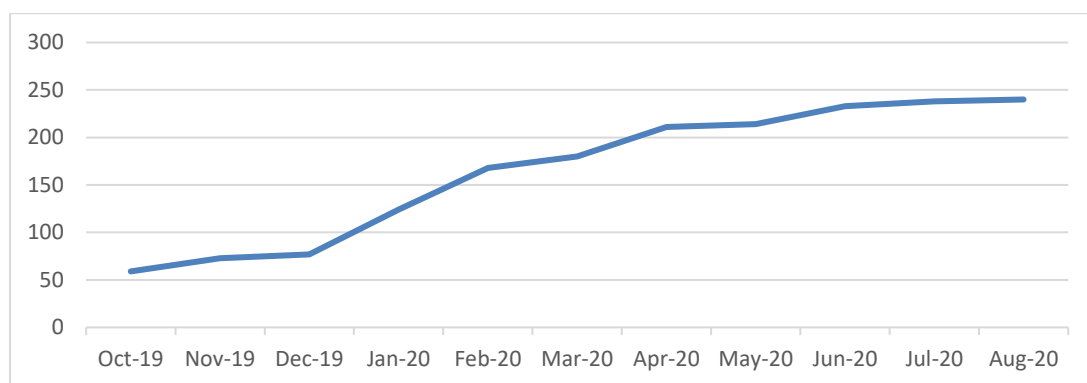


Figure 1. Accumulative members over time

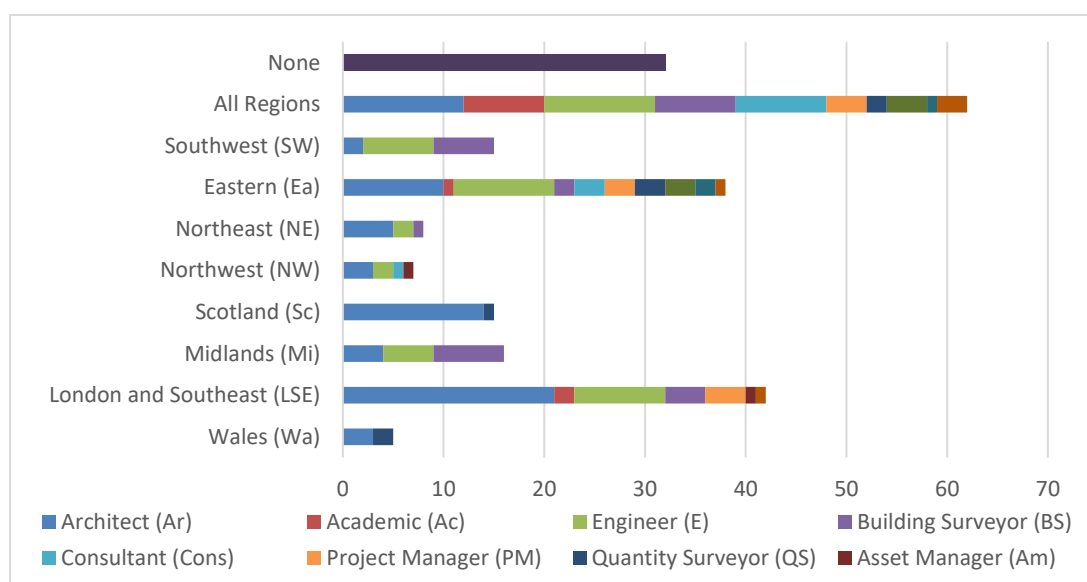


Figure 2. Professions per region

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The online webinars means we now have members from all over the country regularly attending, something that we have struggled with in the past. With technical meetings also starting soon, it is hoped that learning can be shared nation wise.

A reminder that SPACES membership is now free to all those in the public sector and there can be as many members as you like, so if you have colleagues that might be interested, please tell them about SPACES.

4.7 Technical Advisor's report Richard Daniels

There is current interest in heat pumps and other zero carbon solutions. RD has received information on heat pump installations after a call to members. RD is constructing a list of schools and other buildings with heat pumps installed. Initial meetings on heat pumps with Daikin, Lochinvar and Raina Group have been very informative. RD thinks a scheme and standards similar to those of the Microgeneration Certification Scheme which applies up to 45 kW is needed for larger non-domestic installations.

RD has attended the Technology Committee of CIBSE and circulated relevant papers wider to SPACES as appropriate.

RD has been involved with activity at CIBSE on Covid 19 and more recently at RAMP. RAMP committees were organised by the Royal Society "Rapid Assessment through Modelling of the Pandemic". There is a lot of current interest in UVGI Ultraviolet Germicidal Irradiation of Covid 19. Virus is susceptible to UV. RAMP also interested in modelling the risk in different settings with different ventilation scenarios. There are many research applications to UKRI to continue aspects of the RAMP work on Covid 19. The successful ones will hear in September and RD is in touch with a number of these academic and industry teams via RAMP and CIBSE.

SPACES members contributed to earlier guidance on shutting and reopening schools. Current DfE guidance can be found at [DfE Capital-Coronavirus Guidance](#).

It is likely that guidance will be produced for the winter operation of schools following the reopening of schools via DfE/CIBSE/RAMP. Initial discussions within RAMP suggest that currently the airborne transmission route is not well understood and that the 2 meter rule is unlikely to apply to this mode of transmission due to small particles not falling out of the air and continuing to pose a risk over a long distance. RAMP papers being produced to fill this gap in knowledge.

Initial meeting to discuss Zero Carbon solutions between DfE and SPACES organised by Greg Keeling and Hershil Patel Head of Energy at DfE. This conversation will be continued possibly via a forum involving SPACES and government reps. We will require a Zero Carbon representative to assist with coordination.

4.7.1 Architecture

Helen Newman

The Public Sector has declared a Climate Emergency, with

- 67% of District, County, Unitary & Metropolitan Councils
- Also 8 Combined Authorities / City Regions
- Universities and NHS Trusts are rapidly developing their own Zero Carbon plans.

As a collaborative organisation the primary focus in 2020 is to support architectural members on the journey to achieve Zero carbon or nearly zero carbon projects and share experiences and learning from the process. This will be delivered through the technical seminars delivered and proposed in the forthcoming year and study day. I would like to discuss how I can find out directly from Architect members what they would like SPACES membership to do for them.

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An Architectural Technical Meeting will be arranged shortly.

During the AGM there was a lively discussion around the Climate Emergency that is going to assist with ideas on the way forward.

4.7.2 Engineering

Steve Rufus

Due to Covid 19 we have only had one traditional style engineering technical meeting this year. This was held in December 2019 as a joint meeting with CIBSE HCNE. Hywel Davis from CIBSE gave a very thought provoking and in-depth presentation on the up and coming changes to Building Regulations. The meeting raised a number of interesting questions with discussions during the Christmas lunch that followed.

On Friday 6th November, we will be running our first Engineering Technical Meeting, for a round table discussion on various engineering topics. Also, we hope to run another joint online event with CIBSE HCNE with updates from Hywel Davis. Sadly, there will be no Christmas lunch.

4.7.3 Surveying

Shaun Lunn

The last BSG (Building Surveying Group) meeting was held in November last year. It was a lively discussion focused on a mapping exercise aligned to authorities with an interest in SPACES. It was an excellent piece of work by John (ex Worcestershire) and the intention was to build on this to target new members and grow the discipline. Unfortunately the next planned meeting in March 2021 was cancelled due to COVID concerns. The lockdown and closure of many sites caused major disruption and building surveyors seemed to be affected severely, however the new working practices and changes in property use has surfaced significant opportunities for building surveyors to add value and help service users maximise the use of their property assets / or realise value through disposal of under used assets. This is set to continue.

4.7.4 UK Wiring Committees

Charles Tanswell

The UK Wiring Regulations Committee (JPEL/64)

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) - Vacant

As members will know, the 18th Edition of the Regulations was published in 2018 and came into full effect at the beginning of 2019. Since then a limited amendment (AM1) related to Electric Vehicle charging was published on 1 February 2020 and work on the next substantive amendment (AM2) has progressed apace ready for publication in March 2022. All of the sub-committee drafting work for AM2 was completed by the early part of this year and more recently the executive have been assembling the draft for public comment (DPC) which is due out on 24 September 2020. During this year most of the sub-committee time has been taken up with reviewing international documents.

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Regarding AM2, some of the proposals involve unresolved matters left over from the 18th edition process plus a fairly substantial amount of new/updated work such as:

- Foundation Earthing. I'm pleased to report that this matter, which we have been advocating for a number of years, was again incorporated within the proposal for the DPC but in new buildings only. From our point of view this subject is very relevant, 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 and the advent of Prosumers (see last bullet point below). Foundation Earthing is still a very controversial subject (although it has existed in Germany since the 1960s), so there will be substantial debate/opposition at the DPC stage.
- Requirements to install Arc Fault Detection devices (AFDDs). In my opinion these devices, like SPDs, are largely to the benefit of manufacturers. In my view there is insufficient evidence to support their requirement because reliability and expense. However, I seem to be a lone voice on this matter.
- Fire precautions. Increased requirement associated with escape routes in general and protected escapes routes in particular.
- Surge Protection Devices (SPDs). Initially it appeared that there might be some easing of the requirement for SPDs but as the matter progressed through the sub-committee stage the manufacturers seem to have persuaded members to incorporate wording pointing their application everywhere including domestic housing. Again I seem to be a lone voice of opposition on this matter.
- RCD protection for socket outlets. The current proposal in the DPC is to remove all of the exceptions to their use so all socket outlet will require additional protection by rcdds. That again will be controversial at the DPC stage.
- 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.

Electrotechnical Assessment Specification (EAS) Management Committee

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, plus five yearly electrical inspections in the private rented sector and the Grenfell Tower fire, the committee considering revisions to the current specification. The challenge from SPACE's 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. Work on reviewing/revising the Specification took place throughout 2019 and the early part of this year with a final version due to be published on 1 September 2020.

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4.8 Marketing Advisor's report

Paul Inch

Terry White, AL4E, and I had planned a series of MMC Offsite school events, the first at Westminster was due to happen just before lock down, and was cancelled. Two weeks ago I reengaged with the team at A4LE with a view to plan new dates for these events.

4.8.1 Website

Fiona Fanning

The updated SPACES Website went live in October 2019. The updates were all 'behind the scenes' to aid a clean and consistent approach and included:

- Automated sign up (joining) to SPACES membership to cover both free memberships 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, chose a region and discipline so that in the future information can be sent that better meets their needs.

There were a few hitches, but now it is much easier to keep track of members. It is also GDPR compliant.

The website database now feeds into Mail Chimp and in July we were able to start sending our e-newsletters and information about events using it.

A reminder that the website contains the following information:

- About us, including background, our objectives, governance, member organisations and history
- News (in March we added a specific section on news related to Covid for the construction industry)
- Join us – information and registration process for joining SPACES
- Events – information on our events, including a calendar view of our webinars.
- Information Suite – Presentations, Useful Information, and links to videos of our webinars (to access some of these you must be logged on)
- Links and Partners

NB If you do not receive our e-newsletters and information on events, please log into your account and check your marketing settings. You should check the box 'Opt in to receive our newsletters'. NB We will not share your details with any third parties. This opt in is purely to receive our newsletters and invites to events. You will be able to unsubscribe at any time.

4.8.2 Social Media

Fiona Fanning

Apart from its Website and E-newsletters, SPACES uses [LinkedIn](#) and [Twitter](#) to communicate with its members. Both are used to share information on what is happening in industry and also information about our events. We have found that LinkedIn is the preferred method. Information that is shared by these means is summarised in the monthly E-newsletter.

Our followers on LinkedIn have increased by nearly 300% in the last year (August 2019). We are now investigating whether we can share our technical enquiries through LinkedIn Groups.

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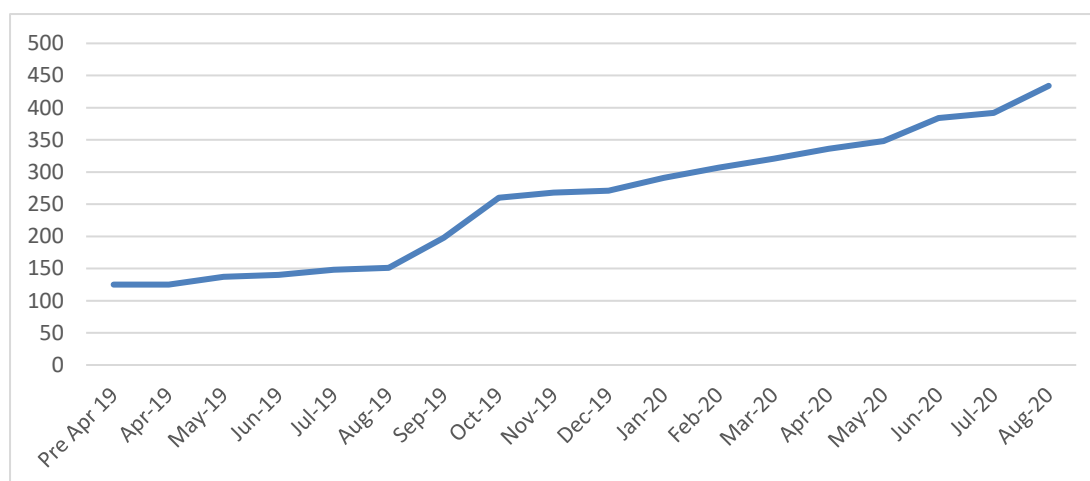


Figure 3. Accumulative followers on LinkedIn

4.9 Investiture of Presidents

Mark Dunne

Jackie Lowe is the new President of SPACES, with Steve Rufus as the new Vice President of SPACES.

Jackie Lowe thanked Andrew Rowe for undertaking the role of President for the last two years and all the work he has done in taking things forward (and hopes that he is going to stay near at hand in the future).

5 Election of Directors

Mark Dunne/Fiona Fanning

5.1 Director of Finance

As no nominations were received Andrew Rowe was elected as Director of Finance. This was proposed by Greg Keeling and seconded by Helen Newman.

6 Approval of Advisors

6.1 Membership – North

There have been no nominations so this position remains open.

6.2 Membership – South

There have been no nominations so this position remains open.

6.3 Head of Profession – Architecture

It was agreed that Helen Newman would be the HoP Architecture. This was proposed by Mark Dunne and seconded by Greg Keeling and agreed by all present.

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6.4 Head of Profession – Construction

It was agreed that Mark Appleyard would be HoP Construction. This was proposed by Jackie Lowe and seconded by Paul Inch and agreed by all present.

6.5 Head of Profession – Project Management

There have been no nominations so this position remains open.

6.5.1 Hub Co-ordinator – North East

It was agreed that Richard Hopton would be Hub Coordinator – Northeast. This was proposed by Paul Inch and seconded by Greg Keeling and agreed by all present.

6.6 Hub Co-ordinator – South West

It was agreed that Alan Jarvie would be Hub Coordinator – Southwest. This was proposed by Jackie Lowe and seconded by Andrew Rowe and agreed by all present.

7 Any other matters brought to the attention of the President

Jackie Lowe

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

8 Date of AGM 2021

Fiona Fanning

The date of the next AGM will be Thursday 7th October 2021.

9 Close of Meeting

Jackie Lowe