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## The 35<sup>th</sup> Meeting of the Department of Computer Science and Technology Buildings and Environment Committee

14.00 – 15.00, Thursday, 16 October 2025  
Room GS15

### Agenda

#### Committee Membership:

Professor Ian Lewis, Chair  
Sarah Bainsfair (Observer)  
Dr Piete Brooks  
Celia Burns, Secretary  
Tom Bytheway  
Professor Andrew Caines  
Diana Gauvrit

Dr Tobias Grosser  
Dr Markus Kuhn  
Martin McDonnell  
Daniel Porter  
Malcolm Scott  
Caroline Stewart

#### 1. Committee Membership

Welcome to Dr Tobias Grosser, our new Committee member from 1 October 2025.

#### 2. Conflicts of Interest

Committee members are asked to make any declarations of interest at the relevant agenda item.

#### 3. Apologies for Absence

#### 4. Approval of the Minutes

For approval: the [minutes](#) of the meeting held on 13 June 2025.

#### 5. Matters Arising

#### 6. Reducing Energy Consumption

##### (a) LED upgrade: leftover funds

Diana was going to discuss with Roger Ling, Estates, the proposal to install emergency lighting on the first and second floors and lighting in FW26 with the money left over from the ground floor LED upgrade. However, the contractor changed their calculation which meant that we did not have the funds to meet that proposal. Diana subsequently corresponded with the Committee by email in August, providing a new proposal which included all North, East and South hallways and all kitchens. **Diana to report.**

**(b) Recording energy use and solar panel contributions \***

Diana has reported that she has acquired additional accounts for Malcolm and Markus to access usage data. This issue can now be removed from the agenda.

**7. Building Matters**

**a) Department Café**

Caffiend had indicated an interest in providing a cafeteria service for the Department and Diana was requesting guidance from the Finance Department before starting the tendering process. **Diana to report.**

**b) Verex security system**

A new security system is required to replace the current at-risk Verex system and there had been discussions between the Department, Estates and the UIS about the Department doing a pilot project. The plan now is for the Department to take this forward. **Daniel to report.**

**c) Building management system (BMS; cooling and heating)**

i) **Sludge in the system.** A side stream filter was installed on boiler circuit No. 1 to filter the system. Martin was going to check the filter to find out to what degree it is working. **Diana to report.**

**d) Re-fit of the WGB Library**

The Library refit could qualify for funding available for supporting developing education spaces. Ian and Diana were going to take this project forward. **Diana to report.**

**e) Downpipe Leaks**

Millcam were scheduled to do the repairs in June (replacing three points in the ceiling which required repair and a fourth point as a precautionary measure). **Diana to report.**

**f) Portable Appliance Testing (PAT)**

Diana was going to arrange for bulk testing to be carried out (not less than once every two years) and it was agreed that Thomas would be trained as a tester (for ad-hoc testing requirements). **Diana to report.**

**g) The Hardware Lab—Relocation of the Workshop to the Bin Store**

The Head of Department had asked whether there are other spaces on the West Cambridge site where we could collaborate on finding a site for a larger/separate workshop, and Thomas was hoping for responses from his request for information from other West Cambridge departments. **Thomas to report.**

Since there had not been much engagement from other departments, the Committee felt that it was important to go ahead with moving the bins out of the bin store. **Diana to report.**

**h) Meeting Pods**

Ian was going to install CO<sub>2</sub> sensors on the underside of the meeting pod desks. **Ian to report.**

**i) Use of the South Garden as a Quiet Place**

Diana had corresponded with the Committee in July, requesting feedback on three options that had emerged following her discussions with the University and Estates:

1. We do nothing
2. We install a gate at the east side only, and only the landscaping people would have access
3. We spend a lot of money (possibly getting the University to contribute since the garden is their land) to comply with the University's requirements for installation (fire safety, etc.). Any planned garden furniture would need approval by the University.

**Diana to report.**

**j) Chiller**

The fault with the chiller is ongoing and was with Estates to resolve. The works had been delayed due to difficulties with scheduling and handing over from one maintenance company to another. **Malcolm to report.**

**k) Bike Cage Gate \***

Following discussion at the last meeting, Malcolm changed the configuration of the cycle compound locks so that the gate now stays open for approximately 30 seconds. This issue is now resolved and can be removed from the agenda.

**l) Automatic Doors**

This project proposal requires Committee approval. **Diana to report.**

**m) Coffee machine in the Fishbowl kitchen**

Diana reported via email to building users on 17 July that the coffee machine had been repaired and asked building users to report any further issues to her. **Diana to report.**

**8. Out-of-Hours Use of Rooms on the Public Side of the Building**

**Internal events:** Richard had reported that he had finalised the policy documenting responsibilities of academic event hosts and sponsors for out-of-hours events, and Celia was going to post it on the Departmental intranet. **Celia to report.**

**External events:** the Head of Department had asked the Committee to consider charging for the use of the building for external events, as do other departments. Caroline was going to ask Maths what they do in this respect. **Caroline to report.**

**9. Student Feedback**

The Committee does not currently have a Student Rep. Daniel (member of the Postgraduate Student Forum (PSF)) raised this issue at a PSF meeting late in the Easter term but, as it is now early in the Michaelmas term, it is too early to expect any uptake.

**10. Equality, Diversity and Inclusion (EDI)**

**(i) Lighting issues \***

Diana has reported that she has arranged with Estates for the dimming in the corridors to be set to 20% after 30 minutes of no movement (compared to the original 10% after

5 minutes of no movement) and she has received no further feedback. This issue can now be removed from the agenda.

**11. Any Other Business**

**12. Date of Next Meeting**

Dates for the next meetings are to be arranged.