

RUTHERFORD LABORATORY BUILDING COMMITTEE.

MINUTES OF FIRST MEETING HELD ON 22nd JULY 1959

PRESENT : Mr. P. Bowles .. Chairman
Mr. G. W. Dixon
Mr. J. C. Louth
Mr. M. Snowden
Mr. G. N. Venn

Mr. A. Miller .. Secretary

IN ATTENDANCE :

Mr. P. B. Dunthorne
Mr. G. M. Harbert

1. TERMS OF REFERENCE :

The Chairman stated that this Committee had been formed at the request of the Director of the National Institute.

The objects of the Committee are as follows :-

- (a) to review proposals for new schemes and additions or alterations to existing schemes
- (b) to ensure rapid consideration of building design after the necessary approval has been obtained
- (c) to be responsible for siting policy
- (d) to review the cost of schemes in progress

The Chairman emphasized that the objects did not include consideration of constructional details, which would be done without committee but were concerned only with the initial technical approval of schemes and the subsequent progressing to construction stages.

2. MEMBERSHIP OF THE COMMITTEE :

The permanent members will be Mr. P. Bowles (Chairman), Mr. G. W. Dixon, Mr. J. C. Louth, Mr. M. Snowden, Mr. G. N. Venn and Mr. A. Miller (Secretary). Additional members will be invited at the Chairman's discretion (e.g., proposer of a new building scheme, New Works representative). Mr. Louth was asked to look after non-project buildings and Mr. Venn to exercise control of expenditure so that authorisation at proper level could be obtained prior to commitment.

3. ARRANGEMENTS FOR MEETINGS :

It was agreed that meetings should be held at monthly intervals with additional meetings, at short notice to consider urgent cases.

4. FINANCIAL ARRANGEMENTS :

The Secretary stated that a draft paper was under consideration which set out the financial powers to be delegated to the Committee. The Chairman stated that all papers for the General Purposes Committee on building matters should be considered by the Committee.

5. METHODS OF SUBMISSION OF MAIN SCHEMES :

The draft paper circulated with the agenda was discussed and it was agreed that, after amendment and approval, it should be circulated within the National Institute. The revised draft is attached to these minutes.

6. EXISTING SCHEMES :

Mr. Dunthorne agreed to prepare for the next meeting a list of all existing schemes setting out the up-to-date position on approvals specifications, drawings etc.,

The Chairman stated that minor works costing less than £1,000 would be considered by the Committee by means of a summary report presented monthly. This would briefly describe the work authorised outside committee and the gross expenditure committed on minor works. If, however, a particular item was, in the opinion of the sponsor or Chief Architect, one of contention, then the Committee would consider it, despite the small financial limitation. Mr. Venn was invited to prepare the monthly statement of minor works for the Committee.

Mr. Herbert commented that the present approval procedure, which necessitated numerous requests for approval, even after scheme approval had been given, was not satisfactory from his point of view. He asked that New Works should be empowered to place all the necessary contracts for a scheme without having to refer back to the original approving authority.

The Chairman said that he would discuss this point with the Secretary of the National Institute.

7. PHASE II BUILDINGS :

Mr. Dixon agreed to prepare for each building for the next meeting :

- (i) An estimate of approximate cost
- (ii) A specification
- (iii) A sketch plan

It was also agreed that similar details would be prepared for other buildings approved in principle by the General Purposes Committee and not formerly part of Phase II.

8. TEMPORARY BUILDING SITES :

The Chairman pointed out that temporary buildings would be required as the National Institute staff was expected to grow faster than was originally anticipated. He asked Mr. Dixon to produce a site plan marked with areas suitable for temporary buildings.

9. NUMBERING OF N.I.R.N.S. BUILDINGS :

In reply to a question by Mr. Louth, Mr. Dunthorne said that the matter was being considered by the Secretary of the National Institute.

10. DATE OF NEXT MEETING :

The next meeting will be held in Mr. Bowles's office, Building 412, on WEDNESDAY, 12th AUGUST, 1959 at 9 a.m.

AMBROSE MILLER

Secretary

24th July, 1959

Distribution :

Mr. P. Bowles
Mr. G. W. Dixon
Mr. J. C. Louth
Mr. M. Snowden
Mr. G. N. Venn
Mr. P. B. Dunthorne
Mr. G. M. Harbert
Dr. T. G. Pickavance
Mr. L. B. Mullett
Dr. J. A. V. Willis
Dr. G. H. Stafford
Mr. P. D. Dunn
Mr. G. E. Simmonds
Mr. G. L. Cooper
Mr. A. Miller (12 copies)