Notes of meeting held on 26th May 2011

Present:
Rowena Macaulay
Angela Jones
Syd Kent
Alex Seabrook
John Crust
Mark Vinter
Ian Hack
Ken Guild

1. Apologies: apologies received from Karen Bush

2. Minutes of last meeting agreed.

3. Matters arising:

   ▪ Loughton parking: works have been held up due to resurfacing of main car park. 2 designated spaces at upper level by Corbett Theatre Cafe to be completed in the summer
     ACTION – MV to follow up with Roy Abbott on progress and confirm location of spaces

   ▪ Heavy Doors: survey & priorities completed
     ACTION – IH to report back as works progress

   ▪ Zest: positive follow-up meeting has taken place with Peter Church and Darren Baker.
     ACTION - RM to ensure Darren is invited to join Forum

   ▪ New Student Centre: AJ and RM have met with Richard Halsall and viewed Stage D plans. No provision made for a Changing Places toilet as has been discussed previously, but RH now has necessary dimensions and architects will be asked to revist.

   ▪ Access Guide: long delays in getting Department Access Guides online. It is still not clear when this will happen, possibly not until after the summer due to WaLT commitments with uni website redesign, ie effectively a year on from completion. Other possible locations for hosting them were discussed e.g. on EAF’s own site, adding a link from Access@Essex. EAF site however was built externally and is difficult to update without the help of the web-designer. Might funding be sought for a redesign of the EAF site using Sharepoint Designer? Could we negotiate permission/training for an EAF memebr to update uni access pages?
     ACTION - RM to explore options and report back

4. Smart Campus Project (interactive maps with mobile App): Excellent progress. Costings and funding required. Wayfinding package to be integral. Thanks issued to group- KG, RM, MV.

5. Equality Act Update: Completed awaiting Council approval (SK)
6. **Elmer Square Focus Group**: Very positive experience of user focus group facilitated by Access consultant, with architects and with Lee Winters, Deputy Dir of Estate Management (Southend). Supporting discussions and correspondence similarly positive. Could Colchester campus utilise similar processes?

**ACTION** - RM to review Access Protocols over summer and incorporate recommendation for discussion

7. **Square 2 furnishings**: the current bench and table layout causes problems for visually impaired walkers

**ACTION** - RM & AJ to discuss with Mike Willis

8. **Summer Access Works**: RM to work on –

   i. Review of protocols and terms of reference
   ii. Update of EAF Access Issues list
   iii. Completion of Under Podia map
   iv. Update of website issues (see Matters Arising)

9. **A.O.B.**

   i. Forum report to Equality & Diversity to be annual in future, not termly.
   ii. Bus Campaign – progress report to be requested from c-Bus (bus users group)

10. **Date of next meeting** – to be confirmed