A meeting of the Environment and Sustainability Committee was held on Friday 15 June 2012 in Room 201, Henley Business School.

There were present:

- Mr C. Robbins (Chair)
- Mr F. Beck
- Mr I.J.T. Cruickshank
- Dr A. Elmualim
- Mr B. Haines
- Mr R. Hunter
- Mrs J.L. Pich
- Mrs D.A. Shearman
- Mrs M.E. Simpson
- Dr K. Stanbridge
- Mr M.J. White
- Ms L.V. Sharman (secretary)

Apologies were received from Professor Ellis, Mr Tooley, Mr Brand, Ms Prior and Mr White.

Minutes of the last meeting

The Committee approved the minutes 12/01 to 12/20 of the last meeting held on 22 February 2012.

Matters Arising

12/03 Legal Register
The Committee noted that the register had been updated to include noise emanating from major events. A revised version of the register would be submitted to the Environmental Management Review Group for note.

12/03 Green League
It was noted that some University level modules on Sustainability would start in October 2012. A bid had also been made to the Annual Fund to provide resource to develop a student e-learning module.

In addition it was noted that the Head of Campus Services was working with the Faculty Directors of Teaching and Learning for Science, and Arts,
Humanities and Social Science to include sustainability in the new Teaching and Learning Strategy.

12/04 Travel Plan Fund
It was noted that Finance would accumulate all of the spend on the Automatic Number Plate Recognition System (ANPR) and take the funds out of reserves at year end. It was noted that the project was within budget.

12/08 Automatic Number Plate Recognition System – London Road
The Committee noted that since a daytime security patroller had been on duty at London Road there had been no problems with parking. The issue of installing an ANPR on site would be revisited if any parking problems arose or if the University decided to go down the route of charging for parking based on usage.

12/09 Cycle sheds at Agriculture
It was noted that planning permission would not be sought for new cycle sheds at Old Whiteknights House as the old shed would be extended instead. The new cycle sheds at Agriculture were due to be installed in the next few weeks.

12/11 Environmental Policy Review
It was noted that the Environmental Policy Review had been signed by the Vice-Chancellor and was now available on the web site.

12/13 Environmental Objectives 2011/12
The Committee heard that it was likely that Site Waste Management Plans would be scrapped with effect from the coming autumn.

12/24 Travel Plan Fund
The Committee received the financial report for the nine months to April 2012. It was noted that the income from parking permits was ahead of both budget and forecast. Further invoices were expected from the traffic consultants.

12/25 Extract from the minutes of Space Sub-Committee held on 9 May 2012
The Committee received an extract from a meeting of the Space Sub-Committee held on 9 May 2012, requesting that the travel plan fund be used to fund a permanent path through the woodland between the Lyle and Meteorology buildings.

The Committee noted that if a path were to be laid between Lyle and Meteorology then lighting and CCTV would also need to be installed. The Committee discussed the environmental and aesthetic impact of installing a path through the woods, and questioned the type of surface that might be used.

The Committee agreed that further works were required to ascertain the type of path that could be laid and the costs involved. It was agreed that it may be
possible for the Travel Plan Fund to be used to fund feasibility works but alternative funding sources would also be explored. If the project was to go ahead it was hoped that the works could be capitalised.

12/26 **Summary of the Transport Forum Meeting held on 9 May 2012**

The Committee received a copy of the minutes from the Transport Forum held on 9 May 2012. It was noted that:

- The £1 short hop fare between Whiteknights and London Road was not valid from the Pepper Lane stop.
- Extra cycle parking had been installed at Old Whiteknights House.
- Ten extra covered spaces were to be installed at Agriculture towards the end of June.

12/27 **Staff and Student Travel Survey/Travel Plan – Site Audit/Travel Plan**

The Committee received a copy of the Staff and Student Travel Survey and the Travel Plan Site Audit, both of which had been used to produce a revised Travel Plan. The Travel Plan covered all of the University’s campuses including Greenlands and the Halls of Residence.

The aim of the Travel Plan was to ensure that:

- The University was accessible for students and staff, using a broad variety of transport modes;
- Opportunities were created for students and staff to use alternative means of transport to the private car;
- That demand for car parking was reduced;
- That there was sufficient on-site car parking for users for whom it really was necessary to travel by car.
- Off-site car parking was minimised.
- Once alternative patterns of travel to the University were in place, they were maintained over time.
- Revenue generated for car parking charges should cover at least the costs of implementing, maintaining and administering the Travel Plan.

It was noted that the Travel Plan was a public document that could be submitted alongside planning applications.

The Committee noted the Travel Survey had identified that 25% of respondents travelled to Whiteknights alone by single occupancy car. A comparison against survey data for 2004 and 2006 showed that there had been a decrease in single vehicle use of 3% and a slight increase in cycling and car sharing. A headline target to reduce the proportion of people travelling to the University by single occupancy car of 1% p.a. had been set. The Committee noted that, based on current staff and student levels, this meant encouraging approximately 200 car drivers per year to use alternative modes of transport.

The Committee received a tabled copy of an action plan setting out a series of measures to be implemented over the next five years in the areas of:
awareness raising, encouraging more walking and cycling, improved bus services, car sharing and parking management.

It was reported that staff at Greenlands had felt that the travel survey was not appropriate for their particular set of circumstances; they would have liked to see more proposals in regard to travel arrangements outside of core working hours.

**Action: Dr Stanbridge**

The Committee noted that a paper on Parking Management would be submitted to the next meeting.

12/28 **Travel Wise**

The Committee noted issue 7 of Travel Wise which focussed on travel information for open days.

12/29 **EcoCampus Update**

The Committee was pleased to note that the University had achieved Gold status; only three minor recommendations for improvement had been identified. The Committee recorded its thanks to all those who contributed.

It was noted that the next stage would be to apply for Platinum accreditation which was equivalent to ISO140001; the target date for this was November 2012.

12/30 **Green League**

The Committee noted that the University had been awarded an upper second class award and ranked 54 out of 145 in the People and Planet Green League 2012. This was an improvement of 24 places on last year and was only 3 points clear of a first.

The Committee received a tabled analysis of the result. Given the work that was currently in hand it was felt that a First would be achievable in the 2013 survey.

12/31 **Annual Environment and Sustainability Report**

The Committee noted that the Annual Environment and Sustainability Report was available at:


12/32 **Sustainability Matters**

The Committee noted issue 8 of Sustainability Matters.
12/33 Proposal for a climate change adaptation plan

It was noted that the Government’s Climate Change Committee had recommended a twin-track approach to tackling climate change: mitigation and adaptation. The University had already set out its mitigation plan through the Carbon Management Plan. It was suggested that the University should consider the appropriateness and timeliness of development of a Climate Change Adaptation Plan.

The Committee agreed that it was timely to develop a Climate Adaptation Plan. It was suggested that the Energy Manager be asked to convene a small working group and should report back to the next meeting.

Action: Mr Fernbank

12/34 Environmental Management Review Group

The Committee received and noted the minutes of the Environmental Management Review Group held on 26 April 2012.

12/35 Any other business

Email from Professor Gregory

The Committee received an email from Professor Gregory making two proposals:

1) that the University should state, as part of the transport section of its environmental policy, that travel for work should be made by environmentally friendly and energy-efficient modes of transport wherever that is practical and a reasonable use of staff time, even if it is more expensive, provided this is consistent with the rules of the body funding the travel costs. That would be a distinct encouragement which is currently lacking.

2) that no more space on the Whiteknights campus should be converted to permanent car parks. If any further car park was to be built, or a temporary car park converted to a permanent one, the same area of existing permanent car park should be turned into an area of grass and trees.

In regard to the first proposal, the Committee agreed that staff should be encouraged to travel by the most environmentally mode of transport wherever practical, was a reasonable use of staff time, and was consistent with the rules of the body funding the travel costs. It was agreed that the Director of Estates and Facilities Management would speak with the Director of Finance and Corporate Services in regard to changing appropriate wording in the University's expenses policy.

Action: Mr Robbins

In regard to the second proposal, the Committee noted that the number of car parking spaces on campus (excluding the contractors parking) had declined over the last eight years. Car parking spaces that had been lost as a result of new buildings, for e.g. Henley Business School and Minghella Building. The
Committee were also aware of the concerns of the University’s neighbours around excessive parking in local roads. Consideration also needed to be given to the implications of any planning policies for future developments. Whilst the Committee understood and shared concerns in regard to the impact that additional parking had on campus, at this point it could not commit to a policy that stated that no more parking would be built. It was agreed that the Director of Estates and Facilities Management would reply to Professor Gregory directly.

**Action: Mr Robbins**

Environmental Insurance
The Committee enquired whether the University’s insurance policy covered environmental damage, for example if the Fire Brigade put out a fire and the runoff resulted in environmental damage to land or the lake. It was agreed that the Director of Estates and Facilities Management would contact the University’s Insurance Officer to enquire if the University had appropriate insurance and if not to report to the Risk Management Committee as to the need or otherwise of taking out insurance.

**Action: Mr Robbins**

12/36 Provisional dates of meeting 2012-13:

- Tuesday 13 November at 9.30 am
- Wednesday 20 February 2013 at 9.30 am
- Friday 14 June 2013 at 9.30 am
ACTION LIST: Environment and Travel Sub-Committee – 15 June 2012

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<td>Proposals for staff at Greenlands</td>
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<td>Energy Manager to convene a small group to discuss a climate change adaptation plan</td>
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<td>CR to speak with DCLS re wording of University expenses policy</td>
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