A meeting of the Environment and Sustainability Committee was held on Wednesday 22 February 2012 in Committee Room 2, Whiteknights House.

There were present:

- Professor R.H. Ellis (Chair)
- Mr F. Beck
- Mr A. Brand
- Mr I.J.T. Cruickshank
- Mr B. Haines
- Mr R. Hunter
- Ms C.A. Prior
- Mr C. Robbins
- Mrs D.A. Shearman
- Mrs M.E. Simpson
- Dr K. Stanbridge
- Mr A.G. Tooley
- Mr M.J. White
- Ms L.V. Sharman (secretary)

Apologies were received from Mrs Pich, Mrs C.A. Derham and Dr A. Elmualim

12/02 Minutes of the last meeting

The Committee approved the minutes 11/35 to 11/51 of the last meeting held on 14 November 2011.

12/03 Matters Arising

11/37 Legal Register

The Committee received a copy of the Legal Register. It was noted that in the main responsibilities fell within either Facilities Management Directorate (FMD) or Health and Safety Services.

Under section 4.3 the Committee queried whether an update could be made to include noise emanating from major events. Mr Cruickshank agreed to expand the section.

Action: Mr Cruickshank
The Committee noted that a recent Internal audit of Hazardous Waste had identified a gap. It was reported that neither Health and Safety nor Campus Services provided clear comprehensive advice on both Health and Safety and environmental legislative requirements in regard to hazardous waste. In response to the audit it had been agreed that Health and Safety Services, working in close conjunction with Campus Services, would revise the Safety Guide on the Management of Hazardous Waste. Guidance was also to be prepared for the Science Schools on effluent waste.

The Committee noted that it would be advised of any changes to the Legal Register going forward. It was agreed that document would not be made available on the website.

11/37 Green League
It was noted that some University level modules would start next October but that a full module on the environment and sustainability was some time away. Some basic on-line training would be available by the end of March 2012 but this did not address the higher level need for sustainability in the curriculum.

The Chair agreed to speak with the two science Faculty Directors of Teaching and Learning with regard to this matter.

Action: Professor Ellis

11/39 Membership and Terms of Reference
The Committee received and noted revised membership and terms of reference, which had been amended to include monitoring and compliance with environmental legislation.

12/04 Travel Plan Fund
The Committee received and noted the financial report for the Travel Plan for the year ended 31 July 2011 and for the five months to December 2011. The Committee enquired as to whether funds had been taken for the costs of the Automatic Number Plate Recognition System, Mr Beck agreed to investigate.

Action: Mr Beck

12/05 Summary of the Transport Forum Meeting held on 31 January 2012
The Committee received a copy of the minutes from the Transport Forum held on 31 January 2012. It was noted that:

- Reading Borough Council had been successful in a bid to fund a park and ride scheme from Madjeski Stadium Park to the University and Hospital. It was hoped that the scheme would start in late Spring. The scheme would be funded for three years and would then become self-funded. No financial contribution was required from the University or Royal Berkshire Hospital.
- Reading Borough Council were considering the introduction of a cycle hire scheme with docking stations around the town and on campus.
824 parking permit requests had been received from students by 31 December 2011, over 500 were approved. The Students’ Union had not reported any problems with the process.

The alleyway between Kendrick Road and London Road was to have its lighting upgraded by Reading Borough Council. The University had agreed to erect a CCTV camera on the alleyway; the camera would be funded by Reading Borough Council and monitored by the University.

12/06 Update on staff and student travel survey

The Committee received an oral report from the Sustainable Travel Coordinator on the staff and student travel survey. In particular, it was noted that:

- 40% (1,471) of staff and 12% (1,617) of all registered students had completed the travel survey. The staff response rate qualified the University for a silver award based on the BSI PAS 500 National Specification for travel plans.
- 2,439 responses were received from Whiteknights, 411 from Earley Gate, 249 from London Road and 50 from Greenlands.
- Initial analysis showed that 26% of respondents travelled to campus in a car alone, 4% travelled in a car shared with others, 12% cycled, 43% walked and 4% took the bus.
- Over 20% of respondents would consider working from home, and over 40% would consider car share or cycling.
- Bus and public transport journeys would be encouraged by: cheaper fares, improved frequency and a better choice of routes.
- Cycle journeys would be encouraged by: improved routes through campus and more secure, covered parking facilities.
- More respondents would walk if there was improved lighting, more security on patrol and safety crossing facilities.
- Over 70% of respondents agreed that frequency of attendance, car sharing, proximity to home, and staff/student categories should affect the price of a parking permit.
- There was poor awareness of many of the travel initiatives already in place.
- A full report on the survey would be submitted to the next meeting of the Committee.

In regard to the Travel Plan it was noted that the Travel Consultants had undertaken a site survey of Whiteknights in the past week and were to survey Greenlands shortly. A survey would also be undertaken of the number of car parking spaces and cycle parking spaces.

12/07 Travel Wise

The Committee noted issue 6 of Travel Wise which focussed on travel information for the London Road campus.
12/08 Automatic Number Plate Recognition System

The Committee received an oral report from the Head of Campus Services on the costs of extending the ANPR system to London Road. It was noted that the quote to cover both the Whitegates and Acacia Road car park was £161K including contingency and VAT.

The Committee agreed that it would be difficult to manage a barrier on the Acacia Road car park as it also provided access to the rear of the Abbey School. Provided that access was restricted through the green gates and to the rear of the Eat at London Road, security could patrol access to the rest of the Acacia Road car park.

The Committee agreed that it would be sensible to undertake any infrastructure works for a barrier at the green gates and Eat at London Road at the same time as works to Whitegates. It was agreed that the Director of Estates and Facilities Management and the Head of Campus services should seek a new quote based on a revised scope. The Committee agreed that a decision could be taken by Chair’s action on whether to proceed with extending the ANPR to London Road.

Action: Mrs Shearman

12/09 Cycle Sheds

The Committee noted that an application for planning permission had been submitted in respect of covered cycling at Old Whiteknights House. A decision was expected by the end of April 2012.

Following numerous requests from staff and students a survey had been undertaken of cycle parking at Agriculture. The cost of two new covered bike stands was £10,421 including VAT. The Committee approved the proposal.

It was reported that students would also like more cycle parking in the vicinity of the Library.

12/10 Green Week

The Committee received a report on Green Week 2011. Highlights of the week included the aerial 35% photograph and the Environmental Champion Lecture from Dr Giusta.

It was noted that the Green Week run by RUSU had also been successful and that further green events were planed for week 9 of term.

12/11 Environmental Policy Review

The Committee approved changes to the Environmental Policy. The Policy would be submitted to the Vice-Chancellor for approval.

Action: Mrs Shearman
12/12 **2010/11 Energy and Environment Report**

The report was not yet available; a copy would be circulated with the minutes.

12/13 **Environmental Objectives 2011/12**

The Committee noted a summary of Environmental Objectives for 2011/12. In regard to objective 7.3 it was noted that a revised date still had not been received from HEFCE. In regard to objective 9.2 it was noted that a number of Site Waste Management Plans were yet to be received; it was agreed that the Director of Estates and Facilities Management and the Head of Campus Services would discuss this further outside of the meeting.

**Action:** Mr Robbins and Mrs Shearman

12/14 **Environmental Incident/Near Miss**

The Committee noted that a leak of diesel oil from a heater used at the KPMG conference had contaminated the land beneath. It was reported that the contaminated land had been removed and the land reinstated.

The Committee also noted a report of an environmental near-miss of an oil seepage close to the Marsden Shed; further investigations were required to find the source of the oil.

12/15 **EcoCampus Update**

It was noted that a submission for a Gold award had been made in last two weeks; an audit was expected within three months of the date of submission. Work was in hand to develop a number of workshops as part of the platinum submission.

12/16 **Green League 2012**

It was noted that the Head of Campus Services would be completing the submission in the next few weeks. In comparison with last year's submission the data was looking positive. There were, however, two areas where the University wouldn’t receive any points: sustainability in the curriculum and ethical investment policy.

12/17 **Environmental Management Review Group**

The Committee noted a summary of the Environmental Management Review Group meeting held on 10 January 2012.

12/18 **Higher Education Carbon Management Programme**

The University’s Carbon Management Plan set out an ambitious plan for reducing the University’s carbon emissions by 35% by July 2016 and 45% by July 2020.

It was noted that emissions for the financial year to July 2011 fell by 10% relative to the baseline year of 2008/09, achieved through a combination of
behavioural changes activities and technical projects (improved lighting controls, building management systems, vending misers, heating zoning, solar PV panels and insulation).

A detailed review was being undertaken of the status of each proposed project as well as work to identify new projects.

12/19 **Fairtrade Group**

The Committee received and noted a copy of the Fairtrade Policy and the membership and terms of reference for the Fairtrade Steering Group for information. It was noted that Fairtrade Fortnight was coming up shortly.

12/20 **Dates of meetings in 2011-12**

Friday 15 June 2012 at 2.00 pm

*ACTION LIST: Environment and Travel Sub-Committee – 22 February 2012*

**Key:**

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<td>RUSU</td>
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<td>CD</td>
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<td>FB</td>
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<td>12/03</td>
<td>Include a section on noise from events</td>
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<td>12/03</td>
<td>Chair to speak with two science FDTLs re sustainability in the curriculum</td>
<td>RHE</td>
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<td>12/08</td>
<td>Decision on ANPR for London Road to be taken by Chair’s action</td>
<td>DAS/RHE</td>
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<td>12/11</td>
<td>Environmental Policy to be approved</td>
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<td>12/13</td>
<td>Site Waste Management Plans – DAS and CR to discuss further</td>
<td>DAS/CR</td>
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