THE UNIVERSITY OF READING
ENVIRONMENT AND TRAVEL SUB COMMITTEE

08/09 A meeting of the Environment and Travel Sub Committee was held at 2.00 pm on
Friday 6 June 2008, in Committee Room 1, Whiteknights House.

Minutes

Present:
Professor T Downes (Chair)
Mr I Cruickshank
Mr F Beck
Mr M Hughes
Dr B O’Callaghan
Mr C Robbins

Ms T Dawson (secretary)

Apologies were received from Professor D Malvern.

08/10 Minutes of last meeting (Item 2)

The minutes of the last meeting, held on 13 February 2008, were approved.

08/11 Matters arising (Item 3)

08/03 Committee Membership

The Chair reported that he had not yet found a replacement for Professor Gray.

ACTION: Professor Downes to find a replacement for Professor Gray.

08/03 Car Parking Permits

Mr Hughes reported that after discussions with Mr Elger and Ms Kishore, the
Carrington Building might be a more suitable place for parking permits to be
distributed to students than RUSU. It was added that a firm set of criteria was needed
to ensure that permits were issued to students on a needs basis. Mr Hughes agreed to
send a draft set of criteria to the Chair, for further distribution to the rest of the Sub-
Committee for comment.

ACTION: Mr Hughes to draft a set of criteria for students to receive parking permits.

08/03 Paper and print issues

It was agreed that Reading Design & Print should drive this agenda and Mr Hughes
should write a note to the Chair of the Implementation Group for the Publication and
Print Service for that Group to consider this issue further.

08/04 Travel Plan

The Sub-Committee noted a memorandum from Senior Management Board on the
Travel Plan, in particular that although the Board approved the Plan, it did not approve
the amount of expenditure proposed. It was agreed that more work was needed on
prioritising the areas in the Travel Plan and looking at which parts could be funded
from the capital works budget (such as ANPR). This may require the University to prioritise the proposed road infrastructure.

08/07 Pool Car at UoR
Mr Hughes informed the Sub-Committee that the University could participate in a pool car scheme, where a car on campus could be loaned out to staff to try and reduce personal car use on campus. This could involve a company that could provide the car, or the University could purchase a car specifically for this purpose. Mr Hughes agreed to bring a paper on a Pool Car to the next meeting.

**ACTION:** Mr Hughes to bring a paper on a getting a Pool Car at the University to the next meeting.

08/12 Report from the Head of Campus Services (Item 4)

The Sub-Committee received and noted a report from the Head of Campus Services, in particular that:

a) Reading buses have indicated that they would be interested in running the 21 service through campus, which would provide the University with a 10 minute frequency on services to and from the station. The Sub-Committee agreed this would be a positive development.

b) Procurement was likely to add additional suppliers for taxi services, and the Chair suggested that Mr Hughes solicit a response from ‘Premier Cars’.

c) Bays along Chancellors Way would be removed by the end of June.

d) Further amendments were needed to the Pepper Lane entrance, and the Sub-Committee approved the proposed changes. This included moving the position of the traffic controller, raising the crossing and adding a traffic island and beacons to it, creating better visibility on entering the site, and painting the recommended pathway green to encourage pedestrian use. Works were costed at £120K and would be paid for out of the Utilities and Infrastructure Capital Projects budget. The entrance may need to be closed for part of the summer in order to carry out works.

e) There was a major risk in crossing the road to get to the Pepper Lane entrance, and the Sub-Committee felt that the University should improve the safety at this point. It was agreed that Mr Hughes would speak to Reading Borough Council about the possibility of making improvements in this area.

**ACTION:** Mr Hughes to solicit a response from ‘Premier Cars’.

**ACTION:** Mr Hughes to speak to Reading Borough Council about the safety of pedestrians crossing the road opposite the entrance to Pepper Lane.

08/13 OYBike – Pool Hire Bike System (Item 5)

The Sub-Committee noted the paper on OYBike, but felt that students at the University may find the scheme too expensive and so agreed not to pursue it at this time.

08/14 Recycling Office Waste (Item 6)

The Sub-Committee noted a paper on recycling office waste, in particular the potential savings that could be made on landfill tax. The Sub-Committee discussed the
possibility of removing individual bins from offices and heard that the system had been trialled in FMD and was successful once staff had adapted to the scheme. It was agreed that the Chair should meet with Mr Hughes, Richard Messer and Peter Osborne to discuss the possibility of using vote allocated to Schools and Directorates to pay for recycling bins, although it was added that FMD would need to find the operating costs out of the waste management budget. It was hoped that this scheme could be rolled out for October 2009.

**ACTION:** Professor Downes, Mr Hughes, Dr Messer and Mr Osborne to meet to discuss paying for recycling bins out of School and Directorate vote.

**08/15 Cycle2Work scheme (Item 7)**

The Sub-Committee heard that the Cycle2Work scheme had been endorsed by the Sports Management Committee providing administration costs did not outweigh the benefits. The Sub-Committee felt that administration costs could not be too great, as salary sacrifice schemes were already operational at Reading. The Sub-Committee heard that bicycles would be available from a range of suppliers at a variety of expense. It was agreed that the paper should be passed on to the Staffing Committee.

**ACTION:** Ms Dawson to pass the paper on the Cycle2Work scheme to the Staffing Committee.

**08/16 Any other business (Item 8)**

**Finance Report**

The Sub-Committee received and noted a finance report, in particular that as the bus stops had cost more than anticipated, CCTV and improved lighting around the library would need to be reviewed next year.

**Environmental Indicators**

The Sub-Committee received and noted a memorandum from Senior Management Board on indicators, in particular that the Sub-Committee had been asked to produce a set on environmental indicators. The Chair added that these were secondary level indicators and that approximately five should be sufficient. Mr Hughes and Mr Robbins agreed to give this further consideration.

**ACTION:** Mr Hughes and Mr Robbins to consider environmental indicators.

**Parking charges**

The Sub-Committee noted that Senior Management Board had approved the increase in parking charges, and Mr Hughes agreed to make an announcement to staff in the autumn. It was agreed that it would be operationally easier to increase the charge from January 2009.

**ACTION:** Mr Hughes to make an announcement to staff about the increase in parking charges.

**08/17 Date of next meeting (Item 9)**

Monday 10 November at 9.30 am.
ACTION LIST

ACTION: Professor Downes to find a replacement for Professor Gray.

ACTION: Mr Hughes to draft a set of criteria for students to receive parking permits.

ACTION: Mr Hughes to bring a paper on getting a Pool Car at the University to the next meeting.

ACTION: Mr Hughes to solicit a response from ‘Premier Cars’.

ACTION: Mr Hughes to speak to Reading Borough Council about the safety of pedestrians crossing the road opposite the entrance to Pepper Lane.

ACTION: Professor Downes, Mr Hughes, Dr Messer and Mr Osborne to meet to discuss paying for recycling bins out of School and Directorate vote.

ACTION: Ms Dawson to pass the paper on the Cycle2Work scheme to the Staffing Committee.

ACTION: Mr Hughes and Mr Robbins to consider environmental indicators.

ACTION: Mr Hughes to make an announcement to staff about the increase in parking charges.