A meeting of the Environment and Travel Sub Committee was held at 9.30am on Monday 12 November 2007, in Committee Room 1 in Whiteknights House.

Minutes

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

Ms T Dawson (secretary)

Apologies were received from Professor C Gray and Professor D Malvern. Due to other commitments, Professor Gray reported that he had decided to step down as a member of the Sub-Committee. The Sub-Committee thanked him for his input to date, and agreed that a suitable replacement from the School of Construction Management and Engineering be found.

ACTION: Professor Downes to approach Dr Hughes about a suitable replacement for Professor Gray.

Minutes of last meeting (Item 2)

The minutes of the last meeting, held on Wednesday 20 June 2007, were approved.

Matters arising (Item 3)

07/15 Car Parking Charges
The Sub-Committee received a paper on car parking charges, and noted the potential costs of permits for the different frameworks, with an increase of between 0.2% and 0.5%.

The Sub-Committee discussed the following:

a) current revenue from permits was around £79K;
b) the reason for increasing the charge would be to encourage staff to find alternative methods for travelling to work, as agreed in the Green Travel Plan, and to use these funds to fund initiatives and facilities required for them to do so;
c) with the introduction of Automatic Number Plate Recognition (ANPR), a daily charge could be implemented to allow for staff who bring their vehicles onto campus on a limited basis;

d) there was approximately £205K in reserves, which could be used to pay for an ANPR system, but more work was required and quotations established;

e) general user problems would need addressing such as staff who move between campuses, visitors to the campus (including users of the hotel and SportsPark) and those who drop off members of staff who are involved in a car share scheme;

f) if the price of permits were increased, it may lead to staff parking in surrounding roads, but this was an issue that the Council could resolve with residential parking restrictions;

g) tighter restrictions were needed on issuing permits for students, but that if this were done then students should not be charged. It was suggested further that RUSU could be in charge of identifying students who required permits, but if this could not be implemented by October 2008, standard permit charges be increased in a similar manner to the staff charges.

It was agreed to recommend to Facilities Management Committee and Senior Management Board that the current price of permits should be increased from £36 to £48 a year from January 2008. This would be accompanied by an outline of a longer term strategy for car parking, which would aim to encourage other methods of travelling to work. The Sub-Committee would continue to develop this strategy, with aims to implement it by January 2009. The Chair felt that the work carried out by the Sub-Committee should be emphasised and progress with the Green Travel Plan demonstrated. It was agreed to present a suggested figure required to carry out works to implement the Plan, to show how the additional money generated by increasing the cost of parking permits would be spent.

**ACTION:** Mr Hughes to prepare a paper on car parking charges for the next meeting of Facilities Management Committee and for Senior Management Board.

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**07/27 Salary Sacrifice Re Cycling to Work (Item 4)**

The Sub-Committee received and noted a paper on the Cycle to Work Scheme, which allowed staff a discount on purchasing a bicycle through a salary sacrifice scheme. The paper had previously been rejected by the Staffing Committee due to some concerns over having a single supplier and the cost of administration against likely take-up. The Sub-Committee agreed it was worth pursuing the scheme, as it fitted into plans to encourage staff to consider the way they travelled to work. It was agreed that the paper needed to be rewritten to emphasize how the scheme fitted in with the Green Travel Plan and resubmitted to the Staffing Committee.

**ACTION:** Mr Hughes to rewrite the paper on the Cycle to Work Scheme, to be resubmitted to the Staffing Committee.
07/28  Maths Cycle Stands (Item 5)

The Sub-Committee noted a paper on installing cycle racks outside the Mathematics building and agreed that, before any more racks are constructed, a programme should be created with clear priorities in place.

**ACTION:** Mr Hughes and Mr Cruickshank to create a priorities list for the installation of cycle racks.

07/29  Travel Plan Fund (Item 6)

The Sub-Committee received and noted a paper on the Travel Plan Fund, in particular that income had come largely from parking permits, and main expenditure was on the printing of permits, the Liftshare software, the new Speed Indication Device and the amendments to the Pepper Lane entrance. Funds for 2007-08 had for the most part been allocated already to installing lighting, CCTV and cycling racks outside the Library, and to accommodate the number 20 bus service through campus.

07/30  Environmental Report (Item 7)

a)  **Update on Initiatives**

The Sub-Committee received and noted a report on environmental initiatives that had taken place since August 2006, particularly that two members of staff had been appointed to lead a new section within Campus Services called Clean and Green. The impact of their work was already being seen, with confidential waste collections from all buildings, litter picking, road sweeping and the collection of redundant IT equipment. The Sub-Committee also noted:

i)  a University Environmental Policy had been signed by the Vice-Chancellor;

ii)  the number 20 bus service had begun its new route through campus;

iii)  car sharing had been launched, but uptake was fairly slow;

iv)  recycling bins could be purchased to help segregate office rubbish.

It was agreed that Mr Cruickshank should enquire into purchasing a bulk number of recycling bins, and that a one page article be put in the Bulletin on these initiatives, especially the car share scheme.

**ACTION:** Mr Cruickshank to enquire into purchasing a bulk load of recycling bins.

**ACTION:** Mr Cruickshank to produce a one-page article on initiatives for the Bulletin, with a special focus on car sharing.

b)  **Posters**

The Sub-Committee received and noted a collection of posters that would be placed around Halls and other buildings on campus, to encour-
age people to save energy.

c) **Speed Camera**
The Sub-Committee heard that the 20MPH speed limit had been put in place, and noted that a portable Speed Indication Device (SID) would be used around campus.

d) **External Bins**
The Sub-Committee noted that ten external recycling bins would be installed around campus.

07/31 **Energy Awareness Campaign (Item 8)**

The Sub-Committee received and noted that the University was involved with an Energy Awareness Campaign, jointly funded with the Carbon Trust. It was hoped to reduce the amount of CO₂ produced by the University by 8%. The Chair asked that a paper on this be taken to the Audit Committee.

**ACTION:** Mr Hughes to produce a paper on the Energy Awareness Campaign for the Audit Committee.

07/32 **Night Bus (Item 9)**

The Sub-Committee noted a paper on the Night Bus, and it was reported that take-up had been disappointing. It was agreed that it required better publicity and investigation into reasons why students were not using the service.

**ACTION:** Mr Hughes to look into publicising the Night Bus, and reasons why take-up had been relatively low.

07/33 **Shuttle Service (Item 10)**

The Sub-Committee noted the paper on the Shuttle Service, in particular that it was well-used, and that although the bus had been limited to running at peak times only, the frequency of journeys had increased. It was agreed that students who were of pensionable age should not be charged for using this service.

07/34 **Disclosure of Interests (Item 11)**

The Sub-Committee noted the memorandum on the Disclosure of Interests.

07/35 **Any other business (Item 12)**

There was no other business.

07/36 **Date of next meeting (Item 13)**

Wednesday 13 February 2008 at 9:30 am
ACTION LIST

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