06/50 A meeting of the Environment and Travel Sub Committee was held at 9.30am on Monday 13 November 2006, in Committee Room 1 in Whiteknights House.

Minutes

Present:
Professor T Downes (Chair)
Mr F Beck
Mr I Cruickshank
Mr C Gray
Mr D Lewis
Professor D Malvern
Dr B O'Callaghan
Mr C Robbins
Mr C Varnals

Ms T Dawson (secretary)

Apologies were received from Mr M Hughes.

06/51 Minutes of last meeting (Item 2)

The minutes of the last meeting, held on 11 May 2006, were approved.

06/52 Matters arising (Item 3)

The Chair checked with the Sub Committee whether all of the action points of the previous minutes had been completed. It was agreed that they had all been met, with the exception of 06/46, where Mr Hughes was still to speak to the group considering the University Branding Project about the branding of the Clean and Green scheme.

ACTION: Mr Hughes to speak to the group considering the University Branding Project about the branding of the Clean and Green scheme.

06/53 Draft version of the Travel Plan (Item 4)

The Sub Committee heard that the Travel Plan had been used as a formal document in the University’s application for planning permission for the redevelopment of the ICMA building. It had been returned with comments and the Sub Committee considered the revisions that needed to be made.
The following in particular were noted:

(a) **Section 2: Aims and Objectives**
The Chair suggested under section 2.2 that the point ‘reduce the impact of traffic in the vicinity of the redevelopment’ could be reworded. It was also raised that surveys would have to be carried out on an annual basis and that this was a cost that would have to be taken into consideration.

(b) **Section 3: Background**
The Sub Committee looked at the table showing the distribution of students and staff in the area, and it was agreed a 2006/07 version would be better if possible. It was also raised that figures 2 and 3, which display this data on a map, did not explain what each dot represented, and perhaps needed looking at further.

(c) **Section 4: Existing Initiatives**
It was agreed that ‘where possible’ in section 4.2.2 should be removed, and the points under section 4.4.1 should be reworded so that they were not relative. There were concerns that there had been limitations on giving permits to students and not staff, but it was argued that hopefully if the University could incentivize more staff not to drive in, then they may be able to offer students more permits.

(d) **Section 6: Future Initiatives**
The appointment of a Travel Coordinator was discussed, and it was thought that although it would be ideal to have this as a new post, it was probably more realistic that these duties would be added to those of other staff for the time being. It was added that until the University had the new technology, it was unlikely we would need a separate post for this role.

It was agreed that section 6.3.5 should be reworded to emphasize the point that the University aims to seek pedestrian and cycle crossing facilities.

The Chair raised concerns about the future consideration to ban students from bringing vehicles onto campus, and that while a review in the future might be necessary, it should include staff as well. It was agreed Mr Hughes would reword this point.

(e) **Section 7: Targets and Monitoring**
There were some concerns about the high targets that had been set, and whether it was reasonable to expect to achieve them. It was raised that to decrease the SOV target from 27.4% to 20.7% in 5 years would actually mean getting approximately 1 in 4 people to change to another method of travelling in. This was considered too high a target, and it was agreed that Mr Hughes should look at adjusting those figures and report back to the Sub Committee at the next meeting.

There was some confusion about the use of the words ‘modal’, ‘model’ and ‘mode’ in sections 7.3 and 7.4 and it was agreed that the paragraphs needed to be redrafted.
There were concerns about the staff that lived in the Wokingham District, as it is less obvious what contribution the Local Authority makes to provision of alternative modes of travel to the University. It was also raised that in terms of car sharing, closer monitoring would be required, as not all car sharers worked at the University, and therefore would currently be counted as a SOV.

**ACTION:** Mr Hughes and Mr Robbins to redraft the Travel Plan as agreed by the Sub Committee.

**ACTION:** Mr Hughes to consider the targets set for decreasing SOVs, and to present a suggested revision at the next meeting.

**06/54** Proposal to install showers in the Physics/Maths Building (Item 5)

It was raised that installation of showers would not be cheap, and the Sub Committee was concerned about how great the need was. The Chair recommended that we could consider installing showers in buildings that are being redeveloped, but that more information was needed as to which buildings were used by cyclists the most. It was reported that the showers at Bulmershe were not used regularly and there were also concerns about whether installation of showers would actually encourage more people to cycle. The Sub Committee agreed it should focus its attention on installing storage facilities for cycles as a priority.

**06/55** Cycle Racks (Item 8 and Item 14)

It was agreed that covered cycle shelters were a good idea, and that the Cyclepods in the provision of Cycle Racks at the URS building were particularly innovative. It was agreed that more work was needed on this proposal, including current locations of cycle racks and showers.

**ACTION:** Mr Cruickshank to provide a proposal to the Sub Committee at the next meeting as to installing new bike racks, including current locations of showers and cycle facilities.

**06/56** Proposal to use Car Share Software (Item 6)

The Sub Committee heard that contact had been made with a company called Liftshare who specialise in matching people who live close by to participate in car shares. The Royal Berkshire Hospital is already a user of this service, and following their example would help promote good transport practice in the community. It was agreed that this proposal was a good idea, as long as it was well advertised and well monitored. The Chair agreed he would approve a redrafting of this proposal on behalf of the Sub Committee, providing it did not vary too greatly from the original proposal.
**ACTION:** Mr Cruickshank to redraft the proposal to use car share software and present it to Professor Downes for approval.

06/57 Reading Buses (Item 7)

The Sub Committee approved the proposal to fund the scheme with Reading buses to offer reduced price travel cards to students and staff of the University.

06/58 Pepper Lane Entrance (Item 9)

The Sub Committee saw a revised proposal to re-model the Pepper Lane entrance, which involved adding a balustrade, reworking the path, adding more lighting and cutting back some shrubs. The Chair agreed to approve a more detailed proposal, providing there were no significant changes.

**ACTION:** Mr Hughes to redraft the proposal to changes at the Pepper Lane entrance to present to Professor Downes for approval.

06/59 Waste Electrical and Electronic Equipment (WEEE) Directive (Item 10)

The Sub Committee noted the report on the Waste Electrical and Electronic Equipment (WEEE) Directive and agreed that it would send a memo to Schools/Departments to inform them of this legislation, and try to publish an article in the Bulletin. This would also give the chance for staff to dispose of any unwanted items prior to WEEE regulations coming into force.

**ACTION:** Mr Cruickshank to send a memo out to Schools/Departments informing them of the WEEE Directive, and to contact the Bulletin about producing an article.

06/60 Recycling of IT equipment (Item 11)

The Sub Committee noted the report on Recycling of IT equipment and it was agreed that more awareness should be raised on this topic, and that an article in the Bulletin would reach the widest audience.

**ACTION:** Mr Cruickshank to contact the Bulletin about producing an article on the recycling of IT equipment.

06/61 Waste Tender Exercise Autumn 2006 (Item 12)

The Sub Committee noted the report on the Waste Tender Exercise, in particular that the University had changed its waste contract from Grundon to Select Environmental Services.
06/62  Student Permits (Item 13)

There were some concerns brought to the meeting raised by students about the way this issue was handled. In response the Chair assured that if more spaces became available, then student positions would be reviewed.

06/63  Any Other Business (Item 15)

The Sub Committee was provided with a financial report for the first quarter, and it was informed that the Sub Committee had not spent much of the budget so far this year, and that there was a surplus of just over £18K. It was suggested that after the finances had been deducted for the proposals that had been approved at this meeting, this would leave approximately £33K to spend in the year.

It was raised whether there was a necessity for some bollards at the Bulmershe campus, and it was Mr Robbins agreed to investigate this matter.

The Sub Committee heard that we had received a quotation from a company to install speed signs at a cost of £4K each. These signs could be attached to lamp posts and would flash the speed limit to cars that were exceeding it. The Sub Committee agreed to purchase one, but decided that more discussion was needed about whether the speed limit should be altered, and that a paper should be produced for the next meeting.

**ACTION:** Mr Cruickshank to present a paper at the next meeting on speed limits.

06/64  Date of next meeting (Item 16)

Wednesday 21 February 2007
**ACTIONS:**

**Key:**

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