A meeting of the Environment and Travel Sub Committee was held at 9.30am on Wednesday 21 February 2007, in Committee Room 1 in Whiteknights House.

Minutes

Present:

Professor T Downes (Chair)
Mr I Cruickshank
Mr M Hughes
Mr D Lewis
Dr B O’Callghan
Mr C Robbins
Mr C Varnals

Ms T Dawson (secretary)

Apologies were received from Mr F Beck and Professor D Malvern.

Minutes of last meeting (Item 2)

The minutes of the last meeting, held on Monday 13 November 2006, were approved.

Matters arising (Item 3)

06/52 Clean and Green
Mr Hughes informed the Sub-Committee that he had approached the Branding Team with the Clean and Green initiative, and that they would help with the design.

06/53 Draft version of the Travel Plan
Mr Hughes agreed to provide revised targets for SOVs at the next meeting after he had reviewed the current figures.
Reading Borough Council had provided feedback on the Travel Plan, and changes were currently being discussed. It was noted however, that the negotiations with local authorities were impacting the rate of progress in completing the Travel Plan.
It was also suggested that a page be put on the website before the current Travel Plan, to inform users that it was out of date and to list the successes that had so far been achieved.

06/59 Waste Electrical and Electronic Equipment (WEEE) Directive
Mr Cruickshank reported that he had submitted an article on the WEEE Directive to the Bulletin.

06/60 Recycling of IT equipment
Mr Cruickshank reported that he had submitted an article on the recycling of IT equipment to the Bulletin.

**ACTION:** Mr Hughes to provide revised SOV figures for the Travel Plan.

## Items for Consideration

**07/04 Current Position on Cycle Racks and Showers (Item 4)**

The Sub-Committee received a paper from Mr Cruickshank, detailing the current locations of cycle racks and showers in the University. It was agreed that:

(a) the majority of cycle facilities already provided on campus were in need of some modernisation. There should therefore be a programme of replacement rather than just installing new facilities in different places;

(b) the position to the right of the library was a good place for cycle facilities as it was well lit, covered and had CCTV in the vicinity. It was suggested that it would possible to install up to 50 updated racks in this area;

(c) as there were no funds left from the refurbishment of the Phillip Lyle building, the provision of cycle racks outside the building should be a priority for the Sub-Committee;

(d) it was important to establish how many cyclists were using the shower facilities that were currently provided. It was added that if showers were not conveniently located, then they would not be used. The Sub-Committee were in agreement with the Chair, in that the positions of showers should be discussed as each building was being redeveloped;

(e) approximately £25K would be needed to review the cycle facilities on campus, but that there was insufficient funding in the Travel Plan Fund to do any work on it this year.

It was subsequently agreed that based on the recommendations above, Mr Hughes would provide a detailed plan on the refurbishment and installation of cycle racks at the next meeting, with plans to implement the changes in the next academic year.

**ACTION:** Mr Hughes to provide a detailed plan on the refurbishment and installation of cycle racks for the next meeting.

**07/05 Speed Limits (Item 5)**
It was agreed to recommend to Facilities Management Committee that the speed limit on campus be reduced to 20mph. This was in line with the speed limits imposed in other high density areas.

**07/06 Travel Plan Implementations (Item 6)**

The Sub-Committee received suggestions from Mr Hughes on the implementation of car sharing and of changes to the current car parking charges. The Sub-Committee heard that:

(a) in a review of parking charges across other Universities, Reading prices came out as one of the cheapest;
(b) it was common practice to take a percentage of an individual’s salary as a charge;
(c) if charges were increased it would be beneficial to have a system in place to monitor how often individuals used the car parks such as Automatic Number Plate Recognition (ANPR), so that those who drove in less frequently were not charged as much;
(d) installing pay and display machines in certain car parks for visitors and students would be an option, but location would have to be considered to discourage town users. The prices would also have to be reviewed in line with the hospital car parking, so as not to be used by the public;
(e) the car sharing website was ready but needed branding.

It was agreed that:

(f) increasing the parking charges was not designed to be a deterrent to bringing cars onto campus, but to generate extra funds to initiate alternative travelling schemes for students and staff;
(g) the University should adopt a charge based on salary, but that careful consideration should be taken to establish the optimal percentage to charge each salary band (up to £70K), which would remain suitable with rates of inflation over the next five years;
(h) as well as reviewing the charges at other Universities, it was essential to consider the prices charged by local businesses (e.g. the Royal Berkshire Hospital, Reading Borough Council);
(i) if pay and display car parks were established, special consideration would have to be given to the sports centre;
(j) consideration needed to be given as to which of our visitors we should charge for car parking;
(k) the car sharing website should be launched, and reviewed in twelve months time.

Subsequently the Sub-Committee agreed that Mr Hughes should present a proposal at the next meeting in line with the above recommendations.

**ACTION:** Mr Hughes to prepare a detailed proposal on car parking charges.
R457 Draft Audit Review of Car Parking (Item 7)

The Sub-Committee considered the paper entitled R457 Draft Audit Review of Car Parking and commented on each of the recommendations as follows:

(a) Recommendation 1 – The Sub-Committee agreed that this should be referred to the Staffing Committee. It was to be noted that the Sub-Committee had students and staff on its membership;

(b) Recommendation 2 – The Sub-Committee was in agreement with the recommendation, and noted that it currently monitored illegal parking on campus;

(c) Recommendation 3 – The Sub-Committee agreed that permits for staff in halls should continue to be arranged through campus services;

(d) Recommendation 4 – The Sub-Committee agreed that Campus Services should distribute student permits appropriately but disagreed that the criteria for the issue of parking permits to students should be common, as students living in halls were in a different situation to those who lived further afield. Consideration would, however, be given to students in special circumstances;

(e) Recommendation 5 – The Sub-Committee agreed with the recommendation, but emphasized that it could only build car parks where it received planning permission;

(f) Recommendation 6 – The Sub-Committee agreed in principle with the recommendation, but due to the costs involved felt it was not a priority. The Chair also noted that it was the responsibility of the Sub-Committee and of Facilities Management Committee to determine the use of the Travel Plan Fund;

(g) Recommendation 7 – The Sub-Committee felt that it was not economical to spend funding on temporary parking;

(h) Recommendation 8 – The Sub-Committee agreed with the recommendation, but added that consideration needed to be given to staff living in close proximity who were required to drive to work to meet family commitments;

(i) Recommendation 9 – The Sub-Committee noted that the car sharing scheme was already in place.

Clarification of Amendments to Pepper Lane Entrance (Item 8)

The Sub-Committee considered the proposed amendments to the Pepper Lane entrance, and agreed that a balustrade should be put in place to stop students crossing at the roundabout. It was added that a path needed to be constructed on the right side of the road as a priority, as students were currently walking in the road. The Sub-Committee heard that it was unlikely that there was enough funding left to do both amendments, and it was agreed that the construction of the new path should take precedence. Mr Hughes and Mr Cruickshank agreed to investigate the affordability of these changes.

ACTION: Mr Hughes and Mr Cruickshank to investigate the affordability of making amendments at the Pepper Lane entrance.
Items for Note

07/09 Wind Turbine (Item 9)

The Sub-Committee noted the paper entitled ‘Carbon Trust Enterprises, Partnerships for Renewables’.

07/10 Working Group on Storage (Item 10)

The Sub-Committee noted that a Working Group on Storage had been established.

07/11 Any other business (Item 11)

Staff Cards
The Sub-Committee noted that discussions were underway about the feasibility of producing staff cards to be used for a number of purposes, including paying for parking and getting discounts on buses.

Utilities Review
The Sub-Committee noted that there was currently a utilities review underway at the University. It was hoped that the University could reduce its energy consumption.

Provision of a pedestrian refuge on Shinfield Road
The Sub-Committee noted that a member of staff had enquired as to whether a pedestrian crossing would be constructed on Shinfield Road. The response was that once the construction of the new hotel had been approved, the University could commence with the possibility of installing a crossing.

07/12 Date of next meeting (Item 12)

Wednesday 20 June 2007 at 9.30am
**ACTION LIST**

Key:

<table>
<thead>
<tr>
<th>TAD</th>
<th>Professor T A Downes</th>
<th>CG</th>
<th>Professor C Gray</th>
<th>ND</th>
<th>Ms Tasha Dawson</th>
</tr>
</thead>
<tbody>
<tr>
<td>FB</td>
<td>Mr F Beck</td>
<td>MH</td>
<td>Mr M Hughes</td>
<td>DL</td>
<td>Mr D Lewis</td>
</tr>
<tr>
<td>CR</td>
<td>Mr C Robbins</td>
<td>BOC</td>
<td>Dr B O’Callaghan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DM</td>
<td>Professor D Malvern</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MH**  
**ACTION:** Mr Hughes to provide revised SOV figures for the Travel Plan.

**MH**  
**ACTION:** Mr Hughes to provide a detailed plan on the refurbishment and installation of cycle racks for the next meeting.

**MH**  
**ACTION:** Mr Hughes to prepare a detailed proposal on car parking charges.

**MH/IC**  
**ACTION:** Mr Hughes and Mr Cruickshank to investigate the affordability of making amendments at the Pepper Lane entrance.