Environment and Travel Sub-Committee

09/27  A meeting of the Environment and Travel Sub-Committee was held on Monday 9 November 2009 in Committee Room 1, Whiteknights House.

There were present:

Professor R.H. Ellis (Chair)
Mr F. Beck
Mr A. Brand
Miss S. Brennan
Professor D. Malvern
Mrs J.L. Pich
Mr C. Robbins
Ms D. Shearman
Ms L.V. Sharman (secretary)

Apologies were received from Ms Derham, Dr S. Musson and Professor S. Lee

09/28  Minutes of the last meeting

The Sub-Committee approved the minutes of the last meeting held on 12 June 2009.

09/29  Matters Arising

09/18 Pepper Lane Crossing
It was noted that FMD would follow up the crossing with Reading Borough Council at its quarterly review meeting.

09/18 Cycle to work scheme
The scheme was in operation and had been publicised as part of the University’s Green Week. There would be another opportunity to join the scheme in late Spring.

09/18 KPIs
The Environmental Policy (09/32) superseded the original KPIs. A pack of information had been put together for Internal Audit.

09/18 Text for inclusion in new staff information packs
The recycling information in new staff information packs was not yet complete. Ms Shearman had produced a draft document for comment.
09/18 Food Wastage from Halls
The Central Processing Unit (CPU) would address a lot of the problems of food wastage from halls. A target would be developed for the CPU once it was operational.

09/18 Strategies for managing the recycling of glass on campus
Campus Services had asked the company providing the University’s glass recycling to develop new signage; it was hoped that these signs would be put up in the next couple of months.

09/18 Student consultation on footpaths and cycle lanes around campus
It had been suggested that part of the work could be completed by students for projects or dissertations.

09/23 Environmental Policy
The Policy included Greenlands and the Halls of Residence.

09/25 b) SID
It was noted that the SID had been purchased.

09/25 Staff ID Cards
It was noted that staff ID cards for discounted bus tickets had been advertised; many staff had requested cards.

09/30 Disclosure of Interests
The Sub-Committee was reminded of the University’s Financial Regulations in respect of Disclosure of Interests.

09/31 Proposal to change the name of the Sub-Committee
The Sub-Committee discussed a proposal to change its name from ‘Environment and Travel Sub-Committee’ to ‘Environment and Sustainability Sub-Committee’.

It was recognised that the sustainability agenda was huge and that currently no committee had particular oversight of the issue.

The Sub-Committee agreed that the change in title would encompass the monitoring role of the committee.

It was agreed that a paper be submitted to the next meeting of the Facilities Management Committee recommending the change in title, remit and membership of the Sub-Committee.

Action: Ms Shearman

It was noted that as part of the Three Year Planning Process the Director of FMD would be seeking additional funding for the Environment and Sustainability agenda. If successful the Sub-Committee would have oversight of these funds.

The Sub-Committee noted that Greenlands would be charging for parking from 1 January 2010. The Sub-Committee asked Mr Beck to keep a separate record of any income received from Greenlands.

Action: Mr Beck
The Sub-Committee also asked that a list of expenditure be kept.  

**Action:** Mr Brand

### 09/32 Environmental Policy

The Sub-Committee received and noted the University's Environmental Policy which had been approved by Facilities Management Committee on 15 October 2009.

### 09/33 Energy and Environment Management Achievements 2008-09

The Sub-Committee received a paper prepared by Ms Shearman outlining Energy and Environment Management Achievements in 2008-09. In particular it was noted that:

- Some of the University’s tenancy agreements included utilities within the rent. Ms Shearman and Mr Frankland had been working on extracting the utilities charges out of any rental agreements. It was desirable that tenants should pay utilities charges directly for two reasons – to encourage greater energy efficiency, and to reduce the University’s carbon reduction commitment which was calculated based on all of the University’s energy bills. Work was continuing on which University properties would be included as part of the University’s carbon reduction commitment.
- All utility invoices were now managed by the Campus Services Energy Manager.
- The University had been successful in gaining a Salix bid for £180K to fund energy reduction projects. Work was underway with the Sports Park to look into better lighting; another project was looking into improving boiler lagging.
- Energy recharging would move from twice a year to quarterly.
- A series of automatic meter readers (AMR) had been installed which would provide continuous data on energy usage.

### 09/34 Environment and Sustainability Action Plan 2009-10

The Sub-Committee received and noted a paper setting out the Environment and Sustainability Action Plan for 2009-10.

One action for 2010 was the creation of an Ethical Investment Policy. The Sub-Committee recognised the challenges implementing such a policy would pose.

The Sub-Committee asked that the document be amended to include any specific targets for the Greenlands campus. It was noted that additional targets would be added when the University started the Eco Campus scheme.  

**Action:** Ms Shearman

### 09/35 How Green is my Tally

The Sub-Committee received and noted the University’s position in the Green League.
The Sub-Committee noted the significant time lag in some of the data used in the table. Although the University had improved in many measures it was expected that this would not be reflected in the table until 2011 at the earliest.

09/36 Communications

The Sub-Committee received and noted the following documents:

a) Travel Wise
b) Sustainability Matters
c) Green Week
d) Visitors Guide

The Sub-Committee agreed that it would be useful for the Travel Wise document to be included in the fresher's pack.

Action: Ms Shearman

It was noted that Green Week had been very successful – over 120 Environment Champions had been recruited, a significant number of staff and students had made pledges, and there had been great interest in the cycle to work scheme. A review meeting to discuss the week would be held in the coming week.

09/37 Any other business

Shuttle Bus to Bulmershe

It was noted that the shuttle bus ran for fresher’s week and the first week of term. It was understood that Reading Buses were considering running some of the hourly service from Woodley and Bulmershe via RBH via the Whiteknights campus from January 2010. The public consultation on this did not seem to have reached the University (but had been received by RUSU). Reading Buses would be contacted to ask who information on the consultation had been sent to.

Action: Ms Shearman

Parking at London Road/Institute of Education

Several members of the Sub-Committee expressed concern that some students had difficulty obtaining parking permits, particularly those on teacher training courses who needed to travel between the University and schools. Concern was also expressed over the amount of parking at London Road and the impact on demand when the Institute of Education relocate there from Bulmershe. There were also concerns over future demand for spaces at Whiteknights when Film, Theatre and Television relocate from Bulmershe. Ms Shearman advised the Sub-Committee that Campus Services would be setting up a parking forum in the Spring that would help to develop a strategy on parking.

SID

It was noted that the SID at the Pepper Lane entrance had been very successful. The Sub-Committee agreed that another should be purchased for Queen’s Drive.

Action: Ms Shearman

Cycle Scheme

A lot of interest had been expressed in the scheme from staff. It was planned that a map would be produced showing the location of cycle racks on campus. The Sub-
Committee agreed that three additional cycle racks be set up outside Whiteknights House, the Nursery and Palmer Building.

*Car Club/Car Pool*
It was noted that the University had been approached by Hertz to provide a car club/car pool scheme. Hertz would provide the University with up to three vehicles that could be booked by staff for a cost. There would be no financial cost to the University, the booking and administration of the scheme would be run by Hertz and the vehicles would be regularly maintained by Hertz. Ms Shearman advised the Board that other schemes had been looked into but so far this one seemed the best.

The Sub-Committee supported the proposal in principle and asked that a paper be submitted to the next meeting of FMC.

*Action: Ms Shearman*

*Thanks*
The Sub-Committee recorded its thanks to Ms Shearman and her team.

**09/38 Dates of meetings 2009-10**

Wednesday 17 February at 9.30 am
Friday 11 June at 2.00 pm
ACTION LIST: Environment and Travel Sub-Committee – 9 November 2009

Key:

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<td>09/31</td>
<td>It was agreed that a paper be submitted to the next meeting of the Facilities Management Committee recommending the change in title, remit and membership of the Sub-Committee.</td>
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<tr>
<td>09/31</td>
<td>Separate record to be kept of any income received from parking at Greenlands. Record on any expenditure to be kept</td>
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<td>09/34</td>
<td>Additional targets to be added to the action plan for Greenlands and as part of the Eco Campus scheme</td>
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<td>09/36</td>
<td>Travel Wise to be included in the Refresher’s Pack</td>
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<td>09/37</td>
<td>SID to be purchased for Queen’s Drive</td>
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<td>09/37</td>
<td>Paper to be submitted on car pool scheme to next FMC</td>
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