A meeting of the Environment and Sustainability Committee was held on Monday 14 November 2011 in Room 102, Henley Business School.

There were present:

Professor R.H. Ellis (Chair)
Mr F. Beck
Mr A. Brand
Mr I.J.T. Cruickshank
Mrs C.A. Derham
Dr A. Elmualim
Mr R. Hunter
Dr S. Musson
Mr C. Robbins
Mrs D.A. Shearman
Mrs M.E. Simpson
Dr K. Stanbridge
Mr A.G. Tooley
Mr M.J. White
Ms L.V. Sharman (secretary)

Apologies were received from Mrs Pich and Ms Prior.

**11/36 Minutes of the last meeting**

The Committee approved the minutes 11/20 to 11/34 of the last meeting held on 17 June 2011.

**11/37 Matters Arising**

**11/14 Legal Register**

The Committee noted that the Legal Register had been amended to reflect where responsibilities fell to either Facilities Management Directorate or to Health and Safety Services, including a note where there were financial or contractual responsibilities.

It was agreed that a copy of the Legal Register would be submitted to the next meeting of the Committee.

**Action: Ms Sharman**
11/23 Travel Wise
Travel Wise had been made available at Open Days.

11/25 Travel Plan Fund
The post of Sustainable Travel Co-ordinator had been approved and Dr Karen Stanbridge had been appointed to the post. One of the first tasks would be to look into the cost of staff permits and work on the staff travel survey to establish the demand for parking amongst University staff. The survey would be distributed before the end of December 2011.

11/30 Green League
The Committee received a copy of the Teaching and Learning Strategy for 2008-13 and the Teaching and Learning Enhancement Priorities for 2011-13. It was noted that neither document mentioned sustainability in the curriculum.

It was noted that Ms Shearman was in contact with Henley Business School to discuss whether some of their modules could be made available. In addition, that work was in hand to develop some University-wide modules, including modules around sustainability. Sustainability in the curriculum still needed to be reflected in the higher level strategy documents.

The Committee agreed that the Chair should speak with the incoming Pro-Vice-Chancellor for Teaching and Learning about the next strategy document.

Action: Professor Ellis

11/31 Environmental Management Review Group
It was noted that the Environmental Management Review Group was still looking for a representative from Meteorology.

11/38 Disclosure of Interests
The Committee were reminded of the University’s Financial Regulations in respect of Disclosure of Interests.

The Committee noted that the Director of Estates and Facilities Management had proposed an additional risk on breaches of environmental legislation.

11/39 Membership and Terms of Reference
The Committee received and noted a copy of its membership and terms of reference. It was agreed that the Sustainable Travel Co-ordinator should have right of attendance at meetings. It was also agreed that the remit of the Committee should be amended to include monitoring and compliance with environmental legislation.

Action: Ms Sharman

11/40 Summary from the Transport Forum held on 12 October 2011
The Committee received a copy of the minutes from the Transport Forum held on 12 October 2011. It was noted that the Forum was very well attended with representatives from across the University. In particular it was reported that:
• Reading Buses had updated their website with details of the PLUSBUS promotion and the SimplyUNI bus pass.
• Information on public transport between University campuses and halls of residence was available in the latest issue of Travel Wise.
• The issue of University public transport connections was raised formally with Reading Borough Council and it had been agreed that a sub-group would be set up within the Transport Strategy Group.
• There were plans to re-route part of the number 9 bus route in the next academic year.
• A new bus stop had been erected on London Road between the campus and Kendrick Road. The fare from the stop in Kendrick Road to the Whiteknights Campus was £1.
• The Student Parking Permit Criteria and formal appeals panel had worked well this year and the process had been much easier to manage than in previous years.
• A staff travel survey was planned for December 2011.

The Committee received a tabled paper detailing the latest figures on passenger numbers for the Claret bus routes through the University. For the week commencing 6 November 2011 it was noted that passenger numbers were up 16.34% on the same period last year.

The Committee noted that sales of the SimpyUni ticket sales were up 300 on the same period last year. It was reported that Reading Buses would be implementing a new ticketing regime with passes bought online. The University intended to promote the SimplyUni scheme more intensively to staff before the Spring Term.

The Committee noted that the revised Travel Plan would be submitted to the meeting on 15 June 2012.

11/41 Automatic Number Plate Recognition System (ANPR)

ANPR had been installed on the University’s entrances and exits to gather data on traffic movements on campus using travel fund resources. ANPR had not been extended to the halls of residence. Notices had been placed on the gates to inform the general public of CCTV cameras placed on campus.

The Committee noted that Campus Services wished to extend the scheme to London Road. Concerns had been expressed over the management of parking at London Road. It was noted that a barrier would be put in place at Crown Place, for permit only entry. The Head of the Institute of Education had requested a regulated system for parking on the site.

The Committee agreed that a proposal should be brought forward to its next meeting along with details of the costs involved.

Action: Mrs Shearman
It was noted that as of the Financial Year end 2011, there was approximately £350K in the Travel Plan reserves. Any agreement to use these reserves would require approval from the Director of Finance and Corporate Services.

11/42 Cycle Sheds at Agriculture

The Committee noted that a request had been received from staff and students at Earley Gate for more covered cycle parking and CCTV coverage, particularly around the Agriculture Building. It was reported that bicycles were being secured to trees.

It was agreed that a proposal to provide better bicycle storage should be submitted to the next meeting of the Committee.

Action: Mrs Shearman

The Head of Health and Safety Services informed the Committee that concerns had been raised over the segregation of cyclists and pedestrians on pathways around campus; any improvements that could be made would be welcomed.

11/43 Travel Wise

The Committee received and noted issue 7 of Travel Wise. It was reported that a special edition would be produced for London Road for the start of the Spring Term 2012.

11/44 Green Week

The Committee was pleased to note that Green Week had been successful. A report on the week would be submitted to the next meeting of the Committee.

Action: Mrs Shearman

The Committee were asked to forward any suggestions for the next Green Week to Mrs Shearman.

11/45 Sustainability Matters

The Committee received and noted issue 7 of Sustainability Matters.

11/46 EcoCampus

The Committee noted that it was the intention to submit for the Gold Award by the end of 2011; the Eco Campus audit would take place during February/March 2012. A considerable amount of work was still required to get the submission ready.

11/47 Environmental Management Review Group

The Committee noted a summary of the Environmental Management Review Group meeting held on 21 September 2011.
**11/48 Higher Education Carbon Management Programme**

It was noted that 80% of the projects that would achieve the 35% target had been identified. The first task of the new Energy Manager would be to identify further projects to help the University achieve its target.

The Committee noted that the University had received the Carbon Trust Standard.

**11/49 Fairtrade Group**

The Committee agreed that it would be useful to receive reports from the Fairtrade Group. It was noted that the VP Democracy and Campaigns from the Students’ Union sat on both groups.

**11/50 Any other business**

The Committee noted that a series of environmental training courses had been arranged.

It was noted that Procurement had recently been audited by the Chartered Institute of Purchasing and Supply, including an element on Sustainable Procurement.

The Committee noted that Eat at the Square was now open; the outlet had been designed with sustainability at the forefront.

**11/51 Dates of meetings in 2011-12**

Wednesday 22 February 2012 at 9.30 am
Friday 15 June 2012 at 2.00 pm
## ACTION LIST: Environment and Travel Sub-Committee – 14 November 2011

### Key:

<table>
<thead>
<tr>
<th>RHE</th>
<th>Professor Ellis</th>
<th>JLP</th>
<th>Mrs Pich</th>
<th>SM</th>
<th>Dr Musson</th>
</tr>
</thead>
<tbody>
<tr>
<td>RUSU</td>
<td>President Students’ Union</td>
<td>CD</td>
<td>Mrs Derham</td>
<td>CR</td>
<td>Mr Robbins</td>
</tr>
<tr>
<td>FB</td>
<td>Mr Beck</td>
<td>AE</td>
<td>Dr A. Elmualim</td>
<td>DS</td>
<td>Mrs Shearman</td>
</tr>
<tr>
<td>IC</td>
<td>Mr Cruickshank</td>
<td>AT</td>
<td>Mr A. Tooley</td>
<td>AB</td>
<td>Mr Brand</td>
</tr>
<tr>
<td>LVS</td>
<td>Ms Sharman</td>
<td>CP</td>
<td>Ms C. Prior</td>
<td>MS</td>
<td>Mrs M. Simpson</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Minute</th>
<th>Action</th>
<th>By</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/37</td>
<td>Legal register to next meeting</td>
<td>LVS</td>
</tr>
<tr>
<td>11/37</td>
<td>Chair to speak with PVS T&amp;L re sustainability in the curriculum</td>
<td>RHE</td>
</tr>
<tr>
<td>11/39</td>
<td>Membership and Terms of Reference to be amended to include monitoring and compliance with environmental legislation</td>
<td>LVS</td>
</tr>
<tr>
<td>11/41</td>
<td>Proposal for London Rd ANPR to next meeting</td>
<td>DS</td>
</tr>
<tr>
<td>11/42</td>
<td>Proposal for cycle sheds at Agriculture to next meeting</td>
<td>DS</td>
</tr>
<tr>
<td>11/44</td>
<td>Report on Green Week to the next meeting</td>
<td>DS</td>
</tr>
</tbody>
</table>