Environment and Sustainability Committee

11/01 A meeting of the Environment and Sustainability Committee was held on Wednesday 23 February 2011 in Committee Room 2, Whiteknights House.

There were present:

- Professor R.H. Ellis (Chair)
- Mr I.J.T. Cruickshank
- Mrs C.A. Derham
- Mr T. Gilchrist
- Miss S. Johnson
- Ms C.A. Prior
- Mrs D.A. Shearman
- Mrs M.E. Simpson
- Mr A.G. Tooley
- Ms L.V. Sharman (secretary)

Apologies were received from Mr C. Robbins, Mrs J.L. Pich, Dr S. Musson, Dr A. Elmualim, Mr A. Brand, Mr F. Beck and Miss Cazimoglu.

11/02 Minutes of the last meeting

The Committee approved the minutes 10/28 to 10/35 of the last meeting held on 15 November 2010.

11/03 Matters Arising

It was noted that the proposal for a risk on breaches of environmental legislation had been passed to the Risk Management Group.

11/04 Travel Summary

The Committee received and noted an update on several travel matters:

a) Discounted Bus Travel
Reading Buses launched the SimplyUni bus pass in the autumn term and over 200 passes were sold. Uptake in the Spring Term fell to 50. Despite these disappointing sales the company would continue to offer and market this product. Marketing to students and staff would be done with the facility to purchase tickets on site from June 2011.
b) *Discussions with Reading Buses*

Termly meetings with Reading Buses take place to review the service. There would be changes to the number 19 route from May when funding from Wokingham Borough Council ceased. An update on this matter would be made to the June meeting of the Committee.

**Action: Mrs Shearman**

The number 20 and 21 bus routes continued to grow in passenger numbers; the service would be increased to every 7/8 minutes during term time for the next academic session. A ‘shuttle’ type ticket would be available for travel between Whiteknights and London Road campuses. Discussions were being held on changing the location of bus stops at London Road in order to improve access by bus to the site.

c) *Meetings with Reading Borough Council (RBC)*

The Head of Estates Management and Head of Campus Services had been invited to become part of the Reading Borough Council steering group reviewing the University/Hospital transport corridor.

RBC had introduced metered parking on the outskirts of the town centre and it was planned to extend this to the University’s immediate roads.

RBC were working with the University and Reading Buses to relocate bus stops in the London Road area and to improve the alley way to Kendrick Road.

A proposal to implement a park and ride scheme for the University and Royal Berkshire Hospital was also being considered. A financial commitment from the University would be required to make the scheme viable. The scheme would be an extension of the existing number 9 bus route.

d) *Automatic Number Plate Recognition Software (ANPR)*

Work to implement the ANPR would commence Summer Term 2011 for completion by the end of August 2011. The Committee asked for confirmation for where the funding for the system was coming from.

**Action: Mrs Shearman**

e) *Review of Travel Plan*

It was noted that the Travel Plan was last reviewed in 2008. Framework consultants were due to be appointed from 1st April 2011. A survey of students living in the new halls of residence was required as part of the planning conditions. Two further surveys would be undertaken, one to analyse staff by postcode and another to survey transport modes.

It was proposed that the Travel Plan would be issued in 2012 and would cover the three current travel plans (Green Travel Plan, Park Group Travel Plan and London Road Travel Plan).
The Committee noted that any agreement to spend from the Travel Fund for consultants or survey work would be submitted to the Committee for approval.

**Action: Mrs Shearman**

**11/05 Student Parking Process and Guidelines**

It was noted that following discussions at the Transport Forum, proposed changes to student parking pricing, application process and appeals had been endorsed by both Facilities Management Committee and Senior Management Board.

The Committee recorded its thanks to the Students’ Union for the help in drawing up the guidelines.

It was agreed that the guidelines should be circulated to the Academic Registrar, Director of Student Recruitment & Outreach and the Assistant Director Residences so that they could be included where appropriate in communications with students.

**Action: Ms Sharman**

**11/06 Travel Wise**

The Committee received Issue 3 of Travel Wise. It was noted that Campus Services were working with Communications to improve the dissemination of the document.

Following comments made at the Transport Forum it was proposed that a similar version would be produced for the start of the autumn term aimed at students.

**11/07 Draft Travel Management Plan for London Road**

The Committee received and noted the draft travel management plan for London Road. The plan would be used to help inform the latest version of the University Travel Plan.

The Committee noted that there had already been enquiries from potential PGCE students with regard to parking at the London Road site. It was agreed that a representative from the Institute of Education would be invited to join the Committee to represent London Road.

**Action: Ms Sharman**

The Committee agreed that with the relocation of the Institute of Education to London Road it would be opportune to promote the lift-share scheme, particularly as the Royal Berkshire Hospital were part of the same scheme.

**11/08 Summary from the Transport Forum held on 8 February 2011**

The Committee received a copy of the minutes from the Transport Forum held on 8 February 2011. It was noted that the Forum was very well attended with representatives from across the University. In particular it was reported that:
- The Travel Wise newsletter would be published annually but in three versions – students, staff and visitors.
- Information would be collected from the Parking Exhibition to be held in March with a view to digital parking permits.
- Staff parking permit charges and conditions would be reviewed shortly.
- The parking arrangements for volunteers would be reviewed.

11/09 **Clear statement and common policy on parking and transport**

The Committee noted that the Estates Strategy Governance Group had requested a clear statement and common policy on parking and transport as part of its considerations of the next Estate Strategy.

The Committee noted that a clear policy and statement would come from the all encompassing 2012 Travel Plan but noted that this information would be produced too late for the Estate Strategy.

It was agreed that the direction of travel set out in the existing version of the Travel Plan should be used by the Estate Strategy Group in their considerations on parking and transport. The Committee also agreed that following points should be taken into consideration:

- It was likely, in order to reduce the disparity between the number of car parking spaces and the number of permits issued, that staff permits would have more conditions in the future.
- Since the last travel plan was produced public transport options for travel to campus had been enhanced quite substantially.
- It was not realistic to assume an increase in the number of car parking spaces on campus but it was acknowledged that levels of demand showed no signs of diminishing.
- The Estate Strategy should consider the importance of pedestrian traffic around campus and there would be benefit in reviewing footpath provision (quality of provision as well as routes).

11/10 **Environmental Policy**

The Committee approved, subject to a small amendment, an update to the Environmental Policy.

11/11 **Sustainability Matters**

The Committee received and noted the Spring 2011 issue of Sustainability Matters.

11/12 **Spring Clean**

It was noted that on Friday 11 March, to coincide with Reading Rescue, a Spring Clean would be held on campus.
11/13 **Green DPS**

The Committee received and noted a statement produced by the Design and Print Service on green design and print matters.

11/14 **Environmental Management Review Group**

The Committee received and noted a summary of the Environmental Management Review Group held on 31 January 2011. The Committee asked that a copy of the Legal Register be sent out to members with the minutes.

*Action: Ms Sharman*

11/15 **Environment and Sustainability Annual Report 2009-10**

The Committee received and noted the Environment and Sustainability annual report for 2009-10 and congratulated the team on the clarity of the report as well as the high achievements recorded.

11/16 **Environment and Sustainability – annual report for the Corporate Plan**

The Committee noted the annual report on Environment and Sustainability would be reported to Senior Management Board as part of its consideration of the high level strategies alongside the Corporate Plan.

11/17 **Higher Education Carbon Management Programme**

It was noted that the Carbon Management Plan had been agreed by Senior Management Board at its meeting on 14 February 2011 and would be signed-off by the Vice-Chancellor on 2 March 2011.

11/18 **Any other business**

*RUSU Green Week*

It was noted that the Students’ Union Green Week ‘Waste not, want not’ had been a great success including a vintage fair, bike repairs, information on recycling, green pub quiz, Dragon’s Den event and a screening of Yes Men. The campaign had been very visible and the students had been very engaged.

It was noted that the outcome of the Green Impact audit of the Students’ Union would be known within the next week.

The Committee noted that Campus Services and Students’ Union would continue to work together on national campaigns/events but that for the time being two Green Weeks would continue to be held.

11/19 **Dates of meetings in 2010-11**

Friday 17 June 2011 at 2.00 pm
ACTION LIST: Environment and Travel Sub-Committee – 23 February 2011

Key:

<table>
<thead>
<tr>
<th>RHE</th>
<th>President</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>11/04</td>
<td>Update on bus routes to the next meeting of the Committee</td>
<td>DS</td>
</tr>
<tr>
<td>11/04</td>
<td>Confirmation of which project code is funding the ANPR</td>
<td>DS</td>
</tr>
<tr>
<td>11/04</td>
<td>Any costs from the Travel Fund to be brought to the Committee for approval</td>
<td>DS</td>
</tr>
<tr>
<td>11/05</td>
<td>Student Parking Guidelines to be circulated</td>
<td>LVS</td>
</tr>
<tr>
<td>11/07</td>
<td>Representative from IoE to be invited to join the Committee</td>
<td>LVS</td>
</tr>
<tr>
<td>11/14</td>
<td>Legal Register to be circulated with the minutes</td>
<td>LVS</td>
</tr>
</tbody>
</table>