

**GOLDSMITHS
University of London**

ESTATES COMMITTEE

ENVIRONMENT AND SUSTAINABILITY SUB-COMMITTEE

Minutes of the meeting held on 29 April 2010

- Present: Mr Hugh Jones (in the Chair), Ms Vicky Annand, Mrs Mary Bright, Mr Michael Dick, Ms Erica Drew, Mr Graham Gaskell, Ms L Stacey (substituting for the Director of Finance), Professor Kay Stables, Ms Rebecca Watts, Ms Charlie Wainwright.
- In attendance: Mr Robin Cole, Mr Adam Cresswell, Ms Craigie-Lee Paterson, Mr Richard Groves (Secretary).
- Apologies: Ms Patsy Carter.

OPEN BUSINESS

1 MINUTES

Resolved:

that the minutes of the meeting held on 14 January 2010 be approved, subject to the following amendments, and a few others of a merely typographical nature:

Under item 5 note ii Loring Hall Management Centre should be added to the list of locations where battery recycling bins were located

Under item 8 note x should note that EDF were to reduce transformer tappings not emissions

Under item 6 note iv it should be noted that Steven Eagle was also in contact with a waste management company

Under item 8 note xii 'installation of inverter drives to extractor fans in kitchens' should be amended to 'installation of inverter drives to extractor fans in catering kitchens'

2 CARBON TRUST HIGHER EDUCATION CARBON MANAGEMENT PROGRAMME – STRATEGY AND IMPLEMENTATION PLAN

Received:

an oral update on the implementation of the programme so far, with further discussion on converting the existing large document into a version in line with the new HEFCE requirements on developing a Carbon Management Plan

Noted:

- (i) that in order for the plan to work effectively it would need to be incorporated into the College way of life
- (ii) that the College would need to reduce its carbon emissions by 48% by 2020 in line with HEFCE requirements but it would be possible to aim for 50% by 2020
- (iii) that the above target was achievable by the College
- (iv) that the SIP would need to be updated to show this target and that the updated SIP would need to be ready by June
- (v) that the College was using 05/06 EMS figures due to HEFCE's rules
- (vi) that the 05/06 EMS figures were needed as soon as possible
- (vii) that HEFCE based their criteria on energy usage
- (viii) that the College was currently working on scope 1 and 2 with a possibility of working on scope 3 at a later date
- (ix) that scope 3 included such things as travel and procurement
- (x) that if the College estate were to be expanded then HEFCE would not take this into account
- (xi) that TRV's had been fitted to the majority of radiators in Warmington Tower
- (xii) that it was the College's plan that TRV's would be fitted to all radiators on campus during the summer
- (xiii) that the fitting of these TRV's was currently being undertaken by maintenance staff; however this might need to be looked at again and a contractor brought in to complete the project
- (xiv) that 28 electric meters could now be read automatically out of the 82
- (xv) that 16 gas meters could now be read automatically out of the 88
- (xvi) that about 50% of the Colleges electricity bill was for lighting

- (xvii) that modification to our lighting by re-lamping would offer the College good gains on money saving, carbon reduction etc
- (xviii) that the College planned to re-lamp Warmington Tower, the Library, the Richard Hoggart Building, the Laurie Groves houses and the Dixon Road houses
- (xix) that most 'valve jackets' had been fitted however lagging to pipework was still needed in places
- (xx) that the College intended to improve its loft insulation were possible in order to save on money and to reduce its carbon emissions
- (xxi) that the College was currently in the process of pricing for the replacement of the single glazed sash windows (in the Dixon Road houses) with double glazed units
- (xxii) that the College would then look at the windows in the Laurie Grove properties and also the Richard Hoggart Building
- (xxiii) that signage near to light switches should be worded to make people feel that they themselves were responsible for turning lights off when leaving and not just leave it to others
- (xxiv) that a business case for each of the proposed schemes would need to be drafted and approved
- (xxv) that savings will be looked at for carbon saved, not just for money

3 CARBON REDUCTION COMMITMENT ENERGY EFFICIENCY SCHEME (CRC)

Received:

an explanation on what the scheme involved and what it meant for the College

Noted:

- (i) that originally this would not have affected the College as it was too small a body
- (ii) that the Environment Agency had now grouped all Colleges under the University of London and that now meant that we would be affected by the CRC
- (iii) that the College will need to find £80,000 by next year in order to buy carbon allowances
- (iv) that all or at least part of this payment will be paid back depending on the College's emissions via the recycling payments in the scheme

- (v) that the College had read all gas and electric meters in the College on the 31 March and would do so again on the 31 March 2011
- (vi) that this exercise had been carried out so that the College would be able to monitor its usage (emissions) over the coming year to ensure purchase of the correct number of carbon allowances
- (vii) that Linda Stacey, Hugh Jones and Richard Groves would need to meet to discuss these upcoming costs
- (viii) that if the College performed well on an emissions basis it would be possible to 'sell' carbon credits to other Colleges in the future

4 FAIRTRADE

Received:

an oral update on the College's progress on achieving Fairtrade status

Noted:

- (i) that the College had applied again for Fairtrade status
- (ii) that although Fairtrade were impressed with the College's efforts to date they did not award the College Fairtrade status
- (iii) that Fairtrade advised the College that we would need to have more Fairtrade 'events' in order to achieve Fairtrade status
- (iv) that Fairtrade would also like the College to incorporate Fairtrade information/issues into some of its teaching programmes
- (v) that Richard Groves, Charlie Wainwright and Graham Gaskell would meet to discuss possible events and come up with an outline programme of events for the next meeting

5 GREEN LEAGUE

Received:

an oral update on the Green League

Noted:

- (i) that this year entry had been submitted last week
- (ii) that the College had come 98th last year and that our ranking for this year was expected to better

- (iii) that the scoring method used was that used when scoring for University degrees
- (iv) that using the scoring method above a lower second could be anticipated
- (v) that the headings listed under item 8 of this meetings agenda where important to the score when it came to rankings in the Green League
- (vi) that the College could not plan for next years submission to the Green League as the methodology used changed every year
- (vii) that in some of the questions the Green League were asking, they were asking for too much information e.g. recipes for food served on the premises
- (viii) that this years results would be published in the TES and on People and Planet on 10 June 2010
- (ix) that in order to improve our result next year we need to ensure that draft policies become approved policies

6 POLICIES & ACTION PLANS

Received:

an oral update on the various policies and action plans currently being discussed

Noted:

- (i) that the list of polices and action plans listed under item 8 of the agenda for this meeting was taken directly from the Green League's requirements
- (ii) that most of these subjects featured in the Environmental Policy
- (iii) that HEFCE also considered this list important along with having a robust carbon reduction plan
- (iv) that if the College did not have these things in place then HEFCE would reduce funding to the College
- (v) that the Waste Management Strategy and the targets within it had been approved by Council
- (vii) that the Waste Management Strategy required some further amendment, i.e. it needed to identify something that the College could measure against which in turn relates back to the Strategy itself
- (viii) that a list of items needed to be noted down that the College could easily implement e.g. serving food on a plate and not in a plastic bag or serving coffee in mugs and not in disposable cups

- (ix) that a student travel plan had been completed and now a staff travel survey/plan was on its way
- (x) that Rebecca Watts and Erica Drew would need to meet to discuss the various distribution methods available and then decide on which route the College would take for the travel plan
- (xi) that the introduction to the survey needed to be checked before it was distributed
- (xii) that the survey would need to be sent out prior to the summer break
- (xiii) that it was still to be decided whether the survey remained open or whether it would have a reasonably short deadline date for returns
- (xiv) that it was still worth sending out driving tips to members of staff as some members of staff would continue to drive
- (xv) that the results would need to be mapped in some way and this was still to be decided upon
- (xvi) that a method on monitoring the returns still need to be decided upon
- (xvii) that the College would need to be able to compare it to the previous survey
- (xviii) that Richard Groves had met with Susan Carran to discuss sustainable procurement
- (xix) that the College did not have a policy on the use of water at the moment
- (xx) that the College was currently looking into using well water from the well located in Laurie Grove Baths
- (xxi) that there were also other wells located on site some of which were no longer accessible
- (xxii) that in future the College would be aiming to achieve an excellent BREEAM rating on all construction and refurbishment projects it undertakes
- (xxiii) that College realised that achieving an excellent BREEAM rating on its projects would be costly but that it was committed to reducing its emissions and improving its 'green' university image, and that this was a HEFCE expectation
- (xxiv) that Catriona Boulton has put together a draft policy on Construction and Refurbishment
- (xxv) that contact would need to be made with those responsible for Health and Safety within departments with regards to emissions and discharges
- (xxvi) that Bronwen Bernard would have a list of those that needed to be contacted

- (xxvii) that a draft 'high level' document had been put together in relation to involving the community
- (xxviii) that the College needed to be seen as a friend to the neighbourhood
- (xxix) that Vicky Annand and Hugh Jones would meet to discuss community consultation
- (xxx) that points 15 and 16 contained within the College's Environment and Sustainability Policy 2009 could be looked at in a wider context i.e. should or could it include the wider area around the campus
- (xxxi) that under point 6 of the objectives contained within the draft Biodiversity Action Plan the wording should be changed to 'create and strengthen partnerships'
- (xxxii) that the College should consider growing plants and shrubs that require little water and maintenance so that the team of gardeners are able to concentrate on other areas and projects
- (xxiii) that Michael Dick would supply Erica Drew with alternative wording for the bullet point, 'discourage potential pest or problem species (foxes, rats and squirrels) through appropriate measures such as no feeding stations' which appears under the Biodiversity Management Plan contained within the draft Biodiversity Action Plan
- (xxiv) that a suggestion that the Ben Pimlott Building roof terrace and the roof of the RHB should be turned into a green roofs had been put forward
- (xxv) that although green roofs were good they did not encourage biodiversity
- (xxvi) that the draft Biodiversity plan would require further amendment and brief consultation with other departments before being finalised
- (xxvii) that the College was exploring the idea of ethical investment but it needed a clearer idea of what it was interested in investing in
- (xxviii) that Mathilda Tham had been accepted a learning and enhancement research fellowship and would be undertaking an audit of sustainable education across the curriculum
- (xx) that Mathilda Tham would be involved in setting up a working group on education for sustainable development
- (xxi) that it was good to have this kind of research being carried out at the College

7 CYCLING

Received:

An oral update and discussion on the cycle to work scheme, Tf/CCL funding bid and the proposed removal and then the re-use of redundant bikes around campus

Noted:

- (i) that a funding bid had been submitted for £5,000 to enable the College to install more bike racks on campus
- (ii) that as the College had received previous funding not so long ago it would probably not be successful this time round
- (iii) that despite the possibility of not being successful it was good the College was applying as any extra funding would be well received
- (iv) that the College would know if it had been successful by the 6 May 2010
- (v) that Sally Townsend and Hugh Jones were currently discussing the possibility of a cycle to work scheme
- (vi) that Sally Townsend and Hugh Jones were investigating the possibility of a salary sacrifice scheme or offering interest free loans to people to enable them to purchase bikes, helmets etc
- (vii) that it would be useful if we could say now that this is a 'will happen' and not a 'maybe' as this would probably have the effect of generating goodwill in staff around campus
- (viii) that at this stage it was not possible to confirm that this scheme was definitely going ahead as it still needed to be finalised by Finance
- (ix) that investment by the College would be hard pressed in the foreseeable future so any ideas etc would need to be prioritised
- (x) that the bike rack currently located outside the Rutherford Building would need to be relocated as it was not being used
- (xi) that some bike racks were not bolted down and that these should be bolted down as soon as possible
- (xii) that it was proposed to remove seemingly abandoned bicycles from bike racks during the Easter break
- (xiii) that before this happened a gcinfo would go out and signage, informing people of the imminent removal, would be placed on the 'abandoned' bicycle

8 SMOKE-FREE CAMPUS

Received:

A discussion on whether the College should introduce a smoke-free campus rule

Noted:

- (i) that by introducing a smoke-free campus rule the College would be interfering with individuals rights
- (ii) that the SU shop currently sold cigarettes so a ban on smoking would no doubt have an affect on their income
- (iii) that in principle the SU should say yes however if the smoking ban was to be effective and accepted then it would need to be introduced carefully and the College should take its time in doing this properly
- (iv) that perhaps there was some middle ground i.e. have specific areas on campus where smoking was permitted whilst the rest of the campus remained smoke free
- (v) that perhaps the introduction of a smoke free campus could be achieved in stages i.e. ban smoking from eating areas such as Loafers then move onto the Quad and so on
- (vi) that the Committee considered a complete ban at this stage was not practical and that the idea of smoking zones was a good one and should be pursued
- (vii) that the location of these smoking areas would need to be considered carefully and consideration would need to be given on security and safety as some areas of the campus were open until late e.g. the Library and Club Sandwich
- (viii) that it was recognised that there were different problems, when it came to staff and students, in the introduction of smoke free areas as staff tended to remain the same whereas the College received new students each year so the message of smoke free areas would need to be repeated every year in order for it to continue to work
- (ix) that any future discussions or plans would definitely need to include Student Residencies
- (x) that Lewisham PCT were to come to the College to give talks on smoking and to try and persuade people that it was in their best interests to give up
- (xi) that this would need to be referred to the Health and Safety Committee and timescales would need to be worked out for the implementation of smoke free areas

9 RECYCLING

Received:

An oral update on our current position and our future plans for recycling

Noted:

- (i) that the College was working towards recycling all of its waste
- (ii) that Richard Groves (others are welcome) was to visit a food composting site in Croydon
- (iii) that Veolia and Biffa would be meeting with Richard Groves to discuss waste recycling
- (iv) that the College was still waiting to receive recycling bins from Lewisham Council
- (v) that cardboard recycling onsite was working; however some people are still mixing it up with the general waste
- (vi) that Lewisham Council disposed of mattresses free of charge and that Residencies could take advantage of this
- (vii) that Richard Groves was to meet with Nick Grimmer to discuss the end of show clear out that the Art department has
- (viii) that one of the proposals would be to have someone sorting the rubbish as it was brought out of the various buildings i.e. wood in one skip, metal in another etc
- (ix) that at the moment there was no timescale in working towards 0% waste; however the College is aiming at reducing its waste to landfill by 50% by 2012
- (x) that a half day workshop on reducing waste would be run sometime early next year

10 CARBON CHAMPIONS NETWORK

Received:

An oral update on the Carbon Champions Network

Noted:

- (i) that the scheme as a whole had started to run out of momentum
- (ii) that it would be a good idea to re-launch the scheme

- (iii) that Rebecca Watts, Adam Cresswell, Richard Groves and Kay Stables would meet and decide on how best to do this

11 ANY OTHER BUSINESS

Noted:

- (i) that it was planned to carry out an audit of people to find out what 'groups' people belonged to so that the College can get a better understanding of how its staff thought
- (ii) that the SU were congratulated on being awarded the silver Sound Impact Award; 83 took part
- (iii) that Richard Groves and Michael Dick would be attending bee keeping classes (part of the Co-Operatives PlanBee) with a view to keeping bees on campus
- (iv) that a wildlife survey was to be carried out on Network Rails embankment which is located behind the Media Research Building
- (v) that Lewisham Council would be asked to put yellow lines along one side of the entire length of Laurie Grove and Dixon Road
- (vi) that having a biomass boiler installed in the New Academic Building was a good step in the right direction as we will earn money from April under the Renewable Heat Incentive
- (vii) that the Library chiller project had managed to reduce the amount of chillers required by one which would mean a good energy saving
- (viii) that various re-lamping projects were being implemented
- (ix) that the College was looking into solar power and had had a number of contractors onsite to investigate the feasibility of its plans
- (x) that it was proposed that we purchase our own Combined Heat and Power plant so that we can generate our own electricity
- (xi) that volunteers would be needed to carry out readings of all our meters on campus and that this would need to be done once a month
- (xii) that the results of the meter readings could be displayed in the various properties (and online) so that people can see how much energy they have been using
- (xiii) that the Chair thanked Charlie Wainwright for all her hard work whilst being a member of the ESSC and wished her luck for the future
- (xiv) that the Chair thanked Richard Groves for all he had achieved since starting at the College in November

12 NEXT MEETING

Noted:

that the next meeting would take place at 2.30pm on the 5 October 2010 in DTH110

RG
May 2010