



Board for Energy and Environment

Minutes

Date: Thursday 9 January 2020, 11.45-13.30

Location: B52a Vincent LR 6 Ground Floor

Attendees:

Leon Terry (Chair), John Street, Gareth Ellis, Geoff Say, Gio Lusignani, Angus Murchie, Becky Shepherd, Zixin Wan, Zoe Payne (minute taker)

Minutes		Action
1	<p>Apologies</p> <p>From Ian Sibbald, Ginny Ford and Fred Coulon.</p>	
2	<p>Previous minutes – Tuesday 22 October 2019</p> <p>Minutes agreed. Actions discussed as per below:</p> <p>GE unfortunately we did not win the Green Gown award in November 2019.</p> <p>Sink incident in hangar where contractor cleaned brushes: further checks required to ensure no other sinks connected to storm drains – ACTION: GF to report back by the next meeting.</p> <p>LT presented the annual report to the Executive on the 5 November 2019.</p> <p>Spill response training at Shrivenham has been outstanding for a while. ACTION: GF to report back by the next meeting.</p> <p>Revised carbon targets to be discussed later in the meeting.</p>	<p>GF</p> <p>GF</p>
3	<p>Environment Policy and Energy Policy updates (for approval)</p> <p>Environment Policy Statement and Energy Policy discussed. GF to change the red text to black on the Environment document.</p> <p>Board approved the documents.</p>	GF
4	<p>Code of Practice update (for approval)</p> <p>Energy Code of Practise document discussed. The purpose, temperatures, sensible management of conditional space, electric heaters, electrical equipment, lighting, buildings, procurement etc.</p>	

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	Board approved the document subject to some small changes proposed by GL.	
5	<p>50001 Annual Review (for approval)</p> <p>AM discussed the main changes for the Energy Management System Annual Management Review document. Document shows requirements, penalty and status.</p> <p>No internal or external audits identified any non-compliances, but there are Opportunities for Improvement.</p> <p>A number of domestic EPCs for rented properties are now time expired and Chris Yearley in Campus Services is aware they will need updating before the properties can be let out again to ensure they meet the Minimum Energy Efficiency Standards (MEES). There is also a new government consultation for non-domestic leases, proposing that the Minimum Energy Efficiency Standard should be increased to either B or C in 2030. Very few buildings on campus are B rated.</p> <p>The Salix Funds have been fully utilised this year with 104% spend.</p> <p>AM has to report fuel usage for all vehicles at Cranfield and Shrivvenham (owned or leased by Cranfield) as part of the requirement for SECR. ACTION: AM to send Shrivvenham report to GS.</p> <p>Proposals for SEELs funding need to be completed by the end of July 2020 and the heating needs to be completed by the end of October 2020 to get the maximum benefit. ACTION: ZP to move the next BEE to earlier in March 2020.</p> <p>AM found out by accident about a new hydro pack which has a high electrical demand. New equipment needs to be reported to AM to help prevent energy spikes. The idea of using Intellex to capture new high energy uses was rejected.</p> <p>ACTION: AM to speak to Jane Hubble, Ian Hakon and the Engineering team (Rob/Jim/Ed) to capture new equipment. ACTION: All to report back to AM (Environment Team) of any new equipment which is rated as higher than 3 kW or is likely to use more than 5,000 kWh per annum.</p> <p>Radio transmitters for meter data transfer are being replaced with permanent LAN connections where possible as batteries only last 7 years and the entire transmitter has to be changed when they fail.</p>	<p>AM</p> <p>ZP</p> <p>AM</p> <p>All</p>

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	Board approved the document.	
6	<p>BEE ToR and membership (for approval)</p> <p>Slight amendment to wording by GE and then the document can be issued. ACTION: GE to amend</p> <p>Board approved the document.</p> <p>LT will be standing down as chair for BEE as from April 2020. Phil Hart is happy to stand in as the next chair and will shadow LT at the March 2020 meeting. The VC has approved this change.</p>	GE
7	<p>Communications/Environment Incidents (for info/discussion)</p> <p>GE reported on current progress towards environmental targets. Carbon reduction 38% with two years to go. Aiming for 42% this year leaving 8% in 2020/21. Water improvements are not sufficient to meet 30% reduction by 2020/21. There are still leaking pipes and it is probable that 10% of the toilets are leaking. We need improvements to metering. A survey of toilets/taps is planned.</p> <p>Total waste reduction is still ahead of target. There are proposals to compost some green waste on site. However it will be difficult to increase segregation of recyclables on site to 75% by 2020/21.</p> <p>GL asked if packaging could be returned to the suppliers? JS mentioned the amount of packaging from Amazon after Black Friday. ACTION: BS to speak to students about recycling plastics and cardboard separately. It was suggested that there should be an area for students to unpack their parcels where it is easier to recycle plastics and cardboard separately.</p>	BS
8	<p>General progress and updates (for info)</p> <p>Travel plan – Uno bus service has seen a 30% increase in use since improvements last year (2019).</p>	
9	<p>Review of Third Party Auditors (BSI, Lloyds) (for info)</p> <p>Combining auditing under one auditor is still being considered. This is complicated at the moment as H&S are moving to 45001.</p>	
10	<p>New targets consultation (for info)</p>	

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	GE organising (with the help of Comms) separate workshops on each area (e.g. Carbon, waste etc.). Everyone on campus is invited. Shrivvenham (including COTEC) to have a slightly tailored version on their site.	
11	<p>AOB / Close</p> <p>LT mentioned the Environmental Sustainable Group lead by SWEE-PVC which was earlier today (09/01/2020).</p> <p>BS gave an update on recycling checks and the Green Team.</p> <p>Electric car charging points. There are a few operational and technical issues. Charging points infrastructure is in place but rules are still being discussed. Will it need a third party? ACTION: GE to update on progress by the next meeting.</p>	GE
12	Next Meeting: Thursday 12 March 2020	