



Board for Energy and Environment

Minutes

Date: Tuesday 26 March 2019, 14.00-16.00

Location: Building 38, CMRI Boardroom

Attendees:

Leon Terry (Chair), Ian Sibbald, John Street, Gareth Ellis, Ginny Ford, Gio Lusigani, Geoff Say, Naomi Sandford-Dequincey, Becky Shepherd, Zoe Payne (minute taker)

Minutes		Action
1	<p>Apologies</p> <p>From Fred Coulon and Angus Murchie.</p>	
2	<p>Previous minutes – 15 January 2019</p> <p>Minutes agreed. Actions discussed as per below:</p> <p>GL has sent the wording to GE for IT energy savings.</p> <p>GE spoke to JS and money has been made available for improvements in metering.</p> <p>BAM now on top of the heating issues.</p> <p>Portable heaters are a potential fire risk and all need to be PAT tested. If people bring in their own personal porter heaters this needs to be report to the facility manager.</p> <p>GF confirmed the comments have been added to the Environmental Issues Analysis.</p> <p>Complaints procedure: is a wider issue than just environmental and will be rased at PSU Exec by JS/IS. The airport are establishing their own procedure regarding noise. Green Gown Awards discussed. There are a number of categories which we could apply for. Living Lab could be a good one for next year. GE/BS suggested the potential to enter in the “campus of the future”, “benefiting society” or “food and drink” categories the deadline for entering stage one is 5th June 2019.</p> <p>GE – more work is needed on the air travel information. Still ongoing – GE to report back to LT and then to update at the next meeting.</p>	<p>JS/IS</p> <p>GE</p> <p>GE</p>
3	<p>EnMS Review part 2 (carried over from January BEE meeting)</p> <p>Discussion not needed, agreed action to fund metering minuted above</p>	
4	<p>Cycle Strategy and Policy (for approval)</p>	

	<p>Items discussed were: cycle lanes, bike safety (no lights or hi-viz at night time), training, cycle hire/loan scheme ideas, cycle facilities, cycle routes on campus cycle maintenance facilities, registration, rules and impounding bikes.</p> <p>Objectives are to improve the safety of staff and students cycling to campus, ensuring they have access to suitable bikes and facilities plus manage cycling on campus to avoid conflicts with pedestrians and nuisance parking.</p> <p>GE to investigate how other Universities deal with abandoned bikes.</p> <p>NSD (student rep) has confirmed there is a garage for storage of bikes if students are away from campus for a while.</p> <p>There was one incident where a bike was chained to a metal loop near a fire exit near the IMEC building.</p> <p>Cranfield University Cycling Policy document approved by the Board.</p>	
5	<p>Progress against Objectives and Targets</p> <p>New targets for travel plan 2023 set.</p> <p>Carbon Target 50% reduction by 2020. Carbon reduction good progress but becoming more challenging.</p> <p>Water reduction target 30% by 2020. Water reduction has stalled at around 10% and is creeping back up.</p> <p>Issues were discussed after the metering problems. We still have leaks as the water usage overnight never goes to zero. We have replaced 4 kilometres of water pipes and water mains have been replaced in the residential areas.</p> <p>ACTION: GE to report back at the next meeting with a strategy to get the water target back on plan.</p> <p>Carbon progress 2018/19 graph discussed. CHP no longer the greenest option.</p> <p>Energy and Carbon Plan. Reduced running of the CHP in the summer so it only operates when electricity tariffs are high would maximise financial benefit whilst minimising carbon impact – GE looking at optimising CHP operation. BMS operation and salix revolving funds discussed.</p> <p>Reduce total waste by 10% 2020. Total waste reduced significantly last year.</p> <p>Increase segregation of recyclables on site to 75% by 2020. Recycling also reduced but flat lining at the moment.</p> <p>Waste breakdown by percentages shown. Examples are: Commercial waste (black bin bag waste) is at 45%, glass 6% and green waste 13%. GE is looking at ways to use the green waste on site (as compost) therefore reducing waste and saving money.</p> <p>NSD recommended Terracycling for non convention recycling. GE has also been looking into this.</p> <p>Other waste issues discussed: mixed recycling, food waste capture, re-use furniture and residual general waste.</p> <p>Discharge treated effluent from the sewage works which is on average 50% below permitted consent levels for ammonia, biochemical oxygen demand and suspended solids by 2017. Issues with ammonia in cold weather were discussed.</p>	GE

	Single use plastics. We have had a reduction of 50% of single use cups. It was recommended that the Cranfield logo water bottle be provided for the new intake of students next year. Needs to be budgeted for by Facilities.	
6	<p>Working Groups update</p> <p>An update by slide was given on the following working groups:</p> <p>Carbon Management Working Group</p> <p>Biodiversity Group - January. Habitat management plans and tree plan update. LT advised contact be made with Paul Burgess about tree planning as he has been working on an EU project regarding the importance of trees.</p> <p>Travel Plan Working Group – travel plan adopted and cycle policy drafted.</p> <p>Waste Management Working Group – March</p> <p>Living Lab – March. Test sensors being evaluated and locations confirmed.</p>	GE
7	<p>Audit / Compliance evaluation and corrective and preventative actions update</p> <p>GF talked about the hard disk crusher and whether it is waste exempt or not. EA do not think it is. GF to share the report at next meeting.</p> <p>External BSI Audits – all non conformances closed and there was one opportunity for improvement open.</p> <p>Compliance evaluations – all non conformances closed and there are 10 opportunities for improvement still open.</p> <p>Internal audits – there are two non conformances from previous audits.</p> <p>Corrective actions – There are 14 recommendations on the list. GF highlighted number 3 and 12.</p> <p>Number 3 was ensuring when new members join the Board of Energy and Environment they receive an induction. ACTION: NSD as green officer she is preparing a handover list and she will bring a copy to the next meeting.</p> <p>In the terms of reference the Chair for BEE should be normally a three year term.</p> <p>Audit dates confirmed for both Cranfield and Shrivenham.</p>	NSD
8	<p>Incidents / complaints / communications received</p> <p>There were five incidents reported. Two were discharge consent breaches and the others were in the odour category.</p>	
9	AOB - none	
10	Next Meeting: Monday 8 th July 2019 – 11am-1pm.	