

## MINUTES

### MINUTES OF THE MEETING OF THE ENVIRONMENT COMMITTEE HELD DIGITALLY AT 14:00 ON THURSDAY 7 MAY 2020

**Present:**

Prof Andrew Balmford (Chairman)  
 David Barton (Clare Goes Green)  
 Dr André Cabrera Serrenho (CRA Rep)  
 Lee Corke (Catering Manager)  
 Dr Jo Costin (Secretary)  
 Steve Elstub (Head Gardener)  
 Georgia Fulton (MCR Representative)  
 Deborah Hoy (Estates Director)  
 Geppetto Price (Staff Rep)  
 Oscar Simms (UCS Representative)

Item (a)	Summary (b)	Action (c)
<b>1 Apologies for Absence</b>	Lizzie Ashworth (Conference and Marketing Associate)	
<b>2 Declarations of Interest</b>	There were no declarations of interest.	
<b>3 Minutes and Matters Arising</b>	The minutes of the meeting on 23 January 2020 were agreed.	
<b>4 Annual Report</b>	The committee will need to compile the Annual Report, including information on different areas of activity around the College. Any items for inclusion should be sent to Andrew Balmford and Jo Costin. In particular, anything with a visual appeal and anything new, along with the regular data for the report, should be forwarded. Jo Costin will circulate the report from last year.	All / JC
<b>4 Green Impact Update</b>	<p><b>Audit:</b> The Audit was held on 6 May 2020; Deborah Hoy and Jo Costin met the auditor digitally. This was more challenging than in previous years.</p> <p><b>Excellence Project:</b> The Excellence Project has had to be postponed. The project related to electricity consumption, and the consumption in different buildings was to be monitored and information fed back to those using the buildings in different ways to see which were more effective. As the buildings are now largely vacant, this could not be completed.</p> <p><b>Colleges Workbook:</b> Due to the current situation, Jo entered more of the information this year than usual. There was not as much information available as usual, including a lack of information on the staircase competition. Clare Goes Green had submitted an article to Greenlines, which was one of the actions not completed as this was not known when the submission went in. Jo was thanked by the committee for her work on the Green Impact Submission. There was an extremely good submission from the Gardens Team, completed well in advance of lockdown,</p>	<p>Note</p> <p>Note / JC</p> <p>Note / SE</p>

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	and Steve Elstub was thanked and asked to pass this on to Kate Hargreaves as well. The information available online suggests that the College will receive a Gold Award this year.	
<b>5 Covid-19 Update</b>	<p><b>Baseline Electricity Consumption:</b> The data on baseline electricity consumption (the electricity used by the vacant building) will be circulated with the minutes and uploaded to Moodle. This is very useful data as it shows where differences in consumption may be down to the building rather than to occupant activity.</p> <p><b>Email on Working from Home:</b> Information was circulated to fellows and staff on energy saving tips for working from home. This will be included in the Annual Report.</p> <p><b>Use of Teams / Remote Meetings:</b> The increased use of digital meetings may result in reduced travel in future. Although it can be useful to have people on site, it is possible to have meetings and share drawings remotely.</p>	<p>Note / JC</p> <p>Note</p> <p>Note</p>
<b>6 UCS Update</b>	<p><b>UCS and Clare Goes Green:</b> It was important to have a joined up relationships between the Clare Goes Green Society and the UCS Representative on the Environment Committee. There have been two years of patchy engagement between UCS and the Environment Committee, and much of the undergraduate activity around environmental initiatives had taken place through Clare Goes Green rather than the UCS Representative. There was now more overlap between the UCS and Clare Goes Green, with a number of UCS Representatives also being members of Clare Goes Green.</p> <p><b>Handover:</b> The handover documents are all available on the Moodle site. Jo Costin will ensure that all have access to the Moodle site.</p> <p><b>Start of Term:</b> It was important to prepare for when students return, as the staircase competition in particular needs to start as early as possible, and there were a number of things to include in handbooks.</p> <p><b>Update on Past Actions:</b></p> <ul style="list-style-type: none"> <li>• <b>Buttery Campaign:</b> A survey was conducted on food options in the Buttery, with over 200 responses received. The menu was to be changed following this at the start of Easter Term, with the dinner choices being vegan / vegetarian / meat or fish, rather than vegan or vegetarian / meat / fish. This can be put in place for the start of next term.</li> <li>• <b>Formal Booking System:</b> The change to the order in booking formals (default to vegan, rather than to meat) was to be trialled in Easter Term. It had previously been used, but a number of complaints were received when people got to formal and realised they had inadvertently booked a non-meat meal. There would be more notice given when trialled again, to ensure people knew what they were booking.</li> <li>• <b>Sauce Dispenser:</b> There was a request to switch to a sauce dispenser, rather than plastic sachets. A sauce dispenser had been used previously, but it was found to be unhygienic. This should be taken through the Catering committee, as it may be possible to revisit this and find a safer system.</li> <li>• <b>Veganuary Scheme:</b> A Veganuary spin off was run in Clare, with over 60 signed up to take part. This cut the carbon footprint of participants' diets by around one sixth.</li> </ul>	<p>Note</p> <p>JC</p> <p>Note / OS</p> <p>LC</p> <p>LC</p> <p>LC / OS</p> <p>Note</p> <p>DB</p>

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	<ul style="list-style-type: none"> <li>• <i>Gyp Posters</i>: Over 200 posters were put up in gyp rooms. These were so successful that some other Colleges have used them to. David Barton to send a copy to Andrew Balmford and Jo Costin.</li> <li>• <i>Green Vegan Formal</i>: Over 50 vegan seats were sold, raising money for vets working in the wildfires in Australia.</li> <li>• <i>Green Weekend Scheme</i>: This is currently ongoing, focussed around promoting information to allow individuals to reduce their energy use. This will run for six weeks, and is currently in the third weekend. David was asked to submit an article to Greenlines about this. 145 have signed up to the mailing list, from across the University. This can be included in the Environment Report. These emails have been very informative and evidence based, and there was a hope that this might bring about some behaviour change.</li> </ul> <p><b>Future actions:</b></p> <ul style="list-style-type: none"> <li>• <i>Handover Documents</i>: These are on Moodle. They should be treated as living documents and kept up to date for future representatives.</li> <li>• <i>Freshers' Initiatives (General)</i>: Some of the initiatives are dependent on whether students are back in College.</li> <li>• <i>Freshers' Handbook</i>: It was hoped to compile some of the information from the Green Weekends mailing list for the Freshers' guide, and to publicise Clare Goes Green and University wide environmental initiatives.</li> <li>• <i>Freshers' Talk</i>: There is a slot for a talk in Freshers' Week, which is a good opportunity to raise awareness. This is early on the first day, when there is generally a good attendance. If students are not physically in College in October, it may be possible to do this remotely.</li> <li>• <i>T-Shirts</i>: Free t-shirts given to incoming freshers, which are not always used, are being discussed and might be replaced by a sustainable alternative such as a keep cup. For other events, Andrew has used secondhand t-shirts, which were then printed up. Cotton is one of the worst things to wear in terms of environmental impact.</li> <li>• <i>Society's Pledge</i>: The UCS is discussing a society's pledge, to encourage undergraduate societies to ensure all their events are as environmentally friendly as possible, e.g. in terms of food purchases. This could lead to innovation by talking to lots of different societies, and would be of benefit to the societies which signed up to it.</li> <li>• <i>Staircase Competition</i>: Once students move back in to College, it was important to get this up and running by discussing with the Accommodation Manager and the Catering Manager to coordinate. There is statistical evidence of this decreasing the electricity use in Memorial Court. When the competition was run in Michaelmas and not in Lent, consumption began to rise again. In 2017, the October and November Memorial Court electricity bill was around £600 less than it would otherwise have been. Memorial Court electricity consumption has fallen around 9% through this and other initiatives. Running this in second and third year accommodation has been discussed, particularly if the students have previously taken part in the staircase competition and know what to expect.</li> </ul>	<p style="text-align: center;">Note</p> <p style="text-align: center;">Note / DB</p> <p style="text-align: center;">Note / JC</p> <p style="text-align: center;">Note</p> <p style="text-align: center;">Note / OS</p> <p style="text-align: center;">Note</p> <p style="text-align: center;">Note / OS</p> <p style="text-align: center;">Note</p> <p style="text-align: center;">OS / JS / LC</p>

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<p><b>7</b> <b>MCR Update</b></p>	<p><b>Staircase Competition:</b> Including graduate accommodation in the staircase competition would require finding a different way of monitoring. There are no submeters in individual staircases, so the undergraduate system is done by the bedders when going into rooms.</p> <p><b>Energy Audit:</b> This was raised by the Carbon Neutral Working Group, but has not yet been completed. The information does not necessarily need to be the same as it would be for a carbon return, e.g. by doing a check sheet of actions each week to monitor energy consumption.</p> <p><b>Freshers' Pack:</b> Information for the freshers' pack was in progress.</p> <p><b>New MCR Representative:</b> Elections are underway for the new MCR Representative. David Ewing is the only person running.</p> <p><b>Gardens:</b> Several members of the MCR wanted to pass on their thanks for having the gardens open at present. There was an ongoing interest in rewilding part of Clare.</p> <p><b>Cycle Training:</b> Freshers' week would be the perfect time for this to happen—either as a basic repairs workshop or a group cycle ride for people who are less confident on a bike. This will be included in the handover.</p> <p><b>Greencycle Space:</b> This was checked after the last meeting and tidied up. Everything in the space was usable, but all the nicer items had been taken. This was appreciated by the MCR, and was valuable in Freshers' week. Other than a possibility of clearing some space in the MCR, there was no suggestion of an alternative location that would be more easily accessible.</p>	<p>GF / JS / JC</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note / GF</p> <p>Note / GF</p>
<p><b>8</b> <b>Staff Representative</b></p>	<p><b>Borrow a bag:</b> This has been started. A large number of bags were received, and some have been placed in each lodge. There are now an increasing number of plastic bags in circulation as deliveries are coming with bags and the bags are not being taken back. Students and staff had been using bags from all lodges prior to the shutdown.</p> <p><b>Drying Clothes:</b> The possibility of using the old allotment area for a washing line was raised. Rewilding this area was also under discussion. It may be possible to do both. Steve Elstub will discuss with the Gardens Committee at their next meeting.</p> <p><b>Further Ideas:</b> Geppetto Price will send a further email to staff asking for any more ideas for environmental initiatives when people return to College.</p>	<p>Note</p> <p>SE</p> <p>GP</p>
<p><b>9</b> <b>Catering</b></p>	<p><b>Menus:</b> The menu changes discussed above were to be run for a term in Easter in order to see what the feedback was.</p> <p><b>Formal Halls:</b> Green / locally sourced formal halls can be continued.</p> <p><b>Green Events:</b> Some of the green / locally sourced formal halls included talks. If this is desired, Andrew Balmford / Andrew Friend / André Serrenho may be able to help with speakers. Clarity hold an event every few weeks, and it may be possible to include a Green talk in one of these.</p> <p><b>Milk Bottles:</b> These are available, and will be reinvestigated when the College reopens.</p> <p><b>Refurbishment:</b> Catering is largely gearing towards the refurbishment and the move into the temporary facilities, so there will be a better idea of where the department is in a few months' time.</p> <p><b>Meat Figures:</b> The full information cannot currently be accessed. However, an update was run shortly before the lockdown, so these figures can be used for the annual report.</p>	<p>LC</p> <p>Note</p> <p>Note</p> <p>LC</p> <p>Note</p> <p>Note</p>
<p><b>10</b></p>	<p><b>Food at Conferences:</b> Andrew Balmford, Lee Corke, and Sally Johnston met about the meal offer at conferences. The meat</p>	<p>AB / LC</p>

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<p><b>Conferencing</b></p>	<p>purchase data showed that overall meat purchases had stabilised, but were not coming down despite College wide initiatives. Drilling down on the data, it was apparent that purchases over the summer increased for the conference business, making this low hanging fruit if the meat consumption / type of meat offered can be altered. There has been previous efforts through the sign up information, and this would be looked at further. It was also agreed to try to meet with representatives from ARM and EF, the two largest conferences, to see whether they would be happy to have some of the default food offers, especially for school groups, and looking at continuing Veggie Mondays through the summer for conference groups. ARM have been happy to take suggestions on sustainability previously, and were positive about offering less beef. Meetings will be arranged as soon as appropriate.</p>	
<p><b>11 Buildings</b></p>	<p><b>Old Court Sustainability Report:</b> The architects are looking at the sustainability report at present. André Serrenho volunteered to assist with the embedded carbon aspect. The timber frame was likely to be more sustainable compared with concrete or steel. The architect will send a framework for the report next week, and Deborah Hoy will forward this to André. The Purbeck stone in the new café is also more sustainable over the long term, as it should last in excess of 400 years, compared with a vinyl flooring which would need replacing every 20 years. A photograph / caption can be included in the report. Information about the roof slates can also be included.</p> <p><b>St Regis Sustainability:</b> The architect will be asked to review the sustainability report now that the build is more than half way completed.</p> <p><b>Heating:</b> All heating was turned off this week, including in buildings where students remain in residence. Vacated buildings had been switched to two hours heating a day for frost protection, but this has now been turned off entirely.</p> <p><b>Water:</b> The main area to focus on improvements now is water consumption. The department is improving the monitoring of water consumption, which is being monitored in house as far as possible. This is particularly important as the water companies have stopped reading the meters. The installation of aeriated showerheads also needs to be completed.</p> <p><b>Smart Meters:</b> Smart meters have been installed in a number of buildings. There is evidence that people respond to comparisons with different buildings or with previous years.</p> <p><b>102 Chesterton Road:</b> This will be connected to St Regis, meaning the CHP plant will feed this as well as St Regis. This does not alter the size of the plant. The electricity for this building will become free as it would be generated by the CHP or the solar panel on the roof, making the house more sustainable.</p> <p><b>Carbon Study:</b> David Barton has been working on a carbon study, which is now on hold. The next step was to look at the buildings themselves to investigate disparities in consumption. This has been put on hold, but will be resumed when possible.</p>	<p>DH / AS</p> <p>DH</p> <p>Note</p> <p>Note / JC</p> <p>Note</p> <p>Note</p> <p>Note</p>
<p><b>12 Gardens</b></p>	<p><b>Bat and Bird Boxes:</b> These have now all been moved ahead of the 1b refurbishment.</p> <p><b>Rewilding:</b> Rewilding has been requested at Clare Court and at the Colony. Steve Elstub will meet separately with Georgia Fulton to discuss this. There have also been discussions about rewilding in Memorial Court, but this would need consideration of the needs of ARM and Oxford Royale.</p> <p><b>Sustainability Survey:</b> Steve to update Andrew Balmford and Jo Costin, so that this can be included in the report.</p>	<p>Note</p> <p>SE / GF</p> <p>SE</p> <p>Note</p>

