

ACTION PLAN

COUNCIL DECISION MAKING

ITEM	ACTION	PROJECTED COST	ACTION PLAN
1A - Council Funds	<p>To undertake a review as to where council funds are currently invested. To check they are not held in fossil fuel companies and support low-risk sustainable banks and funds. Following this, to create an Investment Policy for Councillors to approve.</p> <p>Measurable?: Following review, and a potential movement of funds, are funds now held in the most ethically suitable place? Review Council Investment Levels.</p> <p>With Who?: Andrew/Steve</p> <p>Timescales:</p>	£0.00	<p>Funds are currently held with CCLA. Their website advises they offer investments in sustainable companies with their ambition is to deliver trusted, responsibly managed, strongly performing products and services aligned to our clients' values and purpose. A description of Good Investment that most people would recognise. Write a formal Investment Policy and review Council investment levels.</p>
1B - Accreditation for HHTC	<p>To research if the Councillors wish to pursue the possibility in principle of applying for an environmental accreditation for HHTC. Eg: Green Accord?</p> <p>Measurable?: Result of asking the Councillors to vote on the principle.</p> <p>With Who?: All Officers to be involved.</p> <p>Timescales:</p>		<p>Green Accord is operated by Exeter City Council, a relatively simple process, need to answer questions and supply a log of evidence. £400 + VAT per year for Bronze level certificate (based on number of employees). Other accreditations include: Investors in the environment (www.iie.uk.com), helps companies examine their environmental impact, eg: looking at utilities, gathering baseline data, need to undertake a social project per year. Basic plan £999 per year. Do Councillors wish to participate in this type of scheme?</p>
1C - Planning Applications	<p>To confirm that the Planning Committee Members actively consider sustainability, environmental impact and biodiversity issues when commenting on application, when appropriate. Must be noted that there will be a review of the Neighbourhood Plan in 2025.</p> <p>Measurable?: By reviewing recent major planning applications.</p> <p>With Who?: Planning Committee & Committee Clerk</p> <p>Timescales:</p>	£0.00	<p>Planning applications to be heard on MSDC notifications.</p>
1D & E- Purchasing Power of HHTC	<p>To explore the current pattern of purchasing decisions/supplier contracts. Are we leading by example, purchasing from local sustainable suppliers or those whose environmental stance aligns with ours? Are there any 'special offers' we can pass on to residents if HHTC can make savings?</p> <p>Measurable?: By producing a list of suppliers whose credentials align with our environmental stance.</p> <p>With Who?: Steve/Karen</p> <p>Timescales:</p>		<p>Liaise with other Parish/Town/District Councils to create a directory of 'approved' suppliers.</p>
1F - Grounds Staff Vehicles	<p>To explore the potential change to from a diesel to an electric truck for the grounds staff.</p> <p>Measurable?: By reviewing the specification for the truck and liaising with the garage to understand its capabilities.</p> <p>With Who?: Steve, Andy & Andrew</p> <p>Timescales: Complete for the main truck - this has been explored but due to the constraints of the vehicle it is unfit for purpose (unable to tow the water bowser)</p>	Set against the current lease costs of van.	<p>The main truck (that tows the bowser) has just been replaced, April 2024. The electric van used by the Grounds Staff is scheduled for review in September 2024 ahead of the lease expiry in December 2024.</p>

1G - Purchase of Fuel and Fuel Card	<p>To explore the current spend (truck and fuel for equipment) and limitations of the encumbent system. Occasionally charges are incurred for using the card. Are there any better alternatives available?</p> <p>Measurable?: Decision to remain with current provider or move once spend audit has taken place.</p> <p>With Who?: Andrew & Andy</p> <p>Timescales:</p>	Within vehicle expenditure budget	Requested details from Andrew
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ENERGY EFFICIENCY

ITEM	ACTION	PROJECTED COST	ACTION PLAN
2A - Energy Providers	<p>To review the cost of current energy providers. Are HHTC utilising a 'green' supplier?</p> <p>Measurable?: Decision to remain with current provider or move once audit has taken place.</p> <p>With Who?: Andrew, Steve & Karen</p> <p>Timescales:</p>	£0.00	<p>Review current expenditure with Andrew in line with contract expiry. Create an expiry database for all contracts held with the council.</p>
2B - Equipment Switched Off when building is closed	<p>To ensure the lights, computers and printer is turned off when the building is closed.</p> <p>Measurable?: By looking at equipment to check it is switched off.</p> <p>With Who?: Each staff member is responsible for turning off their own device, last staff member to leave should also turn off the main printer.</p> <p>Timescales:</p>	£0.00	<p>Incorporated into the working document created to cover multiple Items 'Internal Environment Policy'. Posters created for: turning off computer, printer, lights and turning the heating down. Need to laminate these and put up around the office to remind officers of the process.</p>
2C - Heating	<p>To check that the heating is turned down in temperature when the building is not in use (last staff member to leave downstairs). Explore the possibility of using a 'Hive' type system to control temperature of the individual rooms upstairs to make the most of not heating unused rooms, but keeping those that are used an ambient temperature.</p> <p>Measurable?: Double check the thermostat has been turned down, first person entering the building will need to increase the temperature.</p> <p>With Who?: Andrew & Caretaker, wider staff</p> <p>Timescales:</p>	£0.00	<p>Incorporated into the working document created to cover multiple Items 'Internal Environment Policy'. Posters created for reminding officers to turn the heating down. Need to laminate these and put up around the office.</p>
2D - 'Screensaver' Mode	<p>To implement 'Screensaver' mode on all computers, following a period of inactivity.</p> <p>Measurable?: By visually looking at the computer, it will show after the period of inactivity of the screensaver has not been activated.</p> <p>With Who?: All staff with a laptop</p> <p>Timescales:</p>	£0.00	<p>Incorporated into the working document created to cover multiple Items 'Internal Environment Policy'. Posters created for reminding officers to activate 'screensaver' mode. Need to laminate these and put up around the office.</p>

2E - LED Lightbulbs & motion activated lights	<p>To check which lightbulbs are the more 'traditional' type and moved over to LED lightbulbs, as and when they need replacing. Need to check that the light fittings are compatible with the new style of lightbulb/they are available for the type of lights already installed at HHTC. To explore the opportunities to install a motion activated lighting system to the building (particularly in areas such as the corridor, toilets etc).</p> <p>Measurable?: Examine current bulbs and order replacement bulbs for when they need changing. Electrician's report- following a visit to site will be able to advise if the building is suitable for motion sensitive lighting.</p> <p>With Who?: Specialist contractor, Caretaker/grounds staff and Andrew</p> <p>Timescales:</p>	Budgetary consideration for 2025/26 year within Capital Budget.	Implement lighting scheme from downstairs to upstairs in the Town Hall.
2F - Solar Panels	<p>To explore the viability of renewable energy by installing solar panels onto the buildings owned by HHTC</p> <p>Measurable?: Findings of the report of the specialist contractors following a site inspection visit.</p> <p>With Who?: Andrew & specialist contractors</p> <p>Timescales:</p>		Companies to be approached for quoting and procurement process. Members to decide if they wish to purchase in 2025/26 or 2026/27 financial year.
2G - Ground Source Heat Pump	<p>To explore the viability of installing a ground source heat pump to supply heating and hot water to the Town Hall.</p> <p>Measurable?: Findings in the report from the specialist contractor following a site inspection visit.</p> <p>With Who?: Andrew, Steve & specialist contractors</p> <p>Timescales:</p>		Companies to be approached for quoting and procurement process. Members to decide if they wish to purchase in 2025/26 or 2026/27 financial year. Steve to supply quote.

OFFICE EQUIPMENT

ITEM	ACTION	PROJECTED COST	ACTION PLAN
3A - Disposal of unwanted and end-of-lifecycle products.	<p>To investigate the end-of-lifecycle process /unwanted products such as printers/computers/grounds equipment.</p> <p>Measurable? Implement a change of direction if HHTC is not currently disposing of goods in the manner which aligns to our environmental stance.</p> <p>With Who?: Steve and Andrew</p> <p>Timescales:</p>	£0.00	<p>No set procedures in place, old equipment currently 'traded in' if possible or sold on where appropriate. Local available options :</p> <p>Donations - FurniHelp Mid Sussex (www.furnihelp.co.uk) can take donations of home and office furniture, but do not accept fridges/freezers. Cost £20 donation for the van. Disposal: Coopers Waste Solutions (07754 747153), licensed waste carriers. Price is dependent on item to be disposed of.</p> <p>IT equipment can be collected free and recycled by CPR Computer Recycling (www.cprcomputerrecycling.co.uk)</p>
3B - Movement towards a paper free office	<p>To explore how to reduce the overall volume of paper used in the office by all.</p> <p>Measurable?: By the amount of paper products purchased over a set time period.</p> <p>With Who?: Everyone</p>	£0.00	Incorporated into the working document created to cover multiple Items 'Internal Environment Policy'. Posters created for reminding officers to be mindful of the volume of documents being printed. Need

3C - Paper usage at council meetings	<p>Timescales:</p> <p>To investigate how we can minimise the amount of paper used at Council Meetings.</p> <p>Measurable?: Visual observation at Council Meetings to see who has printed out the reports and agendas etc relating to the meeting. Can we display the agenda and reports on the big screen?</p> <p>With Who?: Steve, Andrew, Tracy & Councillors</p> <p>Timescales:</p>	£0.00	<p>to laminate these and put up around the office.</p> <p>Incorporated into the working document created to cover multiple Items 'Internal Environment Policy'. Councillors are asked to print any necessary documents at home using their own devices.</p>
3D - Printer paper should be 100% recycled	<p>To find out whether the paper currently purchased is 100% recycled. If it's not, need to investigate if that is because the printer/copier is unable to accept this type of paper</p> <p>Measurable?: By changing the paper, if appropriate</p> <p>With Who?: Andrew</p> <p>Timescales:</p>	£0.00	<p>Current A4 paper (One) is ECF free and made with eucalyptus fibres (cost £3.72 per ream). Alternative would be Navigator Eco-Logical paper, FSC Certified and CO2 neutral, (cost £4.20 per ream), or Navigator Eco Paper, made from pulp from responsibly managed forests, (cost £4.85 per ream). 2023/24 usage approx 50 reams, additional cost £0.48 per ream (plus delivery). Could change paper supplier to a company such as Staples, which may make an additional saving over the year.</p>
3E - Double sided printing	<p>If printing is required, use double sided setting to save paper usage.</p> <p>Measurable?: To check with office staff that they are using this setting when needing to print documents.</p> <p>With Whom?: Everyone</p> <p>Timescales:</p>	£0.00	<p>Incorporated into the working document created to cover multiple Items 'Internal Environment Policy'. Posters created for reminding officers to be mindful of the volume of documents being printed, and to print using 'double-sided' function, where appropriate.</p>
3F - Refillable ink cartridges	<p>To explore if there would be environmental benefits and cost savings if the printer/copier could utilise refillable ink cartridges.</p> <p>Measurable?: The findings of the report will indicate if the printer/copier can accept the different type of cartridge, if it will offer a cost saving and is more/less environmentally friendly than the current cartridges.</p> <p>With Whom?:</p> <p>Timescales:</p>		<p>The toner is currently supplied as part of the contract, within the cost per page element. This is for the life of the contract (expires 04/11/2025). SOS endeavour to provide genuine cartridges, subject to worldwide events.</p>
3G - Use of non-toxic writing equipment	<p>To audit the current stock of writing equipment to check if it is non-toxic.</p> <p>Measurable?: Remove the non-toxic materials and replace with appropriate materials</p> <p>With Whom?: Steve</p> <p>Timescales:</p>	£0.00	<p>This has been incorporated into the 'Internal Environment Policy' document. Once current supplies exhausted we can explore the opportunity to move to a brand such as Faber-Castell, as they are carbon negative. However, the majority of the items we have are acceptable as they are non-toxic in nature.</p>
3H - Use of plastic stationery materials	<p>To audit the amount of plastic re-usable materials that are used within the office environment (more durable than card so avoid the need for repeat purchases v are they environmentally friendly)</p> <p>Measurable?: Look at the amount we use in the office and research costs of both plastic & card/paper products</p> <p>With Whom?: All - to establish individual need and demand</p> <p>Timescales:</p>	£0.00	<p>This has been incorporated into the 'Internal Environment Policy' document. Very few plastic items are used, mainly punched pocket files and laminating pouches. Once current supplies exhausted, we can consider purchasing 100% biodegradable and recyclable products as these are now available in the market place.</p>

3I - Recycling of Ink Cartridges	<p>To explore the possibility of having a 'recycle your ink cartridges' box in the Reception Area of the Town Hall for both personal staff and public use. Funds raised could be pledged towards the nominated Mayor's Charity.</p> <p>Measurable?: Trial period with a box which is publicised</p> <p>With Whom?: All, Imogen to publicise via social media</p> <p>Timescales:</p>	£0.00	<p>I have investigated the opportunity of registering with www.recycle4charity.co.uk, who offer ink cartridge recycling. There is no cost to the council, we have a recycling box supplied to us, collect used or unwanted printer ink cartridges (not toner cartridges) and send them off for recycling. Funds from these can then be sent onto the mayor's nominated charity.</p>
3J - Use of catering supplies at Council run events	<p>To audit the procedure for making purchasing decisions as to what type of crockery/catering supplies are used for each individual event.</p> <p>Measurable?: Review of the needs for future events, determining on an individual basis which type of supplies are most appropriate and ensuring correct recycling/disposal after the event and communicating this to those hiring the facilities.</p> <p>With Whom?: Helen, Maria, Imogen</p> <p>Timescales:</p>	£0.00	<p>Incorporated into the working document 'Internal Environment Policy'. Where possible and appropriate events are to use the existing supply of crockery and cutlery. Kitchen audit to take place (Steve to ask Max 17/06), to ensure we have sufficient supplies for events, including serving equipment. If disposable items are required, these must be able to be recycled.</p>

CLEANING MATERIALS/PRACTICES

ITEM	ACTION	PROJECTED COST	ACTION PLAN
4A - Review of Cleaning Materials	<p>To audit the amount, type and reason for use of all chemicals used within the cleaning process of the Town Hall. Do we follow COSHH Guidelines with regards to storage and use of chemicals?</p> <p>Measurable?: The results of the audit will highlight any duplication of chemicals and those used most frequently/greatest amount used. Visual copies of the COSHH data sheets/certificates.</p> <p>With Whom?: Josefna and Max</p> <p>Timescales:</p>	<p>£0.00</p> <p>UPDATE WITH COST COMPARISON from 2023/2024 year</p>	<p>Current list created of use/orders over the past year. Emailed Ruth @ MSVA following Steve's conversation about eco products. Need to also find another supplier to find a cost comparison.</p> <p>Need to find total spend with Starbrite across all codes for true cost comparison. Do members wish to support the potential increase in costs to support the environmental policy.</p>
4B - Transition to chemically benign products	<p>Following on from the audit above, undertake research into chemically benign alternatives to replace the traditional chemicals currently used. Liaise with current supplier to explore alternatives available.</p> <p>Measurable?: Purchase of replacement chemically benign cleaning products</p> <p>With Whom?: Josefna and Andrew</p>	£0.00	<p>Currently exploring the opportunity of alternative suppliers.</p>
4C - Minimise the use of disposable plastic items	<p>To review all disposable/single use plastic based items that are used within the building (such as bin liners). Can the bins be emptied directly into the larger wheeled recycling/waste bins?</p> <p>Measurable?: Should see a reduction in the usage and re-purchase of these items.</p> <p>With Whom?: Josefna and Andrew</p>	£0.00	
4D - Use of disposable paper towels	<p>To review the locations of paper towels used within the Town Hall and the use at these locations. Would a movement towards the installation of electronic hand driers may be a more environmentally friendly option?</p> <p>Measurable?: Cost benefit analysis comparing the annual spend/usage of paper towels v cost of installing hand driers (and the electricity to power these) to various locations</p>		<p>Potential options for hand driers (www.handydryers.co.uk): AirBox V2, Low power - 3333 dries per £1, High power - 1111 dries per £1. (Cost, based on 4, £177.83 + delivery). Kangarilla 2 ECO, Low power - 1765 dries per £1, High power - 909 dries per £1 (Cost, based on 4, £225.71 + delivery). Need to find an approximate cost from an electrician to</p>

5G - 'No Mow May'	<p>To investigate if this something that the Council participate in/is it something we can look to join? (a scheme to allow wildflowers to support pollinating insects, apart from Council owned sports pitches and playing areas).</p> <p>Measurable?: Implement the scheme if HHTC is not already part of it and it is appropriate for our goals. With Whom?: Andy, Grounds Staff and Steve</p>	£0.00	Andy S (Grounds man) said that this would not be possible to implement.
5H - Working with allotment holders	<p>To meet with allotment holders in an advisory role to impart knowledge regarding best practise such as reducing water waste, and to explore the potential possibilities of bulk buying products such as seeds and soils.</p> <p>Measurable?: Investigate to see if there is sufficient interest from the allotment holders/HH Horticultural society. With Whom?: Andy and Grounds Staff</p>		Raise as an agenda item at the Allotment Holders Annual Meeting under ongoing work.
5I - Desk Plants	<p>Increase the amount of desk plants (real) in the office environment to increase the oxygen flow and may assist in removing chemicals form the air</p> <p>Measurable?: Purchase a portable air quality sensor to check reading before and after the purchase of office plants. With Whom?: All office based staff</p>		Incorporated into working document 'Internal Environment Policy'. Suggested plants include: dracaena, aloe vera, peace lily, and sansevieria zeylanica (snake plant) as these have all been proven to be effective air purifying plants.