

ACTION PLAN

COUNCIL DECISION MAKING

ITEM	ACTION
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.</p> <p>Measurable?: Following review, and a potential movement of funds, are funds now held in the most ethically suitable place?</p> <p>With Who? Andrew</p> <p>Timescales:</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?: Officers</p> <p>Timescales:</p>
1C - Planning Applications	<p>To confirm that the Planning Committee Members actively consider sustainability, environmental impact and bio-diversity issues when commenting on application, when appropriate</p> <p>Measurable?: By reviewing recent major planning applications.</p> <p>With Who?: Planning Committee & Committee Clerk</p> <p>Timescales:</p>

<p>1D & E- Purchasing Power of HHTC</p>	<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?: Andrew</p> <p>Timescales:</p>
<p>1F - Grounds Staff Vehicle</p>	<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 - this has been explored but due to the constraints of the vehicle it is unfit for purpose (unable to tow the water bowser)</p>
<p>1G - Purchase of Fuel and Fuel Card</p>	<p>To explore the current spend (truck and fuel for equipment) and limitations of the incumbent 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>

ENERGY EFFICIENCY

ITEM	ACTION
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</p> <p>Timescales:</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>
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>

2D - 'Screensaver' Mode

To implement 'Screensaver' mode on all computers, following a period of inactivity.

Measurable?: By visually looking at the computer, it will show after the period of inactivity of the screensaver has not been activated.

With Who?: All staff with a laptop

Timescales:

2E - LED Lightbulbs & motion activated lights

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).

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.

With Who?: Specialist contractor, Caretaker/grounds staff and Andrew

Timescales:

2F - Solar Panels

To explore the viability of renewable energy by installing solar panels onto the buildings owned by HHTC

Measurable?: Findings of the report of the specialist contractors following a site inspection visit.

With Who?: Andrew & specialist contractors

2G - Ground Source Heat Pump	<p>Timescales:</p> <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>
------------------------------	---

OFFICE EQUIPMENT

ITEM	ACTION
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>
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>

3C - Paper usage at council meetings	<p>Measurable?: By the amount of paper products purchased over a set time period.</p> <p>With Who?: Everyone</p> <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>
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>
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>

3F - Refillable ink cartridges

To explore if there would be environmental benefits and cost savings if the printer/copier could utilise refillable ink cartridges.

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.

With Whom?: Andrew & Steve

Timescales:

3G - Use of non-toxic writing equipment

To audit the current stock of writing equipment to check if it is non-toxic.

Measurable?: Remove the non-toxic materials and replace with appropriate materials

With Whom?: Andrew

Timescales:

3H - Use of plastic stationery materials

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)

Measurable?: Look at the amount we use in the office and research costs of both plastic & card/paper products

With Whom?: All - to establish individual need and demand

Timescales:

3I - Recycling of Ink Cartridges

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>3J - Use of catering supplies at Council run events</p>	<p>Measurable?: Trial period with a box which is publicised With Whom?: All, Imogen to publicise via social media Timescales:</p> <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. With Whom?: Helen, Maria, Imogen Timescales:</p>
--	---

CLEANING MATERIALS/PRACTICES

ITEM	ACTION
<p>4A - Review of Cleaning Materials</p>	<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. With Whom?: Josefna and Max Timescales:</p>

4B - Transition to chemically benign products

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.

Measurable?: Purchase of replacement chemically benign cleaning products

With Whom?: Josefna and Andrew

4C - Minimise the use of disposable plastic items

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 wheelie recycling/waste bins?

Measurable?: Should see a reduction in the usage and re-purchase of these items.

With Whom?: Josefna and Andrew

4D - Use of disposable paper towels

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?

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

With Whom?: Josefna and Andrew

BIODIVERSITY

ITEM	ACTION
5A - Rainwater Harvesting System	<p>To explore the opportunity of establishing a rainwater harvesting system to be fitted to all Council owned buildings.</p> <p>Measurable?: Fitting of system if it can be attached to Council buildings, if not explore the alternatives available to collect water for use by Grounds team.</p> <p>With Whom?: Grounds Staff, Andrew and Max</p>
5B - Wild Flower Planting and Drought Resistant Bedding Plants	<p>To review the current wild flower planting plans for the area and investigate whether drought resistant bedding plants are planted in the Council owned/maintained areas.</p> <p>Measurable?: Results of the review will highlight the processes used identify areas for consideration.</p> <p>With Whom?: Andy, Grounds Staff and Steve</p>
5C - Weed Control Process	<p>To review the current process, explore the use of chemicals, appropriate licenses and investigate the opportunities for using natural alternatives. Do we follow COSHH Guidelines with regards to storage and use of chemicals?</p>

	<p>Measurable?: Change to natural alternatives if possible, if not, to use chemicals as a last resort, minimising their usage across the local area. Visual copies of the COSHH data sheets/certificates.</p> <p>With Whom?: Andy, Grounds Staff and Andrew</p>
<p>5D - Explore planting more pollinator plants</p>	<p>To audit and understand the existing plans relating to the planting of pollinator plants. Can we introduce additional plants to increase the number of species that visit?</p> <p>Measurable?: Understand the current plans to see if there are any improvements that can be made.</p> <p>With Whom?: Andy, Grounds Staff, Steve</p>
<p>5E - Compost</p>	<p>To review the current semi-informal arrangement (via cost comparison to buying all our own) with Borde Hill (they take our leaves and cuttings from Muster Green in return for reduced cost compost). Which is method is more environmentally friendly?</p> <p>Measurable?: Results of the cost comparison and current purchasing decisions</p> <p>With Whom?: Andy, Grounds Staff and Andrew</p>
<p>5F - Our Own Land</p>	<p>To utilise a cost benefit analysis to explore the opportunity of purchasing a piece of land for the use of grounds staff to store quipment, tools, creating our own compost heap, polytunnel for growing plants from seed.</p> <p>Measurable?: Results of CBA.</p> <p>With Whom?:</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.</p> <p>With Whom?: Andy, Grounds Staff and Steve</p>
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.</p> <p>With Whom?: Andy and Grounds Staff</p>
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.</p> <p>With Whom?: All office based staff</p>