

Cuckfield Parish Council

Carbon Reduction Plan for UK PPN 06/21

Supplier name: Cuckfield Parish Council

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COMMITMENT TO ACHIEVING NET ZERO

Forecourt Eye is committed to achieving Net Zero emissions, for scopes 1, 2 & 3, by 20xx.

BASELINE EMISSIONS FOOTPRINT

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

Baseline Year: 2022		
Additional Details relating to the Baseline Emissions calculations.		
Cuckfield Parish Council's carbon footprint baseline measurement was calculated for the time period starting on the 1st of April 2022 and ending on the 31 st March 2023. The accompanying report focused on Scope 1 emissions (direct emissions), Scope 2 emissions (indirect emissions) core operational Scope 3 (indirect, value chain emissions) emitted by Cuckfield Parish Council. The data was provided by Cuckfield Parish Council and calculated by 5D Net Zero in accordance with the UK Government Greenhouse Gas (GHG) Conversion Factors for Company Reporting, and meeting ISO 14065 Standard. The report provided a baseline from which Cuckfield Parish Council can plan, adapt and focus its operations to negate and offset all greenhouse gas emissions. The measurements below have been rounded to the nearest hundredth decimal place.		
Baseline year emissions period: 01/04/22 – 31/03/23		
<table border="1"><thead><tr><th>EMISSIONS</th><th>TOTAL (tCO₂e)</th></tr></thead></table>	EMISSIONS	TOTAL (tCO ₂ e)
EMISSIONS	TOTAL (tCO ₂ e)	

Scope 1	0.78 t.CO₂e.
Scope 2	36.64 t.CO₂e, which included:
UK Electricity	- 6.69 t.CO ₂ e
Heat & Steam	-29.96 tCO ₂ e
Scope 3	0.80 t.CO₂e, which included:
Waste Disposal	- 0.35 t.CO ₂ e
Commuter Miles	- 0.45 t.CO ₂ e
Total Emissions	38.22 t.CO₂e.

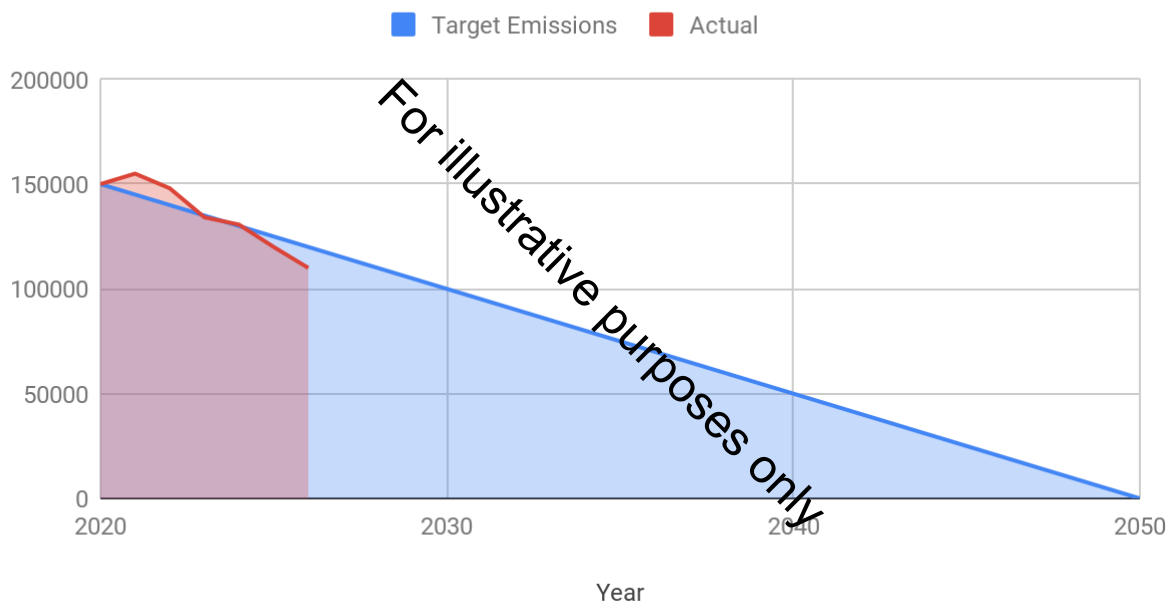
EMISSIONS REDUCTION TARGETS

In order to be accountable for the progress in achieving Net Zero, Cuckfield Parish Council has adopted the following carbon reduction targets.

We project that carbon emissions will decrease over the next five years to **XX** tCO₂e by 20**XX**. This is a reduction of **XX**%

Progress against these targets can be seen in the graph below:

Carbon Reduction: Projected vs. Actual



PLANNED CARBON REDUCTION PROJECTS

The following environmental management measures and projects will be carried out as part of the work to reduce the 2022 baseline. The carbon emission reduction achieved by these schemes equates to **XX** tCO₂e, a **XX**%ge reduction against the 2022 baseline and the measures will be in effect when reviewing our Carbon Footprint annually.

For our initial year of targeted reduction, we will be focussing on our Heating and Electrical usage, as these are the largest areas of emissions.

SCOPE 1

Cuckfield Parish Council's Scope 1 emissions originate from the combustion of biofuel-petrol blended fuel used for maintenance across multiple sites. Scope 1 is expected to reduce organically due to outsourcing maintenance of the Cuckfield Cemetery and reduction of Parish Council-owned equipment.

For the initial year of reduction, no proactive action will be taken for scope 1. No-mow areas are already in place. Some work will be done around community engagement in these areas, to improve public opinion, particularly among elder residents.

Note: The local school has increased the use of the cemetery where there are no-mow areas, with students having a positive connection with nature at the site.

Future Potential Actions:

- ✔ Increased no-mow areas
- ✔ Running community communication to increase use and improve the opinion of the no-mow sites
- ✔ Transition away from combustion-powered tools.

SCOPE 2

Cuckfield Parish Council's scope 2 is the largest area of emission, accounting for over 95% of total emissions. This will be the main focus for a reduction in emissions for the next reporting period.

I. UK Electricity

The total electricity usage comes from four locations, the council-owned public toilets, the clock lighting, the Village Hall and Queen's Hall. Both Halls use significantly more electricity with the Queen's Hall accounting for over 50% of the total electricity used.

Short-term actions

- ✔ Install sensors to control lighting equipment in Queen's Hall,
- ✔ Install smart meters for each location, and for individual areas within the Queen's hall,
- ✔ Switch to LED energy-saving lightbulbs,
- ✔ Split light switched across offices to reduce wasted energy,
- ✔ Encourage small cultural and behavioural changes to reduce electricity usage and wasted energy where possible:
 - Turn applications off rather than standby settings.
 - Communicate to all hall hirers to switch off lights when not needed.

Long-term actions

These are actions that are expected to take longer to implement than the time until the next reporting period ends. However, work to achieve these actions will start this year.

- ✔ Switch to a renewable energy provider from the current non-renewable tariff
- ✔ Get an energy survey done to review your overall energy efficiency.
- ✔ Install renewable solar panels on the Village and Queen's Hall.
 - Priority being Queen's Hall roof, after checking with the heritage officer at MSDC to understand whether this would be permissible.
- ✔ Moving the main office to the Council Chamber upstairs of Queen's Hall to reduce reliance on electric heaters.

II. Heating

The Council's heating is the largest reported source of emission by far, accounting for over 78% of the total GHG gases reported to have been emitted. All heating occurs in the Village and Queen's Hall. While both buildings have challenges with a reduction in heating usage, there are some clear actions that can be taken. Any reduction in the use of energy used for heating should have a direct financial saving.

The Village Hall is expected to be rebuilt in the future, which will assist in energy efficiency and therefore energy usage for heat. The Queen's Hall is grade-listed and has restrictions on the options for retrofitting. A key point of heat loss is when the front door is open for the regular community events to take place.

Short-term actions

- ✔ Insulation:
 - Investigate and obtain advice to insulate the roof at the Queen's Hall,
 - Window insulating film,
 - Introduce radiator reflectors,
 - Use draft excluders where needed,
- ✔ Introduction of automated systems (potentially a Hive system):
 - Room-specific, auto-set thermostats,
 - Heating management system,
- ✔ Behaviour change
 - Closed front door in the winter,
 - Encouraging users to keep windows and doors closed where possible.

Long-term actions

- ✔ Obtain advice on the options available to insulate the windows throughout the Queen's Hall,
- ✔ Moving the main council office to the Council Chamber upstairs of Queen's Hall (to take advantage of Heat emitted from the main hall),

- ✔ Switch to renewable energy,
- ✔ Get an energy survey done to review your overall energy efficiency.

SCOPE 3

Cuckfield Parish Council's scope 3 is the second largest area of emission but only accounted for over 2.10% of total emissions. This will not be a priority focus for the first year of reducing emissions for the next reporting period. The following actions are included as additional options if the team has the capacity.

I. Waste Disposal

- ✔ Waste Management measurements system to ensure a more accurate measure of waste,
- ✔ 'Reduce, Reuse, Repair, Rehome and then Recycle' communications and approach for all waste.

II. Commuter Miles

- ✔ Aspirational transport questionnaire (find out what staff want to do/barriers to that),
- ✔ Alternative travel incentives, e.g. ebike cycle scheme,
- ✔ Carpool clubs where relevant,
- ✔ Go electric - salary sacrifice schemes,
- ✔ Home working support.

DECLARATION AND SIGN OFF

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard¹ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting².

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard³.

¹ <https://ghgprotocol.org/corporate-standard>

² <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

³ <https://ghgprotocol.org/standards/scope-3-standard>

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body) of Forecourt Eye.

Signed on behalf of the Supplier:

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Date:

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