



Full Council Meeting

Date: 18th May 2023

Agenda Item: FC024 - Quotes to complete a carbon footprint review of both halls

1. Introduction

The Clerk was instructed to find out what is the Carbon Footprint at the Queen's Hall and Cuckfield Village Hall. The aim would be to know how to run both halls in a more sustainable manner to reduce the emissions produced by the usage of these halls.

Some in depth research about what is Carbon Footprint and how it is measured was shared in a report previously circulated. Since we have gathered various quotes to help us start this process. Please find below a list of five companies that we approached.

2. Companies & quotes

5D NET ZERO, Gomshall, Surrey - <https://www.5dnetzero.co.uk/>

Services:

Carbon Footprinting Scopes 1 & 2 and Carbon Reduction Plan

Includes Carbon Footprint, Certification and Quarterly progress meetings

What it means:

- a Carbon Footprint Report of all Cuckfield Parish Council's direct emissions, also known as Scopes 1 and 2, using the Greenhouse Gas Protocol Corporate Reporting and Accounting Standard.
- a tailored Carbon Reduction Plan that provides recommendations for reducing carbon emissions across all areas of the business. 5D Net Zero will work in partnership with CPC to set targets and define actions based on our business' requirements, in line with the UK Government's target of being net zero by 2050. This document will adhere to the PPN 06/21 Government Policy.
- Following the completion of our Carbon Reduction Plan, 5D Net Zero will then assist in finding Cuckfield Parish Council carbon offset projects, should we choose to become carbon neutral.

From £1,200 per year (Small Business) ex VAT

Sustainable Footprints, Cowfold, West Sussex - <https://www.sustainablefootprints.co.uk/>

Services:

Energy assessments and recommendations for the Queen's Hall and Cuckfield Village Hall covered by either a legal requirement for Display Energy Certificates (DECs) or General Energy Audits.

Display Energy Certificates (DECs) provide a rating of between A-G based upon a building's energy performance. It will come with an advisory recommendations report for improving the

energy performance of the building. By law, the DEC should be publicly displayed within our buildings and will be valid for 10 years. A DEC will be required for each building.

What it means:

The DEC will only provide a basic emissions calculation for the building only and will not take into account emissions generated by the Council's operations. For a more thorough carbon footprint and recommendations, Sustainable Footprints suggest one of the following services (in addition to the DEC which is a legal requirement):

Option 1: Carbon footprint and buildings energy audit: This will calculate the carbon footprint and identify more detailed and relevant energy savings within your buildings and fleet (including reimbursed mileage).

Option 2: Carbon footprint and net-zero / PAS 2060 gap analysis: This will calculate your carbon footprint and make several recommendations of how you can improve your carbon management and meet net-zero or achieve PAS 2060 which is certification for carbon neutrality.

Cost estimated from £3,000 to £4,000 ex VAT

Carbon Footprint Ltd, Basingstoke, Hampshire - <https://www.carbonfootprint.com/>

Services:

Access to the free online carbon calculator for assessing the emissions of both buildings.
Completion of a full carbon assessment of Cuckfield Parish Council's operational footprint.

What it means:

- Assessment of the emissions from the Queen's Hall and Village Hall, including waste and water with the purchase of a licence for the elite carbon calculator (<https://www.carbonfootprint.com/businessscalcelite.html>)

12-month licence £995 ex VAT

- Certification as a carbon assessed organisation, Carbon Footprint Ltd would need to verify the results of our assessment

Cost estimated from £750-£900 ex VAT

- Fully consultant-led appraisal of the Parish Council

Cost estimated at £1,950 ex VAT

The Syntegra Group, Reading, Berkshire - <https://syntegragroup.com/>

Services:

Carbon footprint auditing based on data gathered during previous Financial Year (April-May).

What it means:

An initial activity would be to explore several points via a telecom to ensure that nothing has slipped through the net (i.e. sites to cover, number of employees, electricity and gas records, other greenhouse gas emissions to be considered...)

Most of the auditing work can be done remotely as long as:

- the energy, staff and other records are good
- there are no unexpected complexities of which we are currently unaware

The deliverable would be an Excel table with annual energy as kWh and tCO2.

Cost estimated at £1,250 ex VAT

Follow-up efforts to reduce energy bills - includes 2 x site audits and reporting and would include a review of building fabric, glazing, insulation, HVAC (heating, ventilation and air-con) building energy management, boiler/hot-water system, staff attitudes, awareness and behaviour, opportunities for renewable or low-C energy sources, etc...

Cost estimated – not know yet

Compare your footprint, <https://www.compareyourfootprint.com/>

Services:

Online Carbon Footprint software calculator

What it means:

Calculation of the Carbon Footprint using the online platform

£99 ex VAT per year

Further support and analysis

Cost estimated at £630 ex VAT

3. Next steps

As described in the quotes above, the calculation of Carbon Footprint can be an in-depth process supported by a professional or led by ourselves via the support of an online tool. The cost attributed can vary but our research has confirmed that the cost will be considerably higher if using the support of a professional compared to leading this tasks ourselves with the help of an online tool. If using the online tool is the only option, the difficulty may lie with lack of knowledge and time allocated to complete the task.

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Date: 2nd May 2023