Carbon Reduction and Sustainability Action Plan (September 2023)

Priority items - those with the potential to make the most significant impact - are highlighted (grey shading).

Action No.	Description	Desired outcome	Lead	When	Update
A	Review servicing contracts for our biomass systems, aiming to reduce breakdown periods	Reduce time when we're obliged to switch to the gas/oil back-up	JT	2020	**Completed –** DCM still has more breakdowns and it might be worth replacing with heat pumps sooner than planned
B	Install additional PV panels at: Yoredale; Aysgarth; DCM; Colvend; Malham	Reduce our electricity usage at these properties	JT	2020	**Completed**
C	Improve the IT server room air conditioning, which should see	50% reduction in electricity used by that equipment	JT	2020	**Completed**
D	Change external lighting to low energy LEDs	Reduce electricity usage	JT	2020	**Completed**
E	Install air-source heat pumps at National Park Centres: Malham; Aysgarth;	Replace oil-fuelled heating system at Malham and electric storage heaters at Aysgarth	JT	2020	**Completed**
F	Install air-to-air heat pump at Grassington NPC	Replace old electric storage heater system	JT	2020	**Completed**
G	Install public-use EV chargers in all our car parks (10 dual chargers, so 20 charge points)	Visitor emissions reduction	JT	2021	**Completed**
1	Replace the gas boiler (for heating water) at Colvend Cottage with an electric water heater.	End this use of gas	JT	2021	**Completed**
2	Relocate electric radiators from Colvend to Bruntacres, to replace bottled gas space heating.	End this use of gas	JT	2021	**Ongoing**

					Unable to find an electric alternative to heat the large workshop space. JT to reinvigorate this.
3	Use 2022/23 for preparation/ research, and - subject to our conclusions - plan a move to an all-electric fleet in 2023/24 (noting the current exception for Land rovers). This would require significant works (and potentially, cost, subject to any available grants) on EV charging facilities. In a move to reduce grey fleet emissions (potentially, ending mileage payments for non-EV grey fleet), we would also need to increase our leased fleet substantially.	End of petrol / diesel use in leased fleet (excepting Land rover and equivalents)	AH	2022/24	**Partially completed** Prep and research completed. SMT agreed in February 2023 that everything except the land rovers to be replaced as fast as we can to electric and via hybrid models if that is more useful transition for larger 4x4 towing vehicles. Land rovers to be replaced with less polluting vehicles. Shorter lease times to be looked at for more proactive changes of vehicles if/as required. Procurement of new leased vehicles to commence autumn 2023. EV fleet charging infrastructure to be installed by Estates Team. Subject to vehicle availability/delivery time new contract to be in place by April 2024.
4	Closer monitoring and management of mileage, especially in the 'Land Rover / large diesel car' category (which accounted for over 16% of the Authority's total emissions in 2020/21).	Lower fuel use in absence of an EV solution to the 'Land Rover' question	AH	2022	**Completed**
5	Set up a 'Smart Export Power' arrangement for the new PV panel arrays, which will pay 3p/kwh for and exported electricity.	Off-setting + income generation	JB/JT	2021	**Ongoing** Utility provider is not helping us to get set up to export data, despite several months of emails. JT has submitted a complaint to our utility provider and to the Energy Ombudsman. We are now trying to

					make progress with an alternative energy supplier.
6	Insulation work (incl. double glazing): improvements to doors and windows in all office properties.	Lower electricity use	JT	2021/22	**Completed**
7	Ongoing work to upgrade office lighting to LED: will do that as old lights die (or where it's cost effective to change straight away).	Lower electricity use	PB	2023/24	**Partially completed** Just the emergency square lights at Yoredale left to do. There isn't a retrofit solution so would need entirely new units.
8	Install Passive Infra-Red (PIR) timers in offices: some remaining work still in Colvend and Yoredale	Lower electricity use	PB	2021/22	**Partially completed** Yoredale complete. Two hallways at Colvend outstanding. No budget within existing budgets though.
9	Review the number of premises we need	Lower power requirements	JT	2023/24	**Outstanding** This is part of the Property Strategy.
10	Some small scale potential for further PV installations on toilet blocks, if new funding becomes available	Lower electricity use	JT	2024	**Ongoing** Solar panels are not economically viable at present. Currently changing sink units and hand dryers to a more energy efficient system.
11	Changing staff behaviours: *Burning Oil:* • DCM: management of day to day heating settings *Leased vehicle fleet* • Patterns over the past two years suggest that valuable reductions could be made if we had a policy for managing travel. *Electricity* • Active use of thermostats • Turning appliances off when not in use • Encourage office sharing • Turning heating down • New appliances to incorporate maximum energy-efficient ratings	A more carbon-literate and sustainability-aware organisation	VT/GS	2022/23	**Completed** ELMS module "An Introduction to Climate Change" has been uploaded. There are other new generic courses on climate change, available as part of the upgrade that staff can chose to undertake too.

	• Reduced use of e-mail *'Grey' Fleet* • Car Sharing • Public transport • Managing travel requirements *Rail Travel* • Encourage use, where a viable alternative to car *Water* • Reduce water use whilst at work. *Sustainability* • staff to plan ahead for stationery and other needs, so that we can make fewer, larger orders *Paper / Printing* • embed low use habits adopted during pandemic • Use unprinted side of paper as scrap before recycling *Waste & Recycling* • Encourage people to take their non-office rubbish (lunch wrappings etc.) home for domestic recycling *Plastics* • avoid single use plastics				
12	Managing down Member mileage: continuing the use of VC for Member meetings which aren't part of the formal calendar (and encouraging car sharing).	Lower emissions from this source	CT	2022/23	**Completed**
13	Business mileage: tighter business travel policy than at present	Lower emissions from this source	VT	2022/23	**Outstanding** VT to review policy in 23/24
14	Volunteer mileage: prepare an action plan to identify and deliver mileage savings	Lower emissions from this source	SR	2022/23	**Completed**
15	Install water sensors in public toilets, to reduce water use. Four blocks still to do, will complete as part of the normal refurbishing cycle	Lower emissions from this source	JT	2022/25	**Completed**

16	Rain water capture & grey water systems, for public toilets: undertake review work to establish viability	Lower emissions from this source	JT	2022/23	**Completed** Not cost effective.
17	Review public toilets at Aysgarth,to see if a return to composting (and less water use) is viable	Lower emissions from this source	JT	2022/23	**Completed** Not practical or cost effective.
18	Based on the reduction in cash payments (and increase in card payments), establish the potential for reduced cash collection requirements, when re-contracting in 2022.	Third party emissions reduction	AH	2022/23	**Completed**
19	Trial 'card only' car park machines, to see whether they can help us towards further reductions in cash payments and therefore cash collection mileage	Third party emissions reduction	AH	2022/23	**Completed** Deemed not appropriate due to significant problems with card only payments which would have a potentially significant impact on income if trialled. Decision to move to card only machines in 23/24 with the introduction of improved connection network.
20	Investigate the potential of self-cleaning toilets, so we don't need so many cleaning visits	Third party emissions reduction	JT	2022/23	**Completed** Self-cleaning toilets for commercial use do not exist.
21	Add two more twin EV chargers at Malham, Grassington and DCM, for public use (12 additional charge points in all), subject to agreement and the available match-funding	Visitor emissions reduction	JT	2022/23	**Partially completed** Budget approved, works in progress, site visits taking place to finalise quote. Additional chargers installed at Malham and DCM. Grassington chargers to be installed in Nov 23.
	Wider sustainability issues				
22	Sustainability of Authority clothing: to be reviewed when current Columbia sponsorship deal ends	Improved sustainability	KB	2022/23	**Completed** NPP are looking at a new national deal.
23	Retail: looking at the possibility of stocking reusable bottles	Improved sustainability	KC/CB-R	2022/23	**Completed** We sell refillable bottles and pre-filled water boxes (100% recyclable)

24	Office supplies: • Tea / Coffee: a move to Fairtrade or similar • Will review internal use of cleaning products, to see if any more sustainable alternatives; • Review cleaning products to reduce / limit use of palm oil • Use recyclable etc. bin bags • Investigate a more sustainable alternative to current paper type	Improved sustainability	AJ	2022/23	**Completed** • Only Fairtrade sugar is purchased for the offices. • Only Ecover is purchased for the washing up liquid refills in the offices. The Visitor Centres will also be switching when the current supply has been used up. • Only Splesh toilet rolls are purchased for the offices. The Visitor Centres will also be switching when the current supply has been used up. • Blue recycling bags introduced at Yoredale, to ensure dry products (paper, card, etc.) can be recycled better. Colvend already have recycling arrangements with the waste collectors. • 100% recycled printer/photocopier paper now purchased for use in the offices.
25	Review whether cleaning contractors are using environmentally-sensitive products	Improved sustainability	JT	2022/23	**Completed** Requested contractors move to most environmentally friendly products available and suitable
26	Investigate sustainability approach of local catering suppliers, and whether there is an opportunity to encourage a move in this direction	Improved sustainability	CT	2022/23	**Completed** We use local suppliers.

27	Rangers, use of materials • Reduce use of materials with high environmental cost; source products and supply chains that are more sustainable • Continue to improve approaches to re-using and recycling	Improved sustainability	AH	2022/23	**Completed** Recommendations being introduced to working practices.
28	Mobile device for path survey work: trial tablet-based volunteer surveying	Improved sustainability	RBr	2022/23	**Outstanding** Trial to be undertaken in 2024/25.
29	Recycling: investigate alternative approaches to current Yorewaste collections	Improved sustainability	JT		**Completed** We now have specific recycling collections at Yoredale. This does not apply to DCM or Aysgarth though as it's quite expensive
30	Plastic tree guards: set a target date by which natural alternatives to plastic tree guards and plastic cable ties must be in use, and to plan for the removal of existing plastic tree guards from the environment; looking at establishing more woodlands through natural regeneration rather than the use of plastic guards.	Reduction / removal of plastic from the environment	LJ	2023/24	**Ongoing** It's not possible to set a target date for alternatives on present information. Grow Back Greener funds natural regeneration but uptake is low.
31	Landholdings: a light touch 'carbon audit', assessing whether there are any worthwhile opportunities to increase sequestration.	Carbon sequestration	KH/MN	2022/23	**Completed** Recommendations being introduced to working practices. No specific worthwhile opportunities
32	Re-write the Procurement Strategy with greater emphasis on sustainability	Improved sustainability	CBu	2021/22	**Completed**
33	'Ecosia' search engine: investigate whether it can replace Google tab on top of internet page	Contribution to climate change project funding	MS	2022/23	**Completed** Ecosia search engine added to intranet
34	Awareness raising: • Deliver an awareness-raising programme • Add a criterion to job descriptions to encourage greener working practices	Underpins delivery of all preceding actions	VT/GS	2022/23	**Partially Completed** ELMs course has been launched (see action 11). Job descriptions to be updated in the Autumn.

35 - NEW	Biomass Boilers: • Investigate if heat source air pumps would have lower emissions than biomass boilers • If they do, look to change them if funds are available	Lower Authority emissions, possibly save on cost of fossil fuels	JT	2022/23	**Completed** Air source heat pumps at Colvend office and Dales Countryside Museum could increase our reportable CO2 emissions by 50,000kg per year. The cost overall would be more expensive due to electricity charges and because there is no funding available (the Renewable Heat Incentive payments currently last until 2030). To be revisited in the future when the biomass boilers reach the end of their life or if funding is made available.