

Cornwall Wildlife Trust Environmental Action Plan

Introduction

The Cornwall Wildlife Trust (CWT) works to conserve Cornwall's wildlife for the benefit of this and future generations. As part of this work the Trust aims to carry out its work in a sustainable manner and to maximise its contribution to a healthy living environment.

In 2003 CWT realised there was a need to look at ways to reduce its "business operational impacts" on the Environment (i.e. its daily functions) so formed a "Green House Group" (GHG) which comprises staff and Trustees representing the range of CWT's work.

Each member of the GHG adopted a section of CWT (e.g. Conservation team, Reserves team) and used assessment sheets to audit and assess the impacts each section's daily operations were having on the Environment.

The audit was carried out using standard sheets - one form was completed per section of CWT. A waste audit was prepared by Envirowise (www.envirowise.gov.uk), and energy audit carried out by the local Efficiency Advice Centre (www.cep.org.uk) under the "Action Energy" scheme (www.actionenergy.org.uk).

With guidance from "Envirowise" each of CWT's "section lists" were merged into a "long list of impacts", which it was hoped would cover the whole of CWT's daily business operational impacts on the Environment. A "scoring system" was used (with a scale of 1-10) to assess priority for action. As a result of this exercise issues that scored over "6" were listed for incorporation into a Plan of Action and grouped by theme.

The GHG identified nine "themes" requiring action:

- Energy consumption
- General waste production
- Hazardous waste production
- Office waste production
- Other major Issues
- Procurement
- Training/Funding
- Transport
- Water consumption

Consequently an Environmental Action Plan (EAP) was drawn up in October 2005 focusing on the nine themes. For each of the themes the EAP outlines specific Actions the Trust is undertaking to ensure that the Environmental impacts of its business operations are minimised.

The nine themes contain Objectives; Targets and over 100 specific Actions with short; medium and long term priority for completion. Actions include reducing our business and journey to work mileage in an effort to reduce Carbon Dioxide emissions; conserving resources by reducing our energy and water consumption and sourcing food for events we hold from local suppliers to reduce "food miles".

CWT staff and senior management have all approved the EAP. It has also been incorporated into the CWT's Development Plan and will influence all areas of CWT's work.

The Action Plan

Current position	Achieved ? Short-term objec? Long-term?	Target	Action what?	Current Action or new Action?	Action required by who?	Action required when?	Resources required (e.g. "man hours")	Data collated/required to achieve Action
1. Impact – Energy								
Objective: Ensure electricity used on-site is from a renewable source.								
	Short-term	Ensure electricity is purchased via a green tariff by December 2004	Establish which is the best green tariff for CWT's needs	Current	Central Services (BW) to set up GHG named person (AB)	Immediate		Current and previous electricity bills, relevant alternative tariffs.
	Short-term		Ensure electricity is purchased via a green tariff	New	As above	TB/ERCCIS summer 05 FA Mar 06		None.
	On-going		Regularly review competitors rates	Current	Central Services (GS); GHG named person (AB)	Annually		Electricity rates from each relevant company
Objective: Monitor and reduce use of electricity								
The Trust currently uses 51,000 kWh of electricity each quarter (Dec 04)	Long-term	Reduce electricity use by 10% to 45,900 kWh by December 2005, and a further 3% in subsequent years	Monitor electricity use across the sites	On-going	Central Services (GS) GHG named person (AB)	Every 3 months, and annually		Quarterly electricity bills
	Short-term		Enable power saving mode on all computer monitors AB to liaise with IT	New	IT section; GHG named person (AB)	Now		None
	Short-term		Turn off all lights that are not required and copiers / printers at end of day.	New	All staff; GHG named person (AB)	Now		None
	Achieved		Produce "energy labels"	New	All staff; GHG named person (AB)	Now		None
	On-going		Train staff	New	All staff; GHG named person (AB)	As required		None

Current position	Achieved ? Short-term objec? Long-term?	Target	Action what?	Current Action or new Action?	Action required by who?	Action required when?	Resourc es required (e.g. “man hours”)	Data collated/required to achieve Action
	On-going / short-term		As current lamps expire replace with low energy lamps BW to try to locate free supplies	Current New	Central Services; GHG named person (AB)	As bulbs expire		None
	Achieved		Selectively remove some fluorescent lamps from ceiling fittings, subject to a health and safety assessment	New	GHG named person (AB)	Now		None
	Achieved		Investigate if cavity and loft insulation is at the optimum level across sites AB to contact energy centre BW to investigate sheep fleece DS to install	New	CWT Director; Central Services; GHG named person (AB)	Now		Information on products and costings
	Achieved		Repair broken night storage heaters		Central Services; GHG named person (AB)	Now		None
	Achieved and on-going		Regularly service the night storage heaters in ERCCIS and Allet Ensure turned off in Spring	Current	Central Services; GHG named person (AB) Central Svcs staff	Annually		None
Objective: Monitor and reduce heating oil use								
The Trust currently uses the equivalent of 42,000 kWh of heating oil per year (Dec 04)	Short-term Long-term objective is to remove oil heating requirement	Reduce heating oil use by 10% to the equivalent of 37,800 kWh annually, and by 3% annually in subsequent years.	Monitor heating oil use in TB GS to check actual annual usage as first column figure only guesstimate	Current	Central Svcs (GS) GHG named person (AB)	Annually		Annual heating oil bills

Current position	Achieved ? Short-term objec? Long-term?	Target	Action what?	Current Action or new Action?	Action required by who?	Action required when?	Resourc es required (e.g. “man hours”)	Data collated/required to achieve Action
	On-going		Regularly review competitor's rates	Current	Central Services (GS); GHG named person (AB)	Annually		Heating cost from each relevant company
	On-going		Set heating controls for optimum efficiency in TB	New	TB (Sarah C)	Now		None
	Achieved and on-going		Regularly service the heating system in TB	Current	Central Services; GHG named person (AB)	Annually		None
	Short-term		Assess where to Install draft excluders and blinds in offices Close blinds in winter to retain heat Training for staff	Current New New	Central Services; GHG named person (AB)	Now		Potential funding and most appropriate materials/systems
Objective: In the long term (say by 2010) seek to ensure that all energy used is from sustainable sources.								
The Trust does not currently use sustainably sourced energy	Short-term: 1) Undertake feasibility study 2) Assess and cost Long-term: 3) install at TB and monitor 4) install at ERCCIS and FA	Seek to install a renewable energy system to serve ERCCIS and TB	Investigate the options and finance available for a self sufficient renewable energy system (e.g. a wood chip burner, or a combination of systems) AB to contact Energy Centre	Current New	GHG named person (AB); CWT Director; Central Services	Now		Information from relevant organisations/site visits
	Long-term		Install the most appropriate system for CWT's needs	New	CWT Director; Central Services; GHG named person (AB)	On completion of Action 4.1 and by 2010		Data gathered through completion of the action above
2. Impact – Hazardous Waste								
Objective: Monitor and reduce quantity of left over spray containers and chemicals								

Current position	Achieved ? Short-term objec? Long-term?	Target	Action what?	Current Action or new Action?	Action required by who?	Action required when?	Resourc es required (e.g. “man hours”)	Data collated/required to achieve Action
The Trust currently produces hazardous waste in the form of spray containers and left over chemicals (Dec 04)	Short-term	Establish a baseline figure for the amount of left over spray containers and chemicals Monitor	DS to clear and monitor from June 05 Record quantity of left over spray containers and chemicals	New	Reserves; GHG named person (DS)	Every 3 months		Spray container invoices
	Long-term	Reduce quantity of left over spray containers and chemicals by 10% by December 2005, and by 3% in subsequent years	As above	New	Reserves; GHG named person (DS)	Now		None
	Short-term		Produce a stock list of chemicals in store and their use by dates to ensure usage before they go out of date	Current	Reserves; GHG named person (DS)	By December 2004		None
Objective: Ensure hazardous waste containers are stored and disposed of in an environmentally responsible manner								
	Short-term	Identify and adopt an environmentally responsible method of disposal for empty hazardous waste containers	Identify a site to dispose of containers.	Current	Central Services; Reserves; GHG named person (DS)	By December 2004		List of companies who dispose of contaminated waste containers
	Achieved		Identify and establish a safe place to store empty containers prior to disposal	Current	Reserves; GHG named person (DS)	Now		None
	Short-term		Inform Reserves and Central Services staff of disposal methods	Current	Reserves; GHG named person (DS)	By January 2005		
	Short-term		Ensure hazardous containers are not reused for any other purposes	Current	Reserves; GHG named person (DS)	Now		None
	Short-term		Ensure that any waste	Current	Reserves;	Now		List of suppliers

Current position	Achieved ? Short-term objec? Long-term?	Target	Action what?	Current Action or new Action?	Action required by who?	Action required when?	Resourc es required (e.g. “man hours”)	Data collated/required to achieve Action
			chemicals are disposed of in a designated area that does not cause harm to the environment		GHG named person (DS)			who dispose of contaminated waste containers
Objective: Monitor and reduce other waste materials generated by the Trust								
The Trust currently produces minimal less hazardous waste in the form of other materials	Short-term	Monitor other waste materials produced within the Trust eg barbed wire, tanninised timber, paint tins, oil containers	DS to carry out an audit of other waste materials produced within the Trust. Establish baseline & classify. Central Services to investigate disposal	New	Central Services; Reserves; GHG named person (DS)			Locations of appropriate disposal points/means
	Long-term	Reduce other waste materials produced within the Trust by 10% by December 2005, and by 3% annually in subsequent years.	Adopt recommendations from the audit where appropriate.	New	Central Services; Reserves; GHG named person (DS)			Contact details of an appropriate consultant. Or materials/training to carry out the audit in house
3. Impact – General Waste								
Objective: Monitor and reduce the amount of waste going to landfill every year								
The Trust currently generates a large amount of general waste which gets sent to landfill	Short-term	Monitor the amount of waste going to landfill	Establish an annual baseline figure & classify. Subsequently record the amount of going to landfill annually Provide suitable bins to take different types of waste according to audit	New New	GHG named person (DS & AB) Central Svcs	Every month and annually		None
	Long-term		Monitor waste		GHG named	Annually		None

Current position	Achieved ? Short-term objec? Long-term?	Target	Action what?	Current Action or new Action?	Action required by who?	Action required when?	Resourc es required (e.g. “man hours”)	Data collated/required to achieve Action
			generated across the sites		person (DS)			
	Long-term	Reduce the amount of waste going to landfill by 10% by December 2005, and by 3% annually in subsequent years.	Ensure there are adequate methods to recycle materials in all of the waste disposal areas Educate staff	Current	The Cleaner; Central Services; GHG named person (DS)	December 2005		Recycle World (Lamp Recycling Services and computers): Info@lamrecycle.co.uk 01752 662050
	Short-term		Ensure bins are only emptied when full	Current	The Cleaner; Central Services; GHG named person (DS)	Now		None
	Short-term		Where possible ensure that all hazardous products used are environmentally friendly and in refillable containers.	Current	Central Services; Reserves; GHG named person (DS)	By December 2004		
			Ensure the recycling points are clearly marked	Current	GHG named person (DS)	December 2005		None

4. Impact – Office Waste

Objective: Monitor, reduce, reuse and recycle office waste

The Trust currently generates a large amount of office waste	Short-term & long-term	Monitor the amount of waste going to landfill	Establish an annual baseline figure for cardboard, paper, cartridges, etc, Subsequently record the amount of waste going to landfill annually weigh paper	Current New	GHG named person (AB) Central Services	Every month and annually		None
	Short-term & long-term	Reduce current paper consumption and Reuse and/or Recycle 100% of	Encourage staff to reuse waste paper Train staff	On-going	Central Services; GHG named person (CV)	Now		None

Current position	Achieved ? Short-term objec? Long-term?	Target	Action what?	Current Action or new Action?	Action required by who?	Action required when?	Resourc es required (e.g. “man hours”)	Data collated/required to achieve Action
		paper waste						
	Long-term		Encourage staff to reduce paper use by encouraging the sharing and use of electronic documents	Current	Central Services; GHG named person (CV)	Now		None
	Long-term		Central Services to generate central filing systems	New	Central Services; GHG named person (CV)	By December 2007		
	Short-term		Encourage staff to utilise Trust printers and Photocopiers with a “Duplex” facility – print on both sides	On-going	Central Services; GHG named person (CV)	Now		None
	Short-term		Encourage staff to use “draft” options on Trust printers for “in house” document to reduce printer ink consumption	On-going	Central Services; GHG named person (CV)	Now		None
	Long-term		Encourage outside organisations to reduce paper use by encouraging the sharing and use of electronic documents	New	Central Services; GHG named person (CV)	Now		None
	Achieved		Find a facility to re-cycle all paper and cardboard	Current	Central Services; GHG named person	Now		
	On-going		Regularly review competitor’s rates	Current	Central Services; GHG named person	Annually		Disposal rates from each relevant company
	Short-term & Long-term	Reduce other waste going to landfill by 10% by December 2005, and by 3% annually	Establish which is the most competitive and environmentally friendly company to dispose of ink cartridges.	New	Central Services (MP); GHG named person (CV)	Now		List of waste disposal companies and sites

Current position	Achieved ? Short-term objec? Long-term?	Target	Action what?	Current Action or new Action?	Action required by who?	Action required when?	Resourc es required (e.g. “man hours”)	Data collated/required to achieve Action
		in subsequent years	Establish a baseline figure of cartridge use					
	On-going		Regularly review competitor’s rates	New	Central Services; GHG named person (CV)	Annually		Disposal rates from each relevant company
	Achieved		Reuse redundant mobile Phones where possible	New	Central Services; GHG named person (CV)	Now		None
	Short-term		Establish the most competitive and environmentally friendly company to dispose of redundant mobile Phones	New	Central Services (MP); GHG named person (CV)	Now		List of waste disposal companies and sites
	On-going		Regularly review competitor’s rates	New	Central Services; GHG named person (CV)	Annually		Disposal rates from each relevant company
	Achieved		Reuse redundant computer parts where possible	Current	Central Services; IT Section; GHG named person (CV)	Now		None
	Short-term		Establish the most competitive and environmentally friendly company to dispose of redundant computer parts	Current	Central Services (IT); GHG named person (AB)	Now		List of waste disposal companies and sites. Recycle World (Lamp Recycling Services and computers): Info@lamrecycle.co .uk 01752 662050

Current position	Achieved ? Short-term objec? Long-term?	Target	Action what?	Current Action or new Action?	Action required by who?	Action required when?	Resourc es required (e.g. “man hours”)	Data collated/required to achieve Action
	On-going		Regularly review competitor's rates		Central Services; GHG named person (CV)	Annually		Disposal rates from each relevant company
	Short-term		Establish the most competitive and environmentally friendly company to dispose of expired low energy and conventional lamps	New	Central Services; GHG named person (CV)	Now		List of waste disposal companies and sites. Recycle World (Lamp Recycling Services and computers): Info@lamrecycle.co.uk 01752 662050
	On-going		Regularly review competitor's rates	New	Central Services; GHG named person (CV)	Annually		Disposal rates from each relevant company
	On-going		Maintain the current green paper towel scheme and establish a use for compost generated	New	GHG named person (??)	Weekly		
	Short-term		Investigate methods to reduce and recycle other office waste	Current	Central Services; GHG named persons (CV, DS, AB)	Now		Up to date list of companies and what types of waste they can recycle. Investigate alternative use for “new” forms of waste as generated

5. Impact – Water Use

Objective: Monitor, reduce, reuse and recycle water across the sites

The Trust currently generates a large amount of waste water	Achieved	Monitor water use across the sites	Install water meters		Central Services; GHG named person (DS)	Now		None
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Current position	Achieved ? Short-term objec? Long-term?	Target	Action what?	Current Action or new Action?	Action required by who?	Action required when?	Resourc es required (e.g. “man hours”)	Data collated/required to achieve Action
	Short-term		Carry out a baseline survey of water use across sites	New	GHG named person (DS)	By December 2005		Annual Water Bill and water meter readings
	On-going		Monitor water use across sites	New	GHG named person (DS)	Annually		Annual Water Bill and water meter readings
	Long-term	Reduce water usage by 10% by December 2005, and by 3% in each subsequent year	Install flow reducers to taps where possible	New	Central Services; GHG named person (DS)	Now		Information on flow reducers and how to fit them
	Short-term		Install Hippo bags to toilet cisterns where appropriate	New	Central Services; GHG named person (DS)	Now		None
	Long-term	Use rain water where possible	Install rainwater collectors around the site, first establishing how might be used	New	Central Services; GHG named person (DS)	Now		None
	Long-term		Investigate Bio-bubble (H2OK) method, and reedbed systems	New	GHG named person (PH)	now		Info on systems
	Long-term		Investigate the possibility of using rain water in toilet systems, for watering and other appropriate uses	New	GHG named person (DS)	By 2005		Information on converting toilets to rain water. Information about rainwater usage.

6. Impact – Other Major Issues

Objective: Ensure timber waste is disposed of in an environmentally responsible manner

The Trust currently generates timber waste	Short-term	Identify current and new methods of disposal	Review current methods of disposal and adopt new measures, if required	New	Reserves; GHG named person (DS)	Now		None
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Objective: Investigate a scheme to reward members of staff and volunteers where they reduce their impact on the Environment during the course of their work in line with the Impacts and Actions outlined in this Action Plan

The Trust currently does not reward employees and	Long-term	Set up a reward scheme in line with the Actions outlined			GHG named person (AB)	Now		Assorted (yet to be established)
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Current position	Achieved ? Short-term objec? Long-term?	Target	Action what?	Current Action or new Action?	Action required by who?	Action required when?	Resourc es required (e.g. “man hours”)	Data collated/required to achieve Action
volunteers for reducing their impact on the Environment through carrying out their daily work		in this plan						
	Short-term		Identify rewards and sources for rewards (e.g. vouchers)	New	GHG named person (AB); Central Services; CWT Director	Now		Assorted (yet to be established)
Objective: Seek approval form Exec and Council to award staff cycling to meetings or sites on work business during work hours with the Trust mileage rate for journey undertaken								
	Achieved in principle	Gain approval form Exec to award staff cycling to meetings or sites on work business during work hours with an agreed mileage rate for journey undertaken	Identify acceptable mileage rate	New	GHG named person (VW); Central Services; CWT Director	Now		
	On-going		Reward and publicise staff and departments that have reduced environmental impacts every quarter	New	GHG named person (AB); Central Services; CWT Director	From January 2005		Information gathered through the actions above
Objective: Seek to incorporate this Action Plan into the Trust Development Plan								
This Action Plan is not currently incorporated into the Trust Development Plan	Short & long-term	Aim to incorporate this Action Plan into the Trust Development Plan (March 2006)	Incorporate this Action Plan into the Trust Development Plan	New	CWT Director;; GHG named person (VW)	Now		None
Objective: Encourage volunteers and staff to assist in monitoring actions from this Action Plan								

Current position	Achieved ? Short-term objec? Long-term?	Target	Action what?	Current Action or new Action?	Action required by who?	Action required when?	Resourc es required (e.g. “man hours”)	Data collated/required to achieve Action
To incorporate this Action Plan into Trust work a large amount of monitoring is required to ensure the plan's successful implementation	Short-term	Aim to monitor all Actions in this plan by the end of December 2005	Achieve monitoring of all actions in this Action Plan through volunteer and staff involvement	New	CWT Director; Central Services; GHG named person (AB)	By April 2005		None
Objective: Seek to employ a person to oversee and guide the implementation of this Action Plan								
The Trust currently does not have a person in post to implement this Action Plan	Short-term	Seek funding to employ a person to oversee and continue implementing this Action Plan by April 2005	If possible employ a person to oversee and continue implementing this Action Plan Or recruit/ identify a volunteer	New	CWT Director; GHG named person (VW)	Now		Funding sources
Objective: Implement methods to reduce the impact of Trust Carbon emissions								
The Trust does not currently off set carbon emissions generated through its daily business operations	On-going	Plant “X” indigenous trees on-site and on members land, where appropriate, annually to off-set 5% of Trust annual Carbon emissions	Establish a baseline / undertake an audit of emissions. Plant the relevant amount of indigenous trees on-site and on member's land, where appropriate	New	GHG named person (PH)	Annually		Data gathered through the Trust “planning for real” exercise in relation to appropriate site; details of members willing to participate; Reserves and companies with relevant tree stock
7. Impact – Transport								
Objective: Monitor annual journey to work miles								
The Trust currently undertakes (Dec 04) 236,600 journey to work	Short and long-term	Carry out a baseline survey of journey to work mileage, and	Calculate average JTW per staff member per week	New	GHG named person (PH)	December 2005 and annually		Annual Journey to Work figures from staff / timesheets

Current position	Achieved ? Short-term objec? Long-term?	Target	Action what?	Current Action or new Action?	Action required by who?	Action required when?	Resources required (e.g. "man hours")	Data collated/required to achieve Action
miles per year, This is a total of 78.35 tonnes of CO2 /year		subsequently monitor annually						
Objective: Reduce journey to work mileage								
	Short-term Long-term	Reduce mileage by 10% by December 2005, then 3% per year in subsequent years through implementation of the Green Transport Plan (GTP)	(GTP i) Permit working at home in line with Trust guidelines and with acknowledgement from staff that "WAH" is not part of working contracts, but an on-going and negotiable method of flexible working that varies according to workload	Current	CWT Director; Central Services; All staff; GHG named person (PH)	Now		None
	Short-term/on-going		(GTP ii) Encourage and facilitate, through training and the provision of appropriate equipment, the use of IT to minimise the need for meetings, e.g. through e-mail conferencing	Current	IT Section; Central Services; GHG named person (PH)	Now		None
	Achieved		(GTP iii) Operate a flexible working hours arrangement where the job allows and in line with Trust "WAH" guidelines, enabling staff to fit in with public transport timetables and lift-sharing arrangements;	Current	All staff and sections	Now		None
	Short-term		(GTP iv) Encourage cycling and walking where possible, and provide facilities for	Current	CWT Director; Central Services; GHG named person	Now		None

Current position	Achieved ? Short-term objec? Long-term?	Target	Action what?	Current Action or new Action?	Action required by who?	Action required when?	Resources required (e.g. "man hours")	Data collated/required to achieve Action
	Short-term		cycle storage Investigate drying/ washroom/ shower facilities for staff	New	(PH)			
	Short-term		(GTP v – in part) Encourage use of public transport by ensuring all staff are aware of public transport timetables	Current	CWT Director; Central Services; GHG named person (PH)	Now		Bus timetables on intranet (June 05)
	Long-term		Provide a daily minibus service via a route which serves the most staff	New	CWT Director; Central Services; GHG named person (PH)	Now		Data gathered through the "journey to work" exercise and additional analysis of data gathered
Objective: Persuade the relevant local authority to construct a bus stop to serve the Trust offices and wider community								
	Medium-term	Aim to have a bus stop serving the Trust offices and wider community by April 2005	Influence the relevant local authority to construct a bus stop	New	CWT Director; Central Services; GHG named person (PH)	Now		Work with the outside community, staff and volunteers, relevant authorities and bus companies to establish the best site
Objective: Monitor and reduce annual business mileage								
The Trust currently undertakes a large amount of business miles annually	Medium-term	Monitor use of Trust vehicles	Calculate average miles travelled in connection with work annually	New	GHG named person (PH)	December 2005		Mileage figures from expense claim forms etc.
	Short-term/on- going	Reduce mileage by 10% by December 2010, then by 3% per year in subsequent years through implementation of	Encourage meetings to be held on site rather than travel elsewhere	New	All staff; GHG named person (PH)	Now		None

Current position	Achieved ? Short-term objec? Long-term?	Target	Action what?	Current Action or new Action?	Action required by who?	Action required when?	Resourc es required (e.g. “man hours”)	Data collated/required to achieve Action
		the GTP						
	Short-term/on-going		Use public transport instead of Trust vehicles during work hours, where possible	New	All staff; GHG named person (PH)	Now		None
	Short-term/on-going		Use bicycle instead of car during work hours, where possible	New	All staff; GHG named person (PH)	Now		None
	Short-term/on-going		Develop e-meetings, tele-conferencing etc	New	IT Section; Central Services; All staff; GHG named person (PH)	Now		None
	Short-term		Set up a centralised Trust vehicle booking system to facilitate efficient and optimum use of Trust vehicles and encourage use of Trust vehicles during work hours before use of private cars	New	IT Section; Central Services; GHG named person (PH)	Now		None
	Short-term/on-going		(GTP vi) Encourage vehicle sharing for travelling to work and, where practical, for daytime travel to meetings, site visits, etc.	Current	All staff; GHG named person (PH)	Now		None
Objective: Seek to convert existing vehicles to a lower impact fuel source, and only purchase new vehicles powered by a lower impact fuel source.								
The Trust currently has 7 company vehicles fuelled by petrol or diesel.	Medium term/on-going	Convert one Trust car, or purchase one alternative fuel source vehicle by December 2005 for trial.	Investigate and establish the most appropriate fuel source and vehicles, and financial assistance. Investigate the requirements of each	New New	Central Services; Reserves; GHG named person (PH)	December 2005 and annually		Conversion and purchase information from relevant companies; Grant and loan information. Up to date information

Current position	Achieved ? Short-term objec? Long-term?	Target	Action what?	Current Action or new Action?	Action required by who?	Action required when?	Resourc es required (e.g. “man hours”)	Data collated/required to achieve Action
			section and identify the most suitable (and environmentally vehicles)					about low environmental impact fuels, technologies and practicalities. Mitchell and Webber at Scorrier supply Bio-diesel (12/11/04)
	On-going		Ensure all Trust vehicles are regularly serviced and operate efficiently	Current	Central Services; Reserves; GHG named person (PH)	Annually, and as required		Done as best we can as the vehicles are hard-used and getting old.

8. Impact – Procurement

Objective: Over the next 3 years (from December 2004), ensure that through the purchasing of all goods and services, minimal environmental impact is generated.

The Trust does not currently fully consider the environmental impact of its goods and services purchasing.	Medium & long-term	By 31/12/05, ensure that at least 50% of goods & services purchased by CWT have been assessed for their environmental impact &, where necessary, alternatives have been sought, through local, sustainable sources & environmentally friendly products.	Compile a list of the goods and services purchased by the Trust and consider the environmental impact of these and list possible alternatives.		GHG named person (VW)	By December 2004		List of suppliers and respective environmental policies
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Current position	Achieved ? Short-term objec? Long-term?	Target	Action what?	Current Action or new Action?	Action required by who?	Action required when?	Resources required (e.g. "man hours")	Data collated/required to achieve Action
	Short-term/on-going		Ensure that all cleaning products used are environmentally friendly and in re-fillable containers.	Current	Central Services; Reserves; GHG named person (VW)	By December 2004		Ecover products from Peterborough - there might be a closer supplier from whom we can buy in bulk cheaply. www.ecoestates.co.uk = Directory lists green suppliers
	Short & medium-term		Ensure that all food and drinks purchased by the Trust (for staff use and events) are locally sourced wherever possible and sustainably produced.	New	Central Services; Reserves; GHG named person (VW)	By December 2004		List of suppliers and respective environmental policies. Cost might be a factor
Objective: Ensure that timber is purchased is from an accredited sustainable source, and through an environmentally responsible company								
The Trust purchases a large amount of timber annually.	Short-term/on-going	Buy timber from an environmentally responsible company	Establish the environmental credentials of the Trusts' current supplier and establish an appropriate alternative supplier, if required	New	Reserves; GHG named person (DS)	By December 2004		Environmental policies of relevant companies
	Short-term/on-going		Purchase accredited timber where possible	New	Reserves; GHG named person (DS)	January 2005		Product information from relevant company
9. Training/Funding								
Objective: Seek to secure funding to implement Actions within this plan								
The Trust currently does not have funding in place to implement Actions within this plan		Secure funding to implement elements of this plan by April 2005	Secure funding and advice to implement Actions	New	CWT Director; Central Services; GHG named person (AB)	Now		Various and as required

Current position	Achieved ? Short-term objec? Long-term?	Target	Action what?	Current Action or new Action?	Action required by who?	Action required when?	Resourc es required (e.g. “man hours”)	Data collated/required to achieve Action
Objective: Improve communication and knowledge of impacts by staff training								
The Trust currently does not hold training sessions for staff regarding the effects daily work may have on the Environment	Long-term	Identify training agencies and invite the agencies to train individual members of staff to relay information to other staff members, or encourage identified agencies to relay information to staff members direct (workshops; presentations etc)	Identify relevant agencies and training potential	New	GHG named person (AB)	Now		Various (WWW; publications etc)
	On-going		Establish and deliver a training/information programme for members of staff	New	GHG named person (AB); Central Services	As identified (at least quarterly)		Information gained through the Action above
Objective: Set up a “staff general resource” folder								
	Short-term	Investigate and implement the most efficient system to hold general info for Trust staff, e.g. a section on the “Staff Intranet” by April 2005	Establish what ‘general staff info’ is required	New	GHG named person (AB); Central Services	Now		None

Implementation

The Action Tables above clearly assign responsibility for delivering actions to individuals and sections of CWT. The GHG will lead and encourage all individuals in delivering the actions.

The Trust has developed an internal web-based “Environmental Action Reporting System” (EARS) to track progress, success and identify gaps in the EAP. Staff members have volunteered to “adopt Actions” within the EAP and are currently adding information to EARS.

Communication

Internally, the GHG will educate, train and motivate trustees, staff and volunteers to work in an environmentally responsible manner, and enlist help from persons and organisations outside of the Trust when required. A variety of methods will be employed including: information posters and stickers, regular group/individual talks, training and e-mail bulletins, and rewards/incentives.

CWT will also promote its sustainable working practices to its members, conservation partners and the general public, and will encourage these groups to adopt environmentally sustainable working practices.

The GHG Action Plan will be explained to all new staff as part of induction procedure.

Monitoring and Review

Monitoring and review of the plan will be carried out by the GHG. Each Action will be monitored at least annually (using EARS), and the plan will be reviewed (every three years. Where appropriate, data will be gathered to monitor the delivery of the targets set in the Action Plan. Such data will include number of miles driven by Trust staff, units of energy used, volume of paper used.

It is anticipated that this Action Plan will be reviewed in December 2007.

Future work

The current CWT environmental policy will be reviewed and updated in line with this Action Plan and subsequent reviews.

It is anticipated that after implementation of this Action Plan the Trust will seek to gain accreditation to “ISO 14001” and associated/other Environmental Management standards and systems.