



Carbon Reduction Policy

The Old Rectory
Freckenham
Bury St Edmunds
Suffolk, IP28 8TE

Introduction

In 1995 Nick Woolley set up his business on the second floor of the sixteenth century Old Rectory in the small rural village of Freckenham, Suffolk. The office is within a listed residential building and we aim to reduce the carbon footprint across the entire property, notwithstanding the huge amount of work that has already been carried out to reduce energy consumption and also, greatly improve the living and working environment of the whole building.

Woolley was set up to manage property assets for institutional funds and for private clients creating urban and rural projects to meet strict investment criteria. At present, there are four full time employees in the office with numerous managing agents and consultants working under Woolley across the UK. With Nicks' previous employment history, and nine years on the Council of English Nature, it's no wonder his passion for all things "countryside" and the environment are reflected throughout his day to day business and general approach to life.

Our commitment

Woolley is committed to continually improving the integration of sustainability into our working environment and business practices. Woolley will ensure effective management of environmental issues, encouraging staff, clients, customers and suppliers to consider minimising environmental impacts of products, services and human behaviour patterns.

Plan of implementation

This carbon reduction policy relates to 20% of the total house area (600m²) as directed by the energy report and action plan and includes all greenhouse gas emissions associated with the following activities:

- Oil use
- Electricity use
- Water use
- Business mileage & Public Transport
- Waste management

Our baseline carbon footprint for 2011 is 7.5 tonnes CO₂ (e).

Our long term objective is to reduce our building energy / total greenhouse gas emissions by 10% over the next 2 years. We are currently in the process of having our carbon footprint reassessed, and this should be available by early 2014.

In order to achieve this goal, here are some of the activities we have recently carried out in line with our Energy Reduction Action Plan.

1. Woolley started the New Year by replacing our halogen spotlights with new LED fittings. All the office lighting is now either LED or low energy bulbs.
2. We were very excited to see our 7.99kWp solar PV array installed in one of the paddocks at the end of November 2011. We are now well and truly generating our own electricity.
3. Three solar thermal panels were installed on the office roof in 2008 which provide the major proportion of all hot water in the building, topped up by electricity fed by the PV array.
4. Draught proofing of windows, doors, cupboards and chimneys as well as roof insulation has been carried out over the years along with secondary glazing of all windows.
5. Waste management – In almost all cases we reuse or recycle office waste, including paper, computer supplies and redundant equipment in addition to food waste, all plastic, metal and glass.
6. Printing – Woolley recently purchased a new, more energy efficient printer/photocopier. In order to be more economical, all of our printing (except in exceptional cases) uses black & white ink and is double-sided, and all of our paper is made from recycled materials.
7. Creating staff awareness – Every member at Woolley is passionate about doing our bit for the environment and educating clients, associates, friends and family with various energy and resource saving ideas.
8. Transport – We avoid unnecessary business travel to minimise carbon emissions. Where possible we use a web-cam & Skype to liaise with clients. When we do have business meetings, we minimise the impact by maximising the use of public transport or cycling. We also regularly share lifts to conferences and meetings.
9. As an Enrolled Practice of the Prince's Foundation for the Built Environment (PFBE), Woolley specialises in promoting sustainable development masterplans that are based on the ethos of the PFBE and its planning concept of creating "Community Capital". This mixed-use approach creates walkable neighbourhoods and more vibrant places for people.
10. Woolley has been awarded Suffolk Carbon Charter Gold award and will work towards maintaining this level in the future.

To continue to reduce our greenhouse gas emissions we will implement the following measures set out in our Energy Reduction Action Plan over the next 2 years.

1. Install a more effective, eco-friendly hot water system
2. Continue to find ways to manage and reduce our energy consumption
3. Look into biomass heating systems to replace the existing oil boiler
4. Nick will continue to promote sustainable eco-friendly development through the business and being guest speaker at events such as Verbier Green Pioneering Summit. Nick has also recently been appointed as a board member on the MSc Sustainable Urban Development at Oxford University.
5. Green procurement – Woolley will endeavour to purchase organic, fair-trade, ethical, locally and sustainable products and resources.

Review Procedures

Woolley have a dedicated Energy Champion based in the office to see all measures and activities through in accordance with completion and review dates set out in the Energy Reduction Action Plan. All activities will be overseen by the Managing Director. Our existing regular fortnightly meetings with staff will also take place where next actions / new projects will be set out accordingly and driven through to completion.

Nick Woolley

Managing Director
October 2013