



Carbon Reduction Policy 9th November 2020

Rectory Cottage
Church Lane
Freckenham
Bury St Edmunds
Suffolk, IP28 8JF

Introduction

In 1995 Nick Woolley set up his business in the small rural village of Freckenham, Suffolk. The company manages property assets for institutional funds and private clients creating rural and urban projects to meet strict investment criteria. There are four full time employees and numerous managing agents and consultants working under Woolley across the UK. With Nick's previous employment history and the rural backgrounds of most of the employees, it is no wonder that a passion for all things 'countryside' and the environment are reflected throughout the day to day business of the company.

Originally, the office was located on the second floor within a sixteenth century listed residential building (The Old Rectory) and a huge amount of cost-effective work was carried out to reduce energy consumption and also, greatly improve the living and working environment of the whole building.

In March 2014 the company relocated to Rectory Cottage (also owned by Nick) to accommodate company expansion. Much work to reduce the new office's energy consumption has already been completed including the installation loft insulation, LED lighting, new windows, draft excluders, toilet water saving devices, room thermostats, a water butt, solar panels, a Tesla Powerwall and smart meters.

Some of the beautiful environment surrounding the Woolley office is also managed by the company to ensure thriving habitats, and a vegetable patch is maintained to reduce the carbon footprint of some of the food consumed by employees.

Our commitment

Woolley is committed continually to improving the integration of sustainability into its working environment and business practices and to promoting these practices as far and wide as possible. 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. We regularly host events in conjunction with the Suffolk Carbon Charter and in particular seek to impart our knowledge of simple measures that can be introduced to reduce carbon consumption in almost any office or home.

Plan of implementation

This carbon reduction policy relates to all greenhouse gas emissions associated with the following activities:

- Oil use
- Electricity use
- Business mileage & public transport
- Water use
- Electricity use
- Waste management

Woolley's carbon footprint for 2019-2020 was 3.9 tonnes CO₂e. This was a reduction of 19.2% on our carbon footprint from the previous assessment and 58.9% on our baseline footprint in 2011/2012.

Our long-term objective is to reduce our building energy / total greenhouse gas emissions by at least 10% over the next 2 years.

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

1. **Lighting** - Since March 2014, all the office lighting is now either LED or low energy bulbs.
2. **Water** – In summer 2014, a water butt was installed to collect rainwater outside the property. This water is then used to water plants in the garden and vegetable patch.
3. **Preventing heat loss** - 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.
4. **Heating** – In winter, the property is partly heated by an efficient wood burner. This is fuelled with seasoned wood which is sustainably sourced on the property.
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, as per the company's recycling policy.
6. **Printing** – Woolley has a new and efficient printer. In order to be 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 and sourced from green suppliers.

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. All staff are also issued with a guide to reducing energy consumption in their homes from the Carbon Trust.
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. Under the current lockdown for Covid, all our meetings are now via Zoom or Teams and this will likely continue after lockdown into the future, thus reducing business travel further. We also regularly share lifts to conferences and meetings. Woolley has two electric cars (Tesla) as company vehicles thus reducing our Carbon Footprint further.
9. **Promotion** – Woolley specialises in promoting sustainable development masterplans that are based on the ethos of the Prince's Foundation and its planning concept of creating "Community Capital". This mixed-use approach creates walkable neighbourhoods and more vibrant places for people. **Solar PV and Powerwall** – Woolley has now installed solar PV and a Tesla Powerwall thus reducing our Carbon Footprint further. In the first year and a month, since installation Woolley has averaged 72% self-sufficiency.
10. **Awards** - Woolley has five times been awarded the Suffolk Carbon Charter Gold award and will work towards maintaining this level in the future. The company has also been recognised as one of the Green 100 businesses in the east of England.

Future Plans

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. **Exploring new methods** - Continue to find ways to manage and reduce our energy consumption. Woolley is part of the Suffolk Carbon Charter network, which is useful in exchanging information and ideas.
2. **Monitoring** – We will continue to monitor energy consumption, through use of Smart Meters. Monthly consumption targets will then be set. Room thermostats are used to ensure staff know when it is acceptable to turn on heating.
3. **Promotion** - The team will continue to promote sustainable eco-friendly development through the business and professional memberships. Nick was a member of the Oxford University External Advisory Board for its MSc and PhD in Sustainable Urban Development from 2013 until earlier this year. He is also an Academician of the Academy of Urbanism and now involved in trying to assist the Home Builders Federation, bring real change to how Britain can build zero-carbon homes.
4. **Green procurement** – Woolley will endeavour to purchase organic, fair-trade, ethical, local and sustainable products and resources.
5. **Green event hosting** - Woolley will continue to host events for carbon reduction support networks, such as the Suffolk Carbon Charter, and Groundwork. The team will also continue to attend other similar events, to learn how other businesses implement green measures that might be appropriate for the company. We have also recently assisted in hosting five webinars with Suffolk County Council to enable the footprint of ourselves and others to be reduced further.

Review Procedures

Woolley has a dedicated Energy Champion, Assistant Asset Manager, Mark Johnson based in the office to ensure that measures are completely in accordance with completion and review dates set out in the Energy Reduction Action Plan; all operations are overseen by the Managing Director. Our existing regular 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
November 2020