Derbyshire Dales CVS
Environmental Awareness Training

8 August 2007

Facilitated by Pete Spriggs
Losehill Hall
Peak District National Park Centre for Environmental Learning
Castleton, Hope Valley, S33 8WB
T: 01433 620 373
E: pete.spriggs@peakdistrict.gov.uk

LOSEHILL

Contents

Brief Background

Following a meeting with the Neil Moulden and Pete Spriggs the following objectives were agreed.

Objectives: By the end of the workshop DDCVS staff and trustees will have:

- A better understanding of current environmental issues;
- Explored the environmental impacts of DDCVS;
- Created an environmental action plan for DDCVS;
- Reflected on what environmental support will benefit DDCVS members.

Pete Spriggs then worked up a process in order to achieve the objectives.

Environmental Awareness Training Agenda – Losehill Hall, 8 August 2007

Time	Session Name
09:30 – 10:00	Arrive
10:00 – 10:10	Introductions
10:10 – 10:30	Why bother about the environment?
10:30 – 11:15	DDCVS – mini environmental audit
11:15 – 11:30	Coffee
11:30 – 13:00	DDCVS – developing an environmental action plan
13:00 – 13:45	Lunch
13:45 – 14:00	Recap & Refresh
14:00 – 14:45	Making the most of the environment - for DDCVS & its members
14:45 – 15:00	Summing up. Evaluation. Depart

Attendees

The session was attended by the following staff and trustees:

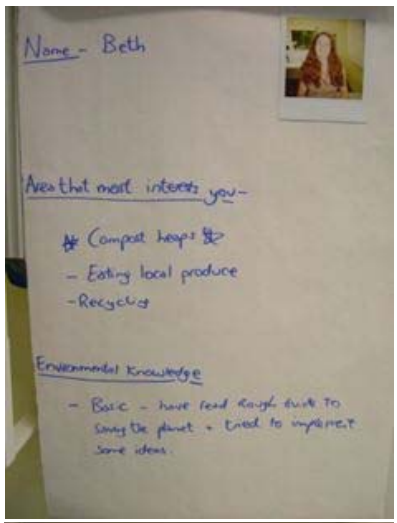
Name	Title
Marion Below	Development Worker
Beth Laurence	Signpost Project Manager
Patricia Leake	Trustee
Shena Laurence	Signpost Project Worker
Hestor Messom	Development Worker
Neil Moulden	Chief Executive
Sarah Paisley	Development Worker
Janet Smith	Finance & Facilities Manager

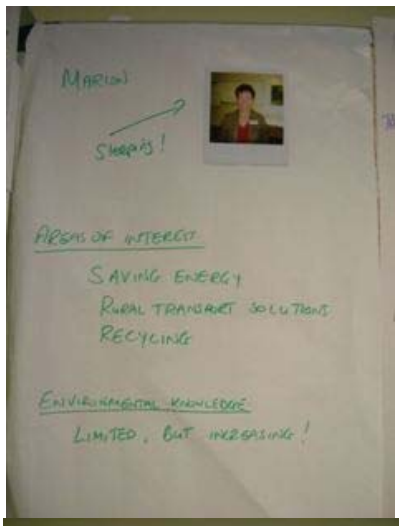
Introductions

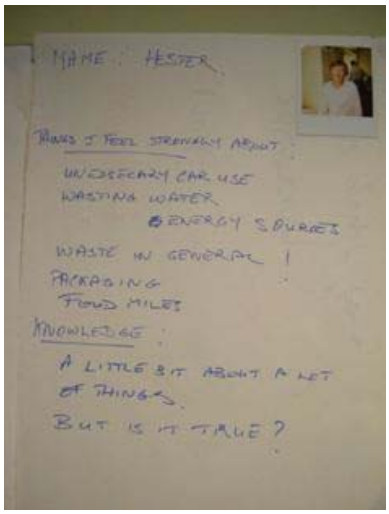
Pete Spriggs welcomed everyone to Losehill Hall. He then ran through the objectives of the day (see above) and introduced the concept of the Car Park – a flip chart used to 'park' issues or ideas to be dealt with at a later time.

As a way of capturing the environmental interest areas and existing knowledge within the group each person was asked to produce a sheet which answered the following questions: Name; Area that most interests you about the environment; Environmental knowledge. They can be seen below.


PATRICIA
AREAS of INTEREST
ALL
ENVIRONMENTAL KNOWLEDGE
Ecologist
Wetlands detail

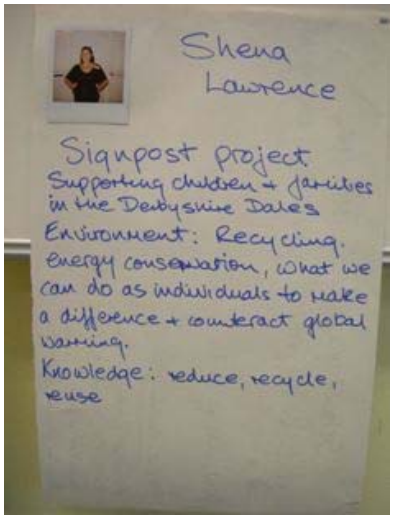

Name - Beth
Area that most interests you -
Compost heaps
- Eating local produce
- Recycling
Environmental Knowledge
- Basic - have read rough guide to saving the planet + tried to implement some ideas.

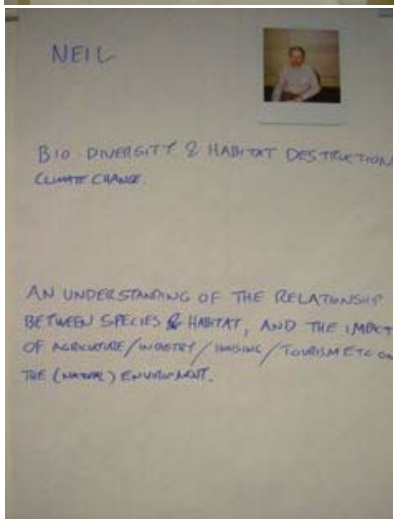

MARION
SHEEPS!
AREAS OF INTEREST
SAVING ENERGY
RURAL TRANSPORT SOLUTIONS
RECYCLING
ENVIRONMENTAL KNOWLEDGE
LIMITED, BUT INCREASING!


NAME: HESTER
THINGS I FEEL STRONGLY ABOUT:
UNNECESSARY CAR USE
WASTING WATER
ENERGY SOURCES
WASTE IN GENERAL!
PACKAGING
FOOD MILES
KNOWLEDGE:
A LITTLE BIT ABOUT A LOT OF THINGS.
BUT IS IT TRUE?


JANET
AREA OF INTEREST. -
RECYCLING
SAVING ENERGY
ENVIRONMENTAL KNOWLEDGE
BASIC - RECYCLING
- COMPOSTING
- SAVING WATER (RECYCLING)

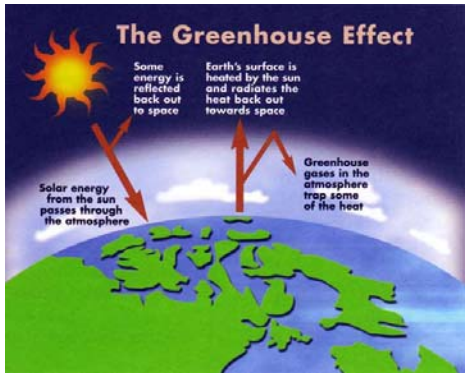

Sarah
•effect of 'Concreting over' England; wider impact of front gardens as parking spare, 'Wimpey' home type developments on outskirts of cities. (Does it happen in Wales + Scotland?)
• recycling.


Shena
Lawrence
Signpost project
Supporting children + families in the Derbyshire Dales
Environment: Recycling. Energy conservation, what we can do as individuals to make a difference + counteract global warming.
Knowledge: reduce, recycle, reuse


NEIL
BIO DIVERSITY & HABITAT DESTRUCTION
CLIMATE CHANGE
AN UNDERSTANDING OF THE RELATIONSHIP BETWEEN SPECIES & HABITAT, AND THE IMPACT OF AGRICULTURE/FORESTRY/MINING/TOURISM ETC ON THE (NATURAL) ENVIRONMENT.

LOSEHILL

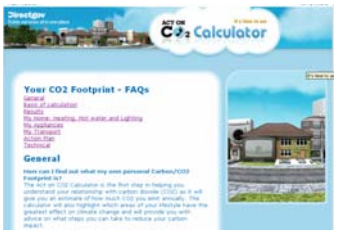
Why bother with the environment?



Pete Spriggs gave a short presentation on the current global environmental challenges the largest of which is climate change.

A discussion followed relating to the problem of conflicting information, uncertainty of whether the issues outlined were actually true and the fact that the Peak District National Park Authority should be taking a more supportive stance in the promotion of micro renewable technologies such as wind turbine and solar panels.

Pete introduced the topic of resource equity through the global footprint game – regardless of whether you agreed with the climate change argument there is only one planet and the western world is currently consuming more than its fair share of resources – clearly an unsustainable situation.



On a related issue the idea of a carbon footprint was discussed – this is a calculation of how much carbon is produced to sustain our current lifestyle. The latest government carbon footprint calculator can be found at http://actonco2.direct.gov.uk

DDCVS – mini environmental audit

The next session set out to create a simple environmental audit of Derbyshire Dales CVS.

The first stage was to reflect on all the different DDCVS activities (see right).

The group then brainstormed the environmental impacts of these activities, putting them under the themes of: energy; water; waste; policy; purchasing; communication and travel.

Current environmental good practice being carried out by the DDCVS was also captured under each theme.

The results were as follows:

Theme:	**Energy**
Environmental impacts:	Electricity use - fluorescent lighting; computers; photocopier; water heater; kettle; fridge; server Heating CVS offices
Current good environmental practice	Everything switched off when leaving (not left on standby) Ashbourne – use desk light rather than fluorescent light Photocopier on standby Switch lights off when leaving a room

Theme:	**Waste**
Environmental impacts:	Produce – paper, card, plastic, tetrapaks, electronic equipment, ink cartridges
Current good environmental practice	Recycle – printer cartridges, paper, cardboard, plastic bottles, tetrapaks Compost – fruit waste and teabags Paper – reuse then recycle

Theme:	**Communication**
Environmental impacts:	Phone Face to face (linked to travel) Energy use – server always on Website 2 x email news, several email networks Stationery – paper, stamps, envelopes, printing ink Mail / magazines
Current good environmental practice	Email newsletters Audit of which journals to continue getting

Theme:	**Policy**
Environmental impacts:	Environmental policy Fair trade consumables Car mileage rate (greater is car share)
Current good environmental practice	Environmental policy Car mileage rate Reduce stationery orders = less travel

Theme:	**Water**
Environmental impacts:	Lead pipes have to run off water Have bottled water delivered Hot water in ladies takes ages to heat! Cold water is murky and brown! Water use in kitchen Old toilets no water saving flush
Current good environmental practice	Don't fill kettle full when only brewing for 2!! No dripping taps

Theme:	**Travel**
Environmental impacts:	Fuel use (distance from work, lack of public transport) Parking – trying to find a space Impact on local residents Run two offices Congestion Manufacture and emissions
Current good environmental practice	Car share when appropriate Some home working Use meeting / training rooms accessible by public transport

Theme:	**Purchasing**
Environmental impacts:	Financial constraints can prevent ethical purchasing Tea, coffee, milk, biscuits, fruit Electronic equipment Services from other organisations Paper Room hire
Current good environmental practice	Purchase locally, Fair Trade and in bulk Recycled paper and eco pencils

Finally ideas for future environmental actions were suggested by the group.

To develop an indicative order of priority for the actions a 'Must Should Could' ranking exercise was undertaken.

Each individual action was placed on an A5 sheet of paper and assessed by each member of the group as either something that MUST (M) take place, SHOULD (S) take place or COULD (C) take place.

This exercise generated the following indicative action order of priority.

RANK	Action	Area	MUST	SHOULD	COULD
1	Reduce amount of unwanted literature coming into office	C	8	0	0
1	Revised/modernised environmental policy	Pu	8	0	0
1	When we move - Hippo block in toilet	H2O	8	0	0
1	Printer in good working order	W	8	0	0
1	New offices to be energy efficient	E	8	0	0
1	Review and update mailing list	C	8	0	0
2	Have sign near kettle about not filling it to the top	H2O	7	1	0
3	Envelope size	C	6	2	0
4	Send info. out via e mail rather than paper	C	6	1	1
5	More emphasis on setting up meetings/visits in one location on one day	T	5	3	0
6	A CVS compost heap	W	5	2	1
7	Look at options for home/flexible working	T	5	2	0
8	New offices - drink tap water	H2O	5	0	3
9	Encourage landlord to source green electricity	E	4	4	0
9	Using energy efficient light bulbs	E	4	4	0
9	Monitor rota to check everything is turned off	E	4	4	0
10	Analyse car use	Pu	4	1	3
11	Policy on purchasing ethically/locally	Pu	3	5	0
12	"Joint" purchasing with other organisations	Pu	3	4	1
12	Different mileage rates for different cars	T	3	4	1
12	Home working	T	3	4	1
13	Fewer PCs - Sharing desks	W	3	3	2
14	Share good practice - Disseminate info.	Pu	2	6	0
14	Rota for recycling	E	2	6	0
15	Turn water heater off and use kettle rather than leaving on standby	H2O	2	1	5
16	Look into phone conferencing	C	1	3	4
17	Do we always have to visit? Use phone more	T	0	6	2
18	Incentive to bring your own lunch	W	0	4	4
18	More fruit weeks	W	0	4	4
18	One central office	T	0	4	4
18	Alternatives to face to face meetings	C	0	4	4
18	Could we get milk from a milkman locally?	Pu	0	4	4
19	Is there a quality mark around fair trade/green issues we could get?	Pu	0	2	6
19	Re-use tea bags	Pu	0	2	6
20	False ceilings – Heating (TWO DISAGREE WITH THIS ACTION)	E	0	2	4

Key to abbreviations: Pu = Purchasing; W = Waste; E = energy; C = Communications; H_2O = Water; T = Travel; Po = Policy.

To help inform when these actions should be carried out a 'Now Soon Later' analysis was carried out on the actions which were ranked 1 to 10. For clarity:

Now = Aug to Dec 2007;
Soon = Aug 2007 to March 2008;
Later = Beyond March 2008.

The following results were produced (the **bold** score represents the majority decision).

RANK	Action	Area	Now	Soon	Later
1	Reduce amount of unwanted literature coming into office	C	**7**	1	0
1	Revised/modernised environmental policy	PU	3	**5**	0
1	When we move - Hippo block in toilet	H2O	**8**	0	0
1	Printer in good working order	W	**8**	0	0
1	New offices to be energy efficient	E	**5**	3	0
1	Review and update mailing list	C	**8**	0	0
2	Have sign near kettle about not filling it to the top	H2O	**8**	0	0
3	Envelope size	C	**8**	0	0
4	Send info. out via e mail rather than paper	C	**5**	3	0
5	More emphasis on setting up meetings/visits in one location on one day	T	2	**6**	0
6	A CVS compost heap	W	0	**8**	0
7	Look at options for home/flexible working	T	**6**	2	0
8	New offices - drink tap water	H2O	**8**	0	0
9	Encourage landlord to source green electricity	E	2	**6**	0
9	Using energy efficient light bulbs	E	**7**	1	0
9	Monitor rota to check everything is turned off	E	**7**	1	0
10	Analyse car use	PU	2	**6**	0

DDCVS – developing an environmental action plan

The group was then split into three smaller groups who took each of the above actions in turn.

They then discussed what needed to be done to make this action happen and who should be responsible for making sure the action happened. The results, which form the start of a DDCVS environmental action plan were as follows:

Action	What needs to be done to make this happen?	Who is responsible for making sure these things happen?
Analyse car use	One person to tally up mileage for staff/projects (routes to work) for a sample period of time.	TBC Sarah?
More emphasis on setting up meeting/visits in one location in one day	Encouraging good boundaries with our clients, explain why available on that day only. Written into policy.	Neil
Envelope size	Could quart be smaller booklet? Use DL envelopes where possible. Ashbourne need a Royal Mail gadget.	Sarah Janet All
Printer in good working order	Establish why it's not working. Take appropriate action (e.g. purchase new, have serviced, etc.) Raise staff awareness of printer use and good practice – training issue?	Janet All
Hippo blocks in toilets	Purchase/obtain.	Janet (Delegate?)
Revised environmental policy	Review current policy. Produce revised policy, with input from staff and trustees.	Neil
Reduce inward literature received	Monitor. Review – involving staff with appropriate action.	All
Encourage landlord to source green electricity	Find out what their current policy is. Suggest options (Research).	Neil

Action	What needs to be done to make this happen?	Who is responsible for making sure these things happen?
Sign near kettle about not filling it to the top	Make sign.	Neil
CVS compost heap	Need to buy compost bin/council. Encourage people to use small inside "caddy" to take to outside bin.	JS All
Using energy efficient light bulbs	Discuss with landlord purchasing EE light bulbs for desk lights.	NM JS
Home/Flexible working	Policy needs to be developed by trustees. Suitable home working equipment. Consider IT needs, telephone use, etc.	Trustees NM
Monitor rota to check everything is turned off	Difficult to do because of flexi-working, therefore suggest notice by signing-in/out book with checklist as reminder.	All
New office premises	Ensure tap water is drinkable.	NM All
Energy efficient office	Discussions with council re new premises. Suggestions to ensure EE.	NM
Review and update mailing list	Contact current names on list, ask if they prefer e mail	TC
Send info. out via e mail	Footnote on all e mail: Think before printing out.	TC

The group then broke for lunch.

Refresh & Recap

Following lunch Pete Spriggs gave a brief recap of the morning session. The group was split into pairs and each asked to write down five words which summed up their thoughts on the day thus far. The words had to start with the letters DDCVS.

Detailed	**D**evelopment	**D**rinking water	**D**ebate
Diverse	**D**rowsy	**D**ear (oh)	**D**esire
Cars / constructive	**C**ommunication	**C**ompost	**C**omfort
Very interesting!	**V**ision	**V**ineyard	**V**oluntary
Successful	**S**ustainability	**S**olar	**S**unshine

As an energiser and to provide the group with ideas for activities they could run for DDCVS members they played 'Environmental Fact or Fiction' and 'Mystery Squares'. They were also given a copy of Envirobingo.

Environmental support for DDCVS members

The final session of the day was a discussion on what environmental support should be offered to DDCVS members?

The group first brainstormed the benefits of offering environmental support to DDCVS members?

• Saving money	• Helps contribute to sustainable development	• Part of being a quality organisation
• Helps groups contribute to the global problem	• Links to current 'eco fad'	• It's the new 'equality' – groups will soon have to do it so they need to respond
• Makes you a more attractive employer	• Makes you more attractive to funders	• Increases understanding and awareness to environmental issues

Then discussed how environmental support could be delivered?

• Via website	• Information sheets	• Training events
• Improve DDCVS environmental knowledge – list of websites / info	• Case studies	• Quart – environmental tip
• Environmental quiz on website	• Links to organisational management work	• Cascade effect – between groups

It was agreed that Sarah would explore running Every Action Counts Community Champions training with the Volunteer Centres and liaise with Pete Spriggs if required.

Summing up

Pete Spriggs wrapped up the day with a reflection on the numerous sessions and a link back to the original objectives. He thanked everyone for their hard work and the high levels of concentration that had been maintained in what was hopefully a useful and productive day.

It was agreed that Pete would produce a report outlining the content of the day including the environmental action plan which could then be action and further expanded as required.

ENDS

Pete Spriggs 09/08/07
T: 01433 620 373
pete.spriggs@peakdistrict.gov.uk
www.losehill-training.org.uk

Appendix 1 - Environmental Facts and Figures

- Many businesses spend around 4% of their turnover generating waste (Source: Envirowise).
- The true cost of waste can be between 5 and 20 times the cost of disposal. (Source: Envirowise).
- Simple good practice measures can easily reduce office equipment energy costs by up to 50% (Source: Envirowise).
- Reducing the room temperature by 1 degree can cut the heating bill by up to 10% (Source: Envirowise).
- Significant savings, as much as 1% of turnover, can be achieved through the introduction of a well-structured waste minimisation programme. (Source: Envirowise).
- A photocopier left on overnight uses enough energy to produce over 1500 copies (Source: Action Energy).
- Lighting an office overnight wastes enough energy to heat water for 1000 cups of tea (Source: Action Energy).
- A typical window left open overnight in winter will waste enough energy to drive a small car over 35 miles (Source: Action Energy).
- A PC monitor switched off overnight saves enough energy to microwave six dinners or make 800 A4 photocopies (Source: Action Energy).
- Switching off all non essential equipment in an office for one night will save enough energy to travel over 100 miles. (Source: Action Energy).
- A compressed air leak the size of a match head wastes enough energy in a working day to toast 444 slices of bread (Source: Action Energy).
- Most offices find they can reduce their waste costs by around 20% through no-cost and low cost measures. (Source: BRE Office Toolkit).
- 70% of office waste is recyclable (Source: Envirowise).
- A 5mm stream of water wastes 528 000 litres (528m^3) of water / year. This could cost between £250 & £705 / year. (Source: Envirowise).
- By switching computers off at nights and weekends their energy consumption can be reduced by 75% per year (Source: Action Energy).
- Installing the most energy efficient lighting systems can save up to 30% (more in some cases) and often results in better quality lighting (Source: Action Energy).
- Boiling a half full kettle instead of a full one four times a day could save enough electricity to run a TV set for four hours (Source: Reduce the Use)
- A tap dripping just two drops per second will lose you nearly 10,000 litres (more than 2200 gallons) a year. (Source: Envirowise)
- Typically toilet cisterns account for over 40% of water consumption in the workplace. (Source: Envirowise).
- The oil from one car oil-change can contaminate 5 000 000 litres of water and cover a four-acre lake. (Source: Envirowise).
- 40% of lorries on the road are empty (Source: Envirowise).

- Driving at 50-55mph instead of 70 mph will save around 1/3 more fuel (Source: Envirowise).
- Lighting can consume up to 70% of a retailer's energy costs (Source: Envirowise).
- A tap dripping twice every second will fill a 2 gallon bucket every day (Source: Envirowise)
- Dirty diffusers can reduce light output by 50% (Source: Envirowise)
- 50% of heat loss is through windows (Source: Envirowise)
- In an office a 'switch off' culture can save up to 15% (Source: Envirowise).
- The energy saving from recycling one bottle will:
    - Power a 100 watt light bulb for almost an hour
    - Power a computer for 25 minutes
    - Power a colour TV for 20 minutes
    - Power a washing machine for 10 minutes
      (Source: www.britglass.co.uk)
- Over Christmas as much as 83 km2 of wrapping paper will end up in UK rubbish bins, enough to cover an area larger than Guernsey (Source: www.wastewatch.org.uk)
- Present clothes banks are only operating at about 25% capacity (Source: www.e4s.org.uk)
- Recycling just one plastic bottle saves enough energy to power a 60W light bulb for six hours. (Source: The Big Recycle)
- 150 million plastic carrier bags are used in the UK each week —they can take up to 500 years to decay in landfill. (Source: The Big Recycle)
- Every tonne of biodegradable waste produces 300-500 cubic metres of landfill gas (Source: The Big Recycle)
- If you bought the ingredients for a Sunday lunch at a supermarket the whole meal could have travelled more than 26,000 miles to get to your table (Source: Green Futures, Issue 48)
- The Standby button on appliances is now responsible for 6% of the UK's total domestic electricity consumption (Source: Green Futures, Issue 48)
- Taking a bath uses around 50 litres more water than a shower (Source: Your Environment, Winter 2004)
- Nappy washing services use 32% less energy and 41% less water than home washing (Source: Your Environment, Winter 2004)
- Buildings are responsible for 54% of the UKs CO2 emissions (Source: Government Energy White Paper, 2004)
- The usage of the Thames Barrier has increased from once every 2 years in the 1980s to on average six times a year over the past five years (Source: Government Energy White Paper, 2004)
- UK is committed to cut greenhouse gases by 60% by 2050 (Source: Government Energy White Paper, 2004)
- Aim for 10% renewables by 2010 (Source: Government Energy White Paper, 2004)
- The Environment Agency estimates SMEs produce 60% of commercial waste in England and Wales and are responsible for between 60-80% of pollution incidents. (EA 2005)
- Over six million trees were bought last Christmas in the UK, most of which were thrown out after December, creating over 9000 tonnes of additional rubbish - buy a tree with roots so it can grow again. (Envi Agency – Dec 05)

- Buy electrical goods that run off mains electricity rather than batteries. More than 680 million batteries are bought in the UK each year, but just 5% of those are rechargeable - the rest are land filled. (Envi Agency – Dec 05)

- Over Christmas as much as 83 square km of wrapping paper and 125,000 tonnes of plastic packaging will end up in UK rubbish bins. Use string to tie up your parcels so that the paper can be reused. (Envi Agency – Dec 05)

- We use an extra 750 million bottles and glass containers and 500 million aluminium and steel drink cans over Christmas - what better way to relieve seasonal stress than smashing your bottles at the bottle bank and recycling your cans. (Envi Agency – Dec 05)

- Up to 1 billion Christmas cards (17 for every man, woman and child) could end up in bins across the UK. Send recycled cards if you can, and remember not to throw them away when Christmas is over they can be recycled! (Envi Agency – Dec 05)

- We use 35,000 tonnes of aluminium foil a year to wrap food, but recycle just 12 per cent of that (FOE - April 06)

- Eight billion plastic carrier bags are handed out in the UK each year - or over 134 for every one of us (FOE - April 06)

- Glass - on average, every family in the UK consumes around 330 glass bottles and jars a year (British Glass). It is not known how long glass takes to break down but it is so long that glass made in the Middle East over 3000 years ago can still be found today. Recycling bottles saves enough energy to boil water for five cups of tea. (ReNews – April 06)

- Plastic - every year, an estimated 17.5 billion plastic bags are given away by supermarkets. This is equivalent to over 290 bags for every person in the UK. 17.5 billion seconds ago it was the year 1449. We produce and use 20 times more plastic today than we did 50 years ago! (ReNews – April 06)

- Paper - about one fifth of the contents of household dustbins consists of paper and card, of which half is newspapers and magazines. This is equivalent to over 4kg of waste paper per household in the UK each week. (ReNews – April 06)

- Space and water heating rather than appliances still eating up 83% of all household energy (Source: EST)

- If each of the UK's 10 million office workers used one less staple each day, 120 tonnes of steel would be saved each year. Use a paper clip instead. (Environment Agency – March 2007)

- It takes 50 times more energy to make a battery than the energy it provides. Use rechargeable batteries when possible. (Environment Agency – March 2007)

- Two thirds of shoppers say they look for information about the origin of products before buying food, according to retail display supplier ZBD. Three quarters said they would take an interest in how many miles a product had travelled if this was displayed. (Source: The Grocer)