

Sutton Centre for the Voluntary Sector and Granfers Community Centre

Sustainability Action Plan – Towards One Planet Living







Revision	Description	Date	Issued by	Reviewed by
A	First Draft	30/07/08	Tom Chance, BioRegional	Sutton CVS, Jess Hodge (BioRegional)
B	Amended draft		Janice McCulloch, SCVS	Tom Chance (BioRegional)
C	Final document	27/10/08	Tom Chance, BioRegional	Sutton CVS

Partnership working

SCVS in partnership with Granfers Community Centre and Sutton CAB are looking at ways of working together and sharing good practice regarding green environmental issues.

Partnership Working

Action	Who	Timing	Cost	Comments	Date Actioned
Cycle confidence training across both organisations	All staff			Organise in spring	April 09
Explore the possibility of car sharing between the two organisations.	All staff		£ √		From March 09
Organise a travel awareness event/initiative across SCVS and CAB.	All staff		£ √		Summer 09
Raise as an agenda item on the Chief Officers	Ann Kinnehan				

Towards One Planet Living in Sutton

If everyone in the world lived as we do in Sutton we would need three planets worth of resources to support our lifestyles:



We should all be able to lead healthy, happy lives within our fair share of the earth's resources – we call this *One Planet Living*[®]. *One Planet Living* is a global initiative based on 10 principles of sustainability developed by BioRegional and WWF:

Zero Carbon	Sustainable Water
Zero Waste	Natural Habitats and Wildlife
Sustainable Transport	Culture and Heritage
Local and Sustainable Materials	Equity and Fair Trade
Local and Sustainable Food	Health and Happiness

Sutton CVS have developed this Sustainability Action Plan around the One Planet Living framework, to provide a comprehensive environmental and social responsibility policy that also drives action. We hope it will inspire our staff, partners, volunteers and the wider community to transform Sutton together.

The role of Sutton Centre for the Voluntary Sector

Sutton CVS employs staff, inhabits office space, uses a variety of buildings around the Borough and does a great deal of work in the community, so we have a direct impact on the environment. From the computers we use to the refreshments we provide in meetings, we're using natural resources and relying on supply chains that involve hundreds of people.

SCVS also sits at the heart of the voluntary sector in Sutton, and has a major role to play in helping the sector develop. A sustainable voluntary sector will be diverse, empowered and financially stable itself but also contribute towards a sustainable future for everyone, environmentally, socially and economically. Our mission is to develop voluntary and community action and we will promote this Sustainability Action Plan to encourage a genuinely sustainable voluntary sector.

Promoting sustainability in the voluntary sector

We will do this through:

- ⇒ Publishing this Sustainability Action Plan and promoting it in Networker;
- ⇒ Vetting our venues with a sustainability questionnaire ;
- ⇒ Encouraging other groups to create their own Sustainability Action Plan with free help from SCVS and BioRegional;
- ⇒ Investigating bulk-buying initiatives in which other organisations/groups can participate;
- ⇒ Developing our own expertise to support the sector directly on sustainability issues.
- ⇒ Introducing the OPL action plan into the induction process.
- ⇒ Include One Planet Living environmental policy information in induction programme

Our top priorities

This page picks out a few quick wins and cross-cutting long term priorities on which we will focus. The following pages display the full plan.

Five top action points

1. Put up notices around Granfers Community Centre to ensure appliances and radiators are turned off;
2. Organise a sustainable tasting lunch with Fairtrade, local, seasonal and organic produce;
3. Include green travel information on our web site, booking forms, other publications and in the reception area for the Centre;
4. Clear out and plant up the back garden to grow food and encourage wildlife;
5. Research making the building more energy efficient and installing renewable energy generation technologies.

Some cross-cutting intentions

1. Write a sustainable purchasing policy to reduce energy use and material waste, to use less environmentally damaging materials, and to support workers' rights;
2. Investigate bulk purchasing to reduce the cost of sustainable (and other) products such as recycled stationary, Fairtrade goods, organic non-perishable foods, etc. Talk to other organisations like the Salvation Army about this idea;
3. Talk to other users of the Granfers Community Centre, and key partners like the London Borough of Sutton, to influence them and persuade them to help achieve some of our aims in this plan.

The Sustainability Action Plan

How it is formatted

For each One Planet Living Principle, this plan outlines:

- ⇒ **Action** – what needs to be done (or is already being done);
- ⇒ **Who** – staff to lead on the action;
- ⇒ **Timing** – how hard or easy is it – see key below;
- ⇒ **Cost** – immediate profit or long term investment – see key below;
- ⇒ **Comments** – a chance for staff to have their say

















Symbol	Explanation
	Quick and easy
	Either time consuming or complicated, requiring specific knowledge
	Both time consuming and requiring specific knowledge
£ √	Cost beneficial
£ 0	Cost neutral
£ X	Small cost implications
£ XX	Large cost implications
£ X√	Short term cost implications, but long term benefits

Table 1; explanation of symbols used in the plan

We have also included a summary of the problems we have identified to show where the action points come from.

Zero Carbon









Action	Who	Timing	Cost	Comments	Date Actioned
Tea rounds to reduce unnecessary water boiling	All staff	doing	£ ✓		From August 08
Use blinds and open windows to cool office passively	All staff	doing	£ ✓		From August 08
Turn lights off when we leave the office	All staff	doing	£ ✓		From August 08
Turn equipment off at the plug when staff leave their workstation (for PCs) and the office (for photocopiers, etc.)	All staff		£ ✓	Need to check with Yarub.	
Put notes on equipment to ensure it's turned off	Marion O Brien		£ ✓		October 08
Change the computer backup system so PCs can be turned off overnight	Sara		£ ✓		December 08
Purchase energy efficient light bulbs	Marion		£ ✓	200 free light bulbs from energy company	November 08
Purchase electrical equipment (from light bulbs to computers) that is as energy efficient as we can afford	Jan		£ X ✓		From November 08
Re-wire the lighting circuits to match dark/light areas of office			£ X ✓		
Give staff in darker areas table lamps			£ X ✓		

Change layout of office to improve natural desk lighting	?		£ √		October/November 08
Investigate improving the roof insulation/Cavity Wall	Marion		£ X√	Marion	31.12.08
Look at improving the passive cooling qualities of the building	?		£ X√		
Switch the Granfers community centre to a green tariff	?		£ X	Marion	31.12.08
Install renewable electricity / heat generating technology on the roof of Granfers community centre	?		£ X√	Marion researching	31.03.09
Write a policy to repair appliances where possible, and replace with efficient models where not	?		£ X√	Marion introduce into centre policy	From Jan 09






Challenges to look out for

- ⇒ Rooms are used sporadically, so lighting and heating can be used unnecessarily unless we are careful with signage;
- ⇒ Computers, photocopiers and other appliances need to be turned off at the plug, otherwise they still use quite a lot of electricity, so we will need to be careful when leaving our desk and when we are the last person leaving the office;

Zero Waste

Action	Who	Timing	Cost	Comments	Date actioned
Use email and phone for most communications	All staff	doing	£ √		From August 08
Print double-sided, black and white as standard	All staff	doing	£ √		From 2006
Share documents more and print one copy of reports for the group rather than one per person	All staff		£ √	Jackie/Sandra/Sara to utilise system of circulating documents where appropriate.	From August 08
Put a scrap box next to printers for single sided printing, and make notepads for messages from the scrap	All staff		£ √		
When organising meetings make it clear if copies of relevant documents will be available to reduce duplication. Use laptop where possible .	All staff		£ √		
Purchase recycled paper, pens and other stationary	?		£ 0		
Avoid purchasing tetrapaks and other materials that can't be recycled from the office	All staff		£ 0		
Purchase computers with at least 75% recyclable content	?		£ 0		
Recycle our toner cartridges	?		£ 0		
Get a wormery or other composter for the Centre	?		£ 0		





Sustainable Transport

Action	Who	Timing	Cost	Comments	Date actioned
Maintain the Smarter Travel Plan	All staff	doing	£ 0	Working well	Review action Plan Karen November 08
Promote cycle confidence training when it comes up	Karen	doing	£ 0	Review spring annually	
Include green travel information on our web site, booking forms, other publications and in the reception area for the Centre	Judy		£ 0		31.01.09
Ask car club providers to see if they could put a parking bay into our car park	?		£ 0		
Install some shelter for the cycle parking outside	Karen?		£ X	Complete	August 08
Buy a pool bike to encourage staff to cycle occasionally even if they don't have their own bike at work. Trial an electric bike	?		£ X		
Offer loans for public transport season tickets and bikes	?		£ 0		







Challenges to look out for

- ⇒ The buses aren't reliable enough; TfL, the council and the bus companies need to improve this;
- ⇒ Some of our staff feel unsafe cycling around Sutton, so the safety of the roads needs to be improved considerably before we will feel comfortable giving up our cars completely;
- ⇒ The cycle lanes in Sutton town centre aren't segregated well enough, so they're dangerous for pedestrians who stray into them and not particularly useful for cyclists.

Local and sustainable materials

Action	Who	Timing	Cost	Comments	Date actioned
Use recycled products as much as possible	All staff	doing	£ 0		
Green purchasing info goes into Networker	All staff	doing	£ 0		
Purchase refurbished furniture and computers	?		£ 0		
Use low toxicity paints for any redecorating	?		£ 0		
Donate furniture to, and promote, the Vine Project	Marion/All SCVS staff?		£ 0		Began and on going
Print brochures, annual reports and other publications on recycled and recyclable materials	?		£ X		

Local and sustainable food






Action	Who	Timing	Cost	Comments	Date actioned
Run a weekly fruit club	All staff	doing	£ 0		From March 08
Use community cafes at the Riverside Centre and the Sutton Centre for Independent Living and Learning (SCILL) for others	All staff when out/Training and meetings	doing	£ 0	Trial period	From October 08
Promote local cafes and catering services that use local, seasonal, organic, low meat and Fairtrade food	All staff		£ 0		
Explore the possibility of having a market morning at the community centre with local farm produce	Marion				31.03.09
Develop a catering policy favouring local caterers and promote to the wider sector	?		£ 0		
Buy food with less packaging, especially for meetings	All staff		£ 0		
Compost our food waste, including teabags	All staff		£ 0		
Grow herbs in pots around the building	All staff		£ X√		
Start a Granfers allotment and use the food we grow; open it to other groups; use raised beds to make them accessible	?		£ X√		









Challenges to look out for

- ⇒ Local markets can be too expensive, and aren't always convenient. For example, the farmers' market in Wallington should be able to pitch up in Sutton town centre as well;




Sustainable water

Action	Who	Timing	Cost	Comments	Date actioned
Only fill the kettle as much as is needed	All staff	doing	£ √		
Buy water saving capsules for plants around the office			£ X		
Purchase a rain water butt for the garden			£ 0		
Use eco washing up liquid	All staff		£ 0		
Put water saving devices into the toilets, and look to use dual flush toilets when they need replacing. Hippo potomus bags	?		£ X√		
Investigate the use of urinal controls or waterless urinals	?		£ X√		

Natural habitats and wildlife

Action	Who	Timing	Cost	Comments	Date actioned
Lots of green space near our office	-	doing	-		
Install bird feeders, nesting boxes and bat boxes on building			£ X		
Clear and maintain the outside space to encourage birds and insects, and for a pleasant area to sit out in	All staff		£ 0		28.02.08
Plant out durable, low maintenance local plants	All staff		£ 0		
Put a fish tank somewhere in the building with fish species that don't need particularly warm/aerated water			£ X		
Grow spider plants in the office to clean the air			£ X√		
Dig a pond in the outside space and manage to encourage wildlife – may cause problems with safety and maintenance			£ X		




Culture and heritage

Action	Who	Timing	Cost	Comments	Date actioned
Promoting a diverse range of community groups and events through Networker, email, etc.	All staff	doing	£ 0		
We support voluntary and community groups in securing funds for their activities	All staff	doing	£ 0		
Our occasional staff social lunches reflect various cultures and are fun and friendly	All staff	doing	£ 0		
Run another team building day	Andy		£ X		
Do more sociable things where people want to – no pressure!	All staff		£ X		
Attend events in public spaces more ourselves	?		£ 0		

Challenges to look out for

- ⇒ Advertising for events like “take part, take pride” is often meaningless (e.g. banners without dates or details) and isn’t very eye-catching; we need more notices in public places and they should be better designed;
- ⇒ People who don’t receive the Sutton Guardian or Sutton Scene may not know what’s on;
- ⇒ We’d like to see more events in public spaces, especially for kids over the summer holidays;
- ⇒ Local markets, like the farmers’ market, should get space in Sutton town centre along with the French and Italian markets.






Equity and Fairtrade

Action	Who	Timing	Cost	Comments	Date actioned
Promote good practice for employers and volunteers	All staff	doing	£ 0		
Promote news about new funds and best practice guidance to the voluntary sector in Sutton	All staff	doing	£ 0		
Hold a taste trial lunch for Fairtrade goods	All staff/Marion/Pam	doing	£ X		31.12.08
Investigate a bulk buying scheme to help groups with less money get hold of sustainable products	?		£ X√		
Check employment and temping/contracting policies, and investigate becoming a Living Wage employer	?		£ X		
Look at other procurement policies for items like clothing and printing with respect to workers' rights	?		£ 0		

Challenges to look out for

- ⇒ Many voluntary groups struggle to offer a Living Wage, pension contributions and expenses support;
- ⇒ Groups with less money may struggle to buy sustainable products like organic food and Fairtrade refreshments if they're slightly more expensive;
- ⇒ With some products (e.g. computers), investigating how they were made can be too complicated and time consuming.

Health and happiness

Action	Who	Timing	Cost	Comments	Date actioned
Be approachable and offer piece of mind	All staff	doing	£ 0		
Promote involvement and diversity through our ethos	All staff	doing	£ 0		
Be conscious of our own health happiness, with socials, the fruit club and flexible working policies	All staff	doing	£ 0		
Put in better signage for the reception area to help people find our office and other parts of the Centre	?		£ 0		
Start a keep fit club – difficult to keep commitment	All staff		£ 0		
Get out of the office more, especially in lunch breaks	All staff		£ 0		
Start a weekly walking club	Karen/Jan				Nov 08
Install Workrave to help people with work-related stress and RSI	All staff		£ 0		
Revive the shared lunches with a focus on healthy, sustainable meals (low meat and dairy, local seasonal, cultural and organic)	All staff		£ 0		