

Great Aycliffe Town Council - Carbon Reduction Action Plan									
Carbon Emissions Reduction									
a) Decarbonise Energy Supply and Implement Renewable Energy Generation									
	Project / Action	Measure	Responsibility / Partner	Cost	CO2 Saving	Priority	Completion Date	Progress Update	Key
1	Ensure all Council electricity accounts are supplied under 100% renewable electricity tariffs.	Confirmation from DCC Energy Team	Finance Manager Durham County Council	£0	DCC to provide figures	High	Complete	All electricity accounts are on 100% renewable tariffs.	
2	Install renewable energy generation facilities, such as heat pumps and solar PV panels, at all council buildings and plan this into the Medium Term Financial Plan and Asset Management Plan.	Asset Management Plan Asset Register	Senior Management Team	To be assessed	To be quantified for each project	Low	31st March 2027 for solar panel project	Project to install a solar panel system for the Oak Leaf Sports Complex is now underway and due to be completed during the 2026/27 financial year.	
b) Improve Energy Efficiency in Use of Buildings and Reduce Energy Use									
	Project / Action	Measure	Responsibility / Partner	Cost	CO2 Saving	Priority	Completion Date	Progress Update	Key
3	Commission an external consultant to undertake an energy audit of all Council buildings.	Audit Report and Action Plan	Senior Management Team	To be assessed	Dependent upon actions	High	31st March 2027	The Council is on the DCC waiting list for a Business Energy Efficiency Project (BEEP) Energy Audit.	
4	Seek external funding for energy efficiency projects.	Funding Approval Letter	Senior Management Team	Staff time	To be quantified for each project	Medium	Ongoing	No funding identified to date. Most funding for carbon reduction schemes is only available to community energy projects.	
5	Check and optimise all boiler gas flow temperatures and ensure that all timers are efficiently set and regularly reviewed to reflect building opening times, weather conditions, and times of the year.	Check sheet	Maintenance Technicians	Staff time	To be quantified	High	Complete	This is happening across all services with boiler gas flow temperatures being checked and optimised on a seasonal basis.	
6	Make effective use of thermostats to ensure that only those areas of the building that are in use are being heated day to day.	Check sheet	Service Managers	Staff time	To be quantified	High	Complete	The sports complex has boosters for additional heating when needed, and the control panel allows adjustment by the hour and for each section of the building	
7	Commission a review of building insulation and energy efficiency and consider installing improved windows and roof and wall insulation in all buildings.	Asset Management Plan EPCs and DEC s	Service Managers	To be assessed	To be quantified for each project	High	Ongoing	DEC's in place for Council Offices and Sports Complex. Energy efficiency is considered in all building works.	
8	Complete roll out of LED lighting across all Council buildings and facilities, internally and externally.	Capital Programme Budgets	Maintenance Works and Environment Manager	To be assessed	To be quantified	High	Largely Complete	LED lighting now installed in most Council buildings. Approximately 90% complete. Officers will keep checking new innovations available on the market, as more energy efficient options may become available.	
9	Switch off and unplug equipment that is not in use, ensure no computers or printers are left on stand by, and turn lights off in empty rooms.	Check sheet	All Staff	Staff time	To be quantified	High	Complete	This is happening across all services. Consideration is being given to implementing lights with sensors on in more areas. Service Managers to remind staff of responsibilities.	
10	Implement green work spaces, for example increasing the use of indoor plants in offices.	Building Inventories	All Managers	Cost of plants	To be quantified	High	31st March 2030	Ongoing. Indoor plants in place at the Council Offices and to be considered at Sports Complex.	

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c) Reduction of Vehicle Related Emissions / Sustainable Transport									
	Project / Action	Measure	Responsibility / Partner	Cost	CO2 Saving	Priority	Completion Date	Progress Update	Key
11	Aim to replace all Council vehicles and machinery with electric alternatives at the time of replacement.	Asset Management Plan Medium Term Financial Plan	Senior Management Team	To be established	To be quantified for each project	Low	31st March 2050	A second works vehicle has been replaced with an electric vehicle (Citroen Berlingo).	
12	Assist in the shift to electric vehicles by installing electric vehicle charging points at Council facilities.	Number of new EV chargers installed	Senior Management Team	To be grant funded	To be quantified for each project	Medium	31st March 2030	Electric charging point installed and in use at the Council Depot. Funded project being pursued in partnership with Durham County Council to install public EV charging points at the Oak Leaf Sports and Golf Complex.	
13	Employees and councillors should be encouraged to walk, cycle, use public transport or car-share.	Emails, Posters etc	All staff and councillors	Staff time	To be quantified	Medium	Ongoing	Not progressed yet.	
14	Extend home and hybrid working where relevant and practical to reduce commuting emissions of staff.	Home Working Policy	Relevant staff	Staff time	To be quantified	Medium	Ongoing	Remote Working Policy in place and hybrid working is available to office based staff.	
15	Consider implementing virtual Council meetings if and when legislation allows this.	Council Constitution	Town Clerk and Council	Costs to be investigated	To be quantified	Medium	Would require a change to the law	Feasibility being investigated, including upgrading the audiovisual infrastructure in the Council Chamber. Changes to law going through the Parliamentary process.	
16	Introduce a cycle to work scheme, providing bikes or electric bikes for staff for commuting and carrying out short work-related trips, or providing interest free loans for purchasing bikes.	Cycle to Work Scheme	Senior Management Team	Staff time	To be quantified	High	31st March 2030	Not progressed yet.	
17	Work with Durham County Council to secure the extension and improvement of the cycle and walking network in the Parish.	Km of new or upgraded cycling or walking infrastructure installed	Senior Management Team Durham County Council	DCC Budget	To be quantified	Medium	Ongoing	Talks are ongoing on a cycle and walking improvement project linked to the new Copelaw Development.	
18	Support the installation of rapid charging electric car points in the Parish where local support or viability has been demonstrated.	Number of new EV chargers installed	Planning Sub Committee Durham County Council	No cost to Council	To be quantified	Medium	Ongoing	Ongoing via Planning Sub Committee.	
19	Collaborate with other town and parish councils to exert pressure on Durham County Council to provide and promote increased public transport as a viable alternative to private car use.	Improved public transport routes/ frequency/ timetables.	Town Council Durham County Council	Staff time	To be quantified	Low	31st March 2050	Not progressed yet.	

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d) Reduction of Waste and Recycling									
	Project / Action	Measure	Responsibility / Partner	Cost	CO2 Saving	Priority	Completion Date	Progress Update	Key
20	Actively support a shift in the way the Town Council thinks about and uses materials thereby minimising the amount of waste going to landfill, by eliminating or reducing waste by reusing, refurbishing, recycling, composting or recirculating for as long as possible.	Waste Management Policy	Senior Management Team	Staff time	To be quantified	Medium	31st March 2030	Changes to waste disposal and recycling arrangements made across all services to comply with Simpler Recycling requirements. Composting of food waste.	
21	Minimise water waste by implementing water saving initiatives such as installation of water saving devices in all Council toilets and changing rooms and investigation of rainwater capture for allotments sites.	Capital Programme Waste Management Policy	All Managers	To be assessed	To be quantified	Medium	31st March 2030	Push button taps installed in publicly used facilities. Water free urinals installed at Sports Complex.	
22	Prioritise durability, repair, reduction, recyclability, and reuse in the purchase, use and disposal of equipment and machinery.	Waste Management Policy	Senior Management Team	Staff time	To be quantified	Medium	31st March 2030	Robust repair and maintenance arrangements in place for current machinery and equipment which are regularly held beyond their estimated useful life. Auctions held for old works machinery and equipment. Old computers disposed of via reuse scheme.	
23	Cease the use of single use plastics as far as practicable and encourage suppliers and service providers to cut their use of single use plastics.	Waste Management Policy	Senior Management Team	Staff time	To be quantified	Medium	31st March 2030	Significantly reduced use of single use plastics at events. Plastic recycling taking place at events and across all other Council services.	
24	Encourage the use of recyclable packaging and demand similar from suppliers, using packaging made from mono-material plastics, bioplastics, and paper.	Waste Management Policy	Senior Management Team	Staff time	To be quantified	Medium	31st March 2030	Not progressed yet.	
25	Investigate options for excess catering supplies at the Sports Complex e.g. via food sharing apps.	Waste Management Policy	Senior Management Team	Staff time	To be quantified	Medium	31st March 2030	Food is only cooked to order, ensuring that wastage is minimised.	
26	Investigate options for the disposal of obsolete computer equipment and works machinery e.g. via auctions and recycling schemes.	Waste Management Policy	Senior Management Team	Staff time	To be quantified	Medium	31st March 2030	Auctions held for old works machinery and equipment. Old computers disposed of via reuse scheme.	
27	Go paperless or paper light to reduce printing and use of paper.	Waste Management Policy	Senior Management Team	Staff time	To be quantified	Medium	31st March 2030	Use of paper has been significantly reduced across all services with much correspondence now sent electronically. Paperless Council meetings ruled out by Council at this time.	
Procurement and Supply Chain									
	Project / Action	Measure	Responsibility / Partner	Cost	CO2 Saving	Priority	Completion Date	Progress Update	Key
28	Buy green wherever possible.	Standing Orders for Procurement	Senior Management Team	Staff time	To be quantified	Medium	Ongoing	Buying green considered in all procurement activity.	
29	Buy local wherever possible.	Standing Orders for Procurement	Senior Management Team	Staff time	To be quantified	Medium	Ongoing	Buying local considered in all procurement activity.	
30	Consider amending procurement policies to prioritise keeping goods and equipment circulating in use longer.	Standing Orders for Procurement	Senior Management Team	Staff time	To be quantified	Medium	31st March 2030	Not progressed yet.	
31	Consider food miles when purchasing catering supplies and source food locally as much as is practicable.	Standing Orders for Procurement	Sports Complex Manager	Staff time	To be quantified	Medium	31st March 2030	Local suppliers used for catering supplies.	
32	Investigate meat free options for the Sports Complex catering operation and implement these on the menu.	Standing Orders for Procurement	Sports Complex Manager	Staff time	To be quantified	High	31st March 2026	The Sports Complex needs to cater to customer needs, and there is a limited demand for meat free options. However, meat free options are available on menu and specials board.	

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Awareness Raising and Working with the Community and Other Organisations											
Project / Proposed Action		Measure		Responsibility / Partner		Cost	CO2 Saving	Priority	Completion Date	Progress Update	Key
33	Offer climate awareness training to all managers and senior staff and undertake awareness raising with Council staff via Team Meetings etc.	Training Records	Staff	Senior Management Team		Training Budgets	Cannot be quantified	High	31st March 2026	A number of senior officers have undertaken the Certificate in Understanding Climate Change and Environmental Awareness. Climate change is now a standard agenda item on the senior officer Performance Management Group Meetings and briefings and discussions take place on carbon reduction initiatives at these meetings.	✓
34	Set up a dedicated Climate Emergency page on the Council Website and promote and publicise on the website, social media and newsletters actions taken and progress made on carbon reduction.	Website and Social Media		Senior Management Team		Staff time	Cannot be quantified	High	31st March 2027	Delayed. Webpage to be set-up before the end of the financial year.	
35	Work with Durham County Council Low Carbon Team to access support, information and partnership working opportunities.	Climate Emergency Policy		Senior Management Team		Staff time	Cannot be quantified	High	Ongoing	Limited meetings and sharing of information due to DCC deprioritising climate change.	
36	Continue to run the Environment Week and engage with local schools and build in a climate change theme to this annual event.	Environment Week Plan		Works and Environment Manager		Staff time	Cannot be quantified	High	Ongoing	Complete for 2025/26. Works and Environment Manager to incorporate a climate change element to the presentation for 2026/27.	✓
37	Promote practical action by local people e.g. community litter picks, Great Aycliffe Tidy Team etc.	Number of Litter Picks		Works and Environment Manager		Small cost for equipment	Cannot be quantified	Medium	Ongoing	Council continues to work with and support Great Aycliffe Tidy Team.	✓
38	Prioritise grants and donations towards ‘climate or ecology smart’ initiatives using the Community Benefit Fund.	Number of schemes funded		Town Clerk		Community Benefit Fund	To be quantified for each project.	High	31st March 2027	No climate related grant applications received to date.	✗
39	Support and promote a range of national campaigns such as Earth Day and National Clean Air Day.	Number of campaigns supported		Senior Management Team		Staff time	Cannot be quantified	Medium	Ongoing	Any relevant campaigns are shared on the Council's social media channels.	✓
40	Support recruitment and training of volunteer flood wardens to better respond to flood events and educate residents about water.	Number of volunteer wardens recruited					Not quantifiable	Medium	Ongoing	Two Council Officers act as flood wardens as part of a wider partnership.	✓
41	Work with and support climate action groups to help drive behavioural change around energy use and generation.	Number of climate action groups supported					Not quantifiable	Medium	Ongoing	Not progressed yet.	✗
42	Encourage the formation of local Climate Action Groups to encourage and support the Council in taking local political action, build positive community solutions, and join together to demand national action.	Number of climate action groups supported		Council Minutes		Staff time	Cannot be quantified	Medium	Ongoing	Not progressed yet.	

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Ecological Actions and Carbon Offset									
	Project / Proposed Action	Measure	Responsibility / Partner	Cost	CO2 Saving	Priority	Completion Date	Progress Update	Key
43	Research and publish a Tree Plan for Great Aycliffe with the aim of increasing tree cover across the Parish, and improving the diversity, health and age structure of existing mature woodlands.	Tree Plan % of tree cover in Parish	Works and Environment Manager	Tree Budget Grant Funding	To be quantified	Medium	31st March 2030	It is Council Policy to plant three trees for every tree removed due to damage or poor health. Tree planting focusses on improving the diversity and health of woodland. No formal Tree Plan in place as yet.	
44	Ensure that at least three trees are planted for every tree removed or felled and actively seek external funding for tree planting initiatives.	Number of new trees planted	Works and Environment Manager	Tree Budget Grant Funding	To be quantified	High	Ongoing	This is established Council Policy and the number of trees planted each year far exceeds this target.	
45	Manage land for nature and develop and implement additional wildflower meadows and wildlife corridors.	Number of new wildflower meadows and wildlife corridors.	Works and Environment Manager	Capital Budget	To be quantified	High	Ongoing	Officers have worked in partnership with Livin to create a new wildflower meadow in the Horndale area.	
46	Investigate and implement sustainable planting initiatives to replace annual bedding plants.	Number of sustainable flower beds	Works and Environment Manager	Capital Budget	To be quantified	Medium	31st March 2030	Report to Environment Committee in October 2025 with options for consideration around sustainable planting of flower beds. Some actions agreed by the Council.	
47	Reduce pesticide use and other harmful activities such as the use of peat based compost.	Pesticide use records Purchase orders	Works and Environment Manager	Unknown	To be quantified	Medium	31st March 2030	Reduction of use of pesticides is ongoing, subject to some exemptions. Peat based compost is no longer used.	
48	Work with Durham County Council, Durham Wildlife Trust and other organisations to support nature recovery in and around Great Aycliffe.	Number of events / projects	Works and Environment Manager	Staff time	Cannot be quantified	Medium	Ongoing	Partnership working is ongoing with various organisations including DCC, Livin, Durham Wildlife Trust to support nature recovery.	
49	Develop a Environment Management Plan to prioritise ecology and nature in the Parish.	Environment Management Plan Hectares of land managed for nature and wildlife	Works and Environment Manager	Staff time	To be quantified	Medium	31st March 2030	Not progressed yet. Would be a significant undertaking.	
Council Policy and Planning Policy									
	Project / Proposed Action	Measure	Responsibility / Partner	Cost	CO2 Saving	Priority	Completion Date	Progress Update	Key
50	Ensure that climate change and ecology implications are considered in all Council decisions.	Council and Committee Reports	Senior Management Team	Staff time	Cannot be quantified	High	Complete	Environmental, climate changes and biodiversity implications are a standard consideration in all reports to Council requiring a decision.	
51	Support Durham County Council Local Plan policies that help to tackle climate change and boost ecology and nature and lobby for stronger policies in the Local Plan. Examples include requiring the highest possible standards of energy efficiency for new housing and other buildings, retrofit initiatives, ensuring accessibility for walking, cycling and public transport, and avoiding the loss of local nature sites and green spaces.	Neighbourhood Plan Planning Sub Committee Minutes	Planning Sub Committee Durham County Council	None	Cannot be quantified	High	Ongoing	Ongoing via Planning Sub Committee and underpinned by the Great Aycliffe Neighbourhood Plan.	
52	Use the Council's Neighbourhood Plan and the Council's role as a consultee to DCC as the local planning authority to ensure that climate change and ecology are prioritised.	Neighbourhood Plan Planning Sub Committee Minutes	Corporate and Policy Officer Planning Sub Committee	Staff time	Cannot be quantified	High	Ongoing	Ongoing via Planning Sub Committee and underpinned by the Great Aycliffe Neighbourhood Plan.	
53	Oppose high-carbon developments, promoting sustainable alternatives instead.	Planning Sub Committee Minutes	Planning Sub Committee Durham County Council	Staff time	To be quantified	High	Ongoing	Ongoing via Planning Sub Committee and underpinned by the Great Aycliffe Neighbourhood Plan.	
54	Use legal and planning mechanisms such as Section 106 agreements and the Community Infrastructure Levy to fund climate actions and nature restoration projects.	Capital Programme Budget S106 Funding Approvals	Senior Management Team	External grant funding	Cannot be quantified	Medium	Ongoing	Not progressed yet. Priority for current Section 106 Agreement bids has been parks related investment.	
55	Designate additional sites within the Neighbourhood Plan for trees, renewable energy and nature restoration.	Neighbourhood Plan	Corporate and Policy Officer Planning Sub Committee	Staff time	To be quantified for each project.	Medium	Next review of Plan	Will be picked up in the next review of the Neighbourhood Plan.	
56	Designate additional safe walking and cycle routes in the Neighbourhood Plan.	Neighbourhood Plan	Corporate and Policy Officer Planning Sub Committee	Staff time	To be quantified for each project.	Medium	Next review of Plan	Will be picked up in the next review of the Neighbourhood Plan.	
57	Support national campaigns for low carbon building standards to be mandatory.	Evidence of input to campaigns/ lobbying	Council Minutes	Staff time	Cannot be quantified	Medium	Ongoing	Any relevant campaigns are shared on the Council's social media channels.	

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Target Complete		7	12%
Target Ongoing		38	67%
Target not progressed yet		12	21%
		57	100%