

GROUNDWORK WEST MIDLANDS EBS



INITIAL ENVIRONMENTAL REVIEW and estimate of carbon footprint

For the Birchmeadow Community Centre, Broseley

Issue	Date	Author	Checked by and date
DRAFT	17.3.09	Vicky Dunn	L.Darby 11.3.09
Version 1			F. Henley 27.4.09

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(Groundwork West Midlands EBS)

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Introduction

Background

This Initial Environmental Review was carried out as part of the Inside Out Project commissioned by Groundwork UK. This review of the Birchmeadow Community Centre is intended to help develop an environmental policy, and to recommend low cost improvements.

Scope / Purpose of the Report

An initial environmental review of the Birchmeadow Community Centre, Broseley. To include an estimate of the carbon footprint due to use of electricity, gas, water and disposal of waste to landfill.

Client:

Birchmeadow Community Centre, Broseley

Contact:

Councillor Jean Jones, Chair of the Centre's Management Committee.

Groundwork Advisor: Vicky Dunn

Dates of Audit:

16 Feb 2009. Groundwork staff Nikki Davies and Richard Schneider discussed use of the building, utilities and waste generation with users of the centre on evening of 18 Feb 2009. Information from those discussions was added to the review.

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Review Methodology

The Review was conducted using the following methods:

- Site observation.
- Interviews with relevant personnel: Jean Jones, Carol Platt, and David Platt (by telephone.)
- Examination of appropriate documentation supplied by Rita Howells (supplied by post.)

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Initial Environmental Review

1.0 COMPANY & REVIEW DETAILS

Company Details

Company name:	Birchmeadow Community Centre		
Address:	Birchmeadow Broseley TF12 5LP		
Telephone:	01952 882210 (centre, not manned unless building in use.) 01952 883273 (Manager David Platt)	Fax no:	None
Email address:	None		
Company website:	www.birchmeadow.org.uk		
Contact name(s):	Jean Jones Contact address: The Laurels King Street Broseley TF12 5NA	Position(s):	Chair
No. of employees:	David Platt, Manager Carol Platt, Caretaker 3 x bar staff Volunteer committee of 12 persons Users		

Review Details

Groundwork Review Team:	Vicky Dunn	Position(s):	Environmental Consultant
Date of site visit:	Mon 16 Feb 2009		
Weather conditions:	Fine		
Site operating conditions:	Normal		

2.0 SITE SETTING & HISTORY

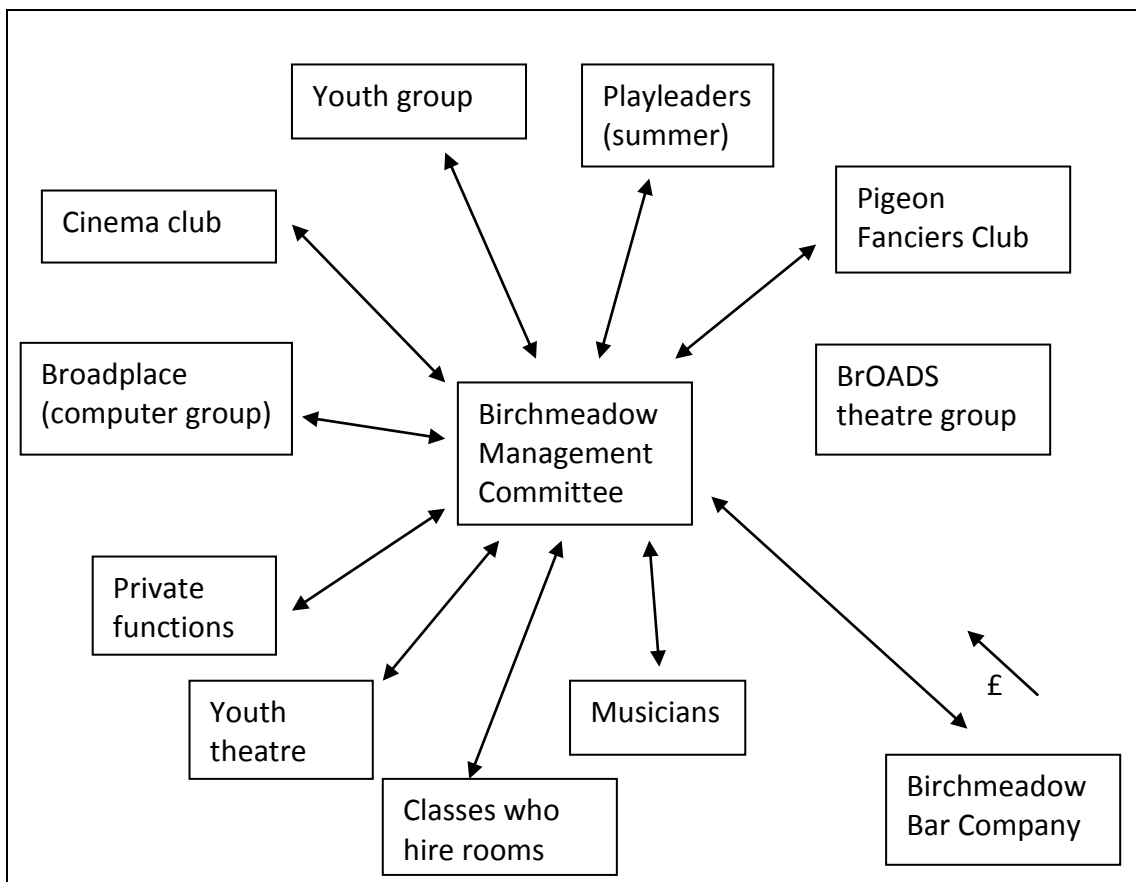
2.1 Company Profile

How old is the company	Building dates from ~1900. Birchmeadow community centre has operated there for 16 years.
Industry	N/A
Annual turnover (£)	N/A
Operating hours	Variable, 9.30am to as late as midnight if an event is taking place.

Parent/Sister Companies

Company Name/address:	Birchmeadow community centre bar, within the same site.	
Core business:	Operates the bar within the centre. All profits from this company go to the community centre.	
No of employees within company:	3	

Organisation chart (*attach or sketch*)



Percentage split of customers by size		
	%	Additional information (any pressure from customers/suppliers)
Large (blue chip)		
Medium		
Small		
Retail – general public	100%	All users are from the general public

Stakeholder information

Users have variable levels of interest in environmental matters. Some are very keen, for instance the youth group who have produced displays on recycling and Fairtrade in their room.

Funding bodies, of which the Broseley Partnership is the main, are interested in the centre becoming more sustainable. Future designs have been produced for a refit and extension of the building which would be more efficient to run.

The centre committee is concerned at the high cost of fuel bills.

2.2 Current Activities & Operations

Processes employed:	Operation of community centre and bar.
Additional information:	N/A

Main Activities

Manufacture:	N/A
Distribution:	N/A
Assembly:	N/A
Storage/warehousing:	N/A
Other(s):	Operation of community centre and bar

Process Diagram (attach/sketch) if available

N/A

2.3 Site History & Description

Overall size of site	Car park and building cover approximately 600m ²
General site setting (industrial, residential, business park etc)	<p>The setting is residential on one side, playing fields into rural area on another, with a caravan park at the rear.</p> <p>The Council are trustees for land immediately to the rear of the centre. The centre rent this land and have agreed to buy this for a nominal fee when any extension is made.</p>
How long on this site	16 years as a community centre.
Owned or leased	Building owned by Broseley Town Council
Units present	One building, one car park.
Nature & location of sensitive environments (e.g. residential, watercourses, SSSI's etc)	Haycop nature reserve is within a mile. Residential areas on 3 sides. River Severn about 1km north.
Information on previous site history/geology etc	Building was a chapel, a cinema, and a nightclub before it became a community centre.
Have you been in breach of any authorisation, consent or licence in the last 5 years?	No
Have you been in contravention of any environmental legislation in the last 5 years?	No
Do you store oils, solvents, chemicals etc. on site? If yes, what do you store and how are they stored?	None of these stored on site.

Are PCB's present on site?	No equipment which might contain PCBs was seen on the audit, and the organisation are unaware of any.
Has an asbestos survey on the site been carried out?	No. The stage roof is the only area which might contain asbestos but no survey has been done. Obs 1.
Any other relevant additional information	Plans have been drawn up to refurbish and extend the community centre. It is hoped to execute these within three years. Hence, only inexpensive physical improvements can be considered.

3.0 ENVIRONMENTAL REVIEW

3.1 Environmental Management System

Does the company have an Environmental Management System?	No
Environmental Policy in place?	The organisation will develop one using the information from this environmental review.
Is there pressure to demonstrate environmental commitment?	Funding bodies, including the Town Council, and users.
Does the company have a Quality Management System (accredited, standard)?	No.
Does the company have any other Systems?	No
Have you or anyone from the company attended a Practical Environmental Management Course?	No
Does the company intend to achieve ISO 14001:	No
Timescale for accreditation?	N/A
Has an Environmental Review taken place?	Not previous to this review.

Company's main environmental impacts?	<p>Generation of noise</p> <p>Use of gas → air emissions, resource depletion</p> <p>Use of electricity → air emissions, resource depletion</p> <p>Use of water → resource depletion</p> <p>Generation of waste</p>
Environmental objectives and targets set?	No. The community centre is keen to reduce its gas, electricity and water usage. They are concerned about costs, and environmental impacts.
Procedures or EMS documentation?	N/A
Other progress with EMS?	N/A

3.2 Material Use

Raw materials:	<p>Drinks for the bar.</p> <p>Materials used for activities and parties are generally provided and taken away by the users. Who provides these materials?</p>
Solvents:	N/A
Fuel:	Not stored on site.
Packaging:	N/A
Additives/Chemicals:	Domestic cleaning chemicals, e.g. bleach, surface cleaners.
Other(s):	<p>2 foot long canisters of carbon dioxide and nitrogen in cellar.</p> <p>Various kegs of beer and bottled drinks.</p> <p>Various domestic-type paint cans, stored in small room on top floor.</p>

Storage Facilities

Describe & assess adequacy for materials, esp. hazardous. (NB: Storage containers, spill potential, evidence of spills, fire risk, drainage in storage areas, bunding of oil storage areas)			
Material	Storage Location	Containment	Environmental risk?
The only material stored in quantity is alcoholic drinks	Room within the building.	Kegs, bottles	Very low

3.3 Resource use – electricity, gas and water

Energy source	Use	Monitored?
Electricity:	Lighting Stage lighting Small appliances Amplified music at events Beer line chiller unit for draught drinks (brewery are not keen to provide a newer one) Air conditioning unit used to cool the cellar room Obs 2	Yes by the Centre committee. Bills are kept by treasurer Rita Howells – see Carbon Footprint in section 4 for more information
Gas:	Central heating of radiators. Hot water	
Oil / Diesel:	None	
Other(s):	None	

Energy Management

General	
Is the company aware of the Climate Change Levy?	Is aware that this is on energy bills.
Are you part of a Negotiated Agreement?	N/A
Does the company have an Energy Manager?	Manager, caretaker and treasurer are very interested in energy use.
Does the company have an Energy Policy?	N/A
Has an energy survey been carried out?	Some information on energy is collected in this environmental review.
Are there Benefits/changes due to energy management?	N/A

Lighting	
Type of lighting used (tungsten, fluorescent etc):	20 units of 4 18" fluorescent tubes behind plastic casings in the main hall. Halogen spotlights in the bar and lobby. Unidentified energy efficient bulbs behind plastic casings in corridors and stairs. Some incandescent bulbs in toilets and upstairs rooms. Obs 3
Control of individual lighting zones?	Yes, switches allow good control. It was noted that the small emergency lights in the upstairs office and landing are constantly on.
Detectors?	No motion detectors.
Are lights turned off when not in use?	It was reported that users generally do this.
<p>Comments from cinema club members <i>Lights in main hall suit needs of cinema well. Strip lights in small bar a bit "overkill" and bright</i> <i>Low energy light bulbs.</i> <i>As we show films, lights are off most of the time</i></p> <p>Comments from BROADS members <i>Yes (lighting meets needs). Lights are turned off when not in use.</i></p>	

Yes (lighting meets needs). Yes, lights are turned off as far as possible.
 Yes (lighting meets needs). Generally lights are turned off when not in use.
 Lighting OK, we do turn lights off.
 Yes – lighting meets needs and is turned off when not in use.
 Switches not labelled everywhere – this would be useful.
 Yes – lighting meets needs and is turned off when not in use.
 Query if bulbs for stage lights have lower energy types available. **Obs 4**
 Stage lighting – can this be energy efficient?

Equipment

Procedures for equipment switch off during breaks/overnight?	Lights are switched off when not in use by the manager and caretaker, and most users.
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Where compressed air used, is this regularly checked?	N/A
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Building and heating system

How is heating system controlled?	<p>Manager or Caretaker are the only people who operate the boiler.</p> <p>Timer on the main boiler is set to mornings and early evenings. The override switch is used to give extra hours of heating in winter, for instance before events.</p> <p>The thermostat in the bar is not a good control as this is a warm room, hence the boiler switches off and the rest of the building is cold. There is no zoning so all radiators become hot when heating is on. This includes the youth room which is seldom used in the day. Obs 5</p> <p>Radiators have thermostatic control valves. The valves are protected by cages to prevent unauthorised changes to the heat setting.</p> <p>There is no hot water tank.</p>
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How old is the system and when was it last serviced?	Boiler is less than two years old and is regularly serviced.
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Are windows single or double glazed? Are they curtained?	<p>Windows in the main hall are double glazed, elsewhere single. Some windows had recently been broken by vandals. Obs 6</p> <p>Curtains or blinds were present for all windows.</p> <p>It was reported that windows are never left open when the heating is on, as the building does not reach sufficient temperature for users to do this.</p>
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Are walls and ceilings insulated?	<p>It is not known if there is a cavity within the walls, and whether it is insulated. Given the age of the building it is probable not.</p> <p>There is a suspended ceiling with a void above in the main hall.</p>
Draughty and cold areas noted?	<p>Back of stage wall is single brick. The roof is a thin corrugated material. This area is very cold and draughty. Obs 7. Heavy curtains keep some of this draught from the main hall.</p> <p>Front door</p> <p>Fire door at bottom of stairs is badly fitted, it was reported this is being addressed</p> <p>Fire door in upstairs office Obs 8.</p> <p>Windows in bar are draughty, this could be fixed by renewing the sealant. Obs 9.</p> <p>Two small windows in gentlemen's toilets are stuck permanently open. Obs 10.</p>
Any measures to increase energy efficiency?	<p>There are tamperproof covers on radiator valves, to prevent users changing the settings.</p> <p>Some energy efficient light bulbs are used.</p>
<p>Comments from cinema club members</p> <p><i>Main hall sometimes too warm but seems strangely it may be a little cold in some areas. Small bar areas generally warm. Radiators not controlled. Suggest foil behind radiators to reflect heat back into room. Obs 11.</i></p> <p><i>Usually plenty warm enough.</i></p> <p><i>Usually warm.</i></p> <p><i>Generally warm in evenings. Lobby draughty.</i></p> <p>Comments from BROADS members</p> <p><i>Generally warm in evenings. Lobby draughty.</i></p> <p><i>Small foyer outside Ladies is always warm, with a large radiator for a small area. Very cold and draughty on the stage.</i></p> <p><i>Centre is warm, stage area very cold.</i></p> <p><i>Yes (building is warm). Stage cold and draughty.</i></p> <p><i>Back stage area (draughty).</i></p> <p><i>Stage (draughty).</i></p> <p><i>Building warm for rehearsals. Back stage cold and draughty.</i></p> <p>Obs 12. Obs 5, 7 and 8 also relate to these comments.</p>	

Water Use

Water use on-site (any wet processes etc):	Kitchen / bar, including a glass washing machine. Toilets.
Abstraction licences:	None
Any measures to increase water efficiency?	Dripping taps are fixed. A rainwater butt would not be useful as there is no use for the water.
Monitored?	Yes, by Rita Howells, treasurer.
<p>Additional Information</p> <p>The urinals in the gentlemen's toilet flush when the cistern is full, regardless of usage. The organisation is keen to source a cheap control system for this. Obs 13.</p> <p>The cisterns of all toilets appeared large and so could have a brick or "hippo" placed in them, to reduce the amount of water used to flush, and still function properly. Obs 14.</p> <p>Taps in the ladies toilets has a fast flow of water. They could be fitted with inserts to create a spray tap, which uses much less water while still being suitable for hand washing. Obs 15.</p>	
<p>Comments from cinema club members</p> <p><i>Gents toilets water running continually, taps not always turned off</i> <i>Gents toilet area. Repairs to taps etc. not carried out rapidly.</i> <i>Water is wasted in the gents loo.</i></p> <p><i>Only purchases on a regular basis are biscuits and refreshments, which generally include Fairtrade.</i></p> <p><i>Showing films with environmental issues. Obs 16.</i></p> <p><i>We have to lay down loudspeaker and power cables for the cinema. These have to be taped down but would still be regarded as hazardous, especially to older members of the audience (those more usually having mobility issues).</i></p> <p>Comments from BROADS members</p> <p><i>Gents loo flushing.</i> <i>Toilets, perhaps new taps could reduce waste.</i> <i>Toilet flush, and can taps be changed to those with automatic switch off?</i> <i>Taps left on or dripping.</i> <i>Gents toilet.</i></p>	

3.4 Emissions to Air

Process:	Events Boiler	Emission:	Noise CO ₂ and NO _x
Analysis/monitoring carried out:	Manager will inform users if events are too loud and likely to disturb the neighbouring caravans.		
Uncontrolled fugitive emissions:	N/A		
Abatement used for air emissions:	N/A		
Authorisations for air emissions:	N/A		
Additional Information (IPPC/LAPPC):	N/A		

3.5 Emissions to Water / Drainage

Process:	Bar / kitchen Toilets	Effluent:	Dirty water Sewage	Discharge point: (SW, SWD, FS)	FS FS
Discharge consent(s):	N/A				
Analysis/monitoring carried out:	N/A				
Effluent treatment (if any):	N/A				
Interceptors present:	N/A				
Controlled waters nearby:	River Severn less than 1km north, down slope.				
Drainage maps available/drains colour coded?	No. There were no open drains visible outside. Closed drains were identified as being surface water and sewage by the caretaker.				
Vehicles washed on site?	No.				
Spill potential (refer to 2.3)	None.				

Are storage areas banded?	N/A
Are spill kits available?	N/A
Are people trained in use of spill kits?	N/A
Has potential contamination of land been investigated?	No, but given previous non-industrial uses is unlikely.
Has any remedial work been done/is any required?	See above.

3.6 Emissions to Land

Discharges to land: (include potential, spills etc)	None.
Investigations into potential for land contamination:	None.

3.7 Waste Management Practices

Non Hazardous Wastes generated:	Glass bottles	Disposal method:	Recycled
	General waste		Landfill
	Metal cans		Recycled
	Event and activity waste.		Taken away by the hirer of the room.
Waste storage/ segregation facilities: (assess adequacy)	Waste	Storage	Waste Carrier
	Glass bottles	3 x wheelie bins, one for brown, green and clear glass	Veolia
	General Waste (from parties, towels from toilets, packaging from drinks deliveries)	One Euro bin	Veolia
	Metal cans (3 bags per week)	Open boxes supplied by Bridgnorth DC on request of the centre. These are placed outside on collection day.	Bridgnorth DC, kerbside scheme
Transfer Notes:	Kept by Rita Howells for seven years.		
Hazardous wastes produced:	Waste	Storage	Disposal method
	Fluorescent tubes	None have been disposed of since these became hazardous waste.	Not yet decided. Obs 17.
	In future, fridges from the bar and kitchen could be disposed of. Obs 18.		
Consignment Notes:	No disposals yet.		
Registered with the Environment Agency as a Hazardous Waste producer	No need to do so.		
Site registration no.(if applicable):	N/A		
Waste quantities monitored?	Yes, by caretaker, manager and treasurer. Veolia charge by weight collected, and this is recorded on the transfer note. This		

	is one reason why users are encouraged to take their waste away.
Is the company aware of the Duty of Care requirements?	Yes – Rita Howell described these.
Does the company handle other people's waste?	No
Does the company have/need a Waste Management Licence?	No
Are materials reused, recovered, recycled?	Glass and metal cans. The food waste is not suitable for composting. A significant proportion of the general waste is cardboard and this could be recycled. Carol Platt, who sorts the waste from the bar, requested information on local recycling services. Obs 19.
Is there any waste minimisation on site?	Yes, it was stated that unnecessary waste is avoided.
<p>Comments from cinema club members <i>No waste.</i> <i>Not really any waste.</i></p> <p>Comments from BROADS members <i>Limited waste into centre bins.</i> <i>Bin bags always used during events and taken away either daily or when the event ends.</i> <i>Waste taken away when possible.</i> <i>Occasional waste from props and stage work, we take it away.</i> <i>Centre has good recycling.</i></p>	

3.8 Housekeeping

Cleaning of site procedures:	Caretaker is on site for 3 hours per day, and is responsible for general upkeep.
Inspection/maintenance procedures:	None formal. The air conditioning unit in the cellar is serviced annually. Obs 20.
Maintenance of site procedures (e.g. litter removal):	Done by manager when needed. One the site tour it was noticed that waste wood had been piled up behind the garage on the car park. It was stated that a skip will be hired and this removed. Obs 21.

3.9 Nuisance

Processes that generate noise:	Functions and events with amplified sound or music.
Noise control methods:	<p>Manager will instruct users to decrease volume if too loud. In the past neighbours in the caravan park have complained to the local council.</p> <p>The community centre would like to improve the single-brick wall behind the stage so that it blocks the escape of sound, and heat. Obs 7.</p>
Processes that generate vibration:	None
Vibration control methods:	N/A
Processes that generate odour:	None
Odour control methods:	N/A
Complaints relating to the environment (prev. 18 months):	<p>None.</p> <p>Residents of the caravans were concerned at the proposed extension to the centre, but have been assured improvements to the building fabric will reduce the noise.</p>
Nearest residential area:	Adjacent, within 5 meters.

3.10 Health and Safety

Noise assessments:	Have been done by the local Environmental Health department for noise from events, in response to neighbour complaints.
COSHH assessments:	Were reported to have been done.
Safety data sheets available?	Were reported to be held.
PPE required:	None.

3.11 Abnormal & Emergency

Potential emergency situations:	Fire. No problems from flooding due to high location, and no serious issues from drains.
Potential abnormal situations:	Vandalism has occurred to the outside of the building. Several windows have been broken recently. After heavy rain water enters the lobby area from the car park. Obs 22.
Emergency plans available:	Fire exits and procedures are in place
Special emergency planning regulations:	N/A
Incident records:	N/A

3.12 Transport and Distribution

Company/distribution vehicles run:	None. Centre users are generally within walking distance and the car park is small with around 15 spaces. The centre would hope users would walk. The Broseley Friendly bus picks up and sets down members (often older people) on request. Obs 23.
Vehicle records/maintenance details:	N/A
Routes planned/ maximised for efficiency?	N/A
Do you have company cars?	N/A
Do you use ultra low sulphur petrol or diesel in your vehicles?	N/A
Have you considered alternative fuels? (Biodiesel LPG)	N/A
Do you pay travel costs to staff? If yes, do you pay for petrol or per mile	N/A

travelled?	
Do you have cycle racks on site?	No, but these would probably be used if there were. Obs 24.
Do you promote or encourage car sharing?	Yes, for meetings of the management committee. No reason to promote among users as most within walking distance.
Are you a member of a company Travelwise scheme?	N/A

3.13 Product and Packaging

Investigations of environmental impact of product: (design/use)	N/A
Environmental information on products:	N/A
Information on final disposal of product:	N/A
Packaging used:	N/A
Schemes to reduce packaging use (eg. Returnable):	N/A
Do the Packaging Waste Regulations apply (more than 50 tonnes packaging and turnover in excess of £2 million year)?	N/A

3.14 Suppliers and Contractors

Supplier chain programme (cost, quality, delivery):	Suppliers of drinks, utilities and waste collections are selected on cost. Drinks supplier is based nearby in Telford.
Investigations into environmental impacts of suppliers:	None
Contractors used:	Very occasional electrical, carpentry, service of boiler and air conditioning.
Potential effects of on-site contractors:	Waste placed in incorrect bins. See Obs 20 – anyone servicing the air conditioning equipment should hold appropriate qualifications.
Controls on on-site contractors:	Instructed by site manager.

Additional Information

The community centre does not purchase office paper, this is supplied by users.

Furniture has not recently been purchased by the Centre, but any future choice is likely to be made on cost grounds. The bar seating was reupholstered rather than replaced with new.

BROADS purchase stage equipment, lighting and seating.

Users supply their own tea and coffee and the choice of purchasing Fair trade products rests with them, rather than the centre.

4.0 ESTIMATE OF CARBON FOOTPRINT

This was calculated using data from electricity, gas, water and waste collection bills using Groundwork UK's standard footprint calculator.

Travel has not been included in this carbon footprint for two reasons, firstly because the Birchmeadow Centre does not pay for any travel, and secondly because no data is available on travel to the centre by users as it would be impractical.

4.1 Energy Usage, British Gas

Energy Type	Total kWh used in (period)	Conversion factor (kg CO ₂ /kWh)	Kg CO ₂ produced	Total cost
Gas	March 2008-March 2009 (no bill available for Dec Jan so used same amount as Aug - Nov bill)			
	66335	0.19	12604	£2852
Electricity	March 2008-March 2009			
	27770	0.43	11941	£4800
		Total	24545	£7652

4.2 Water Use, Severn Trent

	Total m ³ used in Dec 2007 - 2008	Conversion factor * (kg CO ₂ /m ³)	Kg CO ₂ produced	Total cost (inc. standing charges)
Mains water usage	334	0.52	175.2	£1066
		Total	175.2	£1066

6.0 OBSERVATIONS

“See Action Plan” refers to the Centre’s Environmental Action Plan which gives more detail on changes which can be made and how these may be auctioned.

Ref	Observation	Comments
OBS1	It is possible that the stage roof contains asbestos.	An asbestos survey needs to be done before the roof is touched. Costs for this should be built into any budgets for refurbishment.
OBS2	Air conditioning unit in cellar is probably the largest electricity consumer in the building. Room is not insulated and doors leak cold air from gaps.	As it is essential beer and bottles are kept cool, is it possible to insulate or reduce the size of the space they are kept in? SEE ACTION PLAN
OBS3	Investigate lower energy bulbs for stage lights	SEE ACTION PLAN
OBS4	Use of energy efficient bulbs should continue as existing bulbs fail	Groundwork to provide Carbon Trust guide to David Platt, manager SEE ACTION PLAN
OBS5	Zoning of heating system would prevent heating of areas not in use.	SEE ACTION PLAN
OBS6	There are some broken windows. The police are aware of this.	The Centre stated that these will be repaired shortly.
OBS7	Back of stage wall is single brick. The roof is a thin corrugated material. This area is very cold and draughty. Noise from events disturbs neighbours in the caravan park.	Any insulation needs to reduce heat <u>and</u> sound losses. SEE ACTION PLAN
OBS8	Front door, the fire door at the bottom of the stairs and the fire door in the upstairs office have significant draughts around the frames. It was reported that the downstairs fire door is going to be repaired.	Adding draught proofing to these areas would be relatively inexpensive. SEE ACTION PLAN
OBS9	Windows in bar are draughty, as the sealant has crumbled out.	Adding sealant to these areas would be relatively inexpensive. SEE ACTION PLAN
OBS10	Two small windows in gentlemen’s toilets are stuck permanently open.	Correcting this would be a minor carpentry job.

		SEE ACTION PLAN
OBS 11	Fit reflective foil panels behind radiators to reduce heat loss into walls.	Adding these would be relatively inexpensive. SEE ACTION PLAN
OBS 12	It seems that users surveyed are happy with the heating in the main hall, and radiators could be turned down a notch.	This is a no-cost measure. Can easily be reversed if building becomes too cold. SEE ACTION PLAN
OBS13	The gents urinal flushes as soon as the cistern is full, regardless of building occupancy. Estimating a 9L flush every 10 minutes, costing £0.60 to £1.60 per cubic meter (1000L), gives a cost of £0.78 to £2.07 per day.	Adding a control would cost around £100. Payback would be 2.5 to 6 months. This can be checked against actual costs of water stated on the bills. SEE ACTION PLAN
OBS 14	Place Hippos or bricks in all toilet cisterns.	This is a very low cost measure. SEE ACTION PLAN
OBS 15	Taps in the ladies toilets has a fast flow of water. They could be fitted with inserts to create a spray tap, which uses much less water while still being suitable for hand washing. This is not the case in the gents toilet, where water pressure is lower, or kitchen where a fast flow of water is required.	This is a very low cost measure. SEE ACTION PLAN
OBS 16	The cinema club could potentially show environmentally themed films to raise awareness of members.	VD supply a list
OBS 17	Fluorescent tubes are hazardous waste. These need to go to a licenced facility, which will provide a consignment note which needs to be kept for at least 3 years. If they are collected, the waste carrier needs to have a waste carriers licence.	Note these requirements for any future disposals. Store any waste tubes securely, for instance in a length of drain pipe.
OBS 18	Any waste fridges need to be disposed of to a licenced site.	Note these requirements for any future disposals.
OBS 19	Cardboard could be recycled to reduce waste volumes. This would	Contact Council / Veolia to get price for extra cardboard bin and estimate

	mean a less frequent collection of the general waste Euro bin. Currently Veolia collect the general waste and the glass for recycling.	saving from less frequent general waste collection. Decide if viable. SEE ACTION PLAN
OBS 20	Air conditioning units can contain ozone depleting gases or F-gases with very high global warming potential. For this reason, it is a legal requirement that the person who services the air conditioning unit should have: (a) City & Guilds Certificate in Handling Refrigerants Scheme 2078 (b) Construction Industry Training Board Safe Handling of Refrigerants Reference 206710	Note these requirements for future maintenance.
OBS 21	Waste wood stored behind the garage poses a fire risk.	Decide how best to remove this. SEE ACTION PLAN
OBS 22	After heavy rain water enters the lobby area from the car park.	Drainage needs to be improved / installed. SEE ACTION PLAN
OBS 23	Promote Friendly Bus as a better social and environmental option than arriving by private car.	SEE ACTION PLAN
OBS 24	Obtain cycle parking racks to encourage users to arrive by bike.	SEE ACTION PLAN