

Carbon Reduction Plan

Roadmap to achieving Net Zero carbon


Tibbalds Planning and Urban Design

January 2023



Tibbalds

planning and urban design



“A key focus over the next 5 years needs to be on the environment with the impacts of climate change being felt very strongly in all aspects of our lives and work. As a company Tibbalds need to address this both in terms of how we operate as a business but also how we use this concern to drive our work”

Extract from Tibbalds' Business Strategy 2021 - 2023

Declaration and Sign-off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard and uses the appropriate Government emission conversion factors for greenhouse gas company reporting.

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard.

This Carbon Reduction Plan has been agreed by the Sustainability Group on the 18th January 2023 and signed off by the Senior Management Team at a meeting on 19th January 2023.

Contents

1. Introduction to Tibbalds and what we do	2
2. Roadmap to Net Zero by 2030	3
3. Commitment to achieving Net Zero	4
4. Tibbalds' journey so far - a vision for the future, since 1978	5
5. Baseline emissions footprint	9
6. Emissions reduction targets	10
7. Carbon reduction projects	11

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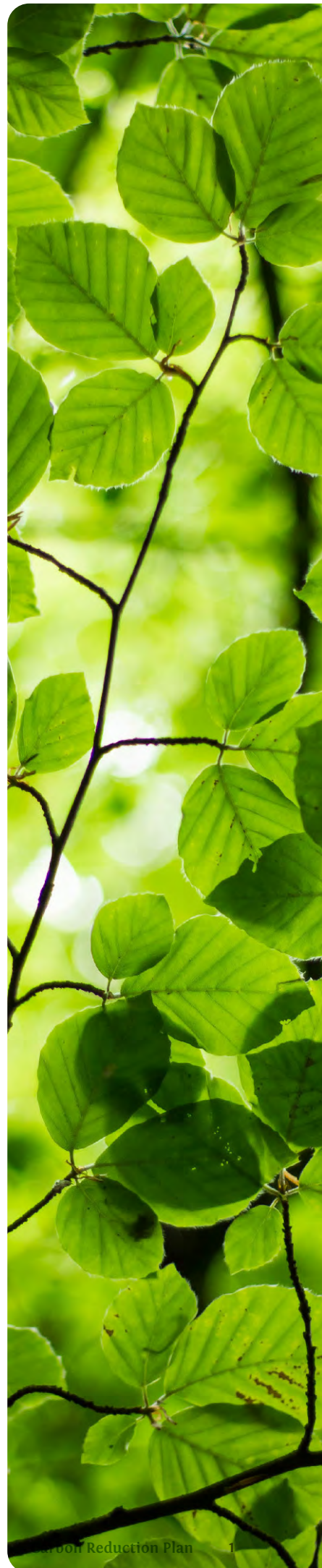
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1. Introduction to Tibbalds and what we do

Tibbalds are a planning and urban design consultancy business based in London. We operate primarily throughout England, across the UK and sometimes abroad.

We deliver a range of services to clients from the public and private sectors including landowners, Councils, public bodies and developers.

Our key services include:

- Masterplanning and urban design
- Town planning
- Strategic planning and policy making
- Design advice and strategy
- Lead consultant and design team coordination

Tibbalds are a small business that currently employs around 27 people and as such we are both an SME and a microbusiness.



2. Roadmap to Net Zero by 2030

“Net Zero” refers to achieving an overall balance between emissions produced and emissions taken out of the atmosphere, with any residual emissions removed through carbon sinks. It is a measure of emissions associated with our business operations.



1978

Tibbalds Partnership, Tibbalds Colborne Karski Williams Monro, Tibbalds Monro, Tibbalds TM2

Tibbalds as an urban design and planning practice was first established by Francis Tibbalds founded on the principles of good placemaking, viewing a place as more than the sum of its parts.



2003

Tibbalds Planning and Urban Design

New iteration of Tibbalds that built on the legacy of Francis's original thinking as set out in his 1992 book 'Creating People Friendly Towns'. This new company was created as part of a management buy-out of the planning and urban design elements of the earlier Tibbalds iteration.



2018

ISO 14001 Environmental Management

Tibbalds becomes ISO 14001 accredited, establishing a formal system for recording and monitoring our objectives to reduce our carbon emissions.



2021

Business Strategy 2021-2023

Sets target of working towards Net Zero by 2030 and updates ethos to 'people and planet friendly places'



2023

First Carbon Reduction Plan

Tibbalds first Carbon Reduction Plan approved by the Management Team.



2023 - 2025

Target 20% reduction in net carbon emissions from 2022 baseline

Implementing short term projects focussed on cost-effective and 'easy wins' within our control.



2025 - 2030

Target 100% reduction in net carbon emissions from 2022 baseline

More ambitious long-term projects to close the gap and get to Net Zero, including neutralising any residual emissions through carbon offsetting schemes.



2030

Net Zero

Tibbalds target is to be net zero by 2030 or as soon after as is reasonably practicable.

3. Commitment to achieving Net Zero

The climate emergency

The Paris Climate Agreement was approved by 197 nations at COP21 in 2015. It was agreed to halt the increase in global average temperatures to well below 2°C and pursue efforts to limit the increase to 1.5°C. Since pre-industrial levels, global temperatures have already risen by 1°C.

Since the Paris Climate Agreement, climate impacts have been intensifying and scientists are warning that the world is still falling short of the Paris climate goals, with no credible pathway to 1.5°C in place.

The UK was the first major economy to create a legally binding target, committing to bringing greenhouse gas emissions to Net Zero by 2050, with an interim target to reduce emissions by 78% by 2035 relative to 1990, in line with the Committee on Climate Change's Sixth Carbon Budget.

Our commitment at Tibbalds

Promoting people and planet friendly places is at the core of Tibbalds. We are leading by example in addressing the climate emergency by reducing our own emissions as well as by supporting best practice projects, identifying improvements for projects that could do more, and by declining projects that are not sufficiently considering their commitment to addressing climate change.

Recognising that rapid transformation is required, Tibbalds have committed to reducing our Scope 1, 2 and 3 emissions from our business operations as soon as reasonably practicable and we are targeting a **100% reduction by 2030**, including neutralising any residual emissions through recognised carbon offsetting schemes.

In parallel with reducing our business operations, we are developing a Sustainability Framework and will use this to focus on mechanisms for ensuring our project work targets a robust reduction in carbon wherever we are able to influence it as masterplanners and planners.



Tibbalds commits to achieving **Net Zero** in our business operations well ahead of 2050 and targeting a **100% reduction by 2030**.

4. Tibbalds' journey so far - a vision for the future, since 1978

Tibbalds' business plan includes an objective to be a Carbon Net Zero business by 2030 and to focus on mechanisms for ensuring our project work targets a robust reduction in carbon wherever we are able to influence it as masterplanners and planners.

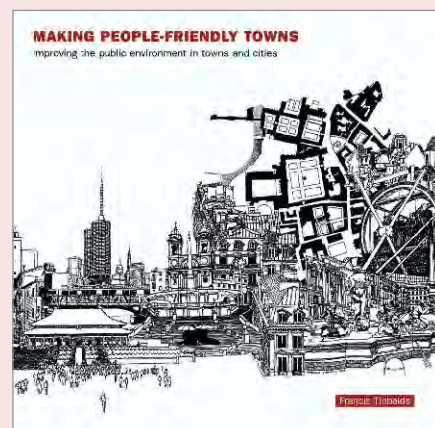
To help achieve this in relation to our operational carbon emissions we have put in place this carbon reduction plan.



1978: Creating people friendly places - Tibbalds' ethos

Tibbalds Planning and Urban Design Limited was formed in 2003 by four founding directors as part of a management buy out of part of Tibbalds Monro Limited which was originally established by Francis Tibbalds in 1978. The current practice is built on Francis Tibbalds commitment to **people friendly places**, as set out in his seminal book **Making People Friendly Towns**.

Our approach to our work across planning, masterplanning and strategic advice is increasingly to carefully consider the impacts of climate change and to encourage clients and others to minimise carbon emissions on projects, for example, by promoting development in sustainable locations, promoting public transport/cycling/walking, planning places as 15/20 minute neighbourhoods with convenient access to services and facilities, and helping set sustainability targets in planning or other strategies. Our work is often at a strategic stage of project development pre-planning and we are generally not involved in specifying the detail of a scheme or project or its implementation.





2018: Environmental Management ISO 14001

A key step for Tibbalds was to become ISO 14001 Environmental Management accredited, and we have successfully been accredited since 2018.

ISO 14001 forms part of our integrated management system (IMS), which is a system that integrates both ISO 14001 Environmental Management and ISO 9001 Quality Management. Our IMS includes an Aspects Register that records and monitors our objectives to reduce our carbon emissions. The IMS also sets, records, and monitors our environmental and sustainable objectives for both our operations and project work. For example, our objectives include walking, cycling, or using public transport instead of travelling by car when conducting company business.

Our ISO 14001 system sets out what environmental measures and performance we measure and monitor, and how frequently we do it. An annual review inspects which areas of environmental performance we are currently measuring and monitoring to check they are still useful, and if there are new areas we should start to measure.

Our in-house Office Environment Group is tasked with measuring and monitoring our environmental performance as an office, and they report back to the Board of Directors on a quarterly basis. They also report back to the whole office at our quarterly Staff Forum, so that everyone at Tibbalds can see the impacts of our various initiatives, strategies and projects.

We have an environmental purchasing policy which includes our commitment to ethical and local trading. For example our operational purchases are made using local goods and services rather than large chains and companies in a bid to help reduce our carbon emissions.

It is company policy to strive to reduce our consumption of Utilities whenever we can. Our environmental purchasing policy states that all new goods and services purchased must be of the highest available energy rating to ensure we continually reduce our consumption of electricity and water (we do not have a gas supply).

We have also purchased a renewable energy tariff and the electricity we use in the office is generated by 100% renewable sources, as opposed to other "green" energy tariffs that offset their carbon emissions with carbon credits or offsetting schemes.

2021: Business Strategy and creating a Sustainability Group

To take our commitment to net zero a step further, our Business Strategy 2021 - 2023 set the objective of considering what 'Net Zero' means and whether Tibbalds can be a Carbon Net Zero business by 2030. This included an objective to change Tibbalds' ethos to include an additional emphasis on 'creating people and planet friendly places'.

To progress the Net Zero objective of the Business Strategy, Tibbalds set up a Sustainability Group to work with the management team to prepare this Carbon Reduction Plan and establish a baseline emissions footprint.

The Group established a methodology for defining the organisational boundary of what is within our financial and operational control, and assumptions as to which emissions are considered 'in' and 'out' of scope. This methodology can then be improved over time as better and more sophisticated guidance is published on calculating emissions. This baseline calculation of emissions allowed us to understand where emissions are coming from and to target reductions in the short, medium and long term.

The Sustainability Group have also considered the question posed by the business plan of whether a 2030 Net Zero target is achievable and deliverable. This work has not yet been concluded and this will be a key issue for review over the next year.

Going forward: Considering our impact beyond business operations

Leading by example and committing to reduce Tibbalds carbon emissions from our business operations is an important first step. However, we also recognise that Tibbalds has a wider role in addressing the climate emergency and promoting sustainable places through our urban design and planning project work.

We are developing a Sustainability Framework as a tool for selecting projects, assessing each project's commitment to living within planetary boundaries, advising clients on what more they can do to address climate change, and sharing best practice.

This work has led to amendments to our IMS forms and generating relevant guides for the team which in turn impact on our projects and how we monitor and measure their progress in addressing climate change. Increasingly Tibbalds are working on a number of projects that are targeting Passivhaus methodologies to reduce heat loss and minimise the need for space heating. This impacts on urban form, building location and orientation and can be followed through into key design code principles even at early stages of a project.

During 2021 the Sustainability team focussed on reviewing and understanding the range of sustainability metrics and measures in use across the industry and reviewing what was most applicable to our range of masterplanning, planning and strategic urban design work. This has included looking at how the UN Sustainable Development Goals, UKGBC Building the case for Net Zero, Bioregional's One Planet Living and a range of other approaches enable us to push for continual improvement in terms of addressing climate change in our projects.



Key measures that impact at the masterplanning stage have been identified such as reducing the extent of tarmac/grey infrastructure, the potential for on-site renewables and really embedding active travel and health and wellbeing into our work from the outset and in a way that makes it more likely to be implemented in the future.

During 2022, the group has been working to review a range of sustainability and carbon reduction toolkits that are available, and to identify and develop a set of measures that best support early masterplanning project stages. Most of the toolkits available focus on later project stages e.g. RIBA Stage 2-5 and do not always focus on the specific measures needed to support measures and targets at the strategic or project definition stages.

Through this process we are identifying a range of measures that can apply to a range of situations and locations (often with very different sustainability policies in their Local Plans), particularly as some clients are in different places on this journey and in their acceptance of climate change measures as part of the project brief. We have also as a team talked about the strategies for supporting clients through this process and to challenge teams on carbon reduction measures within projects throughout the design process, embedding these where possible in strategies, outline applications and design codes.

Improving the sustainability and reducing the whole life carbon of all of our projects are already picked up through our IMS management system, and standard forms and agendas include relevant topics and questions to prompt the team to speak to clients at key stages of a project and to make sure appropriate carbon/energy/sustainability issues are discussed. A key focus for Tibbalds is on those areas of a project where we can have the biggest impact on whole life carbon. From a masterplanning perspective, this is focussed on:

- A good understanding of the site and context and responding to the local environment;
- Urban grain and the structure of sites and their ability to support and facilitate active travel and to promote sustainable travel modes;
- Reducing the amount of grey infrastructure and roads to reduce carbon and increase green and blue infrastructure;
- A focus on green and grey infrastructure and biodiversity including working with biodiversity net gain principles that support the retention of key green infrastructure;
- Layout and built form to maximise solar gain and reduce heat loss. This includes considering overheating and other measures that can make sites better able to benefit from their location and climatic conditions; and
- Setting up the conditions for buildings to be low carbon sustainable buildings and to support the range of measures identified above.

5. Baseline emissions footprint

Whilst Tibbalds has already been actively reducing its carbon emissions, this Carbon Reduction Plan establishes our first baseline emissions footprint and a basis for setting targets and reduction projects to achieve Net Zero.

Tibbalds resumed a hybrid working approach in early 2022, after COVID-19 restrictions reduced, and we have been actively working out an agreed pattern for working from the office and at home. Given this, our baseline is initially calculated on the basis of emissions from April 2022 to October 2022, adjusted pro-rata for 12 months. We have not been able to take account of any seasonal variations in this approach.

Tibbalds is moving offices in January 2023 which will change the nature of what is within our control. We expect this to affect our baseline footprint in both positive and negative ways.

It is our intention to begin monitoring and measuring our carbon emissions on an annual cycle from April 2024, with an interim update in the Autumn of 2023 after 6 months in our new office.

Our baseline emissions have been calculated based on an organisational boundary of everything that Tibbalds owns and has direct financial and operational control over. We have followed the Greenhouse Gas Protocol guidance with regards to Scope 1, 2 and 3 emissions, using a mix of conversion factors from DEFRA as well as other sources (including the How Bad are Bananas book by Mike Berners-Lee, 2020 edition) to convert financial spend (in £) to CO₂e. Some of these sources may need to be reviewed in the next iteration of the plan.

BASELINE EMISSIONS FOR 2022			
NOTE: This is pro-rata on basis of emissions for 7 months from April 2022 to October 2022			
EMISSIONS	TOTAL (tCO₂e)	% total	
Scope 1	Stationary Combustion, Mobile Combustion, and Fugitive Emissions	0	
Scope 2	Purchased energy	0	
Scope 3 (Included Sources)	1. Purchased goods and services	5.6	12.88
	2. Capital goods		
	3. Fuel- and energy-related activities (not included in scope 1 or scope 2)	N/A	0
	4. Upstream transportation and distribution	1.3	3
	5. Waste generated in operations	Not in scope for 2022	0
	6. Business travel	1.59	3.66
	7. Employee commuting	Not in scope for 2022	0
	8. Upstream leased assets	1.43	3.3
	9. Downstream transportation and distribution	N/A	0
	10. Processing of sold products	N/A	0
	11. Use of sold products	N/A	0
	12. End of life treatment of sold products	N/A	0
	13. Downstream leased assets	N/A	0
	14. Franchises	N/A	0
	15. Investments	25.4	58.6
	Home working Note: this is not covered by GHG Protocol but is included in DEFRA guidance	7.82	18.06
Overnight stays Note: this is not covered by GHG Protocol but is included in DEFRA guidance	0.21	0.48	
Water supply and treatment Note: this is not covered by GHG Protocol but is included in DEFRA guidance	Not in scope for 2022	0	
Total Emissions	43.29	100	

6. Emissions reduction targets

In order to continue our progress to achieving Net Zero in the timescales set out above, we will adopt the following carbon targets.

- **2023-2025:** Focus on getting on top of our operational carbon and developing and delivering reduction measures targeting 20% below our 2022 baseline (a target of 34.62 tCO₂e by April 2025). This will take into account changes to our office location and arrangements and working out what can be added back into scope, and may necessitate an update to our baseline figure.
- **2025-2030:** Focus on ongoing reductions in our operational carbon reduction and identifying appropriate carbon offsetting measures to enable us to get to net zero carbon by April 2030, or as soon as practicable. More specific targets for this time period will be identified in our Carbon Reduction Plans from April 2025.

Emission Reduction Targets (tCO₂e) to achieve Net Zero



7. Carbon reduction projects

In order to progress to achieving Net Zero, we have adopted the following carbon reduction targets across our Scope 1, 2 and 3 emissions. Some of these projects will be able to achieve quantifiable reductions in relation to measured carbon footprint and others will likely help with reductions, though it is difficult to quantify.

Scope 1: Stationary Combustion, Mobile Combustion, and Fugitive Emissions

We will maintain our policy on not having any company vehicles.

Scope 2: Purchased energy

We will seek to retain a comparable position to our existing renewable energy tariff for electricity from OPUS Energy Limited, though this may not be possible in our new office.

We will also explore initiatives to reduce electricity consumption, such as through the installation of a smart meter, and switching computers off at the end of the day.

Scope 3: Direct and indirect emissions

Purchased goods and services

Across the range of goods and services below, we will review our approved list of suppliers and service providers to include additional consideration of carbon reduction. We will undertake desk-based research on any published information and engage in dialogue when appropriate to encourage reduction, such as by requesting carbon reduction plans.

- **Stationery:** Source recycled stationery when possible, encourage reuse and recycle at end of life. Also to buy less.
- **Computers, mobile phones, telephones and electronic equipment:** Continue to minimise the use of equipment in relation to staff numbers, ensuring to reuse as long as possible and recycle at end of life.
- **Web hosting and cloud storage:** Continue to minimise the number of user accounts, and review content on our Tibbalds and TibbaldsCampbellReith JV websites. In the longer term we will explore how to reduce email and file storage such as through interim and end-of-project reviews, minimising duplication and keeping essential files only. We will also review our use of Microsoft and Google services to see if this can be reduced/minimised.
- **Software:** Minimise software licences in relation to staff and project needs. Changing software providers is difficult as often there are few choices but we will review software providers in relation to their commitment to carbon reduction.
- **Kitchen and cleaning supplies:** Source lower carbon products, minimise plastic through bulk purchasing and recycling at end of life.
- **Physical file storage:** Review what is kept in storage and minimising to what is essential.
- **Office furniture:** Continue to promote ethical choices when purchasing, extend life as long as possible and policy for disposing at discount or free to encourage reuse, or recycle at end of life.
- **Subsistence:** Review policies on procuring food and drinks locally, minimising packaging, and encouraging vegetarian/vegan choices
- **External consultants for training, HR, IT, Legal, Accountancy, PR, Advertising, Marketing:** Keep a register of approved suppliers and actively engage in dialogue to promote carbon reduction.

Postage and couriers

- Continue to reduce postage and use of couriers to what is essential, ensure to use electric vehicle or bicycle couriers, and explore use of electronic signature software to reduce posting official documents.

Business travel

- **Project travel:** Reduce travel by encouraging video conferencing and minimising number of team members at meetings, continue to promote use of public transport and active travel to meetings, keep the office Brompton bicycle serviced and promote its use and continue to support Cyclescheme to encourage staff to cycle.
- **Staff trips / training:** Avoid staff trips to places not accessible by public transport or active travel.

Home working

- Actively manage and monitor the number of home working and office base days, though any reduction in home working needs to be balanced against increased employee commuting. We will also explore the use of incentives to take up low carbon tariffs and education around efficient use of energy in the home.

Overnight stays

- Review and minimise any overnight stays, taking into account sustainable transport choices and overall carbon cost of each trip, and to promote the use of lower carbon providers of accommodation.

Investments

- **Insurance:** Review Tibbalds' insurance policies and consider lower carbon providers if possible. This will be constrained by the fact that some parts of Tibbalds' insurance are niche and there are not a range of providers to choose from. It is also constrained by the fact that we have had to quantify this at the moment based on £ spent and not on externally quantified measures.
- **Pensions:** Pensions are owned by employees but Tibbalds can encourage employees on the use of an ethical/low carbon pension portfolio.
- **Corporate Social Responsibility:** Explore the opportunity to direct CSR funding towards carbon reduction projects.

Items not in Scope for 2022 footprint to be reviewed in the next revision

- **Printing paper and ink:** Establish methodology for recording paper and ink usage. This has reduced significantly over the last few years and we will continue to promote reduction in printing, such as through the use of printing logs, moving to electronic invoices and bills, and ending our Inkjet rental contract.
- **Employee commuting:** Undertake survey to understand commuting patterns and modes of travel, continue to encourage use of public transport or active travel for commuting, continue to support Cyclescheme, and explore an electric vehicle salary sacrifice scheme to promote a transition away from fossil fuels.
- **Water:** We do not have control over this as we have been paying for water through our service charges. We will explore what further data we can collect, including the installation of a meter, and also encourage reduced water use through the dishwasher, taps and flushing of toilets.
- **Waste generated:** Explore provision of organic food composting, continue to promote recycling in the office, and establish a system for recording recycled and general waste produced in the office.
- **Banking:** Review where Tibbalds holds its finances and consider using a lower carbon bank such as one that has divested from fossil fuels.

Quality Assurance

Project title	Carbon Reduction Plan
Document title	Roadmap to achieving Net Zero carbon
Client	N/A
Checked by Project Runner	NMK
Approved by Project Director	HS
Project number	0400
Location of file on server	TPUD Admin General/0400 Sustainability Group/Key Action to Carbon Net Zero/InDesign

Revision History

Revision	Date	Status
1	24-1-2023	Draft
2	25-1-2023	Final

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