



2 Coleman Road  
Camberwell  
London  
SE5 7TG

Telephone: + 44 (0)20 7703 8748  
Email: [contact@3acorns.co.uk](mailto:contact@3acorns.co.uk)  
Website: [www.3acorns.co.uk](http://www.3acorns.co.uk)

## 3 Acorns Eco-audits

Inspiration  
Information  
Implementation

**FAO: Terry Philpott**  
**Town Clerk**  
**Ware Town Council**  
**Hertfordshire**

3<sup>rd</sup> February 2020

Dear Terry,

### **Re: Draft Quote for Eco-audit of Ware Town Council**

Thank you for your time on the phone last week to discuss the potential format for an eco-audit for your town-council.

Whilst it is always difficult to estimate the time required to do site-visits, without having visited them first, I would like to suggest the following structure for the project.

### **Eco-data Form**

Prior to the site visit, we would send you our pre-eco-audit data form, for you to collate and send to us the relevant information for all of your sites, from which we can calculate your energy carbon footprint.

### **Site Visits**

#### **Day 1**

- Initial meeting with yourself.
- Site visit around Ware Priory, Lido, Cabin + Fletcher's Lea with facilities manager.

## **Half- Day 2**

- Site visits to open spaces including Priory Park, cemetery, allotments, toilet block

## **Half -Day 3**

- Meeting with staff team to discuss the eco-audit and to gain their input.
- Shore one-to-one meetings with key decision makers e.g., HR, events, cemeteries
- Farewell summary chat with yourself.  
These can all be done by Zoom if necessary.

The eco-audit process would address the full range of the town council's own environmental performance including:

- Energy use
- Energy carbon footprint (where such data is available)
- Water efficiency
- Purchasing / food
- Waste reduction / recycling
- Events
- Grounds Maintenance
- Transport
- Potential for renewables and how to achieve net zero carbon energy status
- Environmental Reporting Systems

You will then receive a report outlining existing good practice and a list of recommendations for improvements in each area of the council's operations.

Our approach is not to find fault but rather to discover what you are doing well already and to help improve your environmental performance constructively going forward.

## **Eco-audit Update Visit**

We feel a return update visit is crucial if you are to get the full value of the time and money you have invested in the audit and so we do not accept commissions that do not agree to such an update visit.

We would therefore propose 2 days consultancy including meetings and site visits and an equivalent 3 days for report writing.

Thus, the initial eco-audit would consist of 5 days in total @ £500 = £2,500

The half-day update visit a year later would cost £650, including update report.

Travel and any additional subsistence costs from London would be additional.

The full fee including return visit is payable upon receipt of the eco-audit report.

I forgot to mention that we also offer a zero-carbon town workshop for councillors that we provided to a number of town councils including Abbots Langley & St Ives. If you contact their Town Clerk, they might be able to tell you how useful this was to their councillors or not.

Happy to explain more about this by phone if interested.

### **Zero Carbon Ware Councillor Workshop**

This two-hour workshop for your councillors could consist of:

- Setting the climate and ecological context
- Identifying the major sources of the average household carbon emissions
- Facilitating a discussion of the levers available to the council to move the community towards net zero carbon.

The fee for such a workshop would be £500 and can be done by Zoom.

Please do not hesitate to contact me if you have any further queries about this quote.

Many thanks

Donnachadh McCarthy FRSA  
**3 Acorns Eco-audits**