APPENDIX 1: Environmental Guidance

This Environmental Guidance is a summary of the information provided to Shaftesbury's staff, managing agents and consultants as to the environmental issues which they must address to comply with the Corporate Responsibility Policy.

A. Legislative Compliance

The Company's consultants, managing agents and sub-contractors are required to have regard to all current UK environmental and health & safety legislation. A register of legal requirements is updated and reviewed and issued annually to all the above.

B. Planning Application

When Shaftesbury makes planning applications to restore buildings or to change uses, the Company and its consultants should engage with all relevant statutory bodies including as a minimum English Heritage, the Local Authority and local community groups.

C. Pre-purchase Environmental Audit

Prior to the refurbishment and especially prior to purchase of a proposed property acquisition the Company should consider and where appropriate commission an environmental audit of the site and/or building. The following issues should be addressed, as a minimum:

- Past uses of the site and potential ground contamination.
- Presence of hazardous substances e.g. asbestos, lead piping.
- Issues of local culture and heritage.
- Presence of sensitive local land use e.g. schools, hospitals.
- Ecology.
- Archaeology.
- Overshadowing and the effects on rights of light.
- Noise emission and vibration.
- Proximity of watercourses.
- Risks from climate change, flooding, rising water tables and localised flooding that might apply to the property.

D. Design/Refurbishment

In the design of developments and during refurbishment, Shaftesbury issues detailed checklists to its project teams and expects its managers and consultants to consider the following:

1. Energy

1.1 General: Detailed consideration at design stage of optimising natural light, orientation, passive design, thermal response and control strategies and the suitability of renewable energy technologies

1.2 Heating: Avoiding over-specification and consider fuel sources, temperature controls, types and positions of heat emitters.
1.3 Lighting: Making best use of daylight, selecting efficient fittings and bulbs, installing time clocks and switches and avoiding excessive use of lighting in unoccupied areas.
1.4 Cooling & Ventilation: Maximising natural ventilation, install time clocks, temperature controls and humidity controls.
1.5 Insulation: Minimising air gaps to windows and doors, insulating roof voids, cavities and solid slabs. Avoid excessive glazing and consider secondary glazing and use of low emissivity glass.
1.6 Controls: Install efficient control systems generally and apply minimum settings commensurate with work.

2. Water

2.1 Storage: Assessing requirements for efficient storage and include options for rainwater and greywater systems.
2.2 Efficiency: Selecting water-efficient appliances such as taps, showers, WC's and urinals, etc.
2.3 Meters: Ensure effective water meters are installed to allow monitoring and leak detection systems are included within the design.

3. Materials

3.1 Refurbishment: Preferable alternative to new build where relevant and feasible.
3.2 Demolition: Consider recycling and disposal of demolition and other waste as well as salvage and re-use of materials, in particular timber.
3.3 Construction: Avoid inefficient construction techniques.
3.4 Specification: Use reputable materials specification guide for timber and timber products (source from certified sustainable sources), blocks and bricks, plasterboards, paints and varnishes, floor finishes and other building products.
3.5 Environmental Impact: Obtain impact data from manufacturers and suppliers on extraction, - manufacturing, processing, transport and in-use performance.
3.6 Waste: Minimise material wastage at both design (by selecting standard modules, etc) and construction stages..

4. Health & Comfort

4.1 General: Ensuring adequate comfort levels in lighting, heating and ventilation installations.
4.2 Noise: Minimising noise levels during construction and applying noise level criteria during construction and occupation.
4.3 Pollution: Minimising air, water and ground pollution and nuisance during construction. *Note Considerate Contractors Scheme*.
4.4 CDM Issues: Ensure that CDM issues are properly integrated at all stages of design and construction.
4.5 Sick Buildings: Review 'sick building' factors - e.g. legionella.
4.6 Service: Routes Design access to aid maintenance and cleaning.

5. Biodiversity

5.1 Vegetation: Retain existing trees and vegetation and consider use of plants and landscaping where relevant.

5.2 Habitat creation: Identify opportunities for use of green/brown roofs and/or walls and use of bird boxes.

6. Transport

6.1 General: Consider transport issues where relevant including provision of cycle parking and associated facilities.

6.2 Service & Deliveries: Ensure efficient facilities are provided for servicing and delivery vehicles.

6.3 Suppliers: Using of local suppliers where possible to minimise transport impacts.

7. Pollution

7.1 General: Minimising air, water and ground pollution and nuisance during construction.

Managing Agents

Shaftesbury expects its managing agents to comply with the Corporate Responsibility Policy and in particular to actively do the following:

- Monitor energy consumption and identify ways to improve efficiency.
- Consider purchase of renewable energy tariff electricity for use within the portfolio.
- Ensure regular maintenance and replacement of inefficient equipment.
- Clean equipment and fittings regularly to prevent scale which reduces efficiency.
- Minimise water consumption where possible and monitor levels of consumption.
- Monitor pollution emissions during use of building - consider installing leak detection systems and mechanisms for refrigerant recovery.
- Control use of ozone-depleting refrigerant and minimise NO2 emissions from plant.
- Monitor waste generation and identify ways to maximise waste recycling.
- Ensure that contractors including cleaners, maintenance personnel etc are familiar with and comply with the Company Policy with respect to the use of hazardous materials and materials from non-renewable resources.
- Consider management and maintenance of planting and landscape, if appropriate.