

	Measure	To Do	Partial	Done	Comments: Responsible person, action taken, date etc	Evidence
SECTION 1 Compulsory		✓	✓	✓		✓
1.01	Commitment to Sustainability			✓	Commitment to sustainability commenced in 2006 joined GTBS in 2007	✓
1.02	Minimum Standards and Risk management					
	No pollution risk from oil tanks and car parks			✓	Oil tanks within current legislation Car Parking for 8 cars only	✓
	Suitable waste containment and disposal (including sanitary waste)			✓	Central recycling and landfill storage. Sanitary bags and bins provided	✓
	Proper chemical storage				Not applicable	
	Good general maintenance			✓	Maintenance ongoing	✓
	Litter and visual impression			✓	Ongoing	✓
1.03	Annual Performance Information			✓	See annual data form	✓
1.04	Green policy			✓	Green policy in Website and information in all cottages	✓
	Measure	To Do	Partial	Done	Comments: Responsible person, action taken, date etc	Evidence
SECTION 2 Management & Marketing		✓	✓	✓		✓
2.01	Green Management File			✓	Updated regularly see CD	✓
2.02	Establish a green action plan			✓	Updated regularly	✓
2.03	Staff environmental awareness			✓	Cleaners have a checklist and are aware of commitment to using green cleaning products and practices and waste recycling and disposal	✓
2.04	Establish a green team (not SSA)				Not applicable we are a SSA	
2.05	Attendance at Green Training Event			✓	No events locally but attended a Bee Keeping course at Yarner Trust	✓
2.06	Green Business Network or Initiative			✓	Participated in NT beach clean	✓
2.07	Specialist Environmental Advice			✓	Envision visit in early days. Specialist advice sought on Wind Turbines Solar Panels and Heat Pumps. subscribe to Renewable Energy Focus.	✓
2.08	Monitoring: Energy			✓	Record kept on spreadsheet with comparison	✓
2.09	Monitoring: Water			✓	Record kept on spreadsheet with comparison	✓
2.10	Monitoring: Waste & Recycling			✓	Record kept on spreadsheet with comparison	✓
2.11	Monitoring: Travel and transport			✓	Guests are provided with full details of public transport alternatives. Half of cleaning staff walk or cycle.	✓

2.12	Monitoring Flora and/or Fauna			✓	Guests have the opportunity to contribute to record wildlife sightings in a Nature Diary. Relevant posters displayed in laundry. We participate in RSPB garden Birdwatch and BBC surveys	✓
2.13	Green Marketing			✓	GTBS logos on all marketing materials. Listed on GTBS accommodation. Source of bookings recorded along with specific green commitment.	✓
2.14	Green Events Package (HO/VA/CO only)				Not applicable	
2.15	Joint marketing with other GTBS members	✓			Potential link through Premier Cottages	
2.16	Visitor Feedback			✓	Positive feedback received daily during farm walks feeding animals. Feedback on green issues and GTBS received through customer feedback form.	✓
	Measure	To Do	Partial	Done	Comments: Responsible person, action taken, date etc	Evidence
SECTION 3 Social and Communication		✓	✓	✓		✓
3.01	Responsible Visitor Charter			✓	Visitor Charter on website and in guest information folders	✓
3.02	Use of GTBS brand in on-site promotion			✓	GTBS logos on headed paper. Plaque at entrance	✓
3.03	Use of GTBS brand in off-site promotion			✓	GTBS logo on Home page of website with link to GTBS. GTBS logo on business cards	✓
3.04	The GTBS supply chain	✓				
3.05	Green information for customers			✓	Information on our green activities is provided to guests in Information folders in each cottage. we also discuss issues with our guests on our daily farm walks.	
3.06	Green laundry practices			✓	Guests are provided with beds made up commensurate with the size of their party. Use CLS Laundry service. Environmental policy available.	✓
3.07	Natural & healthy Living spaces			✓	All cottages have a holistic natural environment and have specially designed to ensure maximum use of natural daylight and ventilation. Materials have been chosen to reflect the original barns with wooden floors and ceilings. Paintwork is refreshed using natural and non oil based paints. Rugs are sourced from fairtrade suppliers. All bedding is specifically chosen to have non allergic fillings.	✓
3.08	Totally no smoking			✓	West Woolley Farm is totally non smoking	✓
3.09	Education on Sustainability				not applicable	

3.10	Community work on Local Environment			✓	We promote and encourage guests to join us in local beach clean activities through our weekly events listing. We take in Battery Rescue Hens and Rescue Hens from other sources. We bottle feed and raise orphan or difficult lambs from local farmers and encourage guests to join in with their feeding and care.	✓
3.11	Local social community projects			✓	We promote and encourage guests to join in and support local community projects such as local craft fairs and exhibitions in Welcombe, Shop, Hartland and Launcells, Farmers markets in Bude and Hartland through our weekly events listings. We assist in fund raising activities for the local community hospital. We offer two free holidays through the Help for Heroes charity.	✓
3.12	International Social Responsibility Projects			✓	We provided sponsorship for a local girl to carry out ecological work in Indonesia through Wallacea.	
3.13	Visitor Payback Schemes			✓	Being in a sea side area we encourage guests to donate to the RNLI directly and through the loan of wetsuits and bodyboards. All proceeds from use of the tumble dryer £1 meter go to the RNLI. This amounts to £140 average per year.	✓
3.14	Family focused Green Activities			✓	We encourage all guests, especially families from urban areas to help feed and interact with our animals to see where their food comes from and the importance of respecting the animals and raising them in an holistic organic way.	
3.15	Physical & Spiritual Health & Wellbeing			✓	We offer the services of a Massage and Healing Therapist (Jannie Hardwick APNT ITEC BABTAC) either in her therapy room in the village are in the comfort of their cottage. We also have the services of a qualified Yoga and Alexander Treatment teacher (Deni Jones BWY AmSAT) and plan to have special Holistic Spiritual Health breaks once we have prepared a suitable space.	✓
3.16	Social Responsibility Reporting (CSR)				Not applicable	
	Measure	To Do	Partial	Done	Comments: Responsible person, action taken, date etc	Evidence
SECTION 4 Energy		✓	✓	✓		✓
4.01	Use of A-rated air conditioners and refrigeration			✓	All our refrigeration is now A or A+ rated. See inventory	✓
4.02	Refrigeration: Condition and Positioning			✓	All our refrigeration is now less than two years old.	✓
4.03	Mini kettles				Not applicable	
4.04	Use of low energy lighting			✓	We use low energy lamps throughout	✓

4.05	Use of Light Emitting Diode (LED) lighting	✓			Replacement LED lamps have been but is still too expensive an alternative at present.	
4.06	Internal lighting controls & sensors				Not applicable	
4.07	External Low Energy Lighting and controls			✓	All external lighting now uses low energy lamps and has time clock and/or photocells. switching has also been marked to show when the external lighting is switched on.	✓
4.08	Individual room heating controls			✓	All rooms have Thermostatic control to radiators (TRVs)	✓
4.09	Whole-system heating and cooling controls (HO/ VA/CO only)			✓	All cottages have whole system thermostatic and time controls	✓
4.10	High Efficiency Boiler		✓		Cottages have original oil boilers due for replacement in approximately five years. One cottage has a high efficiency electric boiler and a cottage in construction will have solar panels and an air source heat pump.	✓
4.11	Boiler Maintenance and Burn Efficiency			✓	All boilers are annually services and burn efficiency recorded	✓
4.12	Heat Recovery		✓		Heat recovery from Bathroom and Kitchen to preheat fresh air has been installed in a new cottage currently in construction.	✓
4.13	Roof Insulation		✓		Roof insulation to the existing cottages is fixed until re-roofing is required due to the nature of the construction. Anna's Cottage and the new cottage under construction have insulation exceeding a U value of 0.25	✓
4.14	Glazing and draughtproofing			✓	Double glazing is provided throughout. External doors have had draughtproofing replaced where necessary.	✓
4.15	Other Insulation and low energy design			✓	The new cottage under construction has been designed with very low U values to keep heat loss to a minimum. Incorporating special thermal foil linings to further improve thermal efficiency and air tightness. Another cottage has been planning and has building control approval will be constructed from Straw bales harvested from barley straw grown on the farm.	✓
4.16	Thermostatic settings on heating air conditioners and hot water			✓	Hot water storage set to 60 degC, Heating systems controlled by time clock programmer and thermostats.	✓
4.17	Hot water storage			✓	Four cottages have hot water provided by combi boilers, one cottage has Electromax heating and hot water unit with factory fitted insulation housed within a casing. Hot water distribution pipes lagged.	✓
4.18	Solar Hot Water Heating			✓	Solar hot water heating is planned for the cottage under construction and the second cottage not yet started.	✓
4.19	Renewable Energy for Heating and Hot water			✓	The cottage under construction has an air source heat pump for provision of heating and hot water.	✓

4.20	Renewable Energy for Appliances and Lighting				Not applicable	
4.21	District heating systems and CHP				Not applicable	
	Measure	To Do	Partial	Done	Comments: Responsible person, action taken, date etc	Evidence
SECTION 5 Water		✓	✓	✓		✓
5.01	Water Flow Through Showers (12l)			✓	Showers tested at 7l/m at last visit	✓
5.02	Water Flow through Taps – Basins and Sinks (8l)			✓	Basins and sinks tested at 4.5l/m at last visit	✓
5.03	Self-closing or sensor Taps				Not applicable	
5.04	Urinal Controllers or Waterless Urinals				Not applicable	
5.05	Low flush toilets			✓	Low flush cisterns on one cottage and cottage under construction. All others have water bottles in cisterns and water level lowered.	✓
5.06	Water efficient washing machine			✓	See appliance inventory.	✓
5.07	Water Efficient Dishwasher and Kitchen			✓	See appliance inventory.	✓
5.08	Drip irrigation systems				Not applicable	
5.09	Chlorine-free water treatments				Not applicable	
5.10	Water Butts			✓	Water butts provided for watering gardens and replacing ducks bath. Gardens designed for minimal watering.	✓
5.11	Rainwater and grey water harvesting			✓	Large water tanks harvest water from agricultural building for watering animals. Also well water used for animals.	✓
5.12	Bag It and Bin It			✓	All cottages prided with bag dispensers, bins and “Bag it don’t bin it” signs	✓
5.13	Phosphate-free soaps and detergents			✓	Cleaning products and microfibre cloths supplied by M&A/Green My Business. Guests provided with the same cleaning products in bathrooms and kitchens. Ecover or supermarket own brand eco friendly dishwasher tablets also provided	✓
5.14	Chlorine-free cleaners			✓	Cleaning products supplied by M&A/Green My Business. Guests provided with the same cleaning products in bathrooms and kitchens. Ecover or supermarket own brand eco friendly dishwasher tablets also provided	✓
5.15	Natural based surface cleaners			✓	Cleaning products and microfibre cloths supplied by M&A/Green My Business. Guests provided with the same cleaning products in bathrooms and kitchens. Ecover or supermarket own brand eco friendly dishwasher tablets also provided	✓

5.16	Natural cleaning recipes			✓	Windows cleaned with M&A products and by homemade vinegar solution for external side of windows. Lemon juice/steam cleaning used in oven cleaning.	✓
5.17	Ecological Water Treatment				Not applicable	
	Measure	To Do	Partial	Done	Comments: Responsible person, action taken, date etc	Evidence
SECTION 6 Purchasing		✓	✓	✓		✓
6.01	Supplier screening			✓	All suppliers have been asked for their green policy statements/ accreditation.	✓
6.02	Paper products in housekeeping			✓	Toilet paper, kitchen roll and tissues are chosen to have 100% recycled content.	✓
6.03	Recycled content plastics and bio plastics			✓	Refuse bags supplied by M&A/Green My Business	✓
6.04	Recycled Glass Products	✓			Replace existing glass when appropriate with recycled glass	
6.05	Business Stationery & Marketing Materials			✓	Paper is 100% from FSC renewed sources chlorine free. (100% recycled not available in this area). We buy locally and do not like to add road delivery miles by buying off the internet unless there is no alternative.	✓
6.06	Home Produced Food & Drink			✓	We do not provide food and drink except from that in our welcome cream tea where scones, jam, clotted cream and milk are purchased from the local farm shop.	✓
6.07	Local Meat			✓	Details of local butchers, farm shop and farmers markets are provided in Guest information and our weekly events listing. Further information is included in pre-visit information packs and on our website.	✓
6.08	Sustainably Sourced Fish			✓	Details of local fish mongers, farm shop and farmers markets are provided in Guest information and our weekly events listing. Further information is included in pre-visit information packs and on our website.	✓
6.09	Local Fruit or Vegetable Products			✓	Details of local farm shops and farmers markets are provided in Guest information and our weekly events listing. Further information is included in pre-visit information packs and on our website.	✓
6.10	Local Food (non-meat & veg) & Drink			✓	Details of local farm shops, farmers markets and restaurants sourcing local food are provided in Guest information and our weekly events listing. Further information is included in pre-visit information packs and on our website.	✓
6.11	Drinking Water			✓	We have been monitoring our plastic recycling for bottled water containers and only find a few small 0.5 litre bottles and have concluded that guests find our water acceptable. This saves on the manufacture of filter jugs and the manufacture and disposal of filter cartridges	✓

6.12	Local Organic Food			✓	Details of local butchers, farm shops, farmers markets and restaurants sourcing local organic food are provided in Guest information and our weekly events listing. Further information is included in pre-visit information packs and on our website.	✓
6.13	Vegetarian and vegan Food options			✓	All food suppliers and restaurants recommended offer vegetarian options	✓
6.14	Local Food Network or club				Not applicable	
6.15	Fair Trade Food & Drink			✓	Fairtrade tea coffee and sugars are provided to guests as part of their welcome packs sourced from Out of Eden	✓
6.16	Ethical and Organic Products (non-food)			✓	We try wherever possible to make ethical choices in the purchasing of non food products. Furniture and rugs are purchased from local shops and producers i.e. Wildwood and Devon Pine. White goods are purchased from a local shop in Kilkhampton rather than multi national chains	✓
6.17	Local Craft Products			✓	We promote local craft fairs and exhibitions in Welcombe, Shop, Hartland and Launcells through our weekly events listing and by special announcements on our website. Events such as Yarner Trust Christmas Fayre, Welcombe Art Studios Open Day, Bude Green Fair and other local craft society fairs.	✓
6.18	Traditional Building Products & Techniques			✓	Existing cottages have been constructed by traditional building techniques including stone walling and cob walls. We have another cottage with planning and has building control approval which will be constructed from Straw bales harvested from barley straw grown on the farm. The external will be lime rendered and internally lime or clay plastered.	✓
6.19	Building and Decorative Products			✓	Water based paints are used in decorating the cottages. Top up insulation and insulation used in the cottage being constructed has been manufactured from recycled glass.	✓
6.20	Sustainable Timber			✓	All timber used in furniture or repair or new building comes from sustainable sources with FSC marks.	✓
6.21	Natural shampoos and Hygiene Products			✓	Handsoap dispensers in each cottage are topped up using M&A/Green My Business or alternative green accredited product.	✓
6.22	Green Energy Tariff			✓	We research green tariffs at each annual contract renewal. Existing contract up for renewal in January and will seek out 100% green tariffs.	✓
6.23	Financial Services				Not applicable	
	Measure	To Do	Partial	Done	Comments: Responsible person, action taken, date etc	Evidence
SECTION 7 Waste		✓	✓	✓		✓
7.01	Returnable Packaging (bottles crates etc)				Not applicable	

7.02	Use less paper in marketing			✓	We have reduced paper in marketing by no longer producing a brochure. Electronic copies are sent in response to requests for brochures. Our business cards have been reduced from a folded card to a single card. We no longer advertise in Farm Stay brochure only their website. All our marketing, booking and information to guests is now done electronically or is placed on our website. We have changed to online booking.	✓
7.03	Dosing and Dispenser Systems			✓	We buy our cleaning products from M&A/Green My Business in bulk containers. cleaning products are diluted to smaller hand sprays and washing up liquid and hand soap dispensers refilled.	✓
7.04	Food portion control				Not applicable	
7.05	Specialist waste reduction measures			✓	We have come to an arrangement with a local farmer to dispose of polythene film plastics arising from laundry protection, building works and farm silage wrapping through his farm plastics scheme. Our usual volume being too small for us to register with the scheme.	✓
7.06	Garden waste – composting and peat free			✓	We make all our own compost from grass cuttings, kitchen vegetable waste and leaves. This includes all vegetable kitchen waste from the cottages. no compost is collected by the local authority.	✓
7.07	Rechargeable Batteries and alternatives & eco gadgets			✓	We have trialed rechargeable batteries for the office computer mouse to good success. During this two year trial we have only had to replace six batteries in the cottages and half these we found to be due to guests swapping their dead batteries with those fitted in remote controls. We feel that rechargeable batteries would prove uneconomical due to the infrequent need for re-charging and the potential loss of the batteries.	✓
7.08	Electric and electronic equipment			✓	Electronic equipment is disposed at the local recycling depot. Computer equipment has been taken to a specialist company in Bude.	✓
7.09	Printer & Toner Cartridges (purchase & recycle)			✓	We retain printer cartridges until we have sufficient to return for recycling to a charity.	✓
7.10	Textiles, Fixtures and Fittings			✓	We have passed on beds through our family. We also donated sofas to the local RENew charity based in Bodmin	✓
7.11	Kitchen Waste Composting			✓	Each cottage has a mini dustbin to collect vegetable waste for composting. Guests are encouraged to retain stale bread for feeding to the chickens.	✓
7.12	Construction Waste			✓	We have retained the timber from a demolished barn for reuse of to fuel our wood burner. waste concrete was reused as hardcore on site and to act as a road base at a local transport depot.	✓
7.13	Conservation of Buildings			✓	The cottages have been converted from the original farmyard barns	✓

7.14	Paper reuse and recycling			✓	All cottages are provided with collection bags for recycling waste paper with clear indication in each kitchen and in our Green Pages in our Information folders how and what to recycle. A central collection point is provided when the bags in the cottages are full.	✓
7.15	Cardboard Reuse or recycle			✓	All cottages are provided with collection bags for recycling cardboard with clear indication in each kitchen and in our Green Pages in our Information folders how and what to recycle. A central collection point is provided when the bags in the cottages are full.	✓
7.16	Glass Reuse or recycle			✓	All cottages are provided with clear indication in each kitchen and in our Green Pages in our Information folders how and what to recycle. A central collection point is provided.	✓
7.17	Aluminium and Steel Recycling			✓	All cottages are provided with a collection box for recycling aluminium and tins with clear indication in each kitchen and in our Green Pages in our Information folders how and what to recycle. A central collection point is provided when the boxes in the cottages are full.	✓
7.18	Plastics Reuse or recycle			✓	All cottages are provided with a collection box for recycling plastics with clear indication in each kitchen and in our Green Pages in our Information folders how and what to recycle. A central collection point is provided when the boxes in the cottages are full.	✓
7.19	Hazardous waste disposal			✓	We collect all batteries, fluorescent lamps, paint tins and oil and take for specialist disposal recycling at the local recycling depot.	✓
7.20	Dog Waste eco-treatment				We do not accept dogs	
7.21	Compactors				Not applicable	
	Measure	To Do	Partial	Done	Comments: Responsible person, action taken, date etc	Evidence
SECTION 8 Travel		✓	✓	✓		✓
8.01	Information on Public Transport			✓	Full details of local public transport is provided in the Green pages in our Information folder and on our website. Our website includes additional information to plan routes using public transport and how to travel to West Woolley Farm using public transport	✓
8.02	Marketing Materials have Details of Public Transport			✓	Our website has full information to plan routes using public transport and how to travel to West Woolley Farm using public transport. Local public transport is also put on our website along with opportunities to hire bicycles and follow cycle trails. Guest Information folders contain information with maps on various walks in the area.	✓

8.03	Car Free Activities (not VA)			✓	Our website has full information to plan routes using public transport and how to travel to and from West Woolley Farm using public transport Local public transport is also put on our website along with opportunities to hire bicycles and follow cycle trails. Guest Information folders contain information with maps on various walks in the area along with bus timetables.	✓
8.04	Public Transport Drop Off			✓	Details of nearest train stations and interconnecting busses are provided to guests and shown on our website. We have successfully lobbied our local parish public transport councillor who has arranged to get an additional bus stop where the village road meets the main A39.	✓
8.05	Travel Incentives (not SSA)				Not applicable	
8.06	Information on Walking and Cycling			✓	Our website has full information to hire bicycles and follow cycle trails. Guest Information folders contain further information with maps on various walks and cycle trails in the area along with bus timetables.	✓
8.07	Cycle hire information			✓	Our website and guest information folders have full information to hire bicycles. We also have an arrangement with North Coast Cycles in Bude to deliver bicycles to the cottages.	✓
8.08	Walking and cycling organisations (HO/SSA/ SC)	✓			We intend to register with the Walkers and Cyclists Welcome scheme at our next Visit Britain renewal.	✓
8.09	Cycle Storage			✓	We provide undercover cycle storage in covered barns.	✓
8.10	Coach Parking and Switch Off Policy				Not applicable	
8.11	Staff Travel (not SSA)				Not applicable	
8.12	Public Service Vehicle (PSV) (Hotels/VA?)				Not applicable	
8.13	Business Vehicles are Ecofriendly				Not applicable	
8.14	Pitches for Touring Caravans (HP)				Not applicable	
8.15	Carbon management				Not applicable	
	Measure	To Do	Partial	Done	Comments: Responsible person, action taken, date etc	Evidence
SECTION 9 Natural & Cultural Heritage		✓	✓	✓		✓
9.01	Natural and Cultural Heritage Initiatives			✓	We are members of The National trust, we support the Yarner Trust, we volunteer for beach cleaning with the National Trust. We support the RNLI by a collection box and encouraging guests to donate a s part of our visitor Payback scheme.	✓
9.02	Information on local cultural attractions			✓	We provide information on local cultural attractions on our website, Information folders and in our weekly event listings	✓

9.03	Cultural events and festivals				Not applicable	
9.04	Information about nature-related attractions in the area			✓	Full information on local nature related attractions such as; raptor display at Milky Way, Tamar Lakes wildlife nature reserve, canal walk in Bude, Marsland Valley SSSI, Coombe Valley nature trail and Launceston Otter Sanctuary is given in our guest Information folders	✓
9.05	Information on natural heritage			✓	Guest information folders include walk planners highlighting flora and fauna likely to be seen. Identification posters are displayed for guests. We also offer guests the loan of binoculars and large scale local OS maps.	✓
9.06	Nature Diary			✓	Each cottage has a nature diary for guests to record sightings.	✓
9.07	Native Tree Planting			✓	We have an ongoing programme of planting native trees. Starting with Beech hedging and Willows. The next stage will be incorporated in the landscaping next to the new cottages.	✓
9.08	Wildlife Habitats			✓	We have a wild area behind the barns which left untouched to encourage wild flowers and plants. Fencing to the fields is 2 meters from the original hedges creating a margin for wildlife. This has proved excellent hunting grounds for Buzzards and Barn Owls. We chose a sheltered location for our compost heaps which have provided habitat for Grass Snakes to lay eggs and hide to shed their skin.	✓
9.09	Wildlife Refuges			✓	A second Barn Owl box has been installed. We also have Bat roosts. Overflow leaf mold provides ideal conditions for insects as well as small mammals and snakes. Our barns provide ideal nesting for Swallows which return each year and House Martins nest under the south facing eaves. Log piles encourage small mammals and mini beasts.	✓
9.10	Specialist Heritage and Cultural Buildings				Not applicable	
9.11	Light Pollution			✓	All outdoor lighting is kept to a minimum and where provided it has been removed or replaced with low wattage CFL with shading where appropriate. Ground reflection is kept to a minimum. We advise guests in the Information folder that we are in an area of low light pollution and as a result more stars can be seen.	✓
9.12	Accessibility to nature				Not applicable	
	Measure	To Do	Partial	Done	Comments: Responsible person, action taken, date etc	Evidence
SECTION 10 Innovation		✓	✓	✓		✓
10.01	Other measures (complete as appropriate)					

10.02	Green Rated Building			✓	Our new cottage under construction has been designed to have an Energy rating assessment of A	✓
10.03	Radiant heaters not gas patio heaters				We do not condone these heaters. The use of these heaters should result in a negative score however they are fueled. We are dismayed that you should consider their use an innovation to gain a positive score.	
10.04	Drought resistant gardening			✓	All our planting is of drought resistant varieties. Watering is restricted to a few potted plants. We never water our grass.	✓
10.05	Extensive facilities for disabled/minorities					
10.06						
10.07						