

CARBON REDUCTION PLAN (PPN 06/21)

COMMITMENT TO ACHIEVING NET ZERO



Building Services Consulting Engineers
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REPORT REVISIONS RECORD

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005		

Compiled by:

CRAIG WEDGE
Managing Director



Checked by:

PAULINA WEDGE
Company Secretary



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1. **COMMITMENT TO ACHIEVING NET ZERO**

David Miles & Partners Ltd is committed to achieving Net Zero Scope 1 and Scope 2 emissions by 2040 and Net Zero Scope 3 emissions by 2045, in line with the UK Government's Net Zero target and the requirements of Procurement Policy Note (PPN) 06/21.

2. **BASELINE EMISSIONS FOOTPRINT**

Baseline Year	Current Reporting Year
2025	2025

This Carbon Reduction Plan has been prepared using 2025 operational data and follows the reporting principles contained within PPN 06/21.

David Miles & Partners Ltd owns the premises from which it operates. Electricity and certain building services are shared between occupiers and emissions have been apportioned using agreed allocation methodologies where appropriate.

3. **SCOPE 1 EMISSIONS**

The company does not own or operate any vehicles and does not directly consume any fuel for operational purposes.

Source 1 Emissions	tCO ₂ e
Company vehicles	0.00
Natural gas	0.00
Other fuels	0.00
Total Scope 1 Emissions:	0.00

4. **SCOPE 2 EMISSIONS**

Purchased Electricity

The company owns shared office accommodation at:

8 Holgate Court, Western Road, Romford, Essex RM1 3JS.

Electricity is supplied through a shared metered arrangement covering four companies occupying the premises.

Total building electricity consumption for 2025 was:

- 34,694 kWh

Using the 2025 UK Government electricity conversion factor of:

- 0.177 kgCO₂e/kWh

Total building emissions were:

- 6.141 tCO₂e

David Miles & Partners Ltd (Company 1) was allocated:

- 15,492 kWh
- 2.742 tCO₂e

Scope 2 Source	Activity Data	tCO ₂ e
Purchased electricity	15,492 kWh	2.742
Total Scope 2 Emissions:		2.742

5.

SCOPE 3 EMISSIONS

Employee Commuting

Employee commuting emissions have been calculated using:

- Employee commuting surveys
- Daily commuting distances
- Working days
- Home-working days
- UK Government 2025 conversion factors

Travel modes include:

- Private vehicles
- Rail
- Bus
- Walking
- Cycling

Walking and cycling are treated as zero-emission travel modes.

Business Travel

Business travel emissions include:

- Mileage claims using employee-owned vehicles
- National Rail travel
- London Underground travel
- Elizabeth Line travel
- DLR travel
- Local bus travel

Rail and bus journeys were derived from company travel records and Oyster/TfL travel histories where applicable.

Waste Generated in Operations

Waste management services are arranged and administered by the Courtyard managing agent.

The building comprises approx.

10 premises containing:

13 business occupiers

33 residential flats

Waste collections are charged to the managing agent on a per-lift basis and no waste tonnage data is currently provided by the waste contractor to the managing agent.

As a result, sufficiently reliable activity data is not available to calculate waste-related greenhouse gas emissions. Waste generated in operations remains within the organisational boundary but is currently reported as not currently quantifiable due to lack of waste tonnage information from the managing agent and waste contractor. The company will continue to engage with the managing agent to obtain suitable waste reporting information.

Source 3 Emissions	tCO ₂ e
Employee Commuting & Business Travel	66.341
Waste Generated Operations	Not currently quantifiable
Total Scope 3 Emissions:	66.341

Employee commuting and business travel emissions were calculated from recorded employee travel activity across all staff members and totalled 66.341 tCO₂e for the reporting period.

Scope 3 emissions associated with waste generated in operations have not been quantified due to the absence of verifiable waste tonnage data. As such, actual total organisational emissions are expected to be higher than the reported figure of 69.083 tCO₂e.

6. **EMISSIONS SUMMARY 2025**

Emissions Source	tCO ₂ e
Scope 1	0.00
Scope 2 Electricity	2.742
Scope 3 Employee Commuting & Business Travel	66.341
Scope 3 Waste Generated Operations	Not currently quantifiable
Total Reported Emissions	69.083

7. **EXISTING CARBON REDUCTION MEASURES**

The company has already implemented a number of measures to reduce its environmental impact, including:

- Hybrid and flexible working arrangements.
- Use of Microsoft Teams and other virtual meeting platforms to reduce travel.
- Preference for public transport when undertaking business travel.
- Promotion of cycling and walking where practical.
- Digital document management and reduced paper consumption.
- Energy-efficient office equipment and lighting.
- Certification to BS EN ISO 14001 Environmental Management Systems.

Energy Consumption

David Miles & Partners Ltd is the freehold owner of its office premises and actively manages energy consumption across the building. Electricity consumption is monitored and allocated between occupiers to support transparent carbon reporting. The company has implemented energy-efficient office equipment and lighting and continues to review opportunities to reduce electricity demand.

Waste Management and Recycling

The company already operates recycling arrangements within the office and encourages staff to segregate recyclable materials from general waste. Waste services are managed through a shared building arrangement administered by the Courtyard managing agent. Whilst recycling facilities are in place, waste tonnage data is not currently available from the contractor, preventing accurate calculation of waste-related emissions. The company will continue to engage with the managing agent to determine if there is any way to improve environmental reporting.

8.

PLANNED CARBON REDUCTION MEASURES

During the next reporting period David Miles & Partners Ltd intends to implement and maintain the following measures:

Business Travel

- Continue prioritising public transport over private vehicle use.
- Increase use of virtual meetings in place of unnecessary travel.
- Monitor and review employee mileage claims annually.
- Encourage employees to combine site visits where possible.

Employee Commuting

- Promote flexible and hybrid working arrangements.
- Encourage active travel for local journeys.
- Review opportunities for cycle-to-work participation.

Energy Consumption

- Continue monitoring building electricity consumption and emissions.
- Identify further opportunities to improve energy efficiency within the office.
- Review opportunities for renewable electricity procurement where commercially viable.
- Maintain and upgrade energy-efficient lighting and office equipment as systems reach end of life.

Waste Management

- Maintain existing recycling arrangements across the office.
- Work with the managing agent and waste contractor to obtain waste tonnage data.
- Increase opportunities for reuse and recycling of office materials.

Data Quality Improvements

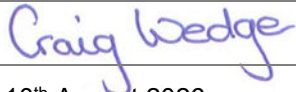
- Improve activity data collection for Scope 3 emissions.
- Refine business travel monitoring.
- Enhance annual carbon reporting processes.

9. **DECLARATION AND SIGN OFF**

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

This Carbon Reduction Plan has been reviewed and approved by the Board of Directors.

Signed on behalf of David Miles & Partners Ltd	
Name	Craig Wedge
Title	Managing Director
Signature	
Date	10 th August 2026