Sustainable Procurement Plan

Ashby Farm Gun Making Facility

Holland & Holland

R01 24/10/2025

ScotchPartners

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1 Introduction

1.1 Project Overview

Holland & Holland is a historic artisanal organisation that specialises in arms making and country clothing, with their factory currently located in London, with a shooting grounds in Northwood, London. The aim of this project is to join the two, and have the gun making facility on-site in close proximity to the grounds. Moving the facility will allow for a greater number of benches to facilitate an increased number of artisans producing the bespoke guns.

The current site contains several ancillary storage building and structures and a derelict house. The redevelopment will allow for direct access between the shooting grounds and factory, reducing car trips, increasing staff efficiency and bettering client access. The new facility will allow Holland & Holland to continue their brand traditions and artisan skillset while a sustainable workplace.

Ashby Farm Gun Making Facility is being assessed under BREEAM New Construction V6.1. This Sustainable Procurement Plan should provide guidance towards achieving credits under BREEAM issue Mat03: Responsible Sourcing of Construction Products.

1.2 Purpose

A Sustainable Procurement Plan has bene developed for Ashby Farm Gun Making Facility with the intent of setting out a commitment to the sustainable selection of construction materials. We seek to guide specification, where practical, to suppliers who are our values as per the framework set out in this plan.

This Sustainable Procurement Plan has been produced during the Concept Design Stage, and provides a framework for the responsible procurement of materials throughout the project. It is the responsibility of the design team to ensure this plan guides procurement and material selection.

The following responsible sourcing principles will be embedded within the plan:

- **Accountability** – Taking accountability for the impacts of the supply chains on society, the environment, and the economy, with a life cycle perspective on goods and services
- **Transparency** – Being transparent in procurement decisions and activities and encouraging suppliers to be transparent
- **Ethical Behaviour** – Behaving with integrity and avoiding corruption throughout the supply chain
- **Full and fair opportunity** – All suppliers should be given full and fair opportunity to compete
- **Respect for stakeholder interests** – Respect, consider and respond to the interests of stakeholders impact by its procurement activities
- **Respect for the rule of law and international norms of behaviour** – An organisation should strive to be aware of any violations throughout its supply chains. It should actively encourage its suppliers to abide by these rules and assess and address compliance as situations require

- **Respect for human rights** – An organisation should respect internationally recognised human rights
- **Innovative solutions** – Seek solutions to address its sustainability objectives and encourage innovative procurement practices to promote more sustainable outcomes throughout the entire supply chain
- **Focus on needs** – Buy only what is needed and seek more sustainable alternatives
- **Integration** – Ensuring that sustainability is integrated into all existing procurement practices to maximise sustainable outcomes
- **Analysis of all costs** – Consider the cost incurred over the life cycle, value for money achieved, and costs and benefits for society, the environment, and the economy resulting from its procurement activities
- **Continual improvement** – Work towards continually improving its sustainability practices and outcomes, and encouraging organisations in its supply chains to do the same

1.3 Application

This sustainable Procurement Plan has been guided by BS ISO 204000:2017 Sustainable Procurement Guidance, and BREEAM manual – BREEAM UK New Construction V6.1.

This plan should be implemented throughout all stages of development from concept design to handover, by design teams, client, contractors, and suppliers to allow for one BREEAM credit under Mat03 Sustainable Procurement. It will also contribute to other credits such as Mat02 EPDs and Mat03 Responsible Sourcing of Materials.

2 Sustainable Procurement

2.1 Aims and Objectives

The aim of this Sustainable Procurement Plan (SPP) is to ensure that suppliers and manufacturers will be selected based on the overall Environmental, Social and Economic impact their products and processes have.

We aim to reduce the overall impact of the development by specifying materials that have minimal environmental, social and economic risk by scoring suppliers against a set of carefully selected questions in the Supplier pre-qualification questionnaire (PQQ) (see Appendix B) and determining which supplier is the most sustainable in line with the principles contained within BS 8903:2010 and by assessing not only the risk but any possible opportunity that may arise from choosing a specific supplier or product.

The key aims, objectives and targets of this Sustainable Procurement Plan include:

- 100% of timber and timber based products will be legal and sustainable as per the UK Governments Timber Procurement Policy
- Suppliers will demonstrate compliance with all requirements on human rights, discrimination and global labour standards
- Procure materials that have been certified to accreditations such as ISO14001 or BES 6001 (see section 3)
- Ensure that at least 1 credit is achieved under Mat03 Responsible Sourcing for BREEAM but aim to achieve 2 credits
- Minimising demand for resources (e.g., by reducing purchases, using resource efficient products, considering end of life, etc)
- Minimising any negative impacts of goods, works, or services across their life cycle and through the supply chain (e.g., impacts on health, air quality, etc)
- Ensuring that fair contract prices and terms are applied and respected and hat minimum ethical, human rights and employment standards are met
- Providing opportunities for small and medium businesses, voluntary sector organisations
- Procure construction materials locally, where possible
- Procedure to check and verify the effective implementation of this Sustainable Procurement Plan

The target for this plan is to enable products to be sourced that have the lowest social, economic and environmental impact by selecting products that meet certification schemes such as ISO14001 and BES6001. Manufacturers will be scored via the PQQ scoresheet and local suppliers will be favoured where possible.

2.2 Risks and Opportunities

Risks and opportunities of sustainable procurement will be identified against a broad range of social, environmental and economic themes as set out in BS ISO20400:2017. Table 1 provides an overview of the key considerations.

By considering these themes, the following risks and opportunities have the potential to impact the sustainable procurement present themselves. These risks and opportunities will taken into account when forming the procurement process.

Table 1 - Key Considerations for Sustainable Procurement

	Risks	Opportunities
Social	▪ Conditions of work (e.g. fair wages, limits to working time) ▪ Unethical treatment of workforce ▪ Fair labour practices	▪ Health and safety at work (e.g. established health and safety systems). ▪ Support jobs, training and skills development. ▪ Engagement with local community. ▪ Encouraging a diverse base of competitive suppliers (e.g. minority or under-represented suppliers). ▪ Enabling training opportunities and skills development (e.g. apprenticeships).
Environmental	▪ Contaminant releases to air, water and land. ▪ Improper disposal of hazardous substances. ▪ Intensive water and energy usage. ▪ Emissions to air (e.g. greenhouse gases such as CO2 and other pollutants). ▪ Use of raw materials and natural resources (e.g. sustainable forestry, biodiversity.	▪ Prevention of water pollution. ▪ Prevention of air pollution ▪ Efficient use of water and energy. ▪ Improved life cycle of materials used.
Economic	▪ Employment creation ▪ Negative corporate image in the marketplace	▪ Prevention of water pollution. ▪ Prevention of air pollution ▪ Efficient use of water and energy. ▪ Improved life cycle of materials used. ▪ Enhanced engagement with suppliers to promote best practice on procurement. ▪ Job creation (e.g. green technologies, creating markets for recycled products) ▪ Supporting SME (e.g. facilitating opportunities for small businesses) ▪ Ensuring supplier's agreement are competitive and fair to promote business viability ▪ Achieving value for money

3 Material Certification

3.1 Responsible Sourcing

Responsible Sourcing of Construction Products provides an approach to managing a product from the original point of mining or harvesting through to manufacturing and processing. The following responsible sourcing certification schemes are widely recognised:

- BES 6001 Framework Standard for Responsible Sourcing
- FSC, PEFC, SFI (Timber Only)
- Environmental Management Systems (EMS)
- Aluminium Stewardship initiative (ASI)
- CARES Sustainable Constructional Steel Scheme
- Concrete Sustainability Council (CSC)
- Eco Reinforcement Responsible Sourcing Standard, Steel Products for the Reinforcement of Concrete (Metals)
- VinylPlus® Product Label
- Construction products/materials reused in-situ or within the same construction site, with only minor processing that does not alter the nature of the construction product/material (e.g. cleaning, cutting, fixing to other construction products).

BREEAM Recognised Responsible Sourcing Certification Schemes will be used to guide material selection. This will ensure that we are meeting the responsible sourcing levels to meet the BREEAM target ratings across projects, whilst ensuring that the procurement is socially, economically and environmentally fair. Table 2 provides an overview of these schemes.

Design team members and the main contractor should ensure that large consideration has been provided to material certification. A dedicated design team member and onsite personnel should help facilitate this material selection to ensure that materials hold a responsible souring certificate where possible. As a minimum, 70% of materials should be accredited to a responsible sourcing certification as listed above and within Table 2, but an aim of 100% should be sought. A BREEAM Mat 03 Calculator will be used to demonstrate this.

Table 2 - Responsible Sourcing Certification Schemes

Material Category	Responsible Sourcing Certification Required
Timber/Timber Based	FSC / PEFC / SFI certified
Concrete/Cementitious	Concrete Sustainability Council (CSC) (platinum level) certified or ISO 14001 (or equivalent).
Metals	CARES Sustainable Constructional Steel Scheme Aluminium Stewardship Initiative (ASI) certified
Stone	BES 6001 or ISO 14001 (or equivalent)
Clay based	BES 6001 or ISO 14001 (or equivalent)
Glass	BES 6001 or ISO 14001 (or equivalent)
Plastic, polymer, resin, paint, chemicals and bituminous	BES 6001 or ISO 14001 (or equivalent)
Insulation	BES 6001 or ISO 14001 (or equivalent)

3.2 Legally Harvested and Traded Timber

It should be noted that all legal and sustainable timber products must be covered by third party, independent forest certification schemes, in line with the UK Government's Timber Procurement Policy.

Forest Stewardship Council (FSC) and Programme for the Endorsement of Forest Certification (PEFC) or SFI (Sustainability Forestry Initiatives) are the certificates accepted for compliance with legally harvested timber. Different types of labels available within the certificates for example for FSC 100%, FSC Mix, Recycled or PEFC certified, recycled etc.

Suppliers are required to provide FSC or PEFC or SFI certificates for all timber used in construction via delivery notes, internal tracking system, chain of custody number on the certificate or invoices. This shall include temporary timber used onsite such as timber scaffolding.

3.3 BES 6001 Framework

The BES 6001 Framework provides manufacturers with a means by which their products can be independently assessed and certified as being responsibly sourced. This scheme is the highest regarded certification for BREEAM.

A Responsible Sourcing League Table accessed via the link below shows all current BES 6001 certificates by construction product category, and the rating achieved by each company: https://www.greenbooklive.com/search/scheme.jsp?id=153

All suppliers are required to provide BES 6001 certificates via delivery notes, internal tracking systems or invoices.

3.4 Environmental Management System

Where products do not hold BES 6001 certification, then an Environmental Management System certified to ISO 10041 would be acceptable. For the purpose of BREEAM, the product would not score as highly as BES 6001, however 1 credit will still be likely under MAT 03 Responsible Sourcing.

Details of the varying levels of ISO 14001 certification should be provided as to whether certification covers key processes or supply chain only. Products which are accredited to key processes as well as supply chain should be sought where possible.

Suppliers are required to provide evidence of their Environmental Management System via certificates, delivery notes or invoices.

3.5 Concrete Sustainability Council

Where concrete is specified, products with certification from the Concrete Sustainability Council should be sought where possible. There are differing levels of certification available; bronze, silver, gold, platinum.

This scheme is highly recognised in terms of Responsible Sourcing Certifications and can score highly in terms of BREEAM credits. Where concrete products are not accredited under the Concrete Sustainability Council, then a product which hold an Environmental Management Scheme i.e., ISO 14001 would be acceptable.

3.6 Sustainable Construction Steel Scheme/Aluminium Stewardship Initiative

Where steel is specified, products with certification from CARES Sustainable Construction Steel Scheme should be sought. If this is not possible, then a product which hold an Environmental Management Scheme i.e., ISO 14001 would be acceptable, however CARES is more reputable.

Aluminium should be sought from a cast house that is a certified Aluminium Stewardship Initiative (ASI) Member and/or a subsequent supplier of this aluminium that is a certified ASI Member. A full list can be seen here:

- https://aluminiumstewardship.org/asicertification/asicertified-members/

4 Resource Management

4.1 Waste Reduction

Although Holland & Holland is not directly involved in the waste generation and does not have direct control over this, they can support suppliers and manufacturers to improve their existing systems. When procuring materials, waste supply chains should be considered to understand current waste levels, management and internal targets.

Suppliers should therefore follow the waste hierarchy, as outlined by The Waste Regulations 2011, to minimise waste levels:

- Prevention: using material in design and manufacture, keeping products for longer, reuse, using less hazardous materials
- Preparing for reuse: checking, cleaning, repairing, refurbishment, whole items or spare parts
- Recycling: turning waste into a new substance or produce. It includes composting if it meets quality protocols
- Other recovery: includes anaerobic digestions, incineration with energy recovery, gasification and pyrolysis, which produce energy (fuels, heat and power) and materials from waste
- Disposal landfill and incineration without energy recovery.

The aim will be to divert waste away from landfill e.g. reused, recycled or recovered. Suppliers should provide this level of information when requested by the contractor. A prequalification questionnaire will be used to evaluate the capability of suppliers to ensure that waste minimisation measures are implemented (Appendix A).

4.2 Water Consumption

Suppliers should report on water consumption in litres of water per tonne of product, where possible. A prequalification questionnaire will be used to evaluate the capability of suppliers to ensure that water minimisation measures are implemented (Appendix A).

The following water minimisation measures should be followed by suppliers:

- Eliminate water wastage
- Improve efficiency of water-using processes
- Offset consumption of water with alternative sources such as rainwater harvesting
- Install a leak detection system or conduct regular inspections to detect major leaks
- Monitor and report on water consumption (litres of water per tonne of product, where possible

5 Carbon Emissions

5.1 Whole Life Carbon

As part of the planning submission for Ashby Farm, a whole life carbon assessment (WLCA) will be undertaken. This evaluates upfront, embodied and operational carbon of materials, use, maintenance and repair impacts, lifecycle affect on a building and the impact beyond the construction works life cycle. Therefore the whole life cycle carbon assessment should be reviewed with the recommendations considered when selecting materials.

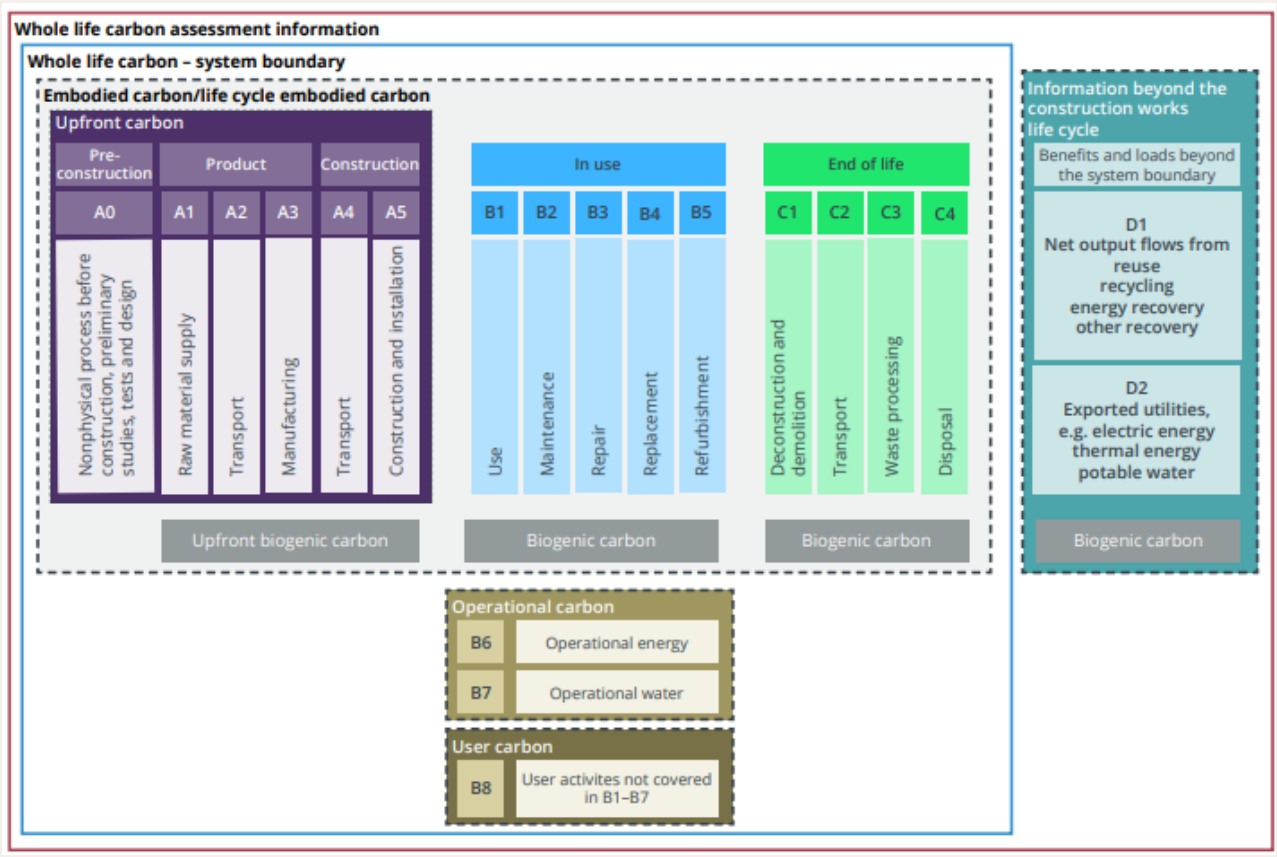

Figure 1 – Building and infrastructure life cycle stages and information modules (UK Net Zero Carbon Building Standard, pilot version)

If alternative, higher carbon materials are selected, approval from the design team and client should be sought as the emissions associated with the project will likely increase.

5.2 Materials

The Royal Institution of Chartered Surveyors (RICS) published the professional statement *Whole Life Carbon Assessment for the Built Environment*, released in 2017, which seeks to standardise WLC assessment and enhance consistency in outputs by providing guidance on implementing the broad appraisal methodology set out in BS EN 15978: Sustainability of Construction Works. The RICS 1st edition has since been updated with the 2nd edition (released September 2023) effective from July 2024.

The Greater London Authority (GLA) London Plan Guidance (LPG) Whole Life-Cycle Carbon Assessments guidance (March 2022) requires adherence to RICS 1st edition guidance for GLA referrable WLCA's, however, where possible, material specification should align with the material specifications outlined in the 2nd edition guidance. The baseline specifications provided in the RICS 2nd edition guidance are based on more current UK average industry standard practice.

Materials with the below recommendations should be investigated and incorporated into the design where feasible

- Select equipment and materials with an Environmental Product Declaration (EPD) so that the carbon impact can be accurately reported.
- Specify refrigerants with low Global Warming Potential (GWP).
- Specify building materials and finishes with recycled content.
- Specify façade materials and MEP equipment with extended service life and with components that can easily be replaced if required.
- Assess whether existing building elements and materials can be re-used onsite.
- Specify steel with 100% recycled content.
- Specify concrete with >25% cement replacement where possible.
- Pursue material reduction where possible.

5.3 Transportation

Suppliers should be accredited under the Fleet Operator Recognition Scheme (FORS) where possible. The scheme promotes best practice for commercial vehicle operators including fuel efficient driving techniques. As a minimum, a bronze certification level should be met but all suppliers should aim for gold.

Suppliers should demonstrate how they comply with requirement O2 within FORS which ensures the following:

- Environmental regulations and standards are complied with
- The vehicles and fuel type selected are suitable for the tasks to be undertaken
- Engine-idling is minimised to reduce fuel waste and unnecessary emissions
- Fuel usage data is collected and monitored by VRM, including AdBlue where relevant
- Fuel spillages are minimised and managed

5.4 Selecting Local Suppliers

Priority should be given to local suppliers of construction materials where possible to reduce emissions when travelling but also to support local businesses.

Where local suppliers cannot be utilised due to the product not being available or not having the correct certification locally, where possible deliveries should be scheduled to coincide with other drop offs in the area to reduce the distance the transport has to travel for delivery to a single site.

6 Implementation of Sustainable Procurement

6.1 Pre-Qualification Questionnaire

A prequalification questionnaire will be used to evaluate the capability of suppliers to meet the sustainability requirements (Appendix A).

Suppliers will be assessed using a set of pre-qualification questions relating to the sustainability of their products and their operations/activities (please refer to Appendix A which provide an example of a pre-qualification questionnaire which can be used, Appendix B provides guidance on the responses).

Where contractors have their own pre-qualification questions, they must ensure that it covers the full scope of this Sustainable Procurement Plan.

Priority will be given to local suppliers of construction materials where possible to reduce emissions when travelling but also to support local businesses.

Where local suppliers cannot be used due to the product not being available or not having the correct certification locally, where possible deliveries should be scheduled to coincide with other drop offs in the area to reduce the distance the transport has to travel for delivery to a single site.

6.2 Responsibilities

The contractor will be expected to use suppliers who share the principles and values of this Sustainable Procurement Plan. Some of the key drivers for sustainable procurement are the fact that sustainable procurement should be:

- Based on fairness, openness and transparency, non-discrimination, and competition
- Ensure integrity, encourage diversity and avoid corruption
- Act ethically and responsibly and look beyond pure economic gain with regards to labour laws, staff pay, and working conditions
- Consider the effects of procurement decisions on quality of life, the environment and society in general, taking into account the impacts at local national and international level and take responsibility for decision making and outcomes
- Adopt an ongoing process of continual improvement, using risk and opportunity assessments to identify and address impacts and solutions at all stages of the product life cycle
- Sustainable procurement can deliver against a wide range of objectives beyond financial and efficiency savings, from CO2 emissions savings to innovation strategies

The Design Team will be responsible for optimising materials with an Environmental Management System (EMS) or a responsible sourcing certification scheme (RSCS). The design should also look to incorporate measures in efficiency, disassembly and adaptability.

The Contractor will be responsible for upholding the design decisions (where relevant) and selecting materials on sustainability merit in addition to cost decisions. Contractors should shall ensure that all suppliers are given full and fair opportunity to compete. A dedicated

onsite personnel should be appointed to ensure that the sustainable procurement policy is followed and the correct information is provided by suppliers and tracked whilst onsite.

Suppliers will be responsible for providing relevant material certificates, and any other additional information requested such as waste, water and transport. They will be responsible for looking into their own policies to demonstrate how they align with the Sustainable Procurement Plan's aims and objectives.

6.3 Verifying Compliance

The contractor shall report on how they have aligned with this plan. Before any final decisions are made the dedicated onsite personnel will review the results of the Pre-Qualification Questionnaire and ensure compliance with the sustainable procurement plan before sign-off on a supplier or product is given.

All information is to be entered in a central supplier database to enable a record to be retained of supplier performance and to monitor any improvements to their performance in the future. This will allow for tracking of sustainability targets and verification of plan.

7 Appendix A: Supplier Pre-qualification Questionnaire

The following is intended to provide questions to assess how potential suppliers align with the sustainable procurement plan.

Name of Project		
Name of Supplier		
Works Package/Product(s)/Good(s) tendered for		
Date:		
No.	**Question**	**Suppliers Response**
Environmental Management		
1	Does your organisation have an environmental policy in place? If so, please provide a copy. If not, please explain why.	
2	Does your organisation have an accredited Environmental Management System in place? If not, please explain why	
3	Does your organisation have a green/sustainable procurement policy in place? If so, please provide a copy.	
4	If relevant, what level of environmental certification or standard have you achieved for the product(s) you supply? Please list all that apply.	
Sustainable Procurement		
5	Do you request, where available, environmental credentials from your supply chain, such as an accredited environmental management system? Are you able to provide evidence (e.g. certificates) upon request?	
6	What level of environmental certification or standard do you require for products and materials you procure from your supply chain?	
7	Does your organisation have a process for approving suppliers of the above products and materials? If so, please explain briefly what this is.	
8	Does your organisation use an approved supplier list? i.e. suppliers with products and materials verified as having a low environmental impact.	
9	Does your organisation audit suppliers on their performance in regard to the above?	

Resource Use and Waste		
10	Does your organisation have a policy in place for minimising waste? If no, please explain why.	
11	Does your organisation recycle or reuse materials where possible? If no, please explain why.	
12	Does your organisation separate different waste streams?	
Any other information you may feel is useful in regard to your approach to responsible sourcing.		

8 Appendix B: Supplier Questionnaire Guidance

The following is intended to provide guidance on the questions set out within the Supplier Pre-Qualification Questionnaire in Appendix A. Note that this is for internal use only.

No.	Question	Guidance Notes
Environmental Management		
1	Does your organisation have an environmental policy in place?	This is a generic, simple policy that sets guidelines on all of the organisation's activities so as to reduce its environmental impact, such as ensuring all paper is recycled and resource use (water, electricity) is minimised. It should be expected for all suppliers to have such a simple policy in place, regardless of size.
2	Does your organisation have an accredited Environmental Management System in place?	For example, ISO 14001 and BS 8555. Large organisations should be expected to have ISO 14001 whereas medium-sized may have BS 8555. It is unusual for very small companies to have an accredited EMS but should be welcomed/encouraged.
3	Does your organisation have a green/sustainable procurement policy in place?	This is a policy that sets out how materials etc. are sourced and the steps taken to ensure they are sourced responsibly and have the relevant certification and comply with legislative requirements where applicable. Large organisations would be expected to have this policy in place. Smaller companies may not but should be encouraged to.
4	If relevant, what level of environmental certification or standard have you achieved for the product(s) you supply? Please list all that apply.	As a minimum, this should include the following materials/products: ▪ Timber/Timber-Based Products ▪ Concrete/Cementitious (plaster, mortar, screed, etc) ▪ Metal ▪ Stone/Aggregate ▪ Clay-based (Pavers, blocks, bricks, roof tiles etc) ▪ Gypsum ▪ Paints/varnishes/other finishes ▪ Rubber/vinyls/carpets/other floor finishes

		Certification could be FSC, PEFC for timber products, EMS certification for either Key process and supply chain or just key process or BES 6001 certification. Some may not have an environmental certification associated with the product, so would meet a British or European standard instead, for example, related to VOCs (volatile organic compounds)
Sustainable Procurement		
5	Do you request, where available, environmental credentials from your supply chain, such as an accredited environmental management system?	This will determine how much regard the supplier has for its own responsible sourcing practices.
6	What level of environmental certification or standard do you require for products / materials you procure from your supply chain?	This could be one of those listed in Q4 above or equivalent.
7	Does your organisation have a process for approving suppliers of the above products/materials? If so, please explain briefly what this is.	This will determine how much regard the supplier has for its own responsible sourcing practices.
8	Does your organisation use an approved supplier list? i.e. suppliers with products/materials verified as having a low environmental impact.	Yes/No If yes, all products will be certified where applicable
9	Does your organisation audit suppliers on their performance in regard to the above?	This will determine how much regard the supplier has for its own responsible sourcing practices.
Resource Use and Waste		
10	Does your organisation have a policy in place for minimising waste? If no, please explain why.	The policy should include details taken to minimise waste, including employee training etc.
11	Does your organisation recycle/reuse materials where possible? If no, please explain why.	Ideally this will be detailed in the above policy. Details given on targets for reuse and recycling
12	Does your organisation separate different waste streams?	Ideally should be detailed in the above policy. Is waste segregated prior to leaving site to enable further recycling off site.

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