



ROYAL WOOTTON BASSETT TOWN COUNCIL

Environmental Policy

1. Our Aim

Royal Wootton Bassett Town Council cares for the environment through its own practices and by encouraging others. We will endeavour to be as conscientious as possible about conservation, use of resources and recycling.

2. Policy

The Council will keep aware of the environmental regulations that apply to its business and ensure that its legal obligations are met. The Council will operate suitable procedures and systems to reduce the amount of waste going to landfill and look at ways to limit its environmental impact. The Council will communicate this policy to staff and Members through typical channels such as team meetings and work planning. It will encourage suggestions of ways to reduce the environmental impact. The Council will minimise the amount of commercial waste being produced per employee, and waste going to landfill, and encourage environmentally-friendly ways of working through its processes, such those listed below:

3. General

- Maximise energy efficiency e.g. through use of low-energy light bulbs and insulation of pipes
- Source materials and services locally where possible
- Consider the durability and end-of-life disposal implications of products before purchasing
- Find ways to reduce water consumption and checking for leaks
- Promote and use local recycling initiatives
- Turn off machinery, electrical appliances and lights when not in use
- Minimise travel and encourage car sharing

- Ensure suppliers and contractors are aware of our environmental policy (by providing them with a copy when we ask them for evidence of their public liability insurance)
- Dispose of waste properly to prevent pollution or harm
- Carry out energy audits of all Town Council premises and take appropriate action

4. Office and Administration

- Only print/photocopy when necessary and recycle waste paper
- Encourage use both sides of paper whenever possible
- Take the minimum number of promotional leaflets as is necessary and return or recycle those that are not used
- Recycle used ink cartridges and old mobile phones
- Use email or telephone in preference to the postal service

5. Management and maintenance of outdoor amenities

- Use recycled materials where appropriate
- Use sustainable energy sources
- Assess chemicals used (e.g. cleaning/gardening) and ensure their appropriate safe disposal
- Minimise use of harmful pesticides
- Compost and shred garden waste, and use controlled burning only when necessary
- Mulch horticultural waste where possible
- Plant more trees and use indigenous species as much as possible
- Minimise use of peat based composts
- Create, enhance and protect wildlife habitats
- Review ground maintenance regimes to improve biodiversity
- Use of a recycling bin at the Town Council premises, where appropriate for cardboard, plastic and paper