

SEVENOAKS TOWN COUNCIL ENVIRONMENTAL POLICY

The Town Council aims to run its business and its premises in such a way that it embraces, to the best possible effect, all relevant environmental matters to the benefit of the Town Council and local present and future residents.

In 2019 Sevenoaks Town Council updated its Environmental Policy in response to the global problem of plastic pollution and committing to make every effort to phase out single use plastic across its premises. It would also strongly encourage groups and organisations to find alternatives to single – use plastic when using Town Council facilities.

The Environment

The key adverse environmental impacts affecting the Town Council are: -

- Material consumption — office supplies, cleaning products, equipment and furniture.
- Emissions to air from the use of energy in its buildings and fuel in transport
- Single Use Plastic (SUP) to be avoided. This is plastic that is used once before being discarded. Where single-use items are unavoidable, compostable items should be used.
- Waste management
- Suppliers' environmental performance
- Management of open spaces including cemetery, allotments.

To reduce the effect of these adverse impacts, the Town Council will aim to embrace the following objectives: -

- Minimise material consumption and consider the lifecycle impact of any purchases
- Reduce waste and re-use material wherever possible
- Improve the quality of its working environment;
- Minimise c02 emissions produced by Town Council activities;
- Minimise energy use and emissions to air;
- Encourage suppliers to raise their environmental performances
- Encourage staff to use public transport or car-sharing schemes
- Encourage use of electrical vehicles and provision of infrastructure required for use
- Utilize fuel efficient vehicles wherever possible
- Encourage public to use public transport and cycles by providing infrastructure to enable this e.g. cycle racks, public bus service, restoration of Bat & Ball Station.

Energy Management

The Town Council is committed to responsible energy management and will, where possible, promote energy efficiency throughout its operation by the following actions:-

- Increase awareness of energy efficiency amongst employees;

- Recommend energy conservation technology where applicable (including insulation, low energy light bulbs, low water use toilets);
- Monitor heating controls;
- Encourage staff and hirers to close windows and external doors when heating is on.
- Encourage staff and hirers to turn off unnecessary lights
- Encourage staff to switch off computers, VDUs, printers and photocopiers when not in use.

Recycling and Conservation

- Recycled paper should be used wherever possible in the following products – letterheads, folders, compliment slips, business cards, photocopy paper, printed paper, envelopes and toilet rolls.
- Single Use Plastic (SUP) to be avoided. This is plastic that is used once before being discarded. Where single-use items are unavoidable, compostable items should be used.

Water Conservation

- Where possible have water meters installed
- Where possible conserve water on Allotments, Cemetery and other open spaces
- Where possible we will utilise water butts fed by building down pipes as a nondrinking water source

Cleaning Materials

- Cleaning fluids, polishes and glues, etc, to come from eco-friendly manufacturers where possible
- Use of solvents, harmful to the environment, to be avoided.

Office Equipment

Generally new equipment will be chosen from eco-friendly standards in materials, manufacturers in use and for disposal.

Local Sourcing

Where possible, the Town Council will seek to minimise environmental damage caused through transportation of goods by sourcing materials locally, including food. This also has the positive effect of supporting the local economy.