

Environmental Waste and Recycling Policy

South Woodham Ferrers Town Council considers the protection of the environment to be of major importance. Environmental protection is an integral part of efficient management of the Councils activities. High standards are to be applied by all those who work in or use the Halls or meeting rooms, complying with all legislation, codes of practice and official guidance relevant to environmental protection.

The Town Council will promote awareness of the principles and objectives of environment protection by ensuring all users, volunteers and staff are familiar with this environmental commitment and its objectives on recycling as follows:

Waste

Reduce production of material waste including unnecessary packaging and single use Plastic

Encourage re-use, repair, and recycling of materials.

Use clear systems for waste recycling and disposal.

Separate rubbish from recycling materials and dispose of both in a safe and responsible way.

Materials and Resources

While a target solution may work in some circumstances, in others the policy should be an indicator of the commitment without target.

Buy products, including cleaning materials which are made in accordance with the principle of using material in a sustainable way and use locally made goods where practicable. Laws on hygiene and food handling must still be followed.

Consider the lifetime costs of materials when repairing, altering or rebuilding premises.

What can and cannot do. We can all do even a small amount to help reduce our waste, and what steps are already in place and process and procedures are being taken to help with the bigger picture. We cannot change everything and everyone, but reducing waste will help our parish or town to be a part of a bigger scheme. Supporting organisations such as Love Food Hate Waste, in promoting reusing food and not throwing away items that can be reused. Our foodbank box could be used for sealed, in date nonperishable foods for which hirers do not want for example.

Reduce use of paper while maximising that from sustainable sources and recycled material.

***Note:** It is difficult to gauge the use of paper based on previous targets, due to a number of factors. These include number of events, workload, covid and staffing changes over the last 48 months.*

Paper use should be monitored over the next 12 months and look at any large, unexpected increase, but should be wary of a target which is unrealistic. It is as important to decide **“do I need to print this?”** - can this be sent via email or saved to a shared drive instead. Can this be viewed on a screen in the meeting rooms?

- Individuals can encourage each other to reduce, reuse, and recycle paper. Use sustainably sourced paper-based products.
- Whenever possible, purchase or use recycled paper-based products to reduce the need to harvest trees.

- Make fewer copies. Make only as many copies as you need.
- Print double-sided copies whenever possible.
- Store documents in electronic archives. Avoid printing hard copies for storage in filing cabinets.
- Use digital versions of books, files, and documents.
- Promote the use of reusable products instead of one-time-use products.
- Add items such as waiting lists or interment lists etc to electronically stored,
- Encourage electronic ticketing for events, reducing paper use by QR code scanning on purchaser's mobile devices.

Support local!

Support local businesses where possible and allow them the opportunity to quote for work while encouraging them to minimize waste and encourage items to go for recycling.

Waste Generated

Cardboard should be recycled in sacks, along with **paper** which is non-confidential.

Food Waste

Food waste bin or bag to be provided in kitchen areas. This should increase our waste recycling %

Legislation

We commit to following local and national legislation, and to comment or consult with outside bodies where appropriate. Consult and ask. We will continue to seek advice from Councils, County Councils and other ecological groups.

Review and promote

Look at schemes introduced or currently operating to get a view on how successful it is, and how we can improve it. Promote the use of recycling or green disposal of our users. Work with the Local Waste Partnership on joint projects.

Reviewed Council 24/3/2026 Minute Ref C25 -275

Next date for review – March 2027

