

PROJECT PLANNING FORM

PROJECT NAME		LEIGHTON-LINSLADE TOWN COUNCIL ENVIRONMENTAL AMBITIONS – TACTIC			
PROJECT COORDINATOR		TACTIC CENTRE			
STAFF		ALL STAFF			
NEED		Council Environmental Ambitions			
	AIMS	OBJECTIVES	ACTIVITIES	HOW SUCCESS WILL BE MEASURED	TIMETABLE FOR DELIVERY
1	To reduce single use plastics	Recycle Plastic Bottles Encourage use of reusable drinking vessels. Encourage use of tap water and cups within the TACTIC centre.	Plastic Recycle bins around TACTIC. Staff actively 'model' use of reusable drinking vessels. Posters about using tap water and cups.	Staff and young people actively using recycle bins. Staff and young people using reasonable drinking bottles/vessels. Increased use of tap water and cups within the TACTIC centre.	November 2019 - Ongoing
2	Use local suppliers whenever possible	Reduce carbon emissions and support local economy.	Items purchased from local suppliers where practical and available.	Purchase Orders record supplier details.	November 2019 - Ongoing
3	Minimise waste and increase recycling	Recycle as much as possible. Educate TACTIC staff, young people and centre hirers/users on the principles of Reduce, Reuse, Recycle.	Town Council's waste management contractor in place. Aluminium recycle bins around TACTIC. Display Reduce, Reuse & Recycle posters; themed education activities planned.	Council's waste management contract data Staff and young people actively using recycle bins. Themed education activities programmed.	November 2019 - Ongoing

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4	To encourage social and environmental responsibility	Local suppliers support the environmental agenda	Request supplier environmental policies when tendering for work/asking for quotes.	Purchase Orders record supplier details – attach relevant policies to POs	November 2019 - Ongoing
5	When technology is available, to carefully consider the appropriateness or otherwise of investing in new equipment that will make viable positive differences to the way the town council operates.	Purchase energy efficient equipment and reduce reliance of non-environmentally friendly work practices/equipment.	Upgrade computers in line with Town Council specifications Switch off when not in use - lights, computers and electrical output of equipment.	New computers purchased/installed.	Computers - October 2019 <i>Completed</i>
6	To include an increase weighting on green issues when inviting companies to tender for town council work.	Encourage suppliers to reduce harmful environmental practices and seek eco-friendly solutions.	As and when - tenders and quotes.	Purchase Orders record supplier details.	November 2019 – Ongoing.
7	To continue to encourage the parish to shop local in the common interests of the vitality of the High Street and the local economy beyond.				
8	To encourage the parish to drink more water	Reduce need for use of plastic bottles.	As per above No. 1 Allowing public to access the TACTIC centre conflicts with the duty to safeguard young		

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			people. Similarly, it would be inappropriate to allow private hires to be interrupted by members of the public asking for water.		
9	To continue to use appropriate materials as part of its on-going maintenance schedule.	To reduce and eradicate harmful building and maintenance materials, .	TACTIC to use and clean with eco-friendly products Review lighting in TACTIC centre - practicalities for installing energy efficient LED.	Decision on new lighting made – installation of not?	November 2019 – Ongoing Lighting – 31 March 2020