

Appendix 3 City of Lincoln Council actions to support the plastic free Lincoln campaign and 2019/20 Audit

The following table outlines how the council are supporting the campaign towards plastic free community status for Lincoln:

OBJECTIVE 1	
<p>LOCAL GOVERNANCE</p> <p>Your local council makes a resolution supporting the journey to Plastic Free Community status</p>	
Requirements to achieve objective 1	CoLC actions
Council to work with Plastic Free Community leaders on the motion or resolution supporting Plastic Free Communities	<p>Cllr Bob Bushell, Cllr Preston and Cllr Metcalfe met with Plastic Free Community Leaders in July 2019 to discuss the issues and opportunities for actions the council could take to promote the reduction of single use plastic.</p> <p>Cllrs proposed a motion at Full Council on the 24th September 2019, which was approved without amendments, to support plastic free communities.</p>
Council must lead by example to remove single-use plastic items from their premises and council events.	<p>To carry out a plastic free audit to review where single use plastic items are still in use and identify replacements. (currently underway)</p> <p>Christmas Market 2019 - A letter will be sent to stall holders requesting that they make every effort to abscond from using single use plastic for all food service. Disposables and serve ware – including straws and hot drink lids – should ideally be made from biodegradable materials such as paper, card, wood or leaves and be fully compostable. For all traders who provide plastic bags for customers, they are asked to consider replacing them with a non-plastic or reusable alternative.</p> <p>Christmas Market December 2020 – The council are preparing a Christmas Market Environment Policy to enforce a limit of single use plastic.</p> <p>Christmas Market Post 2020 -to work with installers over the next few years to make Lincoln Christmas market a greener event. To review and update the CM Environment Policy as and when necessary.</p> <p>To review contracts with suppliers of goods and services to the council to identify where SUP are in use and where there is a viable</p>

	<p>alternative request that SUPs are eliminated. The council will aim to eliminate SUP from the supply chain wherever possible by 2022.</p> <p>Lincoln 10k event – Currently sponsored by Asda who as part of this arrangement supply 10 000 bottles of water. There are alternatives available such as edible water capsules which currently would be to expensive or paper cups, which would still generate waste.</p> <p>July 2019 CoLC have approached the organisers for the event ‘Run for All’ to discuss alternative options.</p>
<p>Council to encourage plastic-free initiatives, promoting the campaign and supporting events.</p>	<p>Saturday 13th April 2019- Plastic Free Lincoln Information Day – Lincoln Central Market (FOC)</p> <p>Information day with examples of single – use plastics, City of Lincoln Council donated some free Proud to be Lincoln hessian bags to encourage shoppers in the market to use these instead of plastic bags. Plastic Free Lincoln also gave advice to stall holders on going plastic free by encouraging bringing reusable containers and bags.</p> <p>CoLC providing The Terrace as a venue to host the following:</p> <p>26th September 7 - 9pm for a workshop ' Making and Building with Eco Bricks'</p> <p>3rd December 19 7 - 9pm for a workshop 'Living with Less Plastic'</p> <p>November Clean GB Week 2019– Central Market and City of Lincoln Council</p> <p>Working with a number of different partners including Plastic Free Lincoln to inform businesses and the community on single use plastics and promote the tool kit - https://drive.google.com/file/d/0B2MogL-iUQ2vZ0JtOU9zVUFpMms3b2Z5Uk8zaVRadEU0Zkpj/view</p> <p>CoLC Contractors – to prepare an environmental policy to include a requirement for council contractors to stop using single use plastics from their own operations</p> <p>Lincoln Social Responsibility Charter – a commitment to plastic free initiatives and reduction in Single Use Plastics be added to the Social Responsibility Charter for businesses.</p>

	<p>Councillor Involvement - To build on councillors' existing environmental work such as the litter picks to further encourage these activities throughout the city.</p> <p>Increase the supply of free drinking water in the city centre - A water refill station will be installed in the central market in 19/20. City to Sea refill app provides information on where the nearest refill facilities are – currently showing 49 in Lincoln (as of August 2019) https://refill.org.uk/get-the-refill-app/</p> <p>Communication - Identify opportunities to communicate the need to reduce single use plastics to CoLC employees and wider population through City People, Home!, Your Lincoln and provide further information on the council's website.</p>
<p>A representative of the council must be named on the Plastic Free Community steering group.</p>	<p>Cllr Preston and Rebecca Taylor, small business support officer attend the meetings and provide a venue for meetings free of charge at the Terrace.</p> <p>Thursday 4th April 2019 - Plastic Free General Meeting – The Terrace (FOC) Meeting was held at the Terrace free of charge to discuss Plastic Free Lincoln's Campaign. Becki Taylor Small Business support Officer attend the meeting and discussed holding an information day in Lincoln Central Market and to encourage businesses to go plastic free.</p> <p>18th July 2019 Cllrs Metcalfe, Bushel and Preston met with the Plastic Free Lincoln Coordinators to discuss how the City Council can continue to support the campaign.</p> <p>First Steering Group meeting arranged for 31st January 2020 10 - 12</p>

Single Use Plastic Audit 19/20

Across City of Lincoln council sites single use plastics are used for a variety of reasons and occasions. The type of plastic considered as part of audit included: bags; bottles; cups; straws; stirrers; plates; bowls; cutlery; milk cartons; individual tea bags; sachets of coffee and cling film. Plastic items such as Biro's, folders, wallets, etc. were not included in this audit as they are used more than once.

Audits

The audits are an opportunity to gather information and understand why different types of single-use plastics were procured by services. The following sites and services were audited:-

1. City Hall – council offices with a high number of staff on-site;
2. The Guildhall – function hall regularly used by councillors and external parties;
3. Lincoln Transport Hub – managed by CoLC and used by residents/visitors to Lincoln

4. Community Centres – used for a variety of sports, activities and community events delivered throughout the day/evening.
5. Managed Workspaces – council managed workspaces rented to tenants
6. Hamilton House – council offices and depot
7. Central Market – Retail area
8. Crematorium – Crematorium building for Services Monday to Friday and Garden of Remembrance
9. Parks /open spaces – managed by CoLC and used by residents/visitors to Lincoln

City Hall

Location	Single Use Plastics used	Alternative options for consideration/implemented
Various	<p>PHS Water machines – plastic cups have been replaced by paper cups</p> <p>The Homelessness Team provide plastic water to the homeless during a heat wave.</p>	<p>Property Services reviewed the most sustainable alternatives to the previously used plastic cups, initially these were replaced with biodegradable plastic however as they still take a long time to biodegrade it was decided that the most sustainable option would be to use paper cups.</p> <p>There are no plastic cups provided with the water machines available for office staff.</p> <p>Staff campaign to encourage people to use their own glass/cup/bottle.</p> <p>To ensure that the homeless receive enough water, plastic bottled water is currently provided. There are an increasing number of locations in the city that will provide free water to refill bottles. Currently providing plastic bottled water is the most viable option to distribute water.</p>
Committee rooms	<p>Coffee machine (City Hall)</p> <p>P3 ply paper cups.</p> <p>Plastic milk pots.</p> <p>Plastic sachets of tea/coffee</p>	<p>Plastic stirrers have recently been replaced with wooden stirrers?</p>
Kitchen areas	<p>Bin bags.</p>	<p>No viable alternative. Large, communal recycling and general waste bins are located in the kitchens reducing the need for small, individual bins in offices.</p> <p>Larger paper recycling bin located in offices and paper is emptied into a large wheelie bin. No need for bags</p>

The Guildhall

Location	Single Use Plastics used	Alternative options for consideration/implemented
Meeting rooms	Single plastic milk pots. Plastic sachets of tea/coffee	Officers to provide fresh milk for meetings where possible to the need for single plastic milk pots.
Kitchen areas	No SUP identified	Kitchen provides glasses/cups/cutlery for external meetings.
External Catering	Clingfilm	<p>Currently use Cibus or Thomas 2 and they provide a combination of ceramic service plates or reusable plastic containers for food.</p> <p>Most food containers have reusable plastic lids, ie sandwiches and cake trays. However on occasion bowls of crisps are covered with Clingfilm. CoLC to request that external caterer seek to find alternatives to Clingfilm, i.e. vegware covers or silicone airtight lids.</p>

Lincoln Transport Hub

Location	Single Use Plastics used	Alternative options for consideration/implemented
Public areas	No SUP supplied. Bin bags.	N/A No viable alternative.
Staff areas	Larger bottles of cleaning chemicals. Bin bags.	None – the chemicals are decanted into re-used spray bottles to avoid single use. No viable alternative.
Cafe		Encourage Grade Coffee House to provide a water refill facility

Community Centres

Location	Single Use Plastics used	Alternative options for consideration/implemented
Public areas	No SUP supplied. Bin bags.	N/A No viable alternative.
Staff areas	Larger bottles of cleaning chemicals. Bin bags.	None – the chemicals are decanted into re-used spray bottles to avoid single use. No viable alternative.

Managed Workspaces

Location	Single Use Plastics used	Alternative options for consideration/implemented
Meeting rooms	Single plastic milk pots. Plastic sachets of tea/coffee	Officers to provide fresh milk for meetings where possible to the need for single plastic milk pots.
Kitchen areas	No SUP identified	Kitchen provides tenants with washing facilities to enable them to use their own glasses/cups/cutlery. CoLC employees have their own glasses/mugs for drinks so no need for plastic/paper cups.
External Catering	Clingfilm	Currently use Café Portico for catering and they provide a combination of ceramic service plates or reusable plastic containers for food. Most food containers have reusable plastic lids to keep the food fresh, ie sandwiches and cake trays. However on occasion bowls of crisps are covered with Clingfilm. Where CoLC provide refreshments for external meetings ceramic cups and glasses are used. CoLC to request that external caterer seek to find alternatives to Clingfilm, i.e. vegware covers or silicone airtight lids.
Tenants	Limited SUPs	Tenants are encouraged use their own glass/cup/refill bottle and have access to water refill facilities. Café Portico also encourages tenants to bring their own refillable cups to use and also provide them to purchase in the Café. CoLC to encourage Café Portico to provide free water refills

Hamilton House

Location	Single Use Plastics used	Alternative options for consideration/implemented
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Meeting rooms	Single plastic milk pots. Plastic sachets of tea/coffee	Officers to provide fresh milk for meetings where possible to the need for single plastic milk pots.
Kitchen areas	No SUP identified	Kitchen provides glasses/cups/cutlery for external meetings. Employees have their own glasses/mugs for drinks so no need for plastic/paper cups.
Warehouse	Some packaging has plastic wrapping, bin bags used for waste	Work with manufacturers and suppliers to identify alternatives.

Central Market

Location	Single Use Plastics used	Alternative options for consideration/implemented
Public areas	Some traders use plastic bags	CoLC to encourage traders to reduce plastic bags, hold events to encourage public to bring their own bags. See 'other information' for more details. Plans are underway to install a refill water station to reduce the need for the public to purchase bottled water.
Staff areas	Larger bottles of cleaning chemicals. Bin bags.	None – the chemicals are decanted into re-used spray bottles to avoid single use. Currently no viable alternative.

Crematorium

Location	Single Use Plastics used	Alternative options for consideration/implemented
Chapel and waiting room.	Coffee vending machines – plastic cups	Currently our machine dispenses plastic cups, the company does supply paper cups so we will look into changing to paper cups. Water machines – We currently supply paper cups
Book Room	Plastic associated with flower arrangements	Some flower arrangements come with plastic water trays, plastic ribbons and an oasis (expandable, ridged plastic foam) which can't be recycled. We propose that the CoLC work with the plastic free Lincoln group and local

		florists to prepare some guidance to be issued to the florist industry in an attempt to encourage an alternative to plastics used in floral tribute construction and consequently reduce the environmental impact from these items The CoIC will promote florists that support this initiative on the council website.
Staff kitchen	No SUPs identified	
Garden of Remembrance	No SUPs identified	The Garden of Remembrance is a natural area in the grounds of the Crematorium where cremated remains can be buried. This is a natural area and visitors are requested not to leave any items, only loose flowers.

Parks /open spaces

Location	Single Use Plastics used	Alternative options for consideration/implemented
Parks and open spaces-general.	Plant pots/ planting packs	Identify suppliers who take back plastic pots/packs for reuse. To be considered as part of the contractual requirement post 2022.
Hartsholme Country Park offices	No SUP identified	
Private facilities within parks eg. cafes	Unknown	Facility providers to be asked to support the reduction/removal of single use plastics for such as straws/cups etc. Property Services to consider as requirement in new/renewed leases.
Events	Varies according to the event/event organiser	Facility providers to be asked to support the reduction/removal of single use plastics for such as straws/cups etc. Option to refuse permission to use the site in the future.

Other Information

- Staff – Across all sites and services staff bring single-use plastic on to site. It could be breakfast, lunch or snacks. We cannot restrict staff from doing this but we can highlight the benefits (health, environmental and financial) of bringing in a homemade lunch or snacks. We could run a communications campaign to reduce single use plastics and ask staff to bring plastic cups to meetings.
- Cleaners – Have an understanding of what can be recycled.

- Procurement – To prepare an environmental policy to include a requirement for council contractors to have an accredited EMS/Env Policy and stipulate a requirement to reduce or replace single use plastics from their own operations where possible.