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Dear HTA member,

Attached is an amendable letter for you to send to your local councillor asking for the new recyclable plant pots to be collected by your council for recycling.

The letter is written from you as a local resident and/or as a local business owner. It doesn't necessarily matter whether you send it from personal perspective or as a business, the objective is to highlight the lack of kerbside collections for plant pots by Local Authorities and to get councillors looking into the subject matter.

You are welcome to amend the letter in any way you see fit – you can add in or take out content.

It's worth noting that 40 Local Authorities out of the 408 in the UK collect plant pots already. (source RECOUP's Household Plastic Collections Survey 2019). If you're not sure if your Local Authority collects or not please email policy@hta.org.uk with the name of your council and we will tell you if they are on our list or not.

Below are step by step instructions on what to do with the letter; -

1. Find out the name of your local district councillor. You can do this by going to <https://www.gov.uk/find-your-local-councillors> and typing in your home or business postcode. This will take you to the district council's webpage detailing your local councillors. You need to find the councillor that covers your chosen postcode (called a ward). Sometimes council websites give direct contact details for councillors, others just ask communication to be sent centrally to the council.
2. Open the document and amend the letter accordingly, inserting the correct details where indicated (in red, in brackets). As it's a personal letter from you, not from the HTA, you can change the letter to suit your personal circumstances if you wish. Don't forget to include your own contact details.
3. Feel free to share the letter with other employees within the business, or anyone else involved in horticulture. The more letters your local councillor gets, the more likely the profile of this issue will be raised at authority level.

**The Horticultural
Trades Association**
Est. 1899

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4. Print, sign & post or e-mail the letter. We would recommend not emailing to a central 'info@' type email address. Try to find a direct councillors e-mail if possible.
5. Inform the HTA you have sent your letter by emailing policy@hta.org.uk and letting us know when and to whom it was sent.
6. If you receive a response, please forward to policy@hta.org.uk HTA will be coordinating responses and reporting back on outcomes. If your councillor asks for further information, you can direct them to the HTA webpage <https://hta.org.uk/assurance-compliance/plastic-pot-initiative.html> you can also give them the policy@hta.org.uk email address.
7. If you don't receive a response by the end of February 2020 please let HTA know.

We are also planning further engagement as 2020 progresses, so look out for more activities and updates via our weekly e-News and on our website.

Thank you for your help with this – it's a key issue within horticulture and we don't want to put all the effort into making recyclable pots available on the market only to find they are not being recycled!

Best wishes

HTA Policy Team