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Friday, 22 September 2017

To: The Members of the **EXECUTIVE**  
(Councillors: Moira Gibson (Chairman), Richard Brooks, Mrs Vivienne Chapman,  
Colin Dougan, Craig Fennell, Josephine Hawkins, Alan McClafferty and  
Charlotte Morley)

Dear Councillor,

A meeting of the **EXECUTIVE** will be held at Surrey Heath House on Tuesday, 3 October 2017 at 6.00 pm. The agenda will be set out as below.

Please note that this meeting will be recorded.

Yours sincerely

Karen Whelan

Chief Executive

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## AGENDA

Pages

### Part 1 (Public)

**1. Apologies for Absence**

**2. Minutes**

**3 - 8**

To confirm and sign the minutes of the meeting held on 5 September 2017 (copy attached).

**3. Declarations of Interest**

Members are invited to declare any interests they may have with respect to matters which are to be considered at this meeting. Members who consider they may have an interest are invited to consult the Monitoring Officer or the Democratic Services Officer prior to the meeting.

**4. Questions by Members**

The Leader and Portfolio Holders to receive and respond to questions

from Members on any matter which relates to an Executive function in accordance with Part 4 of the Constitution, Section B Executive Procedure Rules, Paragraph 16.

<b>5.</b>	<b>Community Fund Grant Applications</b>	<b>9 - 20</b>
<b>6.</b>	<b>Air Quality Feasibility Study</b>	<b>21 - 74</b>
<b>7.</b>	<b>Review of Reserves and Provisions</b>	<b>75 - 100</b>
<b>8.</b>	<b>Response to the Local Government Settlement Technical Consultation - report to follow</b>	
<b>9.</b>	<b>Surrey Business Rates Pilots - report to follow</b>	
<b>10.</b>	<b>Exclusion of Press and Public</b>	<b>101 - 102</b>
	<b>Part 2 (Exempt)</b>	
<b>11.</b>	<b>Exempt Minutes</b>	<b>103 - 106</b>

To confirm and sign the exempt minutes of the meeting held on 5 September 2017 (copy attached).

**Minutes of a Meeting of the Executive  
held at Surrey Heath House on 5  
September 2017**

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+ Cllr Moira Gibson (Chairman)

+ Cllr Richard Brooks	- Cllr Josephine Hawkins
+ Cllr Mrs Vivienne Chapman	+ Cllr Alan McClafferty
- Cllr Colin Dougan	+ Cllr Charlotte Morley
- Cllr Craig Fennell	

+ Present

- Apologies for absence presented

In Attendance: Cllr David Allen, Cllr Rodney Bates, Cllr Chris Pitt, Cllr Valerie White and Cllr John Winterton

**37/E Minutes**

The open and exempt minutes of the meeting held on 1 August 2017 were confirmed and signed by the Chairman.

**38/E Questions by Members**

The Leader received questions from Councillor David Allen in relation to the number of customers parking in the Main Square Car Park in comparison to the previous year, and the use of the Glide App in Council Car Parks.

**39/E Residential Design Guide Supplementary Planning Document**

The Executive considered a Residential Design Guide Supplementary Planning Document (SPD). The SPD would provide additional guidance to policies in the Surrey Heath Core Strategy and Development Management Policies Development Plan Document, which had been adopted in 2012.

Members were reminded that, at its meeting in March 2017, the Executive had agreed to a five week consultation on a draft SPD. The consultation had been carried out between 22 March and 28 April 2017, during which time comments had been received from 14 respondents. Minor amendments had been made to the SPD following the consultation.

**RESOLVED to adopt the Residential Design Guide, as set out at Annex A to the agenda report, as a Supplementary Planning Document in accordance with Regulation 14 of the Town and Country Planning (Local Planning) (England) Regulations 2012.**

**40/E Refurbishment of Windle Valley Centre**

The Executive was reminded that the Windle Valley Centre offered a range of activities and services for older residents of the borough. The Centre opened 5-days a week for its core care services. In addition, the Saturday Club operated

every Saturday afternoon, offering older residents, carers and the cared for a chance to relax and enjoy themselves through interaction and entertainment. In 2015 the Centre had been extended to provide a Wellbeing Centre, which provided help and advice to people with dementia and their carers.

Members were informed that the main Centre had not received any major refurbishment for at least 20 years. It was suggested that the carpet, furniture and furnishings were in need of replacement and, importantly, the colour and fabric of the walls, floors and furnishings did not render the centre dementia friendly. It was also noted that providing a modern, safe and comfortable centre for users was important for the financial viability of the Centre.

The estimated cost of the work was £35,000, which included the cost of a designer to ensure that the decoration, flooring, furniture and furnishings were suitable for users who were living with dementia. The work would be funded from the Personalisation Prevention and Partnership Fund, which had been received from Surrey County Council as part of a 5 year programme between 2012 and 2017.

**RESOLVED that the proposal to refurbish the Windle Valley Day Centre be agreed.**

**RECOMMENDED to Council that the Capital Programme be amended by the total sum of £35,000 based on the estimated costs for refurbishing the Windle Valley Day Centre, the costs to be funded from the Personalisation, Prevention and Partnership Fund.**

#### **41/E Response to the Mayor of London's Transport Strategy**

The Executive considered a response to the Mayor of London's Transport Strategy consultation, which closed on 2 October 2017.

**RESOLVED to agree the response to the Mayor of London's Transport Strategy, as set out at Annex A to the agenda report.**

#### **42/E Business Rates Relief Schemes**

The Executive was informed that, in his Spring Budget, the Chancellor had announced 3 new Business Rates Reliefs for businesses most affected by the April 2017 revaluation. These were:

- Supporting Small Business – ensuring that no business losing small business rates relief or rural rates relief as a result of the revaluation would face an excessive increase in bills;
- Local Discretionary Fund – a £300m fund to be distributed to the hardest hit businesses under locally designated criteria; and
- Relief for Pubs – a £1,000 rebate for all pubs with a rateable value of under £100,000.

The Small Business Rates Relief scheme and the Pubs Business Rates Relief scheme would be fully funded by the Government provided the relief was awarded

in line with the criteria. Each local authority would set its own Local Discretionary Fund scheme, which would be reimbursed by way of a section 31 grant or as a deduction on the NNDR 3 return. Members noted the grants the Council would receive, as follows:

- 2017/18        £219,000
- 2018/19        £106,000
- 2019/20        £44,000
- 2020/21        £6,000

The Government had set some broad eligibility criteria for the Local Discretionary Business Rates Relief scheme, but the level of relief had been left to individual Councils to determine; if the level of relief awarded was greater than the level of grant, that additional cost would fall on the Council. In order to prevent this, the proposed scheme had been designed so that the whole grant, less a 2.5% top slice for contingencies, would be divided equally amongst all eligible ratepayers. Guidance on whether underspends from one year could be carried forward was awaited.

**RECOMMENDED to Full Council that**

- (i) the Supporting Small Businesses Business Rates Relief Scheme, Local Discretionary Business Rates Relief scheme and the Pubs Business Rates Relief Scheme as set out in Annexes A to C of the agenda report be approved;**
- (ii) the Executive Head of Finance in consultation with the Portfolio Holder for Finance be authorised to make changes to the scheme arising out of the consultation with major preceptors; and**
- (iii) the Executive Head of Finance, in consultation with the Portfolio Holder for Finance, be authorised to make changes to the schemes to ensure that the costs remain fully funded by Government and do not fall on the Council.**

**43/E Council Finances as at the 30th June 2017**

The Executive received a report detailing the Council's financial position at 30 June 2017.

Members considered the revenue position for the first quarter of 2017/18 and were advised that there were no areas of concern at present. In that quarter £840k had been spent on capital projects, the largest element of which had been £512k on the purchase of a property in Doman road and a final payment of £279k as final settlement on the Mall. The remainder had been spent on renovation grants and smaller projects.

The Executive noted that sundry debts amounted to £1,146,000, although £292,000 related to car park season tickets and help line fees being paid by instalments; £481,000 related to invoices raised at the end of June for rent and recycling.

**RESOLVED to note the Revenue, Treasury and Capital Position as at 30 June 2017.**

**44/E Exclusion of Press and Public**

In accordance with Section 100(A)(4) of the Local Government Act 1972, the press and public were excluded from the meeting for the following items of business on the ground that they involved the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Act as set out below:

Minute	Paragraph(s)
37/E (part)	3&7
45/E	3
46/E	3
47/E	3
48/E	3

Note: Minutes 45/E, 46/E and 47/E are summaries of matters considered in Part II of the agenda, the minutes of which it is considered should remain confidential at the present time.

**45/E Acquisition of Land for use as Suitable Alternative Natural Greenspace (SANG) at north of Station Road Chobham**

The Executive made decisions in relation to the acquisition of land north of Station Road, Chobham for use as Suitable Alternative Natural Greenspace.

**46/E Lease of the Briars Centre, Briar Avenue, Lightwater, Surrey**

The Executive made decisions concerning the awarding of a lease for the Briars Centre, Briar Avenue, Lightwater.

**47/E Christmas Events in Camberley**

The Executive made decisions in relation to Christmas events to be held in Camberley in 2017.

**48/E Review of Exempt Items**

The Executive reviewed the reports which had been considered at the meeting following the exclusion of members of the press and public, as it involved the likely disclosure of exempt information.

**RESOLVED that**

- (i) **minute 45/E and the associated agenda report remain exempt until the completion of necessary legal procedures;**

- (ii) minute 46/E and the associated agenda report remain exempt until the completion of necessary legal procedures; and**
- (iii) the decision at minute 47/E be made public following a Press Release but any financial and contractual information remain exempt for the present time.**

Chairman

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## **Community Fund Grant Applications**

### **Summary:**

**To consider grant applications to the Council's Community Fund Grant Scheme received by 30 June 2017.**

### **Portfolio: Corporate (Cllr Josephine Hawkins)**

Date Signed Off: 8<sup>th</sup> August 2017

**Wards Affected: All**

### **Recommendation**

**The Executive is asked to consider awarding a grant to the applicants from the Council's Community Fund Grant Scheme.**

#### **1. Key Issues**

- 1.1 To qualify for a grant from the Community Fund, applications must meet the Council's objectives from our 5 Year Strategy and must demonstrate a benefit to the local community. All awards are made at the discretion of the Executive. Each of the applicants is a not for profit organisation. Each project recommended for a grant must be well planned with a sound financial basis.
- 1.2 Information on the Community Fund Grant scheme is provided on the Council's website and articles are regularly published in the Council's Heathscene magazine promoting recent successful awards. The scheme is further promoted by Voluntary Support North Surrey to ensure greater involvement and wider representation from voluntary groups in the Borough.
- 1.3 All decisions on grant awards rest with the Executive. The Executive can also add conditions to the awarding of any grants as it sees fit.

#### **2. Resource Implications**

- 2.1 The Council has its own Community Fund from which it provides grants of up to £25,000 to assist local 'not for profit organisations' with the delivery of community projects. Total project costs of up to £2,000 can attract 75% funding and total project costs over £2,001 can attract up to 50% funding from the scheme.
- 2.2 There are two submission deadlines each year namely 30 June and the 31 December. This report includes the applications received by 30th June 2017.

- 2.3 The Portfolio Holder reviewed six applications on the 8th August and recommended that four applications were supported with one to be declined and one deferred. An analysis of each of the bids is included in annex A. Details the supported applications are located in annex B, and annex C contains the bids that are declined/ deferred.
- 2.4 The total amount requested from the five applications total **£49,300**. However, it is recommended a total spend of **£21,087** is awarded from an existing reserve of **£253,193 as at 31<sup>st</sup> March 2017**. The summary information is included in Annex B. No payments are made until after evidence is submitted that the work is completed.

### **3. Options**

- 3.1 The Executive has the option to;
- i. Fund the organisations in line with the proposed amount in Annex B;
  - ii. Fund the organisations to a greater or lesser amount of their requested sum;
  - iii. Not fund the organisations.

### **4. Proposals**

- 4.1 It is proposed that the Executive agree the proposed awards set out in Annex B from the Community Fund Grant Scheme.

### **5. Corporate Objectives and Key Priorities**

- 5.1 The funding of voluntary organisations allows the Council to meet its objectives to:
- Work in partnership with local organisations to provide support to the community and diverse open space and recreation facilities.
  - Understanding and supporting local voluntary groups.
  - Significantly contribute to civic pride through the provision of events and green spaces.
  - Work in partnership with the voluntary and third sector to extend opportunities in the Borough.
  - Encouraging greater involvement from local clubs and organisations including volunteering.

### **6. Equalities Impact**

- 6.1 The Community Grant Fund has been equality impact assessed.

<b>Annexes</b>	<b>Annex A – Summary of Bids Annex B – Proposed Grant Awards Annex C – Deferred/Declined Bids</b>
<b>Background Papers</b>	<b>Application Forms</b>
<b>Author/Contact Details</b>	<b>Jayne Boitoult - Community Partnership Officer</b> <a href="mailto:jayne.boitoult@surreyheath.gov.uk">jayne.boitoult@surreyheath.gov.uk</a>
<b>Service Manager</b>	<b>Louise Livingston - Executive Head of Transformation</b>

### CONSULTATIONS, IMPLICATIONS AND ISSUES ADDRESSED

<b>Resources</b>	<b>Required</b>	<b>Consulted</b>
Revenue	N/A	
Capital	✓	✓
Human Resources	N/A	
Asset Management	N/A	
IT	N/A	

<b>Other Issues</b>	<b>Required</b>	<b>Consulted</b>
Corporate Objectives & Key Priorities	✓	✓
Policy Framework		
Legal		
Governance		
Sustainability		
Risk Management		
Equalities Impact Assessment	✓	✓
Community Safety		
Human Rights		
Consultation		
P R & Marketing	✓	✓

**Review Date:**

**Version:**

## Annex A – Summary of Bids

### **Applicant: West End Village Society**

**Project: To plant bulbs on the A322 highway grass verges.**

**Grant requested: £2,013**

**Project cost: £4,026**

This local community group works together in delivering local projects to improve the area. The group has a membership of 469 from the approximate 1500 households and 4,600 residents within the village.

This is a 3 year project, of which this application relates to year two the aim is to plant a further 80,000 daffodil and crocus bulbs (at a cost of £3,600) along the A322 highway and grass verges, and the other most widely used roads within West End. This will have a lasting legacy of brightening the area.

There is a carry forward amount from first year (1) of £1632 which will be used to part fund this year's project (2). From the fundraising this year, West End Parish Council has contributed £300 plus a further £129 from local organisations to date the society has £2061 available.

The application asks that the Council contribute as much as possible towards the overall project costs, if the full amount required is not raised the bulb numbers will be adjusted accordingly.

**Recommendation and rationale:** To award a grant of £300 that is comparable to the funds provided by the Parish Council and Surrey County Council.

**Applicant: West End Bowls Club**

**Project: To extend the existing clubhouse to meet the increasing club membership numbers.**

**Grant requested: £25,000**

**Project cost: £198,643**

West End Bowls Club is a lawn bowling club, located in Rosewood Way, with well-maintained facilities, bowling greens and a membership of approximately 95 bowlers and 40 social members. The club supports bowling at all levels from absolute beginners to skilled players that compete in Area, County and National Competitions.

The members share responsibility for the running, maintenance and upkeep of the club. The membership has increased and outgrown the club house since it started in 1996, when at that time it was designed to accommodate 50 people.

This application seeks a contribution towards extending the size of the club house to enable the increased membership to be accommodated. The outcome of this project would enable the club an opportunity to use the facilities for a full 12 months within the year, by the introduction of short mat bowls. At present the bowling greens are used only for 6 months of the year.

The club has approached local community groups to invite them to use the facilities, these include: U3A, Parish Council, and Gordon's School. At present Web care and Bisley Short Mat Bowls club use the club house to host meetings. It is estimated that 250 people use the facilities per month, with this expected to increase to 415 per month following the completion of this project.

The club have applied to a number of funding streams which include: Surrey Community Buildings Scheme: and Biffa where applications were declined. Applications which the outcome is still awaited are from: Tesco Bags Scheme, Waitrose, and Sport England.

They have taken advantage of an interest free loan is available from Bowls England for £20,000, and £100,000 offer from the London Marathon Charitable Trust, plus £1,000 from a SCC Councillor Award, £3,000, from Chobham Poor Allotment Charity, an £18,100 contribution from members of Bowls Club and further members pledges of £17,200 giving a total of a £159,300 so far.

Planning permission was awarded in 2016. Three tenders were received and the club will go ahead with the lowest of the building costs provided.

This application was originally deferred from December 2016 as two quotations were not available at that time.

**Recommendation and rationale:** It is suggested to award a grant of £5,000 is made to contribute towards this project that will provide a lasting benefit to the local community in West End.

**Applicant: Bagshot Playing Fields Association (BPFA)**

**Project: To replace a dilapidated children's playground.**

**Grant requested: £16,500**

**Project cost: £33,000**

This organisation originated 37 years ago and its objective is to provide facilities in the interests of social welfare for recreation and leisure time occupation within Surrey Heath. This project focuses around replacing a children's playground that is approximately 30 years old, the only original equipment that remains is two bucket swings.

The new play area will provide a climbing frame and wall, scramble net and tunnel, two cradle swings and a bench which will be fenced off and it is aimed at the 3-10 year old age group.

The applicant is keen to promote exercise and activity to all, but expand upon activities for children and this proposal fits with the other facilities available at this location, as at the 31<sup>st</sup> December 2016, the organisation had £37,000 as a reserve. However, the site includes tennis courts and a pavilion which require maintenance and ongoing development.

The BPFA are working hard to fundraise and have been working with Voluntary Support North Surrey to undertake this, to date they have set-up a 'just giving' web page, and will attend the local fetes, together with developing a 'friends of Bagshot' group, other bids are made to Windlesham Parish Council, Persimmon, Waitrose, Tesco, Co-op, Surrey County Council.

The Association has 22 years left on its lease, and has agreed that it will continue to maintain the facilities in accordance with this.

**Recommendation and rationale:** To award a grant of £10,000 as a contribution towards this project that will provide a lasting benefit to the local Bagshot community.

**Applicant: Old Dean Bowling Club**

**Project: To install a disabled toilets facilities and update the fire alarm system.**

**Grant requested: £5,787**

**Project cost: £11,574**

This club was formed 51 years ago, and has an active membership of 90 people that range in age from 19-80 from the local area. The club is open all year round offering bingo, family fun themed and open days, and bowls which is the focus during the summer months.

The club has a plan that includes replacing windows, installing new disabled toilets, a new fire alarm system, and an upgrade of the electrics. The electrical work has been completed and both the disabled toilets and the fire alarm system are the subject of this grant application with the window replacements to be rescheduled for a later time.

The club members and local companies have contributed some of the materials required to undertake the improvements which has lowered the original costs.

The fundraising continues with applications being made with guidance received from Voluntary Support North Surrey.

The Club has limited reserves of £6,400 showing at the 30<sup>th</sup> September 2016 to contribute towards the project costs.

The longer term aim after the improvements are completed is to promote the club and its facilities by hosting events and increasing the weekly social itinerary to increase the membership numbers.

\*The Bowling Club lease expires in 2018 and it is suggested that this grant award is conditional upon the confirmation of the lease extension.

**Recommendation and rationale:** \* To award a grant of £5,787 subject to the condition outlined above and this proposed Council contribution will assist in providing a lasting benefit to the local community located in the Old Dean, Camberley.

**Applicant: Oakleaf Enterprise (based in Guildford)**

**Project:** To introduce a new service for vocational training for those who are experiencing mental ill health

**Grant requested: £15,000**

**Project cost: £30,200**

This organisation has been operational for 20 years, and is established a presence in Guildford and Waverley providing vocational training for adults experiencing mental ill-health. Three years ago a scheme was introduced in Guildford whereby a programme is delivered from several venues and the aim is to improve clients overall well-being through social engagement, confidence building, minimising isolation and where possible enabling a return to employment.

The applicant would like to extend and deliver this project within Surrey Heath and is seeking the first years funding to start-up. The costs are estimated at £30,200 and 50% of the costs are available through funds already set a-side from the Big Lottery.

It is anticipated that approximately 60 hard to reach adults can access the service per year with the main referrers being local G.P's. The actual delivery is based upon the 'five steps to mental wellbeing' which is devised by the NHS with regular client's surveys being undertaken to monitor the progress.

From further discussions with Surrey Heath CCG, we are advised that a similar scheme is already being offered through a Surrey Based CCG contract from Catalyst which started in April 2017 and is funded until 31<sup>st</sup> March 2018.

**Recommendation and rationale:** To decline the application at present as the scheme is sufficiently funded until 31<sup>st</sup> March 2018 and if necessary to reconsider a new application based upon the outcome, needs and gap assessment in December 2017.



**Applicant: Camberley Lawn Tennis Club**

**Project: To excavate and construct a crate-based attenuation soakaway system to mitigate the flooding of the tennis courts.**

**Grant requested: £5,000**

**Project cost: £10,468**

The club has existed for 62 years and is an established tennis facility locally that has a membership of 300 adults and 150 children with the majority of members residing within the local area of Surrey Heath.

As part of the applicant's ongoing investment and development, the site will benefit from two of the three tennis courts being replaced during August.

These are located the furthest from the club house, and will be subject to a greater degree of impact from any localised flooding. The applicant advises that these courts flood approximately three times a year and has sought professional advice from a drainage company to identify how best to resolve the issue. MJ Abbott has suggested that a Funke attenuation crate system installation represents the best value solution and a second estimate has been provided by MJ Medhurst.

A site visit was undertaken in July and following this advice and guidance has been sought from the Council drainage engineer, further solutions and project suggestions are being discussed. It is suggested that to allow for all options to be explored that the application is deferred.

**Recommendation and rationale:** To defer this application to enable all options to be explored by the Council and Applicant.

## Annex B – Proposed Grant Awards

Applicant	Project Details	Project Cost £	Amount Sought £	Amount Proposed £	Suggested Conditions
<b>West End Village Society</b>	To plant bulbs along the A322 during October 2017	£4,026	£2,013	£300	Consider a further Application to local SCC Councillor's annual allocation
<b>West End Bowls Club</b>	To extend the Clubhouse facilities	£198,643	£25,000	£5,000	To publicise and encourage the new facilities
<b>Bagshot Playing Field Association</b>	To replace a dilapidated children's playground	£33,000	£16,500	£10,000	None
<b>Old Dean Bowling Club</b>	To install new disabled toilet facilities and a new fire alarm	£11,574	£5,787	£5,787	Grant conditional upon the confirmation of the lease extension.
<b>TOTAL</b>		<b>£247,243</b>	<b>£49,300</b>	<b>£21,087</b>	

## Annex C – Deferred and Declined Awards

<b>Applicant</b>	<b>Project Details</b>	<b>Project Cost £</b>	<b>Amount Sought £</b>	<b>Amount Proposed £</b>	<b>Suggested Conditions</b>
<b>Oakleaf Enterprise in Guildford</b>	To introduce a new service for vocational training for those who are experiencing mental ill health	£30,200	£15,000	Decline	Decline at present – refer to rationale and reason
<b>Camberley Lawn Tennis Club</b>	To install a new system to prevent flooding of the tennis courts.	£10,468	£5,000	Deferred	Defer to enable full evaluation to be undertaken
<b>TOTAL</b>		<b>£40,668</b>	<b>£20,000</b>	<b>Zero</b>	

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## Air Quality Feasibility Study

### Summary

The National Air Quality Plan for Nitrogen Dioxide sets out how the Government will ensure that compliance with air quality limits is achieved in the shortest time possible. A key part of the Plan is a requirement on some local authorities to undertake feasibility studies to explore a range of measures to improve air quality. Surrey Heath Borough Council is one of the authorities named in the Plan as needing to undertake a feasibility study. This is because computer modelling has shown that along parts of the A331 concentrations of nitrogen dioxide are predicted to exceed the annual mean objective for nitrogen dioxide.

The Government has allocated funding for the feasibility study and for the implementation of any agreed scheme. The Council has been allocated an initial grant of £50,000. Approval is requested to use the grant to fund the feasibility study and any subsequent scheme in Surrey Heath.

### Portfolio - Community

**Date Portfolio Holder signed off report: 4<sup>th</sup> September 2017**

### Wards Affected - All

### Recommendation

The Executive is advised to RESOLVE to

- (i) undertake a feasibility study to explore a range of measures to ensure compliance with the air quality objectives in the shortest time possible. The cost of the study to be funded from a grant of £50,000 allocated by the Government.
- (ii) note the 2017 Annual Air Quality Status report for Surrey Heath.

### 1. Resource Implications

- 1.1 The Government has recognised that to produce an air quality feasibility study and to implement schemes to improve air quality will require time and expertise from Council staff and contractors. In recognition of this the Government has allocated the Council initial funding of £50,000.
- 1.2 This funding will enable the Council to develop its feasibility study proposal as well as conduct local assessments to support its evidence and local understanding which will form part of the proposal. This funding represents one tranche of the funding required for the feasibility study. It does not prejudice further bids. Any further funds required will be subject to the approval and submitted by the council for review by Defra's Assurance Panel.

- 1.3 As Rushmoor and Guildford Borough Councils are also named in the plan as required to undertake feasibility studies. The Council will work in partnership with these Councils as well as the Highways Agency, Highways Authority and the Defra/Department for Transport Joint Air Quality Unit (JAQU).

## **2. Key Issues**

- 2.1 Air pollution is associated with a number of adverse health impacts. It is recognised as a contributing factor in the onset of heart disease and cancer. Additionally, air pollution particularly affects the most vulnerable in society: children and older people, and those with heart and lung conditions.
- 2.2 The main sources of air pollution in the Borough are associated with the emission of pollutants from road traffic, in particular the M3 motorway, the A30, A325, A322 and the A331. The main pollutant of concern is nitrogen dioxide (NO<sub>2</sub>), for which Air Quality Objective values are listed in Appendix E to Annex A of this report. Apart from road traffic there are no other significant sources of air pollution in the Borough.
- 2.3 Surrey Heath Borough Council is one of a number of authorities in the country with roads where computer modelling predicts that concentrations of NO<sub>2</sub> will exceed legal limits if no additional measures are taken. In Surrey Heath the road in question is the A331 where exceedances are predicted until 2021.
- 2.4 The Council has been directed by the Secretary of State for the Environment to produce a feasibility study by March 2018 on options for ensuring compliance with the air quality objectives on the A331 in the shortest period possible.
- 2.5 The Council will not be required to carry out feasibility studies for the remainder of the Borough but will continue to carry out air quality monitoring, in fulfilment of its obligations under Part IV of the Environment Act 1995 Local Air Quality Management. The 2017 Air Quality Status Report is attached

## **3. Options**

- 3.1 The Council does not have an option as to whether or not to carry out the feasibility study as it has been directed to do so. However, it does have the option of agreeing the allocation of the Defra funding for this purpose and agreeing the scope of the study.

## **4. Proposals**

- 4.1 It is proposed that the Council carries out the feasibility study using funding allocated by Defra for this purpose. The study will be carried

out in conjunction with Guildford and Rushmoor Borough Councils and working with Defra; Highways Agency and SCC Highways Authority.

## **5. Supporting Information**

- 5.1 The following documents support this report
- a. UK plan for tackling roadside nitrogen dioxide concentrations Detailed plan – Defra July 2017
  - b. Environment Act 1995 (Feasibility Study for Nitrogen dioxide compliance) Air Quality Direction 2017.
  - c. Surrey Heath Borough Council 2017 Air Quality Annual Status Report (ASR)

## **6. Corporate Objectives And Key Priorities**

- 6.1 The Executive approved a new Five Strategy in August 2016 which sets out the Council's vision and objectives for the next five years. It also includes a number of longer term key priorities in addition to the Council's ongoing service delivery. The Five Year Strategy is a rolling document and a refreshed version was approved earlier this year. The priorities are presented under the headings of Place, Prosperity, Performance and People.
- 6.2 The objective under people is that we will build and encourage communities where people can live happily and healthily. Clean air is a fundamental requirement for people to live healthily.

## **7. Legal Issues**

- 7.1 Part IV of the Environment Act (1995) sets out a strategic and local framework for national air quality. This includes a requirement for local authorities from time to time cause a review of the quality of air and the likely future quality of air within the authority's area. Where an exceedance is considered likely the local authority must declare an Air Quality Management Area (AQMA) and prepare an Air Quality Action Plan (AQAP) setting out the measures it intends to put in place in pursuit of the objectives. The Annual Status Report (ASR) is an annual requirement showing the strategies employed by the Borough of Surrey Heath to improve air quality and any progress that has been made.
- 7.2 The UK Plan for tackling roadside nitrogen dioxide was published by the Government in July 2017. The Plan sets out how the Government will ensure that compliance with air quality limits is achieved in the shortest time possible. A key part of the Plan is a requirement on some local authorities to undertake feasibility studies to explore a range of measures to improve air quality. Surrey Heath has been named as one of the authorities required to undertake a feasibility study.

7.3 The Environment Act 1995 (Feasibility Study for Nitrogen dioxide compliance) Air Quality Direction 2017, places a legal duty on the Council to undertake the feasibility study.

## 8. Consultation

8.1 This will be considered as part of the feasibility study.

## 9. PR And Marketing

9.1 This will be considered as part of the feasibility study

## 10. Officer Comments

10.1 The main source of air pollution in the Borough is exhaust emissions from road traffic. The main area of concern is the M3 motorway and the A331. Computer modelling is forecasting exceedances of the air quality objective for NO<sub>2</sub> along stretches of the A331 until 2021. The feasibility study will consider options on how compliance with legal limits can be achieved in the shortest period possible. The opening of the M3 SMART motorway is expected to have a major part to play in preventing congestion on the motorway and taking traffic off the A331.

10.2 Air quality monitoring in 2016 only showed one exceedance of the Nitrogen dioxide objective. This was at a location close to the M3 motorway. In areas where there is a public exposure the concentration of Nitrogen dioxide was generally well under the limit.

<b>Annexes</b>	<b>Annex A : Surrey Heath Borough Council 2017 Air Quality Annual Status Report (ASR)</b>
<b>Background Papers</b>	<b>UK plan for tackling roadside nitrogen dioxide concentrations Detailed plan – Defra July 2017</b>
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### Consultations, Implications and Issues Addressed

<b>Resources</b>	<b>Required</b>	<b>Consulted</b>
Revenue	✓	✓
Capital		
Human Resources		
Asset Management		
IT		
<b>Other Issues</b>	<b>Required</b>	<b>Consulted</b>
Corporate Objectives & Key Priorities	✓	✓
Policy Framework		
Legal	✓	✓
Governance		
Sustainability		
Risk Management		



<b>Resources</b>	<b>Required</b>	<b>Consulted</b>
Equalities Impact Assessment		
Community Safety		
Human Rights		
Consultation	✓	✓
P R & Marketing	✓	✓

**Review Date:**

**Version:**

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## 2017 Air Quality Annual Status Report (ASR)

In fulfilment of Part IV of the  
Environment Act 1995  
Local Air Quality Management

June 2017

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Report Reference number	
Date	June 2017

## Executive Summary: Air Quality in Our Area

### Air Quality in the Borough of Surrey Heath

Air pollution is associated with a number of adverse health impacts. It is recognised as a contributing factor in the onset of heart disease and cancer. Additionally, air pollution particularly affects the most vulnerable in society: children and older people, and those with heart and lung conditions. There is also often a strong correlation with equalities issues, because areas with poor air quality are also often the less affluent areas<sup>1,2</sup>.

The annual health cost to society of the impacts of particulate matter alone in the UK is estimated to be around £16 billion<sup>3</sup>.

The Borough of Surrey Heath is located in the South East of England to the southwest of London. The main air quality issues are associated with the emission of pollutants from road traffic, in particular the M3 motorway, the A30, A325, A322 and the A331. The main pollutant of concern is nitrogen dioxide (NO<sub>2</sub>), for which Air Quality Objective values are listed in Appendix E (Ref. 1, Ref. 2, Ref. 3). The levels of NO<sub>2</sub> measured along the M3 corridor, between the Frimley flyover and just north of the Ravenswood Roundabout (A325), led to Surrey Heath Borough Council (SHBC) concluding that exceedances of the annual mean objective for NO<sub>2</sub> were likely in this area and in 2002 an Air Quality Management Area (AQMA) was declared (Ref. 4). The following year a more detailed assessment concluded that the AQMA should be extended in both directions along the M3 (Ref. 5). Since then SHBC has determined to continue monitoring within the Borough and to retain the AQMA. Details of the current AQMA can be found in Section 2.1 and at [https://uk-air.defra.gov.uk/aqma/local-authorities?la\\_id=267](https://uk-air.defra.gov.uk/aqma/local-authorities?la_id=267).

With the exception of road traffic, there are no significant sources of local emissions in the Borough. Under the previous air quality Review and Assessment regime road traffic has consistently been cited as the principal cause of poor air quality in the Borough (Ref. 6).

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<sup>1</sup> Environmental equity, air quality, socioeconomic status and respiratory health, 2010

<sup>2</sup> Air quality and social deprivation in the UK: an environmental inequalities analysis, 2006

<sup>3</sup> Defra. Abatement cost guidance for valuing changes in air quality, May 2013

SHBC monitors NO<sub>2</sub> and PM<sub>10</sub> concentrations at various locations throughout the Borough. At present, no monitoring of PM<sub>2.5</sub> is carried out, as no areas of concern with respect to PM<sub>2.5</sub> concentrations have been identified. Monitoring of NO<sub>2</sub> and PM<sub>10</sub> is carried out at one mobile continuous monitoring station situated in Castle Road, Camberley, approximately 20 metres north of the M3. In addition, the Council monitors NO<sub>2</sub> concentrations using diffusion tubes across a network of 36 sites, including one triplicate site co-located with the continuous monitoring station.

The data capture for the automatic monitoring station in 2016 was 92.4% for NO<sub>2</sub> concentrations and 79.8% for PM<sub>10</sub> concentrations.

The 2016 annual mean NO<sub>2</sub> concentration for the continuous monitoring location was 36.3 µg/m<sup>3</sup>, which is below the annual mean NO<sub>2</sub> objective of 40 µg/m<sup>3</sup>. The 2016 result is the lowest concentration recorded at this site since 2012 (see Table A.3).

In 2016 the annual mean NO<sub>2</sub> objective was exceeded at 1 of the 36 diffusion tube monitoring locations that make up the SHBC network – SH7. This is down from 5 locations in 2015. The SH7 monitoring site is located close to the M3 and is outside of the existing AQMA boundary; however, the monitoring site is not representative of public exposure. After distance correction, the 2016 annual mean NO<sub>2</sub> concentration at the closest representative receptor location to SH7 was estimated to be well below the annual mean NO<sub>2</sub> objective. The monitoring results for PM<sub>10</sub> obtained at the continuous monitoring station in 2016 indicate that monitored concentrations remain well within the relevant air quality objectives. The 2016 results are consistent with those of the last 5 years indicating that exceedances of the PM<sub>10</sub> air quality objectives are very unlikely. In turn it is inferred that PM<sub>2.5</sub> concentrations in the Borough are likely to be well below the EU Limit Value of 25 µg/m<sup>3</sup>.

The 2016 NO<sub>2</sub> monitoring results indicate, on average, a decrease in annual mean NO<sub>2</sub> concentrations across the Borough in comparison to the previous year. On the basis of the latest monitoring results it is considered appropriate to retain the existing AQMA, and to continue the current level of monitoring. At the present time it is not deemed necessary to amend the AQMA boundaries, despite the monitored exceedance at diffusion tube site SH7. The reason for this is that, after distance correction to the nearest location of relevant exposure NO<sub>2</sub> concentrations are very unlikely to exceed the air quality objectives. The monitoring results for site SH7 and other sites that have recorded NO<sub>2</sub> concentrations close to or in excess of the annual

mean objective in recent years will be closely examined during 2017 and the status of the existing AQMA will be reviewed in the 2018 ASR.

## **Actions to Improve Air Quality**

Following the declaration of the AQMA in 2002, SHBC were required to prepare an Air Quality Action Plan (AQAP). The AQAP was adopted in 2005 and set out the measures SHBC intended to implement to address air quality issues in the Borough and to meet the UK air quality objectives. Also included in the AQAP were considerations and options for Highways England (formerly the Highways Agency) to consider. In the 2007 Action Plan Progress Report (Ref. 7), SHBC highlighted that 46 of the 51 proposed actions had been completed, including 25 that were completed on time. However, four of the twelve options for Highways England were rejected and not pursued. Additionally, Highways England stated that they were unlikely to fund any major projects to address air quality.

Since then, in subsequent progress reports (Ref. 8, Ref. 9, Ref. 10), the Council have been unable to secure any specific remedial measures within the AQMA by Highways England, who in 2008 confirmed to the Council that they did not consider the AQMA a high priority within the national programme.

During 2016 there has been no further progress on the Action Plan. The Council remains committed to continuing to implement the outstanding actions in line with the relevant stakeholders, in pursuit of further improving air quality within the Borough. However, the primary source of emissions, the M3 Motorway, is out of the control of the Council and SHBC do not foresee any local measures that can be carried out to reduce traffic emission levels on the M3 other than to support a speed restriction proposal (Ref. 11).

## **Local Priorities and Challenges**

The main priority for 2017 will be to assess the effect of the completed M3 Smart Motorway Scheme (expected 2018) on local air quality. The Council are in contact with Highways England and seeking predicted concentrations. Current modelling suggests there will be no exceedances of the air quality objectives.

While concentrations in 2016 are mostly below the objective, the emissions from the M3 continue to be the greatest challenge, and this is outside the control of the

Council. Once the Smart Motorway work is completed the Council will be looking at monitoring along the M3 to ascertain whether the air quality objectives are achieved such that the AQMA can be revoked. If following the completion of the Smart Motorway works pollutant concentrations continue to exceed the air quality objectives SHBC may pursue a speed limit restriction on the M3 in order to further reduce concentrations.

## **How to Get Involved**

The general public can take simple measures to help improve air quality, the main ones being, where possible, making short trips and journeys on foot or by bike instead of by car, or using public transport. Car sharing with colleagues, or with other parents on the school run, are some other examples of ways to reduce traffic congestion, for example. Other measures are listed below:

- Purchasing low-emission electric and/or hybrid vehicles, with government funding and grants available.
- Upgrading boilers to newest and most efficient gas condensing boilers with lowest NO<sub>x</sub> (and carbon) emissions.
- Renewable energy generation via solar photovoltaics or wind turbine installation (although individual effect on air quality is minor and non-local).

Further information can be found at:

<http://www.surreyheath.gov.uk/residents/environmental-services/noise-nuisance-pollution/air-quality> and <http://www.ukairquality.net/>



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## 1 Local Air Quality Management

This report provides an overview of air quality in Surrey Heath during 2016. It fulfils the requirements of Local Air Quality Management (LAQM) as set out in Part IV of the Environment Act (1995) and the relevant Policy and Technical Guidance documents.

The LAQM process places an obligation on all local authorities to regularly review and assess air quality in their areas, and to determine whether or not the air quality objectives are likely to be achieved. Where an exceedance is considered likely the local authority must declare an Air Quality Management Area (AQMA) and prepare an Air Quality Action Plan (AQAP) setting out the measures it intends to put in place in pursuit of the objectives. This Annual Status Report (ASR) is an annual requirement showing the strategies employed by the Borough of Surrey Heath to improve air quality and any progress that has been made.

The statutory air quality objectives applicable to LAQM in England can be found in Appendix E.

## 2 Actions to Improve Air Quality

### 2.1 Air Quality Management Areas

Air Quality Management Areas (AQMAs) are declared when there is an exceedance or likely exceedance of an air quality objective. After declaration, the authority must prepare an Air Quality Action Plan (AQAP) within 12-18 months setting out measures it intends to put in place in pursuit of the objectives.

A summary of AQMAs declared by Surrey Heath Borough Council (SHBC) can be found in Table 2.1 and a map of the boundary can be found in Figure D.2. Further information related to declared or revoked AQMAs, including maps of AQMA boundaries are available online at [https://uk-air.defra.gov.uk/aqma/local-authorities?la\\_id=267](https://uk-air.defra.gov.uk/aqma/local-authorities?la_id=267).

At the current time the Council proposes to retain the existing Surrey Heath AQMA and continue the current monitoring regime (see monitoring, Section 3 below) until the Smart Motorway work on the M3 is completed by Highways England (expected 2018). At present, no amendments are considered necessary to the AQMA extents. Exceedances of the annual mean NO<sub>2</sub> objective have been measured at locations outside of the AQMA; however, after distance correction of monitored concentrations to locations of relevant exposure, no locations are predicted to have the potential to exceed the annual mean NO<sub>2</sub> air quality objective.

Table 2.1 – Declared Air Quality Management Areas

AQMA Name	Date of Declaration	Pollutants and Air Quality Objectives	City / Town	One Line Description	Is air quality in the AQMA influenced by roads controlled by Highways England?	Level of Exceedance (maximum monitored/modelled concentration at a location of relevant exposure)		Action Plan (inc. date of publication)
						At Declaration	Now	
Surrey Heath AQMA	01/04/2002	NO <sub>2</sub> Annual Mean	Surrey Heath	The strip of land from Frimley Road Camberley to Ravenswood Roundabout Camberley which embraces the M3 Motorway and the houses on both side of the motorway which border the highway	YES			Surrey Heath Borough Council, Air Quality Action Plan, Progress Report 2007
Surrey Heath AQMA	01/04/2002	PM <sub>10</sub> 24 Hour Mean	Surrey Heath	The strip of land from Frimley Road Camberley to Ravenswood Roundabout Camberley which embraces the M3 Motorway and the houses on both side of the motorway which border the highway	YES			Surrey Heath Borough Council, Air Quality Action Plan, Progress Report 2007

SHBC confirm the information on UK-Air regarding their AQMA(s) is up to date

## 2.2 Progress and Impact of Measures to address Air Quality in Surrey Heath Borough Council

SHBC have attempted to take forward a number of measures since the publication of the previous ASR in pursuit of improving local air quality. However, in 2016 the Council has been unable to make significant progress towards any of the outstanding actions from the original AQAP document. More detail on these measures can be found in the 2007 Action Plan Progress Report (Ref. 7).

Work towards many of the actions proposed in the AQAP has been completed. Work towards completing the remaining actions is ongoing and the Council is committed to completing the outstanding actions over the course of the next reporting year. The outstanding actions are listed in Table 2.2. Progress towards completing these actions has been slower than expected because SHBC has been unable to secure any specific remedial measures within the AQMA as the main source of emissions (the M3 motorway) is under the control of Highways England (Ref. 8). The situation will be reviewed once the Smart Motorways work is completed (expected 2018), and the Council will then make a decision about whether to push for a lowered speed limit through the AQMA.

SHBC anticipates that the measures stated above and in Table 2.2 will ensure continued compliance at locations of relevant exposure within Surrey Heath AQMA. However, SHBC plans to retain the AQMA until after the completion of the Smart Motorways work on the M3.

Table 2.2 – Progress on Measures to Improve Air Quality

Measure No.	Measure	EU Category	EU Classification	Organisations involved and Funding Source	Planning Phase	Implementation Phase	Key Performance Indicator	Reduction in Pollutant / Emission from Measure	Progress to Date	Estimated / Actual Completion Date	Comments / Barriers to implementation
2	Identify vehicles doing short motorway journeys	Promoting Travel Alternatives  Alternatives to private vehicle use	Encourage / Facilitate home-working  Workplace Travel Planning  Other	SHBC HE SCC		2011			Compliant 2016	2018	NO <sub>2</sub> levels continue to be below AQ objectives at relevant receptors
Page 39 6	Liaison with HE	Traffic Management    Transport Planning and Infrastructure	Strategic highway improvements, Re-prioritising road space away from cars, inc Access management, Selective vehicle priority, bus priority, high vehicle occupancy lane  Bus route improvements	SHBC HE SCC			40ug/m <sup>3</sup> at continuous monitoring station	-15% on 2010 figures	Compliant 2016 but work on-going	On-going, expected completion 2018	On-going SMART M3 work due for completion 2018.  Dialogue opened 2017 with HE regarding their AQ plans for the SMART M3
7	AQMA extension and liaison with HE	Traffic Management	Strategic highway improvements, Re-prioritising road space away from cars, inc Access management, Selective vehicle priority, bus priority, high vehicle occupancy	SHBC HE SCC						On-going, M3 work completion expected 2018	SMART M3 work due for completion 2018.  Retain AQMA to determine the effect on pollution.

## Surrey Heath Borough Council

Measure No.	Measure	EU Category	EU Classification	Organisations involved and Funding Source	Planning Phase	Implementation Phase	Key Performance Indicator	Reduction in Pollutant / Emission from Measure	Progress to Date	Estimated / Actual Completion Date	Comments / Barriers to implementation
			lane								
8	Support for national schemes	Promoting Travel Alternatives  Traffic Management	Promote use of rail and inland waterways  Workplace Travel Planning  Reduction of speed limits						On going	On-going, M3 work completion expected 2018	Considering effect of SMART M3 work and possible variable speed controls
Page 9 40	Contractor vehicle controls	Promoting Low Emission Transport	Public Vehicle Procurement - Prioritising uptake of low emission vehicles					Little or no effect		Complete 2017	
11	Support for SCC schemes	Transport Planning and Infrastructure	Bus route improvements  Cycle network	SCC  HE				Little or no effect		On-going	A331 Cycle route under development
14	AQ Strategy	Policy Guidance and Development Control	Other policy					Little or no effect		On-going 2017	Low priority
46	Grant application for energy saving project	Promoting Low Emission Transport	Other measure for low emission fuels for stationary and mobile sources  Procuring alternative Refuelling infrastructure to promote Low Emission Vehicles, EV recharging, Gas fuel recharging					Little or no effect		Completed 2014	Update 2017; Grant applied by SCC to install EV charging in selected places.



## 2.3 PM<sub>2.5</sub> – Local Authority Approach to Reducing Emissions and/or Concentrations

As detailed in Policy Guidance LAQM.PG16 (Chapter 7), local authorities are expected to work towards reducing emissions and/or concentrations of PM<sub>2.5</sub> (particulate matter with an aerodynamic diameter of 2.5 µm or less). There is clear evidence that PM<sub>2.5</sub> has a significant impact on human health, including premature mortality, allergic reactions, and cardiovascular diseases.

To evaluate the local concentrations of PM<sub>2.5</sub> within the Borough, SHBC makes use of Defra background mapping and modelling. The background annual average PM<sub>2.5</sub> concentrations in Surrey Heath for 2016 range from 9.9 µg/m<sup>3</sup> to 12.7 µg/m<sup>3</sup>. These concentrations are well below the EU Limit Value (25 µg/m<sup>3</sup>). In addition, as the monitored PM<sub>10</sub> concentrations within the Borough are well below the relevant UK Air Quality Objectives (Table A.5 and Table A.6), it would be expected that PM<sub>2.5</sub> concentrations are also low.

## 3 Air Quality Monitoring Data and Comparison with Air Quality Objectives and National Compliance

### 3.1 Summary of Monitoring Undertaken

#### 3.1.1 Automatic Monitoring Sites

SHBC undertook automatic (continuous) monitoring at one site located in Castle Road, Camberley during 2016. This site is approximately 17m north of the M3 motorway and is equipped to monitor nitrogen dioxide (NO<sub>2</sub>) and particulate matter (PM<sub>10</sub>) concentrations. The monitoring station is located within the Surrey Heath AQMA.

Table A.1 in Appendix A shows the details of the site. The data from the station are available at <http://www.ukairquality.net/>. A map showing the location of the monitoring site is provided in Appendix D. Further details on how the monitors are calibrated and how the data have been adjusted are included in Appendix C.

The annual mean PM<sub>10</sub> concentration for 2016 was 17.1 µg/m<sup>3</sup>, which is well below the annual mean PM<sub>10</sub> objective (40 µg/m<sup>3</sup>). The daily mean PM<sub>10</sub> standard of 50 µg/m<sup>3</sup> was exceeded once during the year. Since the data capture for PM<sub>10</sub> in 2016 (79.8%) was less than 85%, the 90.4<sup>th</sup> percentile of daily mean PM<sub>10</sub> concentrations has been calculated. The 90.4<sup>th</sup> percentile of daily mean PM<sub>10</sub> concentrations in 2016 was 27 µg/m<sup>3</sup>, which is below the objective of 50 µg/m<sup>3</sup> and so it can be concluded that exceedance of the daily mean PM<sub>10</sub> objective is unlikely. These results are consistent with the results seen at the continuous monitoring location since 2011, with no exceedances of the annual mean or daily mean PM<sub>10</sub> objectives.

#### 3.1.2 Non-Automatic Monitoring Sites

SHBC undertook non-automatic (passive) monitoring of NO<sub>2</sub> at 36 locations (38 diffusion tubes) during 2016. Table A.2 in Appendix A shows the details of the sites. Maps showing the location of the monitoring sites are provided in Appendix D. Further details on Quality Assurance/Quality Control (QA/QC), “annualisation”, distance correction and bias adjustment are included in Appendix C.

## 3.2 Individual Pollutants

The air quality monitoring results presented in this section are, where relevant, adjusted for “annualisation” and bias. Further details on adjustments are provided in Appendix C.

### 3.2.1 Nitrogen Dioxide (NO<sub>2</sub>)

Table A.3 (Appendix A) compares the ratified monitored NO<sub>2</sub> annual mean concentrations for the past 5 years with the annual mean NO<sub>2</sub> objective of 40 µg/m<sup>3</sup>. Table A.4 (Appendix A) compares the ratified continuous monitored NO<sub>2</sub> hourly mean concentrations for the past 5 years with the hourly mean NO<sub>2</sub> objective of 200 µg/m<sup>3</sup>, not to be exceeded more than 18 times per year.

The annual mean NO<sub>2</sub> concentration in 2016 at the Castle Street, Camberley monitoring station was 36.3 µg/m<sup>3</sup>, which is lower than the annual mean objective, and lower than the annual mean NO<sub>2</sub> concentration recorded in 2015 (40.4 µg/m<sup>3</sup>) and 2014 (50.0 µg/m<sup>3</sup>). There were no exceedances of the hourly mean NO<sub>2</sub> standard of 200 µg/m<sup>3</sup>, which is fewer than the 18 hours permitted per year to achieve the hourly objective. The monitoring station is located within the existing AQMA. The latest monitoring results indicate that the annual mean NO<sub>2</sub> objective was not exceeded at this location and that the hourly mean NO<sub>2</sub> objective was achieved.

In comparison with the results of previous years, the 2016 result brings an end to the trend of increasing annual mean concentrations that had been apparent since 2011. In addition, the result for 2016 represents a significant decrease in annual mean NO<sub>2</sub> concentration compared with the 2015 period (40.4 µg/m<sup>3</sup>). No exceedances of the hourly mean objective value (200 µg/m<sup>3</sup>) were recorded during 2016. This is consistent with the results seen over the previous 4 years and is well within the 18 exceedances of the hourly standard allowed per annum.

The full 2016 diffusion tube dataset of raw monthly mean values is provided in Table B.1 (Appendix B).

Annual mean NO<sub>2</sub> concentrations at one NO<sub>2</sub> diffusion monitoring location (SH7) exceeded the annual mean NO<sub>2</sub> objective during 2016 (40.1 µg/m<sup>3</sup>). Since 2014, monitored NO<sub>2</sub> concentrations at SH7 have been the highest of all the monitoring sites in SHBC.

SH7 is located close to the M3 outside of the existing AQMA (see Appendix D) but is not at a location of relevant public exposure (“receptor”). After distance correction, the annual mean NO<sub>2</sub> concentration in 2016 at the nearest location of relevant exposure was predicted to be 28.6 µg/m<sup>3</sup> (Figure C.3), which is well below the annual mean NO<sub>2</sub> objective.

As none of the diffusion tube sites recorded annual mean NO<sub>2</sub> concentrations greater than 60 µg/m<sup>3</sup> it is unlikely that there were exceedances of the 1-hour mean objective at any location in 2016.

### 3.2.2 Particulate Matter (PM<sub>10</sub>)

Table A.5 (Appendix A) compares the ratified and adjusted monitored PM<sub>10</sub> annual mean concentrations for the past 5 years with the air quality objective of 40 µg/m<sup>3</sup>.

Table A.6 (Appendix A) compares the ratified continuous monitored PM<sub>10</sub> daily mean concentrations for the past 5 years with the air quality objective of 50 µg/m<sup>3</sup>, not to be exceeded more than 35 times per year.

During 2016, the data capture recorded at the Castle Street, Camberley monitoring station was 79.8%. The annual mean PM<sub>10</sub> concentration in 2016 was 17.1 µg/m<sup>3</sup>, which is well below the air quality objective and slightly lower than the concentrations recorded over the preceding 4 years of monitoring. On the basis of the recent years’ monitoring results it can be concluded that the annual mean PM<sub>10</sub> concentrations in the Borough are not currently of concern and future years would not be expected to deviate greatly from the trend of recent years.

There was 1 exceedance of the daily mean PM<sub>10</sub> standard of 50 µg/m<sup>3</sup> during 2016, which is well within the 35 permitted days for compliance with the daily mean objective. Where PM<sub>10</sub> data capture is less than 85% the 90.4<sup>th</sup> percentile of daily mean PM<sub>10</sub> concentrations is a more appropriate measure for assessing compliance with the daily mean PM<sub>10</sub> objective. The 90.4<sup>th</sup> percentile of daily PM<sub>10</sub> concentrations in 2016 was 27 µg/m<sup>3</sup>, which is well below the 50 µg/m<sup>3</sup> threshold that would indicate a potential exceedance of the daily objective. The latest results indicate a reduction in exceedances of the daily PM<sub>10</sub> standard in comparison to previous years.

In conclusion, recent years’ PM<sub>10</sub> monitoring results indicate that the annual mean and daily mean PM<sub>10</sub> objectives are unlikely to be exceeded anywhere within the

## **Surrey Heath Borough Council**

Borough. SHBC will continue to monitor PM<sub>10</sub> at Castle Street, Camberley, but no further actions are needed at this time.

## Appendix A: Monitoring Results

Table A.1 – Details of Automatic Monitoring Sites

Site ID	Site Name	Site Type	X OS Grid Ref	Y OS Grid Ref	Pollutants Monitored	In AQMA?	Monitoring Technique	Distance to Relevant Exposure (m) <sup>(1)</sup>	Distance to kerb of nearest road (m) <sup>(2)</sup>	Inlet Height (m)
CM1	Castle Road, Camberley	Roadside	488647	159807	NO <sub>2</sub> ; PM <sub>10</sub>	YES	Chemiluminescent; BAM	20	17	1.5

**Notes:**

(1) 0m if the monitoring site is at a location of exposure (e.g. installed on the façade of a residential property).

(2) N/A if not applicable.

Table A.2 – Details of Non-Automatic Monitoring Sites

Site ID	Site Name	Site Type	X OS Grid Ref	Y OS Grid Ref	Pollutants Monitored	In AQMA?	Distance to Relevant Exposure (m) <sup>(1)</sup>	Distance to kerb of nearest road (m) <sup>(2)</sup>	Tube collocated with a Continuous Analyser?	Height (m)
SH1	A30 Bagshot	Roadside	491010	163344	NO <sub>2</sub>	NO	15	2.2	NO	1.75
SH2	Windle Valley Daycare Centre	Roadside	491065	163337	NO <sub>2</sub>	NO	30	2.5	NO	1.75
SH3	Snows Ride School Windlesham	Urban Background	492810	164408	NO <sub>2</sub>	NO	10	N/A	NO	1.75
SH4	Shaftesbury Road Bisley	Urban Background	494764	159623	NO <sub>2</sub>	NO	50	N/A	NO	1.75
SH5	Chestnut Avenue	Roadside	489460	160586	NO <sub>2</sub>	NO	37	17	NO	1.75
SH6	Church Lane Bisley	Roadside	494974	159611	NO <sub>2</sub>	NO	35	2.3	NO	1.75
SH7	M3 Brickhill roadside	Roadside	496220	164432	NO <sub>2</sub>	NO	140	10	NO	1.75
SH8	M3 Brickhill 60m back	Roadside	496168	164467	NO <sub>2</sub>	NO	48	62	NO	1.75
SH9	A30 Jolly Farmer	Roadside	489617	161874	NO <sub>2</sub>	NO	18	4.8	NO	1.75
SH10	A30 Homebase	Roadside	485861	160112	NO <sub>2</sub>	NO	100	3	NO	1.75
SH11	Watchetts School Camberley	Roadside	486933	159006	NO <sub>2</sub>	NO	50	6	NO	1.75
SH12	High Street Camberley	Roadside	487490	160788	NO <sub>2</sub>	NO	0	2	NO	1.75
SH13	Le Marchant Road	Kerbside	488740	159579	NO <sub>2</sub>	NO	25	1	NO	1.75
SH14	Badgers Copse	Kerbside	488603	159675	NO <sub>2</sub>	YES	1	1	NO	1.75
SH15	Castle Road, Camberley	Roadside	488647	159807	NO <sub>2</sub>	YES	17	17	YES	1.75
SH16	Wood Road	Roadside	486834	158336	NO <sub>2</sub>	NO	4	35	NO	1.75
SH17	Guildford Road, Bisley	Roadside	495487	158960	NO <sub>2</sub>	NO	15	2	NO	1.75
SH20	Deepcut Bridge Road	Roadside	490354	157214	NO <sub>2</sub>	NO	20	2	NO	1.75
SH21	Benner Lane	Urban Background	495137	161092	NO <sub>2</sub>	NO	20	N/A	NO	1.75

Site ID	Site Name	Site Type	X OS Grid Ref	Y OS Grid Ref	Pollutants Monitored	In AQMA?	Distance to Relevant Exposure (m) <sup>(1)</sup>	Distance to kerb of nearest road (m) <sup>(2)</sup>	Tube collocated with a Continuous Analyser?	Height (m)
SH22	Castle Road, Camberley	Roadside	488647	159807	NO <sub>2</sub>	YES	17	17	YES	1.75
SH23	Red Road/Maultway	Kerbside	490782	160270	NO <sub>2</sub>	NO	35	1	NO	1.75
SH24	High Street, Chobham	Roadside	497341	161734	NO <sub>2</sub>	NO	3	2	NO	1.75
SH25	Castle Road, Camberley	Roadside	488647	159807	NO <sub>2</sub>	YES	17	17	YES	1.75
SH26	College Ride	Urban Background	487762	161393	NO <sub>2</sub>	NO	15	N/A	NO	1.75
SH27	361 Guildford Road, Bisley	Roadside	495553	158854	NO <sub>2</sub>	NO	0	3	NO	1.75
SH28	Queens Road, Bisley	Roadside	495321	159050	NO <sub>2</sub>	NO	50	5	NO	1.75
SH29	Heath Park, Windlesham	Roadside	494223	163481	NO <sub>2</sub>	NO	50	0	NO	1.75
SH30	Focus, Frimley Road	Roadside	487184	158428	NO <sub>2</sub>	NO	100	20	NO	1.75
SH31	Old Pond Close	Roadside	487022	158419	NO <sub>2</sub>	NO	10	20	NO	1.75
SH32	Two Hoots, Old Pond Close	Roadside	486979	158393	NO <sub>2</sub>	NO	0	20	NO	1.75
SH33	Wood Road Garages	Roadside	486843	158319	NO <sub>2</sub>	NO	20	20	NO	1.75
SH34	Brackendale Road	Roadside	487932	159146	NO <sub>2</sub>	YES	0	50	NO	1.75
SH35	Prior End	Roadside	489189	160209	NO <sub>2</sub>	YES	20	5	NO	1.75
SH36	Youlden Drive	Roadside	489350	160389	NO <sub>2</sub>	YES	30	15	NO	1.75
SH37	Crawley Drive	Roadside	489082	160265	NO <sub>2</sub>	YES	20	5	NO	1.75
SH38	Swift Lane	Urban Centre	491704	163144	NO <sub>2</sub>	NO	20	15	NO	1.75

**Notes:**

(1) 0m if the monitoring site is at a location of exposure (e.g. installed on/adjacent to the façade of a residential property).

(2) N/A if not applicable.



Table A.3 – Annual Mean NO<sub>2</sub> Monitoring Results

Site ID	Site Type	Monitoring Type	Valid Data Capture for Monitoring Period (%) <sup>(1)</sup>	Valid Data Capture 2016 (%) <sup>(2)</sup>	NO <sub>2</sub> Annual Mean Concentration (µg/m <sup>3</sup> ) <sup>(3)</sup>				
					2012	2013	2014	2015	2016
CM1	Roadside	Automatic	92	92	34.4	<b>43.3</b>	<b>50.0</b>	<b>40.4</b>	36.3
SH1	Roadside	Diffusion Tube	100	100	23.4	31.1	33.0	27.9	24.7
SH2	Roadside	Diffusion Tube	100	100	22.5	30.5	30.8	28.4	26.3
SH3	Urban Background	Diffusion Tube	100	100	17.6	23.9	24.0	24.4	22.6
SH4	Urban Background	Diffusion Tube	100	100	15.3	19.4	23.3	18.5	18.7
SH5	Roadside	Diffusion Tube	100	100	28.1	37.8	<b>45.2</b>	32.2	30.9
SH6	Roadside	Diffusion Tube	100	100	23.5	37.5	34.0	27.5	25.3
SH7	Roadside	Diffusion Tube	100	100	<b>59.7</b>	<b>41.1</b>	<u><b>71.6</b></u>	<b>50.4</b>	<b>40.1</b>
SH8	Roadside	Diffusion Tube	83	83	28.0	31.7	39.1	28.9	26.6
SH9	Roadside	Diffusion Tube	100	100	35.5	<b>47.3</b>	<b>42.2</b>	31.2	30.1
SH10	Roadside	Diffusion Tube	100	100	32.2	<b>46.1</b>	<b>46.5</b>	35.0	33.4
SH11	Roadside	Diffusion Tube	92	92	28.9	35.5	38.8	34.6	27.6
SH12	Roadside	Diffusion Tube	83	83	25.5	34.0	35.9	34.9	31.5
SH13	Kerbside	Diffusion Tube	92	92	26.2	32.7	33.6	30.8	30.0
SH14	Kerbside	Diffusion Tube	100	100	29.9	39.5	<b>40.7</b>	38.9	33.3
SH15	Roadside	Diffusion Tube	100	100	36.6	<b>42.0</b>	<b>49.0</b>	<b>40.1</b>	33.8
SH16	Roadside	Diffusion Tube	100	100	32.2	<b>40.8</b>	<b>48.0</b>	<b>41.6</b>	34.5
SH17	Roadside	Diffusion Tube	100	100	20.1	26.4	27.3	24.1	23.9
SH20	Roadside	Diffusion Tube	100	100	23.1	29.8	31.7	29.2	26.6
SH21	Urban Background	Diffusion Tube	100	100	18.2	26.8	24.2	22.6	21.4
SH22	Roadside	Diffusion Tube	100	100	33.5	<b>40.9</b>	<b>47.6</b>	<b>41.2</b>	35.6
SH23	Kerbside	Diffusion Tube	100	100	34.0	<b>44.0</b>	38.1	29.0	27.6

Site ID	Site Type	Monitoring Type	Valid Data Capture for Monitoring Period (%) <sup>(1)</sup>	Valid Data Capture 2016 (%) <sup>(2)</sup>	NO <sub>2</sub> Annual Mean Concentration (µg/m <sup>3</sup> ) <sup>(3)</sup>				
					2012	2013	2014	2015	2016
SH24	Roadside	Diffusion Tube	100	100	24.2	34.2	43.1	36.4	34.9
SH25	Roadside	Diffusion Tube	100	100	34.7	<b>42.6</b>	<b>48.9</b>	<b>40.4</b>	34.8
SH26	Urban Background	Diffusion Tube	100	100	26.2	29.8	39.0	30.6	28.8
SH27	Roadside	Diffusion Tube	92	92	20.5	28.4	29.6	29.8	29.0
SH28	Roadside	Diffusion Tube	83	83	27.6	31.9	33.5	32.1	30.7
SH29	Roadside	Diffusion Tube	100	100	16.8	22.3	21.6	30.6	31.6
SH30	Roadside	Diffusion Tube	100	100	38.7	<b>44.0</b>	<b>43.5</b>	<b>41.1</b>	37.1
SH31	Roadside	Diffusion Tube	100	100	27.4	37.6	<b>44.2</b>	35.0	30.6
SH32	Roadside	Diffusion Tube	100	100	29.7	34.7	39.3	34.4	30.7
SH33	Roadside	Diffusion Tube	100	100	31.6	<b>47.3</b>	<b>50.3</b>	<b>43.8</b>	38.7
SH34	Roadside	Diffusion Tube	83	83	26.4	<b>46.4</b>	33.9	35.8	30.1
SH35	Roadside	Diffusion Tube	100	100	26.2	32.9	33.8	32.5	30.3
SH36	Roadside	Diffusion Tube	100	100	26.8	33.7	35.2	33.3	29.0
SH37	Roadside	Diffusion Tube	100	100	31.4	34.5	42.9	38.6	34.0
SH38	Urban Centre	Diffusion Tube	92	92	26.8	36.4	39.9	35.4	35.5

Diffusion tube data has been bias corrected

Annualisation has been conducted where data capture is <75%

If applicable, all data has been distance corrected for relevant exposure

**Notes:**

Exceedances of the NO<sub>2</sub> annual mean objective of 40µg/m<sup>3</sup> are shown in **bold**.

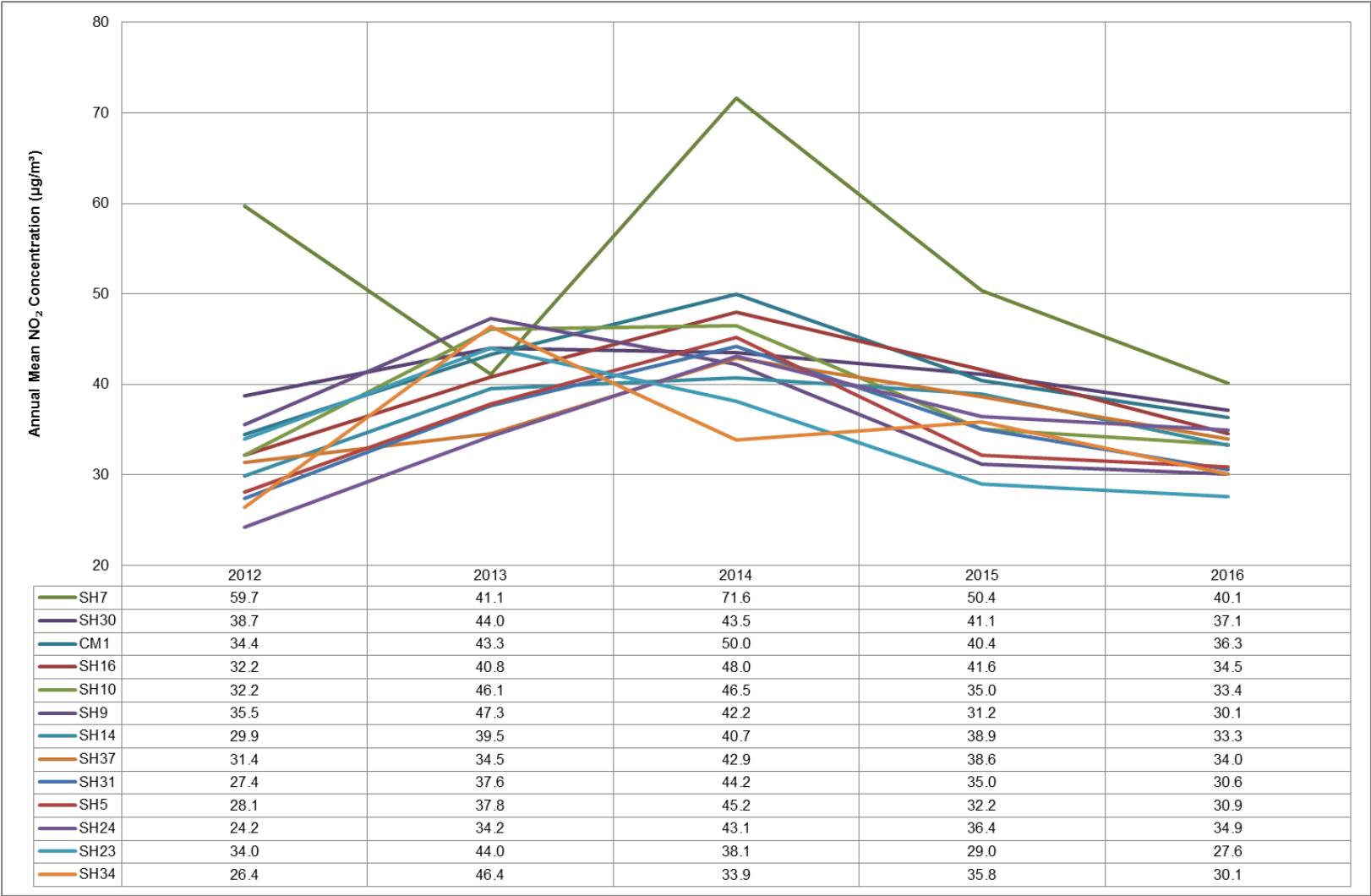
NO<sub>2</sub> annual means exceeding 60µg/m<sup>3</sup>, indicating a potential exceedance of the NO<sub>2</sub> 1-hour mean objective are shown in **bold and underlined**.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

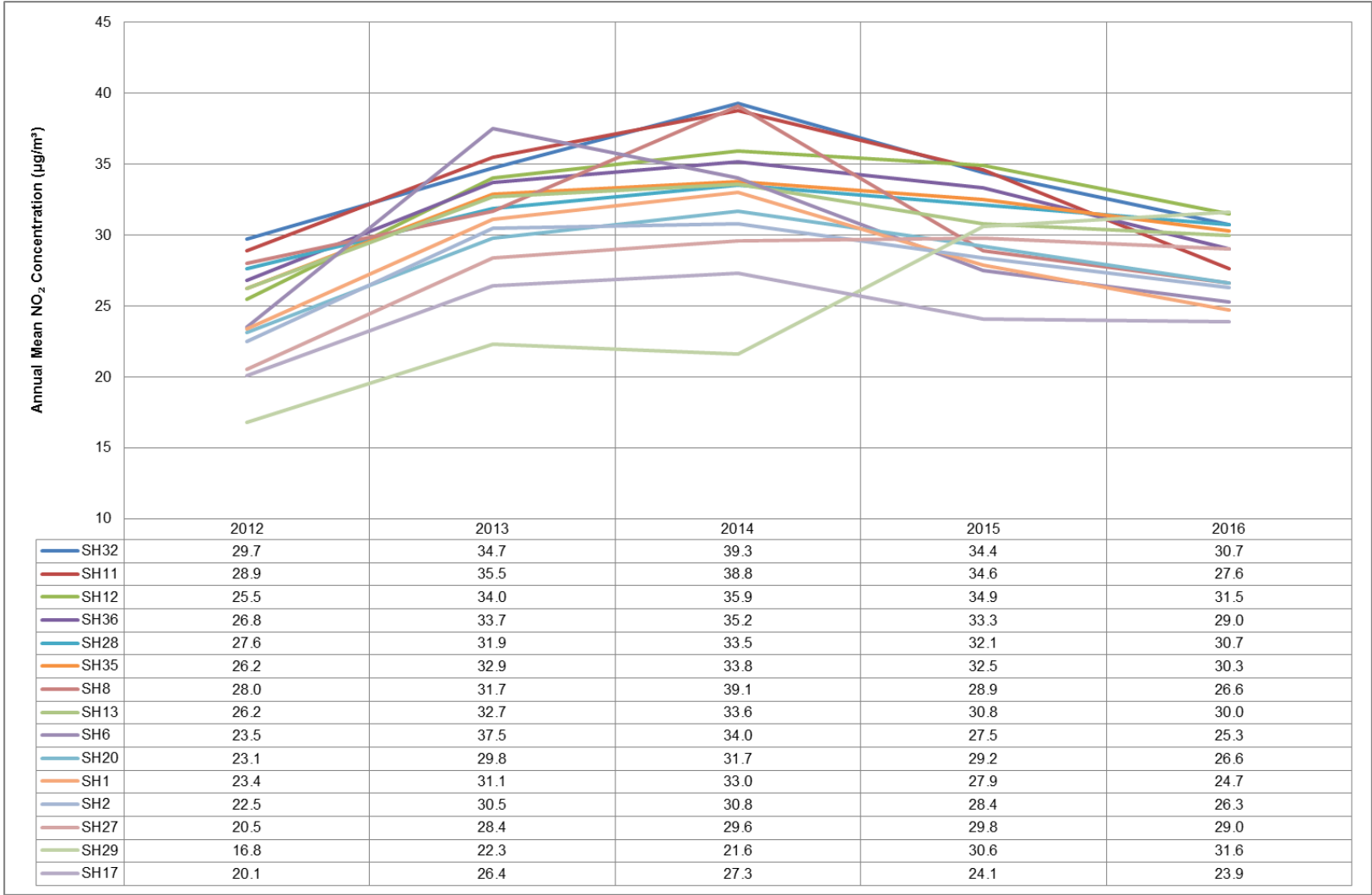
(3) Means for diffusion tubes have been corrected for bias. All means have been “annualised” as per Boxes 7.9 and 7.10 in LAQM.TG16 if valid data capture for the full calendar year is less than 75%. See Appendix C for details.

Figure A.1 – Trends in Annual Mean NO<sub>2</sub> Concentrations – Kerbside and Roadside Locations



Note: Monitoring locations shown in Figure A.1 are Kerbside and Roadside locations which have recorded at least one exceedance of the annual mean NO<sub>2</sub> objective (40 µg/m<sup>3</sup>) between 2012 and 2016, inclusive.

Figure A.2 – Trends in Annual Mean NO<sub>2</sub> Concentrations – Kerbside and Roadside Locations



Note: Monitoring locations shown in Figure A.2 are Kerbside and Roadside locations which have not recorded any exceedances of the annual mean NO<sub>2</sub> objective (40 µg/m<sup>3</sup>) between 2012 and 2016, inclusive.

Figure A.3 – Trends in Annual Mean NO<sub>2</sub> Concentrations – Urban Background Locations

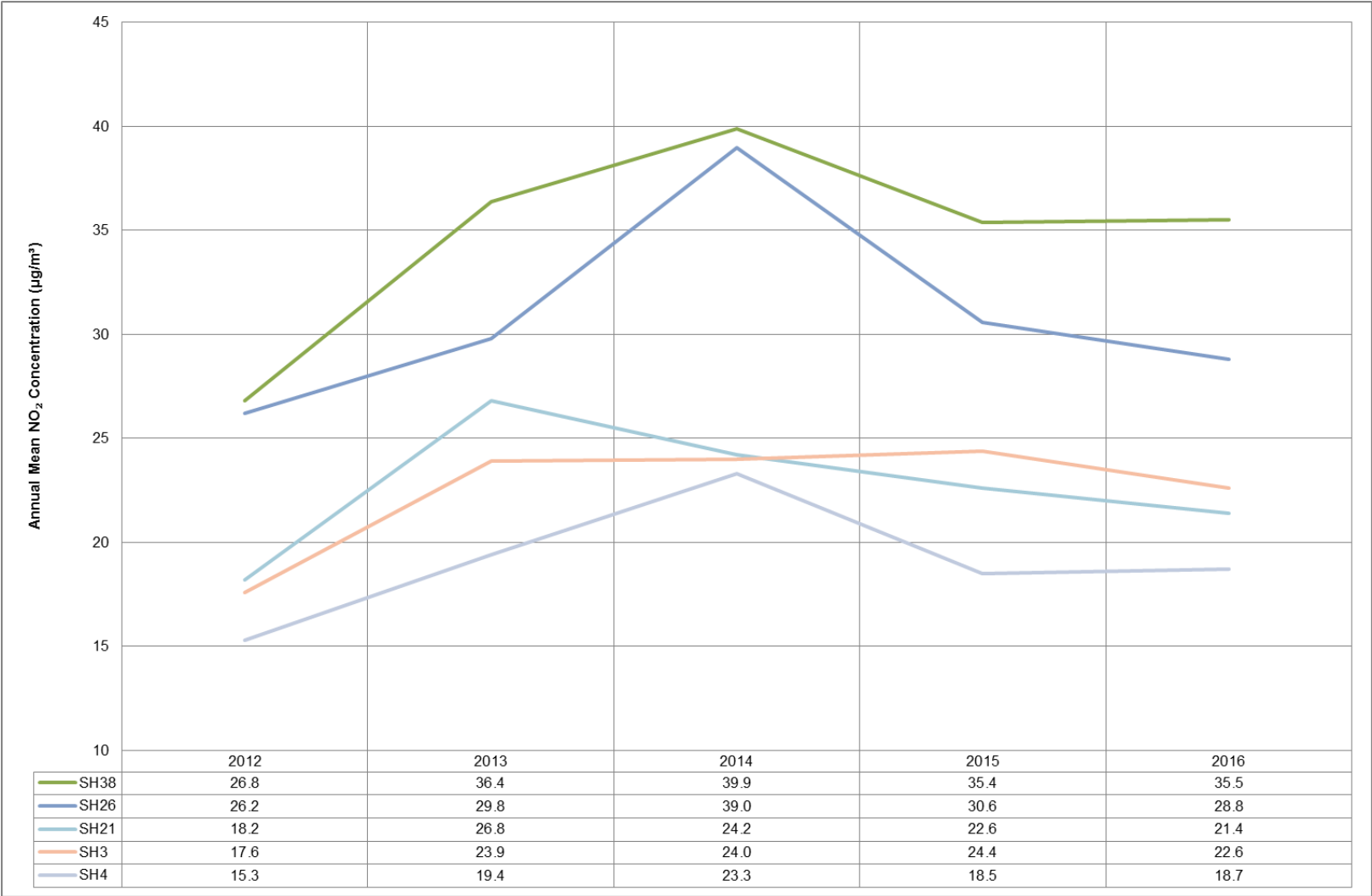


Table A.4 – 1-Hour Mean NO<sub>2</sub> Monitoring Results

Site ID	Site Type	Monitoring Type	Valid Data Capture for Monitoring Period (%) <sup>(1)</sup>	Valid Data Capture 2016 (%) <sup>(2)</sup>	NO <sub>2</sub> 1-Hour Means > 200µg/m <sup>3</sup> <sup>(3)</sup>				
					2012	2013	2014	2015	2016
CM1	Roadside	Automatic	94	94	0 (106)	0	2	2 (113)	0

**Notes:**

Exceedances of the NO<sub>2</sub> 1-hour mean objective (200µg/m<sup>3</sup> not to be exceeded more than 18 times/year) are shown in **bold**.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(3) If the period of valid data is less than 85%, the 99.8<sup>th</sup> percentile of 1-hour means is provided in brackets.

Table A.5 – Annual Mean PM<sub>10</sub> Monitoring Results

Site ID	Site Type	Valid Data Capture for Monitoring Period (%) <sup>(1)</sup>	Valid Data Capture 2016 (%) <sup>(2)</sup>	PM <sub>10</sub> Annual Mean Concentration (µg/m <sup>3</sup> ) <sup>(3)</sup>				
				2012	2013	2014	2015	2016
CM1	Roadside	80	80	20.2	22.7	23.7	19.5	17.0

Annualisation has been conducted where data capture is <75%

**Notes:**

Exceedances of the PM<sub>10</sub> annual mean objective of 40µg/m<sup>3</sup> are shown in **bold**.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(3) All means have been “annualised” as per Boxes 7.9 and 7.10 in LAQM.TG16, valid data capture for the full calendar year is less than 75%. See Appendix C for details.

Figure A.4 – Trends in Annual Mean PM<sub>10</sub> Concentrations (CM1)

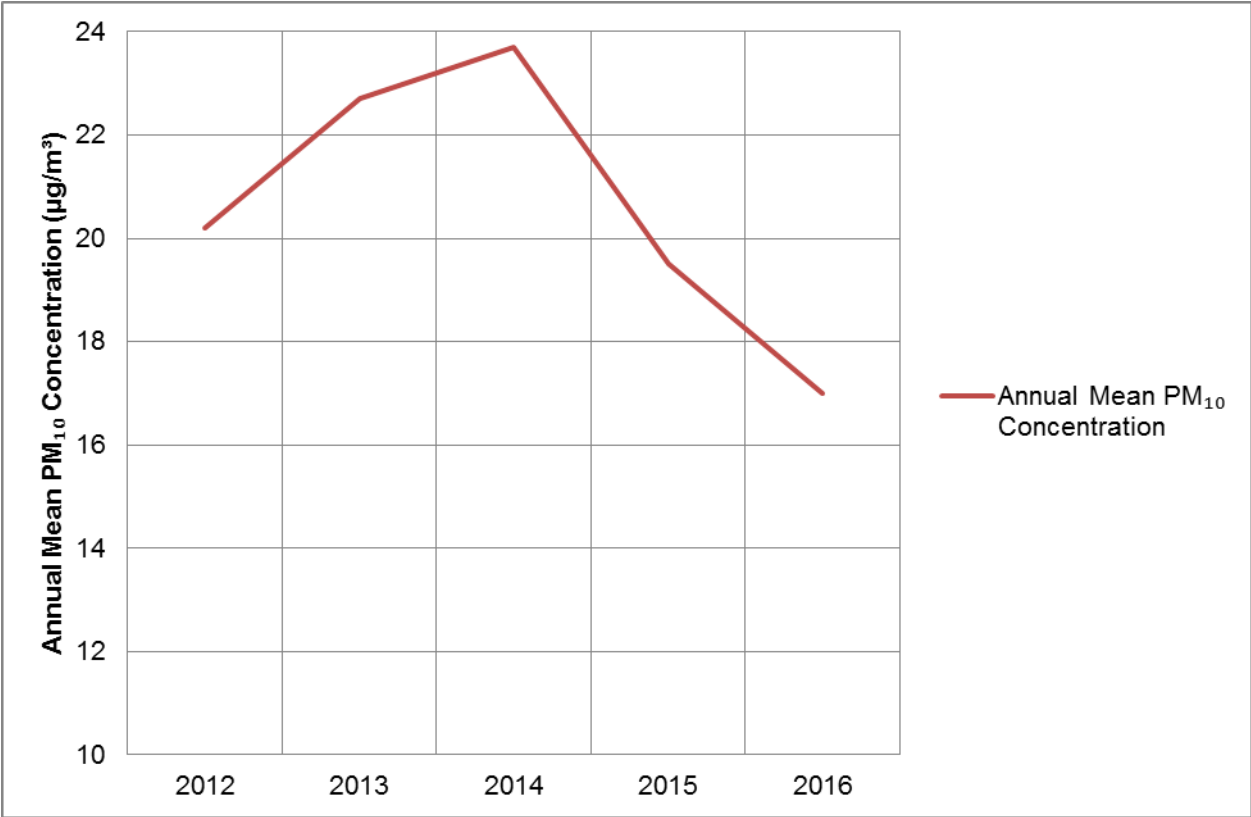




Table A.6 – 24-Hour Mean PM<sub>10</sub> Monitoring Results

Site ID	Site Type	Valid Data Capture for Monitoring Period (%) <sup>(1)</sup>	Valid Data Capture 2016 (%) <sup>(2)</sup>	PM <sub>10</sub> 24-Hour Means > 50µg/m <sup>3</sup> <sup>(3)</sup>				
				2012	2013	2014	2015	2016
CM1	Roadside	80	80	2 (27)	2 (30)	2 (32)	8 (33)	1 (27)

**Notes:**

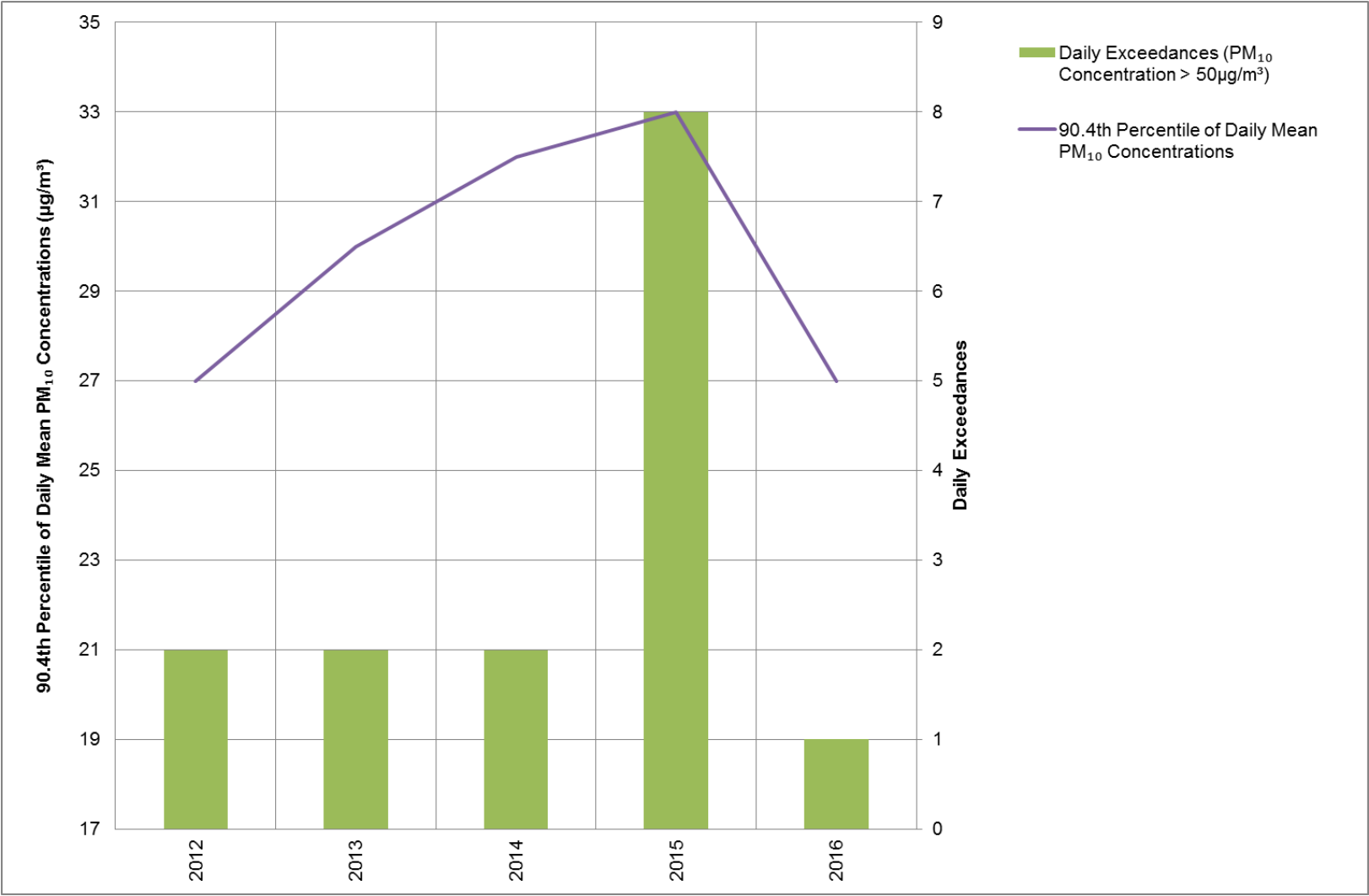
Exceedances of the PM<sub>10</sub> 24-hour mean objective (50µg/m<sup>3</sup> not to be exceeded more than 35 times/year) are shown in **bold**.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

(3) If the period of valid data is less than 85%, the 90.4<sup>th</sup> percentile of 24-hour means is provided in brackets.

Figure A.5 – Trends in Number of 24-Hour Mean PM<sub>10</sub> Results >50µg/m<sup>3</sup> (CM1)



## Appendix B: Full Monthly Diffusion Tube Results for 2016

Table B.1 – NO<sub>2</sub> Monthly Diffusion Tube Results - 2016

Site ID	NO <sub>2</sub> Mean Concentrations (µg/m <sup>3</sup> )													Annual Mean		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Raw Data	Bias Adjusted (1.22) and Annualised <sup>(1)</sup>	Distance Corrected to Nearest Exposure <sup>(2)</sup>	
SH1	17	21	16	18	21	-	20	21	17	21	23	28	20.3	24.7		
SH2	23	24	19	21	17	18	15	16	17	27	28	34	21.6	26.3		
SH3	18	23	17	16	14	14	17	11	12	22	21	26	18.5	22.6		
SH4	15	18	10	12	12	20	17	10	11	21	18	20	15.3	18.7		
SH5	28	26	24	23	23	19	20	24	25	31	63	58	25.3	30.9		
SH6	25	24	22	20	11	18	15	15	15	28	27	29	20.8	25.3		
SH7	30	31	36	31	29	37	31	32	31	33	33	40	32.8	<b>40.1</b>	28.6	
SH8	21	24	20	20	19	18	17	20	19	28	25	31	21.8	26.6		
SH9	22	25	20	24	-	16	-	22	24	23	32	39	24.7	30.1		
SH10	31	23	31	27	21	25	21	23	24	34	31	38	27.4	33.4		
SH11	29	21	25	22	15	15	17	18	19	23	33	34	22.6	27.6		
SH12	-	40	20	21	15	25	20	23	22	33	26	39	25.8	31.5		
SH13	-	36	24	-	22	18	19	21	17	25	29	35	24.6	30.0		
SH14	-	49	26	25	26	17	21	21	21	30	31	33	27.3	33.3		
SH15	34	18	30	19	23	24	24	28	28	29	34	41	27.7	33.8		
SH16	35	20	32	28	19	26	22	24	27	26	41	39	28.3	34.5		

Site ID	NO <sub>2</sub> Mean Concentrations (µg/m <sup>3</sup> )														
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Mean		
													Raw Data	Bias Adjusted (1.22) and Annualised <sup>(1)</sup>	Distance Corrected to Nearest Exposure <sup>(2)</sup>
SH17	24	20	20	18	15	16	17	16	16	24	23	26	19.6	23.9	
SH20	24	25	25	23	18	18	17	16	18	25	25	28	21.8	26.6	
SH21	22	24	20	19	12	14	9	11	11	22	19	27	17.5	21.4	
SH22	32	27	30	32	22	24	24	30	28	29	35	37	29.2	35.6	
SH23	23	26	20	27	17	18	13	15	17	30	32	33	22.6	27.6	
SH24	27	27	33	35	23	27	20	24	23	38	32	34	28.6	34.9	
SH25	31	29	30	27	22	23	23	27	31	28	34	37	28.5	34.8	
SH26	28	29	24	19	20	18	15	20	21	27	29	33	23.6	28.8	
SH27	27	24	25	24	14	26	17	20	21	26	30	31	23.8	29.0	
SH28	21	34	25	25	27	-	18	18	19	29	32	29	25.2	30.7	
SH29	24	23	19	-	-	18	15	20	22	27	57	34	25.9	31.6	
SH30	36	32	31	24	25	27	19	34	27	35	38	37	30.4	37.1	
SH31	33	24	23	28	19	19	17	26	23	30	26	33	25.1	30.6	
SH32	28	25	30	24	20	25	15	22	25	28	28	32	25.2	30.7	
SH33	36	27	28	25	21	32	24	33	30	30	50	45	31.8	38.7	
SH34	28	25	23	25	20	19	16	22	22	28	30	38	24.7	30.1	
SH35	-	38	-	20	20	17	18	24	18	29	31	33	24.8	30.3	
SH36	25	23	28	26	20	17	20	22	18	27	29	30	23.8	29.0	
SH37	25	29	29	27	29	20	20	23	24	35	37	36	27.8	34.0	
SH38	25	27	27	28	34	29	17	34	31	27	34	36	29.1	35.5	

- Local bias adjustment factor used
- National bias adjustment factor used
- Annualisation has been conducted where data capture is <75%

**Notes:**

Exceedances of the NO<sub>2</sub> annual mean objective of 40µg/m<sup>3</sup> are shown in **bold**.

NO<sub>2</sub> annual means exceeding 60µg/m<sup>3</sup>, indicating a potential exceedance of the NO<sub>2</sub> 1-hour mean objective are shown in **bold and underlined**.

(1) See Appendix C for details on bias adjustment and annualisation.

(2) Distance corrected to nearest relevant public exposure.

## Appendix C: Supporting Technical Information / Air Quality Monitoring Data QA/QC

### Diffusion Tube Bias Adjustment

Bias adjustment is a calculated factor which shows whether diffusion tubes are over or under reading ambient concentrations relative to a particular reference point, allowing for an appropriate correction to be made.

### National Bias Adjustment Factors

In previous years (2010 – 2012) SHBC has used the national bias adjustment factors database provided by the Defra on the LAQM website (Ref. 14). Diffusion tubes for SHBC are supplied and analysed by Lambeth Scientific Services. The preparation method used is 50% triethanolamine (TEA) / acetone.

A list of the national bias adjustment factors for 2010 to 2016 are summarised in Table C.1 below, and the calculation for 2016 using the LAQM national bias adjustment spreadsheet is shown in Figure C.1.

**Table C.1 – National Diffusion Tube Bias Adjustment Factors**

Year	Preparation Method	Number of Studies	National Bias Factor
2010	50% TEA / Acetone	4	1.06
2011	50% TEA / Acetone	6	1.06
2012	50% TEA / Acetone	2	0.91
2013	50% TEA / Acetone	1	0.83
2014	50% TEA / Acetone	1	0.80
2015	50% TEA / Acetone	2	1.07
2016	50% TEA / Acetone	1	0.94

**Figure C.1 National Diffusion Tube Bias Adjustment Factor Spreadsheet**

National Diffusion Tube Bias Adjustment Factor Spreadsheet							Spreadsheet Version Number: 03/17 V2				
Follow the steps below in the correct order to show the results of relevant co-location studies										This spreadsheet will be updated at the end of June 2017	
Data only apply to tubes exposed monthly and are not suitable for correcting individual short-term monitoring periods										LAQM Helpdesk Website	
Whenever presenting adjusted data, you should state the adjustment factor used and the version of the spreadsheet											
This spreadsheet will be updated every few months; the factors may therefore be subject to change. This should not discourage their immediate use.											
The LAQM Helpdesk is operated on behalf of Defra and the Devolved Administrations by Bureau Veritas, in conjunction with contract partners AECOM and the National Physical Laboratory.							Spreadsheet maintained by the National Physical Laboratory. Original compiled by Air Quality Consultants Ltd.				
<b>Step 1:</b> Select the Laboratory that Analyses Your Tubes from the Drop-Down List		<b>Step 2:</b> Select a Preparation Method from the Drop-Down List		<b>Step 3:</b> Select a Year from the Drop-Down List		<b>Step 4:</b> Where there is only one study for a chosen combination, you should use the adjustment factor shown with caution. Where there is more than one study, use the overall factor <sup>1</sup> shown in blue at the foot of the final column.					
If a laboratory is not shown, we have no data for this laboratory.		If a preparation method is not shown, we have no data for this method at this laboratory.		If a year is not shown, we have no data.		If you have your own co-location study then see footnote <sup>1</sup> . If uncertain what to do then contact the Local Air Quality Management Helpdesk at LAQMHelpdesk@uk.bureauveritas.com or 0800 0327953					
Analysed By <sup>1</sup>	Method	Year <sup>1</sup>	Site Type	Local Authority	Length of Study (months)	Diffusion Tube Mean Conc. (Dm) (µg/m <sup>3</sup> )	Automatic Monitor Mean Conc. (Cm) (µg/m <sup>3</sup> )	Bias (B)	Tube Precision <sup>1</sup>	Bias Adjustment Factor (A) (Cm/Dm)	
Lambeth Scientific Services	50% TEA in acetone	2016	KS	Marylebone Road Intercomparison	12	84	79	6.1%	G	0.94	
Lambeth Scientific Services	50% TEA in acetone	2016	<b>Overall Factor<sup>1</sup> (1 study)</b>					<b>Use</b>		<b>0.94</b>	

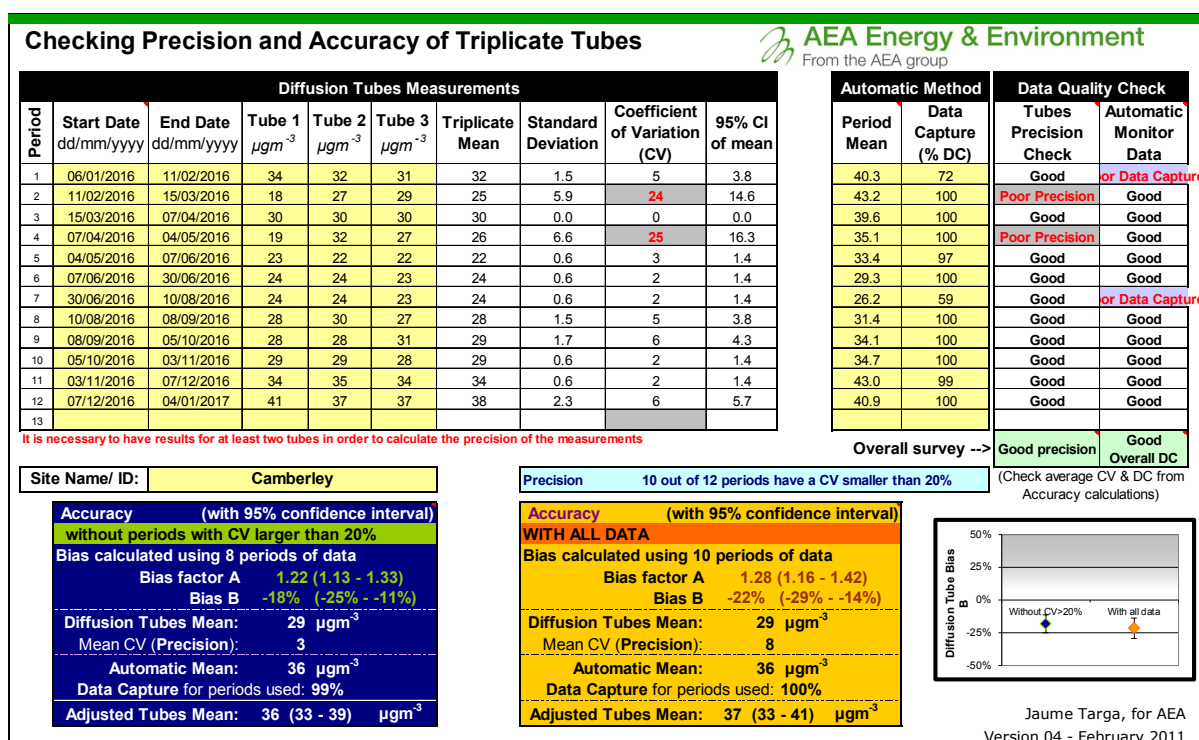
### Local Bias Adjustment Factor from Co-location Study

As a triplicate diffusion tube array is co-located alongside the continuous NO<sub>2</sub> monitoring site in Castle Road, Camberley, a local bias adjustment factor has been calculated (Ref. 15). A local bias adjustment factor is generally preferred over a national bias adjustment factor, as local influences that may affect diffusion tube results, such as meteorological conditions, are usually better captured by a local factor.

NO<sub>2</sub> concentration data from the continuous monitoring station for 2016 was collated to cover the period of diffusion tube monitoring. Period mean NO<sub>2</sub> concentrations and data capture statistics for the Castle Street, Camberley station were calculated for each diffusion tube exposure period.

It is possible to use either a local bias adjustment factor calculated using all periods, whether or not data capture or precision is adequate (shown in orange box in Figure C.2), or a local factor derived only from periods with adequate data capture and precision (blue box in Figure C.2). In this report, the local factor of 1.22 determined using only the periods with adequate data capture and precision.

Figure C.2 Local Bias Adjustment Factor Spreadsheet



If you have any enquiries about this spreadsheet please contact the LAQM Helpdesk at:

[LAQMHelpdesk@uk.bureauveritas.com](mailto:LAQMHelpdesk@uk.bureauveritas.com)

### Decision of Adjustment Factor

In this report, the local bias adjustment factor has been used, for the following reasons. Firstly, the local bias factor is likely to be more representative of the local area. Secondly, the nationally-derived bias adjustment factor is based on only one study located in one of the most polluted locations in the UK where the potential for diffusion tubes to overestimate NO<sub>2</sub> concentrations is considered greatest. Thirdly, the local bias adjustment factor, while outside the normal range expected, allows for worst-case NO<sub>2</sub> concentrations to be assessed.

### Continuous Monitoring Short-term to Long-term Adjustment ('Annualisation')

In 2016 there was not need to calculate "annualisation" adjustment factors as all sites achieved greater than 75% data capture.

### Annual Mean NO<sub>2</sub> Correction for Façade Distance Calculations


If an exceedance is measured at a monitoring site which is not representative of public exposure, Technical Guidance LAQM.TG16 suggests that a distance correction calculation should be carried out to estimate the annual mean NO<sub>2</sub> concentration at the nearest location of relevant exposure ("receptor") using the measurements made at the monitoring site (Ref. 18).

For the 2016 NO<sub>2</sub> Diffusion Tube results, this tool has been used at all monitoring sites that exceeded the annual mean NO<sub>2</sub> objective value, to predict whether the annual mean objective is likely to also be exceeded at the nearest location of relevant exposure.



Figure C.3 Façade distance correction calculation for Site SH7

This calculator allows you to predict the annual mean NO<sub>2</sub> concentration for a location ("receptor") that is close to a monitoring site, but nearer or further the kerb than the monitor. The next sheet shows your results on a graph.



**Enter data into the yellow cells**

<b>Step 1</b>	<b>How far from the KERB was your measurement made (in metres)?</b>	(Note 1)	<b>10</b>	metres
<b>Step 2</b>	<b>How far from the KERB is your receptor (in metres)?</b>	(Note 1)	<b>50</b>	metres
<b>Step 3</b>	<b>What is the local annual mean background NO<sub>2</sub> concentration (in µg/m<sup>3</sup>)?</b>	(Note 2)	<b>21.1</b>	µg/m <sup>3</sup>
<b>Step 4</b>	<b>What is your measured annual mean NO<sub>2</sub> concentration (in µg/m<sup>3</sup>)?</b>	(Note 2)	<b>40.05</b>	µg/m <sup>3</sup>
<b>Result</b>	<b>The predicted annual mean NO<sub>2</sub> concentration (in µg/m<sup>3</sup>) at your receptor</b>	(Note 3)	<b>28.6</b>	µg/m <sup>3</sup>

**Warning: your receptor is more than 20m further from the kerb than your monitor, treat result with caution**

Note 1: In some cases the term "kerb" may be taken to be the edge of the trafficked road - see the FAQ at <http://laqm2.defra.gov.uk/FAQs/Monitoring/Location/index.htm> for further details. Distances should be measured horizontally from the kerb and assumes that the monitor and receptor have similar elevations. Each distance should be greater than 0.1m and less than 50m (In practice, using a value of 0.1m when the monitor is closer to the kerb than this is likely to be reasonable). The receptor is the location for which you wish to make your prediction. The monitor can either be closer to the kerb than the receptor, or further from the kerb than the receptor. The closer the monitor and the receptor are to each other, the more reliable the prediction will be. When your receptor is further from the kerb than your monitor, it is recommended that the receptor and monitor should be within 20m of each other. When your receptor is closer to the kerb than your monitor, it is recommended that the receptor and monitor should be within 10m of each other.

Note 2: The measurement and the background must be for the same year. The background concentration could come from the national maps published at [www.airquality.co.uk](http://www.airquality.co.uk), or alternatively from a nearby monitor in a background location.

Note 3: The calculator follows the procedure set out in Box 2.3 of LAQM TG(09). The results will have a greater uncertainty than the measured data. More confidence can be placed in results where the distance between the monitor and the receptor is small than where it is large.

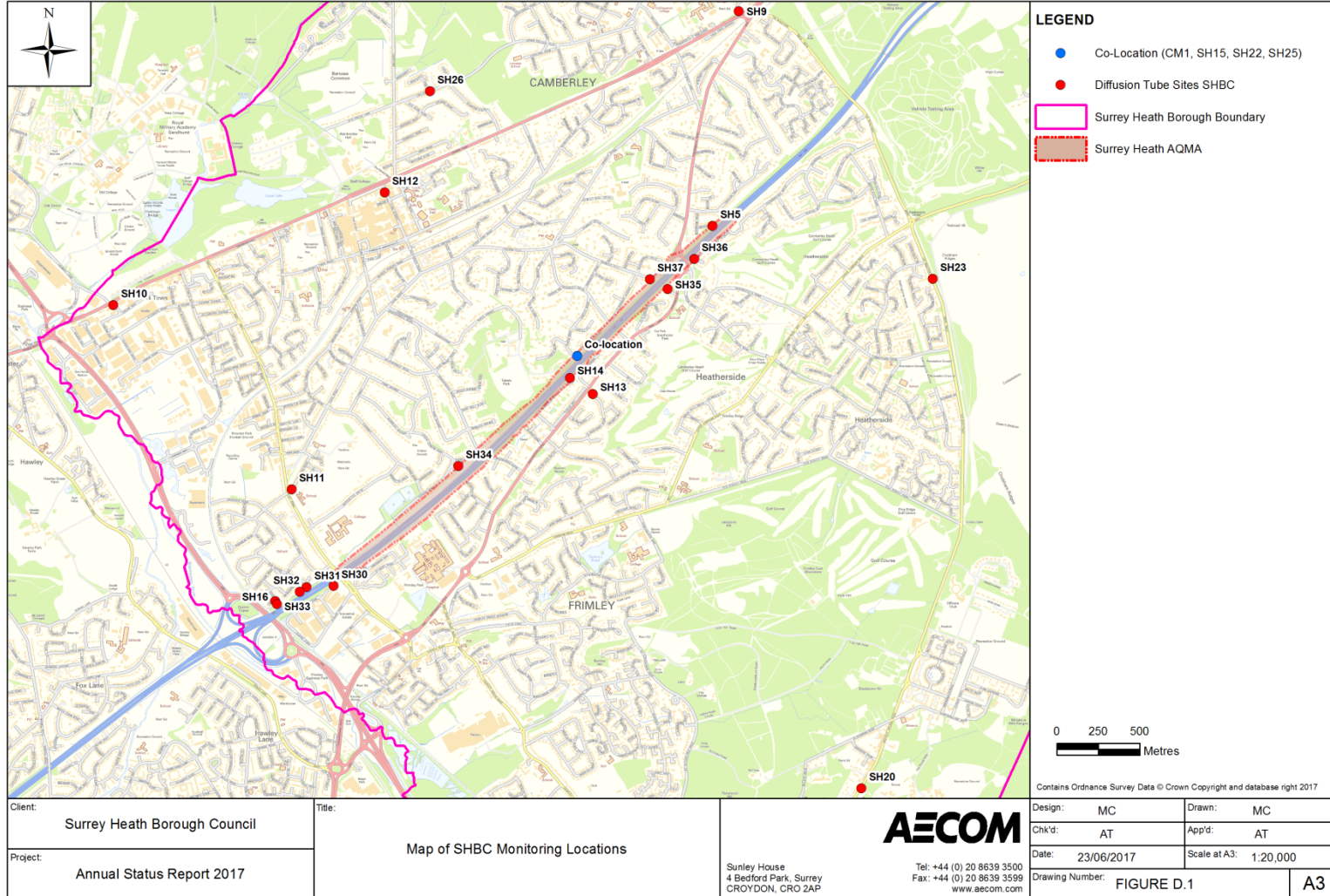
Issue 4; 25/01/11. Created by Dr Ben Marner; Approved by Prof Duncan Laxen. Contact: benmarner@aqconsultants.co.uk

The 2016 monitored annual mean NO<sub>2</sub> concentration at site SH7 was 40.1 µg/m<sup>3</sup>. After distance correction, the annual mean NO<sub>2</sub> concentration at the nearest location of relevant exposure to site SH7 was estimated to be well below the annual mean NO<sub>2</sub> objective.

## Appendix D: Maps of Monitoring Locations and AQMAs

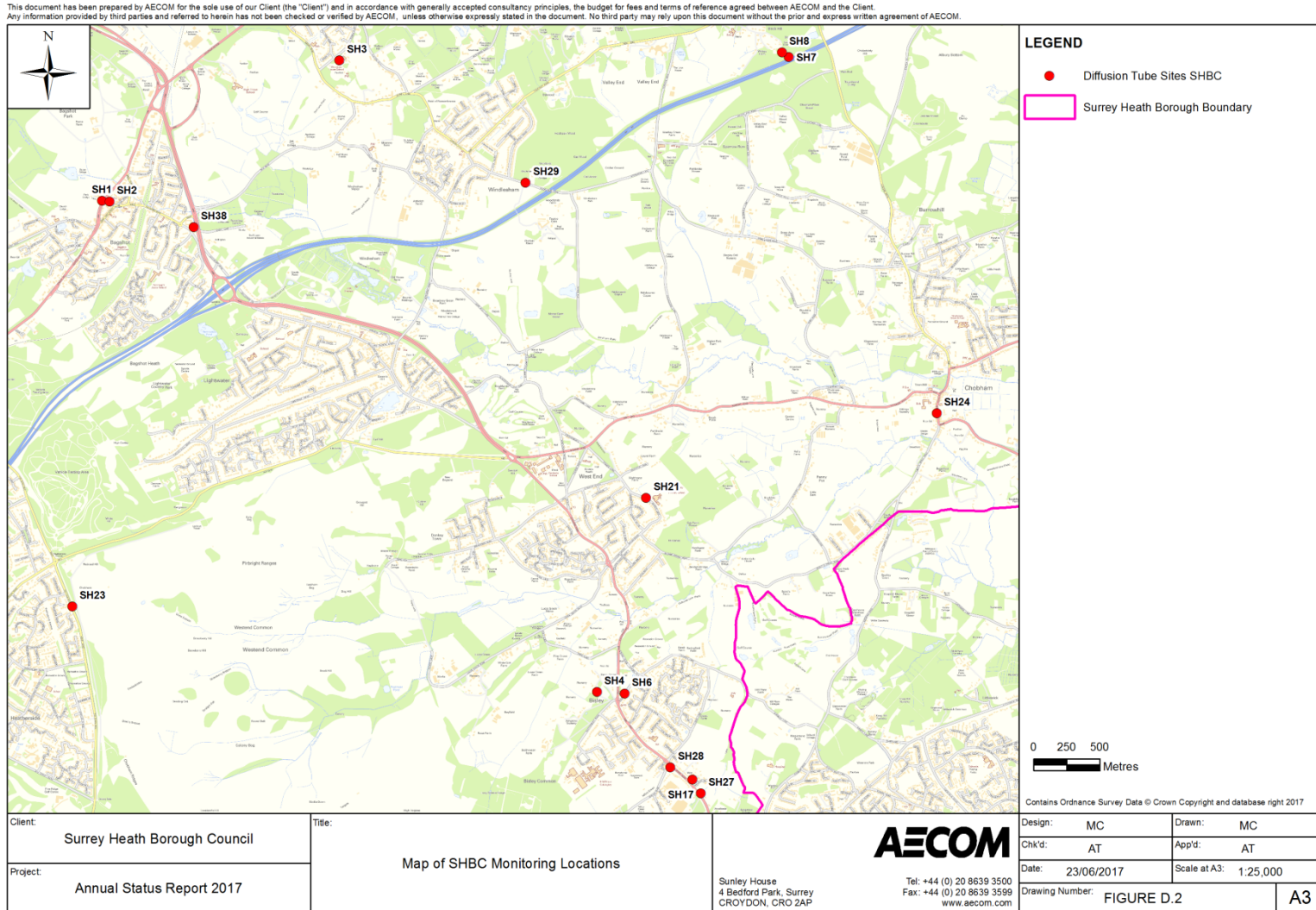
Figure D.1 Map of Monitoring Locations in West of the Borough of Surrey Heath

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Figure D.2 Map of Monitoring Locations in East of the Borough of Surrey Heath



## Appendix E: Summary of Air Quality Objectives in England

Table E.1 – Air Quality Objectives in England

Pollutant	Air Quality Objective <sup>4</sup>	
	Concentration	Measured as
Nitrogen Dioxide (NO <sub>2</sub> )	200 µg/m <sup>3</sup> not to be exceeded more than 18 times a year	1-hour mean
	40 µg/m <sup>3</sup>	Annual mean
Particulate Matter (PM <sub>10</sub> )	50 µg/m <sup>3</sup> , not to be exceeded more than 35 times a year	24-hour mean
	40 µg/m <sup>3</sup>	Annual mean
Sulphur Dioxide (SO <sub>2</sub> )	350 µg/m <sup>3</sup> , not to be exceeded more than 24 times a year	1-hour mean
	125 µg/m <sup>3</sup> , not to be exceeded more than 3 times a year	24-hour mean
	266 µg/m <sup>3</sup> , not to be exceeded more than 35 times a year	15-minute mean

<sup>4</sup> The units are in microgrammes of pollutant per cubic metre of air (µg/m<sup>3</sup>).



## Glossary of Terms

Abbreviation	Description
AQAP	Air Quality Action Plan - A detailed description of measures, outcomes, achievement dates and implementation methods, showing how the local authority intends to achieve air quality limit values'
AQMA	Air Quality Management Area – An area where air pollutant concentrations exceed / are likely to exceed the relevant air quality objectives. AQMAs are declared for specific pollutants and objectives
AQS	Air Quality Strategy
ASR	Air quality Annual Status Report
AURN	Automatic Urban and Rural Network
BAM	Beta Attenuation Monitor
Defra	Department for Environment, Food and Rural Affairs
EU	European Union
EV	Electric Vehicle
FDMS	Filter Dynamics Measurement System
HE	Highways England
LAQM	Local Air Quality Management
NO <sub>2</sub>	Nitrogen Dioxide
NO <sub>x</sub>	Nitrogen Oxides
PHOF	Public Health Outcomes Framework
PM <sub>10</sub>	Airborne particulate matter with an aerodynamic diameter of 10µm (micrometres or microns) or less
PM <sub>2.5</sub>	Airborne particulate matter with an aerodynamic diameter of 2.5µm or less
QA/QC	Quality Assurance and Quality Control
SCC	Surrey County Council
SHBC	Surrey Heath Borough Council

Abbreviation	Description
SO <sub>2</sub>	Sulphur Dioxide
TEOM	Tapered Element Oscillating Microbalance
USA	Updating and Screening Assessment

## References

- Ref. 1 Defra, (2007), The Air Quality Strategy for England, Scotland, Wales and Northern Ireland (Volume 1).
- Ref. 2 Air Quality (England) Regulations 2000 (SI 928)
- Ref. 3 The Air Quality (England) (Amendment) Regulations 2002 (SI 3043)
- Ref. 4 Surrey Heath Borough Council, Round One Review and Assessment Stage III, 2002.
- Ref. 5 Surrey Heath Borough Council, Round One Review and Assessment Stage IV, 2004.
- Ref. 6 Surrey Heath Borough Council, Air Quality Updating and Screening Assessment, August 2015.
- Ref. 7 Surrey Heath Borough Council, Action Plan Progress Report, 2007.
- Ref. 8 Surrey Heath Borough Council, Action Plan Progress Report, 2008.
- Ref. 9 Surrey Heath Borough Council, Action Plan Progress Report, 2009.
- Ref. 10 Surrey Heath Borough Council, Action Plan Progress Report, 2010.
- Ref. 11 Surrey Heath Borough Council, Air Quality Progress Report, 2014.
- Ref. 12 Directive 2008/50/EC of the European Parliament and the Council on Ambient Air Quality and Cleaner Air for Europe, 2008.
- Ref. 13 Public Health England, Public Health Outcomes Framework, Indicator number 3.01 - Fraction of all-cause adult mortality attributable to anthropogenic particulate air pollution (measured as fine particulate matter, PM<sub>2.5</sub>), <http://www.phoutcomes.info/public-health-outcomes-framework#page/6/gid/1000043/pat/6/par/E12000008/ati/102/are/E06000036/iid/30101/age/230/sex/4>, accessed 22/06/2016.
- Ref. 14 Defra, LAQM, National Diffusion Tube Bias Adjustment factors, Spreadsheet Version 03/16, <http://laqm.defra.gov.uk/bias-adjustment-factors/national-bias.html>, accessed on: 21/06/2016.
- Ref. 15 Defra, LAQM, Local bias adjustment factor spreadsheet: <http://laqm.defra.gov.uk/bias-adjustment-factors/local-bias.html>, accessed on: 21/06/2016.
- Ref. 16 Defra, LAQM, 2015 Diffusion Tube monitoring calendar, <http://laqm.defra.gov.uk/documents/Timetable-2015.pdf>, accessed on: 21/06/2016.



- Ref. 17 Defra, LAQM, Nitrogen Dioxide fall off with distance calculator,  
<http://laqm.defra.gov.uk/tools-monitoring-data/no2-falloff.html>, accessed on:  
21/06/2016.
- Ref. 18 Defra, Local Air Quality Management, Technical Guidance: LAQM.TG16,  
2016

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## Review of Reserves and Provisions

### Summary

To enable Members to review the criteria for maintaining individual Reserves and Provisions, following the closure of the 2016/17 accounts and to make recommendations as appropriate.

### Portfolio - Finance

Date Signed Off – 25 August 2017

### Wards Affected

All

### Recommendation

The Executive is asked to note the report and make recommendations as appropriate

## 1. Resource Implications

- 1.1 As at the 31<sup>st</sup> March 2017 the Council had £21.35m in usable reserves which were backed by cash. The report makes an estimate as to the level of reserves as at the 31<sup>st</sup> March 2018 based on current knowledge together with schedules showing what each reserve is for and the rules regarding expenditure.
- 1.2 The cash that the reserves represent has been used to offset the council's borrowings thereby reducing borrowing costs. Were these reserves required as cash for expenditure then this would increase borrowings.

## 2. Key Issues

- 2.1 The Council's reserves fall into two categories. These are:
  - Usable reserves, which represent sums put aside to cover future liabilities and/or capital purchases: Examples include the Interest Equalisation and Community fund 2002 reserves.
  - Unusable reserves are created as a result of rules on local government accounting. Examples include the Revaluation reserve and Pension reserve.
- 2.2 This paper only considers usable reserves.
- 2.3 Reserves are amounts set aside for specific policy purposes and balances which represent resources set aside for purposes such as general contingencies and cash flow management. Generally they are:

- A working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing - this forms part of general reserves;
- A contingency to cushion the impact of unexpected events or emergencies - this also forms part of general reserves; or
- A means of building up funds, often referred to as earmarked reserves, to meet known or predicted requirements
- An amount ring-fenced for specific purpose such as housing contributions from developers.

An example of this could be a reserve for future repairs.

2.4 The Council's Reserves are reviewed by officers whilst preparing the annual financial statements and are also subject to external audit.

2.5 Members are asked to consider whether the criteria for maintaining a specific reserve is appropriate and if it is, whether the amount put aside is adequate or not.

### **3. Options**

3.1 Members can accept, reject or amend the recommendation as set out.

### **4. Proposals**

4.1 It is proposed that the Executive is asked to note the report and make recommendations as appropriate.

### **5. Supporting Information**

5.1 A detailed schedules of reserves and accompanying information is attached to this paper.

### **6. Corporate Objectives And Key Priorities**

6.1 Financial sustainability is a key aim of the Council and the use of reserves contributes to this.

### **7. Risk Management**

7.1 Reserves and provisions are ways of managing future financial risk.

### **8. Officer Comments**

8.1 Changes to the reserves and provisions can only be made if they do not breach any legal undertaking given by the Council and are financially prudent.

<b>Annexes</b>	<b>A – List of Reserves and provisions B – Detailed schedules on each reserve and provision</b>
<b>Background Papers</b>	<b>None</b>
<b>Author/Contact Details</b>	<b>Sarah Parmenter – Senior Accountant <a href="mailto:Sarah.parmenter@surreyheath.gov.uk">Sarah.parmenter@surreyheath.gov.uk</a></b>
<b>Head Of Service</b>	<b>Kelvin Menon – Executive Head of Finance</b>

**Consultations, Implications And Issues Addressed**

<b>Resources</b>	<b>Required</b>	<b>Consulted</b>
Revenue	✓	
Capital		
Human Resources		
Asset Management		
IT		

<b>Other Issues</b>	<b>Required</b>	<b>Consulted</b>
Corporate Objectives & Key Priorities	✓	
Policy Framework		
Legal		
Governance		
Sustainability		
Risk Management		
Equalities Impact Assessment		
Community Safety		
Human Rights		
Consultation		
P R & Marketing		

**Review Date:**

**Version:**

## ANNEX A

<b>CASH BACKED CAPITAL AND REVENUE RESERVES 2016 TO 2018</b>				
		<b>Actual Balance</b>	<b>Actual Balance</b>	<b>Estimated Balance</b>
		<b>31/03/2016</b>	<b>31/03/2017</b>	<b>31/03/2018</b>
		<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Capital Reserves</b>				
Capital Receipts		483	151	0
<b>Earmarked Revenue purposes</b>				
Affordable Housing		777	1,051	1,051
Atrium Public art		13	13	13
Atrium S106 Agreement		334	326	276
Blackwater Valley developers contributions		101	95	85
Chewing gum machine		10	8	6
Chobham and Town Team Partnership		5	5	5
Community fund 2002		300	253	178
C.I.L		288	500	500
C.I.L Admin and Monitoring		0	44	44
Commuted sums		628	598	550
Crime and disorder partnership		109	102	82
Custom Build		0	15	15
Deepcut Village Centre: Alma Dettingen		377	358	308
Frimley Lodge Park 3G Pitch		25	46	67
Heatherside: multi-use games area		33	33	27
Insurance reserve fund		203	203	203
Interest Equalisation		0	675	675
Land drainage		384	384	384
LLC Personal Search Revocation		34	23	0
New Burdens Fund		103	103	80
Old Dean toddlers playground		20	18	10
One Public Estate		0	119	119
Personalisation and Prevention Partnership Fund		57	87	87
Planning S106 Agreements		190	216	216
Planning Tariff Contributions		613	635	635
Property Maintenance		1,784	1,904	1,754
Recycling/Refuse Equalisation		206	180	150
Remediation fund		45	45	0
SANGS		997	1,245	500
Surrey Family Support Programme		201	242	192
<b>Total Earmarked Reserves</b>		<b>7,837</b>	<b>9,526</b>	<b>8,212</b>
<b>Other Revenue reserves</b>				
Capital Fund		9,672	9,445	9,145
General Fund		2,398	2,236	2,200
		<b>12,070</b>	<b>11,681</b>	<b>11,345</b>
<b>TOTAL USABLE RESERVES</b>		<b>20,390</b>	<b>21,358</b>	<b>19,557</b>

ANNEX B

ANNEX B

<b>Fund</b>	<b>AFFORDABLE HOUSING</b>
<b>Purpose of Fund</b>	Fund set up from Developers contributions where they are unable to provide Affordable Housing at their site to enable SHBC to provide Affordable Housing elsewhere or support the inclusion of affordable housing in developments where viability could be an issue.
<b>Movement within year</b>	Developer Contributions received and credited to the reserve
<b>Restrictions of Use</b>	The fund can only be used for the purpose stated above
<b>Balance at 31<sup>st</sup> March 2017</b>	£ 1.051m
<b>Projected Balance at 31<sup>st</sup> March 2018</b>	£ 1.051m
<b>Approval of Spending</b>	The Executive
<b>Monitoring</b>	Executive Head of Regulatory
<b>Proposed changes to policy</b>	None
<b>Criteria for calculating fund requirement</b>	There is a formula for the calculation of affordable housing contributions made by developers in to the fund. Contributions are agreed on a scheme by scheme basis with the Regulatory Officers
<b>Criteria for calculating annual contribution</b>	N/A – from external contribution
<b>Proposal</b>	N/A – from external contribution
<b>Impact on Revenue Budget</b>	None directly but use of fund reduces investment income.

<b>Fund</b>	<b>ATRIUM PUBLIC ART</b>
<b>Purpose of Fund</b>	Fund for the construction and installation of the Atrium Public Art together with on-going maintenance and insurance costs. This fund receives interest on an annual basis
<b>Movement within year</b>	No maintenance was been required on the art. Interest has been credited to this account for 2016/17.
<b>Restrictions of Use</b>	The fund can only be used for the purpose agreed under the S106 Agreement
<b>Balance at 31<sup>st</sup> March 2017</b>	£ 13,000
<b>Projected Balance at 31<sup>st</sup> March 2018</b>	£ 13,000
<b>Approval of Spending</b>	The Executive
<b>Monitoring</b>	Executive Head of Finance
<b>Proposed changes to policy</b>	None
<b>Criteria for calculating fund requirement</b>	The fund was created to ensure that it could meet on-going maintenance and costs and hence these would not fall on the Council Tax Payer.

<b>Criteria for calculating annual contribution</b>	N/A – from external contribution
<b>Proposal</b>	N/A – from external contribution
<b>Impact on Revenue Budget</b>	Use of fund supports revenue expenditure but reduces investment income.

**ANNEX B - cont**

**ANNEX B –cont**

<b>Fund</b>	<b>ATRIUM S106 AGREEMENT</b>
<b>Purpose of Fund</b>	Fund set up from the Developer Contributions for Town Centre Management Improvements. This fund receives interest on an annual basis. During 17/18 part of the balance will be used to fund the Kevin Cantlon Shop Front Improvement Scheme
<b>Movement within year</b>	Expenditure incurred for CCTV scheduled maintenance during 2016/17. Interest has been credited to this account for 2016/17.
<b>Restrictions of Use</b>	This fund can only be used in accordance with the S106 Agreement
<b>Balance at 31<sup>st</sup> March 2017</b>	£ 326,000
<b>Projected Balance at 31<sup>st</sup> March 2018</b>	£ 276,000
<b>Approval of Spending</b>	Delegated to Chief Executive – Executive 26 January 2010
<b>Monitoring</b>	Chief Executive
<b>Proposed changes to policy</b>	None
<b>Criteria for calculating fund requirement</b>	N/A - from external contributions
<b>Criteria for calculating annual Contribution</b>	N/A – from external contributions
<b>Proposal</b>	None
<b>Impact on Revenue Budget</b>	None directly but use of fund reduces investment income.

<b>Fund</b>	<b>BLACKWATER VALLEY &amp; DEVELOPER CONTRIBUTIONS</b>
<b>Purpose of Fund</b>	Commuted sum held to meet the annual maintenance costs and refurbishment of the recreational facilities at Crabtree Park, Watchmoor Reserve and Mytchett Recreation Ground.
<b>Movement within year</b>	Expenditure on improvements to, and the maintenance of, Crabtree Park, Watchmoor Reserve and Mytchett Recreation Ground.
<b>Restrictions of Use</b>	This fund can only be used for the purpose noted above
<b>Balance at 31<sup>st</sup> March 2017</b>	£ 95,000



<b>Projected Balance at 31<sup>st</sup> March 2018</b>	£ 85,000
<b>Approval of Spending</b>	The Executive
<b>Monitoring</b>	Executive Head of Business
<b>Proposed changes to policy</b>	None
<b>Criteria for calculating fund requirement</b>	N/A
<b>Criteria for calculating annual Contribution</b>	N/A
<b>Proposal</b>	None
<b>Impact on Revenue Budget</b>	Eliminates impact on revenue budget of maintenance costs but use of fund reduces investment income

**ANNEX B - cont**

**ANNEX B -cont**

<b>Fund</b>	<b>CHEWING GUM MACHINE (S106)</b>
<b>Purpose of Fund</b>	Fund set up from S106 contribution from the Atrium Development, (Executive 6 May 2009 184/E refers), for the replacement of the chewing gum machine after 4 years and parts and consumables over the 8 year life of the extended street cleansing contract. This fund receives interest on an annual basis
<b>Movement within year</b>	Expenditure on maintenance of the machine and cleaning of designated areas. Interest has been credited to this account for 2016/17.
<b>Restrictions of Use</b>	This fund is set aside for the purpose above and is therefore restricted in accordance with the S106 Agreement
<b>Bal at 31<sup>st</sup> March 2017</b>	£ 8,000
<b>Projected Balance at 31<sup>st</sup> March 2018</b>	£ 6,000
<b>Approval of Spending</b>	Executive
<b>Monitoring</b>	Executive Head of Community
<b>Proposed changes to policy</b>	None.
<b>Criteria for calculating fund requirement</b>	N/A.
<b>Criteria for calculating annual contribution</b>	N/A
<b>Proposal</b>	None
<b>Impact on Revenue Budget</b>	None directly but use of fund reduces investment income

<b>Fund</b>	<b>CHOBHAM AND TOWN TEAM PARTNERSHIP</b>
<b>Purpose of Fund</b>	A ring fenced fund set up in 2012/13 to hold grant funds from

	the DCLG for the use of Chobham BEE to support the economic vitality of the village. These funds do not belong to Surrey Heath. The Council is a custodian and approved the expenditure.
<b>Movement within year</b>	No expenditure incurred for 2016/17
<b>Restrictions of Use</b>	This fund can only be in accordance with the DCLG conditions
<b>Bal at 31<sup>st</sup> March 2017</b>	£ 5,000
<b>Projected Balance at 31<sup>st</sup> March 2018</b>	£ 5,000
<b>Approval of Spending</b>	Executive Head of Finance on request from the Chobham BEE committee.
<b>Monitoring</b>	Executive Head of Finance
<b>Proposed changes to policy</b>	None can be made as the fund is ring fenced
<b>Criteria for calculating fund requirement</b>	A one off contribution made by the DCLG in 2012/13
<b>Criteria for calculating annual contribution</b>	A one off contribution made by the DCLG in 2012/13
<b>Proposal</b>	None
<b>Impact on Revenue Budget</b>	None directly but use of fund reduces investment income.

**ANNEX B - cont**

**ANNEX B -cont**

<b>Fund</b>	<b>COMMUNITY INFRASTRUCTURE LEVY</b>
<b>Purpose of Fund</b>	This reserve holds balances relating to the timing differences between collection of the levy and the allocation of spending.
<b>Movement within year</b>	Transfer into the reserve of net income received during 2016/17. Interest was also credited for 2016/17
<b>Restrictions of Use</b>	This fund can only be used in accordance with the CIL Conditions
<b>Balance at 31<sup>st</sup> March 2017</b>	£ 500,000
<b>Projected Balance at 31<sup>st</sup> March 2018</b>	£ 0
<b>Approval of Spending</b>	Executive Head of Regulatory
<b>Monitoring</b>	Executive Head of Regulatory
<b>Proposed changes to policy</b>	None – this fund is being built up to support the Town centre regeneration. It is assumed it will be used to support a LEP project
<b>Criteria for calculating fund requirement</b>	N/A – from external contributions.
<b>Criteria for</b>	N/A – from external contributions.

<b>calculating annual contribution</b>	
<b>Proposal</b>	None
<b>Impact on Revenue Budget</b>	None directly but use of fund reduces investment income.

<b>Fund</b>	<b>COMMUNITY INFRASTRUCTURE LEVY – Admin and Monitoring</b>
<b>Purpose of Fund</b>	Fund set up 2016/17, to cover the officer costs of monitoring the Community Infrastructure Levy Administration and Monitoring (for the collection of the levy and allocation of the spending).
<b>Movement within year</b>	Transfer into the reserve of net income received during 2016/17.
<b>Restrictions of Use</b>	This fund can only be for the purpose noted above
<b>Balance at 31<sup>st</sup> March 2017</b>	£ 44,000
<b>Projected Balance at 31<sup>st</sup> March 2018</b>	£ 44,000
<b>Approval of Spending</b>	Executive Head of Regulatory
<b>Monitoring</b>	Executive Head of Regulatory
<b>Proposed changes to policy</b>	None
<b>Criteria for calculating fund requirement</b>	N/A – from external contributions.
<b>Criteria for calculating annual contribution</b>	N/A – from external contributions.
<b>Proposal</b>	None
<b>Impact on Revenue Budget</b>	None directly but use of fund reduces investment income.

**ANNEX B - cont**

**ANNEX B –cont**

<b>Fund</b>	<b>COMMUNITY FUND (2002)</b>
<b>Purpose of Fund</b>	Fund set up in 2002/03 to make grants to community based organisations. Although it is estimated that £75,000 of this will be spent each year all grants are made are subject to Executive approval.
<b>Movement within year</b>	Expenditure for community grants, as approved by the Executive.
<b>Restrictions of Use</b>	The Executive can amend or remove any restrictions as it sees fit.
<b>Balance at 31<sup>st</sup></b>	£ 253,000

<b>March 2016</b>	
<b>Projected Balance at 31<sup>st</sup> March 2017</b>	£ 178,000
<b>Approval of Spending</b>	The Executive
<b>Monitoring</b>	Fund commitments updated with each report to the Executive.
<b>Proposed changes to policy</b>	None.
<b>Criteria for calculating fund requirement</b>	A one off contribution made from General fund in 2002/03
<b>Criteria for calculating annual Contribution</b>	A one off contribution made from General fund in 2002/03.
<b>Impact on Revenue Budget</b>	None – grants should not have any direct revenue implications for the Council however use of fund reduces investment income.

<b>Fund</b>	<b>COMMUTED SUMS</b>
<b>Purpose of Fund</b>	Funds contributed by developers for the maintenance of open spaces and recreational amenities e.g. playground equipment to cover their annual maintenance and eventual refurbishment. Interest has been credited to this account for 2016/17.
<b>Movement within year</b>	Expenditure on Deanside, Camberley Park, Wellington Park and Upland Road Play Area.
<b>Restrictions of Use</b>	This fund can only be used for the purpose noted above
<b>Bal at 31<sup>st</sup> March 2017</b>	£ 598,000
<b>Projected Balance at 31<sup>st</sup> March 2018</b>	£ 550,000
<b>Approval of Spending</b>	Executive
<b>Monitoring</b>	Executive Head of Business
<b>Proposed changes to policy</b>	None
<b>Criteria for calculating fund requirement</b>	N/A – from external contributions.
<b>Criteria for calculating annual Contribution</b>	N/A – from external contributions.
<b>Proposal</b>	None.
<b>Impact on Revenue Budget</b>	Reduces the cost of maintenance in the revenue budget but use of fund reduces investment income

<b>Fund</b>	<b>CRIME AND DISORDER PARTNERSHIP</b>
<b>Purpose of Fund</b>	Fund set up in 2000/01 to finance Community Safety activities of mutual benefit to the whole partnership set up under the Crime and Disorder Act 1999 e.g. Safety Campaigns and Your Sanctuary (Domestic Abuse Support) February 2017 Executive agreed a transfer of £20,000 from this fund during 2017/18
<b>Movement within year</b>	The net expenditure for 2016/17 totalled £7.5K
<b>Restrictions of Use</b>	This fund can only be used for the purpose noted above
<b>Bal at 31<sup>st</sup> March 2017</b>	£ 102,000
<b>Projected Balance at 31<sup>st</sup> March 2018</b>	£ 82,000
<b>Approval of Spending</b>	The partners in the Responsible Authorities Group of Surrey County Council, North West Surrey Police and this Council who approve all spend on schemes.
<b>Monitoring</b>	Chief Executive / Transformation Team Manager
<b>Proposed changes to policy</b>	None.
<b>Criteria for calculating fund requirement</b>	None.
<b>Criteria for calculating annual contribution</b>	None.
<b>Proposal</b>	None.
<b>Impact on Revenue Budget</b>	None - grants should not have any direct revenue implications for the Council however use of fund reduces investment income

<b>Fund</b>	<b>CUSTOM BUILD</b>
<b>Purpose of Fund</b>	Fund set up at year end 2016/17 from money received from Central Government so that Planning Departments can produce and maintain the Brownfield Register and Self Build Registers required under legislation
<b>Movement within year</b>	Transfer into the reserve of net income received during 2016/17.
<b>Restrictions of Use</b>	This fund can only be used for the purpose noted above
<b>Bal at 31<sup>st</sup> March 2017</b>	£ 15,000
<b>Projected Balance at 31<sup>st</sup> March 2018</b>	£ 15,000
<b>Approval of Spending</b>	Executive Head of Regulatory
<b>Monitoring</b>	Executive Head of Regulatory
<b>Proposed changes to policy</b>	None.

<b>Criteria for calculating fund requirement</b>	N/A – from external contributions.
<b>Criteria for calculating annual contribution</b>	N/A – from external contributions.
<b>Proposal</b>	None.
<b>Impact on Revenue Budget</b>	None directly but use of fund reduces investment income.

**ANNEX B - cont**

**ANNEX B -cont**

<b>Fund</b>	<b>DEEPCUT VLLAGE CENTRE (COMMUTED SUMS - LEISURE SERVICES)</b>
<b>Purpose of Fund</b>	Sum set aside to provide for maintenance of Deepcut Village Centre. This fund receives interest on an annual basis
<b>Movement within year</b>	Expenditure on works to remodel the centre. Interest has been credited to this account for 2016/17.
<b>Restrictions of Use</b>	This fund can only be used for the purpose noted above
<b>Balance at 31<sup>st</sup> March 2017</b>	£ 358,000
<b>Projected Balance at 31<sup>st</sup> March 2018</b>	£ 308,000
<b>Approval of Spending</b>	Executive Head of Business
<b>Monitoring</b>	Executive Head of Business
<b>Proposed changes to policy</b>	None.
<b>Criteria for calculating fund requirement</b>	None
<b>Criteria for calculating annual contribution</b>	None
<b>Impact on Revenue Budget</b>	Prevents future maintenance costs being charged to revenue but use of fund reduces investment income

<b>Fund</b>	<b>FRIMLEY LODGE PARK 3G PITCH</b>
<b>Purpose of Fund</b>	Sum set aside, via an annual transfer of £21K per annum from the revenue budget to provide for maintenance/replacement of the 3G Pitch Surface. Executive 16 July 2014, minute ref 27/E refers
<b>Movement within year</b>	Transfer from the revenue budget as per the above
<b>Restrictions of Use</b>	This fund can only be used for the purpose noted above
<b>Balance at 31<sup>st</sup> March 2017</b>	£ 46,000

<b>Projected Balance at 31<sup>st</sup> March 2018</b>	£ 67,000
<b>Approval of Spending</b>	Executive Head of Business
<b>Monitoring</b>	Executive Head of Business
<b>Proposed changes to policy</b>	None.
<b>Criteria for calculating fund requirement</b>	None
<b>Criteria for calculating annual contribution</b>	None
<b>Impact on Revenue Budget</b>	Prevents future maintenance/replacement costs being charged to revenue but use of fund reduces investment income

**ANNEX B - cont**

**ANNEX B –cont**

<b>Fund</b>	<b>HEATHERSIDE MULTI-USE GAMES</b>
<b>Purpose of Fund</b>	To provide a fund to cover future maintenance of this facility This fund receives interest on an annual basis
<b>Movement within year</b>	Expenditure on repairs and new equipment for the area. Interest has been credited to this account for 2016/17. Planned Health and Safety works are to be carried out during 2017/18.
<b>Restrictions of Use</b>	This fund can only be used for the purpose noted above.
<b>Balance at 31<sup>st</sup> March 2017</b>	£ 33,000
<b>Projected Balance at 31<sup>st</sup> March 2018</b>	£ 27,000
<b>Approval of Spending</b>	The Executive
<b>Monitoring</b>	Executive Head of Business
<b>Proposed changes to policy</b>	None.
<b>Criteria for calculating fund requirement</b>	None.
<b>Criteria for calculating annual contribution</b>	None.
<b>Proposal</b>	None.
<b>Impact on Revenue Budget</b>	None directly but use of fund reduces investment income,

<b>Fund</b>	<b>INSURANCE RESERVE</b>
<b>Purpose of Fund</b>	Comprises a sum set aside in connection with the run-down of Municipal Mutual Insurance (MMI) and the contribution

	towards costs. It also available for risk management and to cover uninsured losses.
<b>Movement within year</b>	None
<b>Restrictions of Use</b>	The Executive can amend or close the fund
<b>Balance at 31<sup>st</sup> March 2017</b>	£ 203,000
<b>Projected Balance at 31<sup>st</sup> March 2018</b>	£ 203,000
<b>Approval of Spending</b>	Executive Head of Finance
<b>Monitoring</b>	Executive Head of Finance
<b>Proposed changes to policy</b>	None
<b>Criteria for calculating fund requirement</b>	Municipal Mutual (MM) provides a twice yearly statement of Payments/Recoveries and estimated Outstanding Claims. MM's Finance Director advised the Council's liability may last until 2024.
<b>Criteria for calculating annual contribution</b>	No budgeted contributions to be budgeted.
<b>Proposal</b>	None
<b>Impact on Revenue Budget</b>	The fund means any claims made should not fall on revenue but use of fund reduces investment income

**ANNEX B - cont**

**ANNEX B –cont**

<b>Fund</b>	<b>INTEREST EQUALISATION</b>
<b>Purpose of Fund</b>	To provide a fund to deal offset the interest rate risk associated with the Council's borrowings.
<b>Movement within year</b>	Transfer to the reserve of additional investment income received not budgeted for
<b>Restrictions of Use</b>	The Executive can amend or close the fund
<b>Balance at 31<sup>st</sup> March 2017</b>	£ 675,000
<b>Projected Balance at 31<sup>st</sup> March 2018</b>	£ 1,200,000
<b>Approval of Spending</b>	Executive Head of Finance
<b>Monitoring</b>	Executive Head of Finance
<b>Proposed changes to policy</b>	None
<b>Criteria for calculating fund requirement</b>	Review of the total annual interest received against budget.
<b>Criteria for calculating annual contribution</b>	None



<b>Proposal</b>	None
<b>Impact on Revenue Budget</b>	None directly but use of fund reduces investment income

<b>Fund</b>	<b>LAND DRAINAGE</b>
<b>Purpose of Fund</b>	To finance land drainage schemes. This fund can only be used for expenditure on Council owned land
<b>Movement within year</b>	None
<b>Restrictions of Use</b>	The Executive can amend or close the fund
<b>Balance at 31<sup>st</sup> March 2017</b>	£ 384,000
<b>Projected Balance at 31<sup>st</sup> March 2018</b>	£ 384,000
<b>Approval of Spending</b>	Executive
<b>Monitoring</b>	Executive Head of Regulatory
<b>Proposed changes to policy</b>	None.
<b>Criteria for calculating fund requirement</b>	None.
<b>Criteria for calculating annual contribution</b>	None.
<b>Proposal</b>	None
<b>Impact on Revenue Budget</b>	None but without the fund any significant drainage costs would fall on revenue and use of fund reduces investment income.

#### ANNEX B - cont

#### ANNEX B –cont

<b>Fund</b>	<b>LOCAL LAND CHARGES REVOCATION FUND</b>
<b>Purpose of Fund</b>	Grant from a DCLG Grant following a legal judgement to finance claims for refunds of Personal Search fees from August 2005 – August 2010
<b>Movement within year</b>	Grant income as litigation continues and we are hopeful of a resolution during 2017/18 resulting in this fund being fully utilised.
<b>Restrictions of Use</b>	The Executive can amend or close the fund
<b>Balance at 31<sup>st</sup> March 2017</b>	£ 23,000
<b>Projected Balance at 31<sup>st</sup> March 2018</b>	£ NIL

<b>Approval of Spending</b>	Executive
<b>Monitoring</b>	Executive Head of Regulatory
<b>Proposed changes to policy</b>	None
<b>Criteria for calculating fund requirement</b>	The potential cost of claims may exceed this figure
<b>Criteria for calculating annual contribution</b>	N/A
<b>Proposal</b>	None
<b>Impact on Revenue Budget</b>	The fund reduces the impact of the cost of any potential refunds but use of fund reduces investment income.

<b>Fund</b>	<b>NEW BURDENS</b>
<b>Purpose of Fund</b>	DCLG Funding set aside to allow for additional resources required for Central Government legislation and regulations that have come into force under the Localism Act. We have also received funding for Community Rights to Challenge and Assets of Community Value.
<b>Movement within year</b>	No income or expenditure throughout the year
<b>Restrictions of Use</b>	The Executive can amend or close the fund
<b>Balance at 31<sup>st</sup> March 2017</b>	£ 103,000
<b>Projected Balance at 31<sup>st</sup> March 2018</b>	£ 80,000
<b>Approval of Spending</b>	Executive Head of Finance
<b>Monitoring</b>	Executive Head of Finance
<b>Proposed changes to policy</b>	None
<b>Criteria for calculating fund requirement</b>	N/A – external contributions
<b>Criteria for calculating annual contribution</b>	N/A – external contributions
<b>Proposal</b>	None
<b>Impact on Revenue Budget</b>	None directly but use of fund reduces investment income

**ANNEX B - cont**

**ANNEX B -cont**

<b>Fund</b>	<b>OLD DEAN TODDLERS PLAYGROUND</b>
<b>Purpose of Fund</b>	Fund set up to finance the revenue costs of future maintenance so that these do not fall on the Council. During 2017/18 additional funding will be spent out of the reserve to replace the equipment that is no longer fit for use.

	This fund receives interest on an annual basis
<b>Movement within year</b>	Interest has been credited to this account for 2016/17.
<b>Restrictions of Use</b>	This fund can only be used for the above
<b>Balance at 31<sup>st</sup> March 2017</b>	£ 18,000
<b>Projected Balance at 31<sup>st</sup> March 2018</b>	£ 10,000
<b>Approval of Spending</b>	Executive Head of Business
<b>Monitoring</b>	Executive Head of Business
<b>Proposed changes to policy</b>	None
<b>Criteria for calculating fund requirement</b>	N/A – external contributions
<b>Criteria for calculating annual contribution</b>	N/A – external contributions
<b>Proposal</b>	None
<b>Impact on Revenue Budget</b>	Prevents costs of maintenance falling on revenue but use of fund reduces investment income.

<b>Fund</b>	<b>ONE PUBLIC ESTATE</b>
	Fund set up at year end 2016/17 from money awarded to SHBC from the Governments One Public Estate Programme to explore the possibilities around release of publicly owned land for residential development
<b>Movement within year</b>	Transfer into the reserve of net income received during 2016/17.
<b>Restrictions of Use</b>	This fund can only be used for the above
<b>Balance at 31<sup>st</sup> March 2017</b>	£ 119,000
<b>Projected Balance at 31<sup>st</sup> March 2018</b>	£ 0
<b>Approval of Spending</b>	Executive Head of Regulatory
<b>Monitoring</b>	Executive Head of Regulatory
<b>Proposed changes to policy</b>	None
<b>Criteria for calculating fund requirement</b>	N/A – external contributions
<b>Criteria for calculating annual contribution</b>	N/A – external contributions
<b>Proposal</b>	None
<b>Impact on Revenue Budget</b>	None directly but use of fund reduces investment income

## ANNEX B - cont

## ANNEX B -cont

<b>Fund</b>	<b>PERSONALISATION AND PREVENTION PARTNERSHIP FUND</b>
<b>Purpose of Fund</b>	Funded by Surrey County Council to enable Surrey Heath BC to invest in projects which, through improved efficiency and increased income will benefit the older community. It is assumed that this will be used in the year on works at Windle Valley
<b>Movement within year</b>	£30,000 transferred into this reserve to fund the underspend in revenue expenditure during 2016/17 as this income is ring-fenced
<b>Restrictions of Use</b>	This fund can only be used for the purpose noted above.
<b>Balance at 31<sup>st</sup> March 2017</b>	£ 87,000
<b>Projected Balance at 31<sup>st</sup> March 2018</b>	£ 0
<b>Approval of Spending</b>	The Executive
<b>Monitoring</b>	Executive Head of Community
<b>Proposed changes to policy</b>	None
<b>Criteria for calculating fund requirement</b>	N/A – external contributions
<b>Criteria for calculating annual contribution</b>	N/A – external contributions
<b>Proposal</b>	None
<b>Impact on Revenue Budget</b>	None directly but use of fund reduces investment income.

<b>Fund</b>	<b>PLANNING S106 AGREEMENTS</b>
<b>Purpose of Fund</b>	Fund set up from Developer contributions collected to fulfil specific financial obligations contained in S106 Agreements and are to be used for specific projects and purposes as detailed in the Section 106 Agreements. This fund receives interest on an annual basis
<b>Movement within year</b>	No expenditure during 2016/17, transfer of income into the reserve. Interest has been credited to this account for 2016/17.
<b>Restrictions of Use</b>	This fund can only be used for the purpose noted above.
<b>Balance at 31<sup>st</sup> March 2017</b>	£ 216,000
<b>Projected Balance at 31<sup>st</sup> March 2018</b>	£ 150,000
<b>Approval of Spending</b>	Executive Head of Regulatory
<b>Monitoring</b>	Development Control Manager / S106 Officer

<b>Proposed changes to policy</b>	None
<b>Criteria for calculating fund requirement</b>	N/A – external contributions
<b>Criteria for calculating annual contribution</b>	N/A – external contributions
<b>Proposal</b>	None
<b>Impact on Revenue Budget</b>	None directly but use of fund reduces investment income.

**ANNEX B - cont**

**ANNEX B –cont**

<b>Fund</b>	<b>PLANNING TARIFF CONTRIBUTIONS</b>
<b>Purpose of Fund</b>	Fund set up from Developer Contributions collected via the Surrey Heath Developer Tariff Scheme for the provision of additional infrastructure projects in the borough in order to mitigate the impact of new development on local infrastructure. It has been assumed that this will be used to support LEP bids. This fund receives interest on an annual basis
<b>Movement within year</b>	Revenue net expenditure transferred into the reserve for 2016/17. Interest has been credited to this account for 2016/17.
<b>Restrictions of Use</b>	This fund can only be used for the purpose noted above.
<b>Balance at 31<sup>st</sup> March 2017</b>	£ 635,000
<b>Projected Balance at 31<sup>st</sup> March 2018</b>	£ 135,000
<b>Approval of Spending</b>	Executive
<b>Monitoring</b>	Development Manager / S106 Officer
<b>Proposed changes to policy</b>	None
<b>Criteria for calculating fund requirement</b>	N/A – set by tariff
<b>Criteria for calculating annual contribution</b>	N/A – set by level of tariff
<b>Proposal</b>	None
<b>Impact on Revenue Budget</b>	None directly but use of fund reduces investment income.

<b>Fund</b>	<b>RECYCLING EQUALISATION FUND</b>
<b>Purpose of Fund</b>	To mitigate the effect of volatility in prices for recycled materials, to provide a maintenance fund for the depot and to support the role out of the new waste contract.
<b>Movement within</b>	No expenditure incurred within the year. £30,000

<b>year</b>	expenditure has been built into the 2017/18 budget.
<b>Restrictions of Use</b>	The Executive can amend or close the fund
<b>Balance at 31<sup>st</sup> March 2017</b>	£ 180,000
<b>Projected Balance at 31<sup>st</sup> March 2018</b>	£ 150,000
<b>Approval of Spending</b>	Executive
<b>Monitoring</b>	Executive Head of Community
<b>Proposed changes to policy</b>	None
<b>Criteria for calculating fund requirement</b>	N/A
<b>Criteria for calculating annual contribution</b>	N/A
<b>Proposal</b>	None
<b>Impact on Revenue Budget</b>	None directly but use of fund reduces investment income.

**ANNEX B - cont**

**ANNEX B -cont**

<b>Fund</b>	<b>REMEDICATION FUND</b>
<b>Purpose of Fund</b>	Fund set up to cover the prevention/ remediation costs of land damaged by traveller incursions. This fund is expected to be fully utilised in 2017/18 for Swift Lane
<b>Movement within year</b>	No expenditure incurred within the year
<b>Restrictions of Use</b>	The Executive can amend or close the fund
<b>Balance at 31<sup>st</sup> March 2017</b>	£ 45,000
<b>Projected Balance at 31<sup>st</sup> March 2018</b>	£ NIL
<b>Approval of Spending</b>	The Executive
<b>Monitoring</b>	Executive Head of Regulatory.
<b>Proposed changes to policy</b>	None.
<b>Criteria for calculating fund requirement</b>	Further funding may be required to cover various issues at traveller sites subject to Executive approval.
<b>Criteria for calculating annual contribution</b>	N/A.
<b>Proposal</b>	None.
<b>Impact on Revenue Budget</b>	Prevents costs of remediation being charged to revenue but use of fund reduces investment income

<b>Fund</b>	<b>REPAIRS AND MAINTENANCE FUND</b>
<b>Purpose of Fund</b>	Fund to cover on going repairs and renewals and property maintenance costs. February 2017 Executive agreed a transfer of £150,000 from this reserve for 2017/18
<b>Movement within year</b>	The PPM revenue budget was under spent by £119,000 so a transfer was made to the reserve to the GFWB.
<b>Restrictions of Use</b>	The Executive can amend or close the fund
<b>Balance at 31<sup>st</sup> March 2017</b>	£ 1.904m
<b>Projected Balance at 31<sup>st</sup> March 2018</b>	£ 1.754m
<b>Approval of Spending</b>	Executive Head of Finance
<b>Monitoring</b>	Estates and Asset Manager
<b>Proposed changes to policy</b>	None.
<b>Criteria for calculating fund requirement</b>	The anticipated annualised cost of all of the works on the council's assets should they need to be completed at the same time.
<b>Criteria for calculating annual contribution</b>	There is an annual budget of £130,000 for property maintenance. Any underspend is then transferred to this fund.
<b>Proposal</b>	None.
<b>Impact on Revenue Budget</b>	None directly but use of fund reduces investment income.

#### ANNEX B - cont

#### ANNEX B –cont

<b>Fund</b>	<b>SANGS (SUITABLE ALTERNATIVE NATURAL GREEN SPACE)</b>
<b>Purpose of Fund</b>	Planning tariff contributions to finance the provision and maintenance of SANGS for SPA mitigation for perpetuity. It also is used to fund the purchase and maintenance of land to be used as SANGS. This fund receives interest on an annual basis
<b>Movement within year</b>	Revenue net expenditure transferred into the reserve for 2016/17.
<b>Restrictions of Use</b>	This fund is restricted to the purpose above.
<b>Balance at 31<sup>st</sup> March 2017</b>	£ 1.245m
<b>Projected Balance at 31<sup>st</sup> March 2018</b>	£ 0.500m
<b>Approval of Spending</b>	Executive Head of Regulatory and Executive Head of Business
<b>Monitoring</b>	Planning Policy and Support Manager / Recreation and Business Manager
<b>Proposed changes to policy</b>	None

<b>Criteria for calculating fund requirement</b>	N/A – set by Tariff
<b>Criteria for calculating annual Contribution</b>	N/A – set by tariff
<b>Proposal</b>	None
<b>Impact on Revenue Budget</b>	The council has agreed to maintain the SANGS in perpetuity so the reserve is required to fund this obligation. Use of fund reduces investment income.

<b>Fund</b>	<b>SURREY FAMILY SUPPORT PROGRAMME</b>
<b>Purpose of Fund</b>	Funding is received from SCC to deliver the Troubled Families Project locally and SHBC are working jointly with Runnymede BC February 2017 Executive agreed £50,000 would be transferred from this reserve during 2017/18
<b>Movement within year</b>	DCLG grant underspend transferred into the reserve for 16/17 as the income is ring fenced for this project. This will be used in the coming year.
<b>Restrictions of Use</b>	This reserve can only be used for the above purpose.
<b>Balance at 31<sup>st</sup> March 2017</b>	£ 242,000
<b>Projected Balance at 31<sup>st</sup> March 2018</b>	£ 192,000
<b>Approval of Spending</b>	Executive Head Regulatory Services
<b>Monitoring</b>	Family Support Officer
<b>Proposed changes to policy</b>	None
<b>Criteria for calculating fund requirement</b>	None
<b>Criteria for calculating annual contribution</b>	None
<b>Proposal</b>	None.
<b>Impct on Rev Budget</b>	None directly but use of fund reduces investment income.

**ANNEX B - cont**

**ANNEX B –cont**

<b>Fund</b>	<b>CAPITAL FUND</b>
<b>Purpose of Fund</b>	Revenue funds put aside to fund future capital expenditure in line with council policy. As approved by Executive £250,000 of this fund will be used to fund the Transformation Budget 2017/18 along with £100,000 for survey work in the Town Centre. This fund also includes unspent new homes bonus payments
<b>Movement within</b>	£28,000 transferred in from ICT to be ring-fenced for ICT,



<b>year</b>	£250,000 transferred into the GFWB Executive Feb 2016 Minute 59/E refers and £4,975 transferred to the GFWB for revenue over-spend Executive September 2013 Minute 40/E refers
<b>Restrictions of Use</b>	The fund can be amended or closed by Executive
<b>Balance at 31<sup>st</sup> March 2017</b>	£ 9.445m
<b>Projected Balance at 31<sup>st</sup> March 2018</b>	£ 9.145m
<b>Review</b>	The Council will be unable to fund its capital expenditure from Capital receipts within the next year and this fund will be needed to maintain that programme.
<b>Approval of Spending</b>	Executive / Executive Head of Finance
<b>Monitoring</b>	Chief Executive / Executive Head of Finance
<b>Proposed changes to policy</b>	None.
<b>Criteria for calculating fund requirement</b>	None.
<b>Criteria for calculating annual contribution</b>	A transfer can be made each year from the Repairs & Renewals Fund equal to expenditure incurred but charged to capital. This is to compensate for the additional unplanned use of capital reserves and thus maintain the capital balances.
<b>Proposal</b>	None
<b>Impact on Revenue Budget</b>	None.

<b>Fund</b>	<b>GENERAL FUND WORKING BALANCE</b>
<b>Purpose of Fund</b>	To meet day-to-day cash flow requirements and to provide a general contingency which is used to fund non-budgeted service expenditure requirements, and other unforeseen risks, which were not identified in the budget setting process
<b>Restrictions of Use</b>	Expenditure is subject to Executive/Full Council Approval.
<b>Balance at 31<sup>st</sup> March 2017</b>	£ 2.236m
<b>Projected Balance at 31<sup>st</sup> March 2018</b>	£ 2.200m
<b>Review</b>	The GFWB generates interest to support revenue expenditure and also provides a contingency for unexpected fluctuations in income and expenditure.
<b>Approval of Spending</b>	The Executive and full council through the setting of the budget
<b>Monitoring</b>	The Executive Head of Finance, Section 151 Officer, reports to the Performance and Finance Scrutiny Committee and The Executive.
<b>Criteria for calculating fund requirement</b>	The General Fund must be sufficient to cover unforeseen events.
<b>Criteria for calculating annual contribution</b>	The level of annual contribution or withdrawal is determined annually as part of the budget strategy, taking into account finances available to support General Fund services and the financial target of the working balance.
<b>Proposal</b>	None.
<b>Impact on Revenue Budget</b>	An increase or decrease in this fund has a direct impact on the Council's revenue expenditure.

<b>Fund</b>	<b>CAPITAL RECEIPTS RESERVE</b>
<b>Purpose of Fund</b>	Receipts from sales of council assets used to finance the approved capital programme
<b>Movement within year</b>	Expenditure in line with the approved Capital Programme for 2016/17
<b>Restrictions of Use</b>	This fund can only be used to purchase new capital assets.
<b>Balance at 31st March 2017</b>	£ 151,000
<b>Projected Balance at 31st March 2018</b>	£ NIL
<b>Review</b>	The projected balance anticipates the delivery of the approved capital programme in 2017/18. No major capital receipts have been budgeted for in 2017/18 .
<b>Approval of Spending</b>	Full Council on the recommendation of Executive
<b>Monitoring</b>	Executive Head of Finance
<b>Proposed changes to policy</b>	None.
<b>Criteria for calculating fund requirement</b>	This fund can only be increased from the sale of assets.
<b>Criteria for calculating annual contribution</b>	None.
<b>Impact on Balances</b>	Any sum available for new capital initiatives will be considered when the corporate capital programme is being prepared.
<b>Impact on Revenue Budget</b>	None but the reduction in the balance will have an effect on investment income. This may be offset by sales of assets in the year

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**EXCLUSION OF PRESS AND PUBLIC**

**RECOMMENDATION**

The Executive is advised to **RESOLVE** that, under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the ground that they involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Act, as set out below:

<u>Item</u>	<u>Paragraph(s)</u>
11	3

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