Surrey Heath Borough Council

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Monday, 10 January 2022

To: The Members of the **Performance and Finance Scrutiny Committee** (Councillors: Sashi Mylvaganam (Chairman), Valerie White (Vice Chairman), Graham Alleway, Stuart Black, Vivienne Chapman, Sarah Jane Croke, Paul Deach, Sharon Galliford, Edward Hawkins, Darryl Ratiram, Morgan Rise, Graham Tapper and Victoria Wheeler)

In accordance with the Substitute Protocol at Part 4 of the Constitution, Members who are unable to attend this meeting should give their apologies and arrange for one of the appointed substitutes, as listed below, to attend. Members should also inform their group leader of the arrangements made.

Substitutes: Councillors Dan Adams, Peter Barnett, Rodney Bates, Tim FitzGerald, Josephine Hawkins, David Lewis, Pat Tedder and Kristian Wrenn

Dear Councillor,

A meeting of the **Performance and Finance Scrutiny Committee** will be held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on **Wednesday, 19 January 2022 at 7.00 pm**. The agenda will be set out as below.

Please note that this meeting will be recorded.

Yours sincerely

Damian Roberts

Chief Executive

AGENDA

Pages

1 Apologies for Absence

To receive apologies for absence and to note the attendance of any substitute members.

2 Minutes of the Previous Meeting **5 - 10**

To receive and confirm as a correct record the minutes of the meeting of the Performance and Finance Scrutiny Committee held on 10th November 2021.

Public Document Pack

3 Declarations of Interest

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

Scrutiny of Executive Portfolio: Environment and Health

4 Environment and Health Executive Portfolio Update **11 - 18**

To receive a report summarising the key areas of work within the Environment and Health Executive Portfolio over the last twelve months.

5 Joint Waste Solutions Update

To receive a presentation from Joint Waste Solutions on the current status of the waste collection service in Surrey Heath and an overview of the future direction of the service.

6 Community Services Update

To receive a presentation from Darren Williams, Corporate Head of Community Services, on the Council's Community Services provision within Surrey Heath.

7 Air Quality Annual Report 2021 **19 - 150**

To receive a report summarising the outcomes of air quality monitoring activity during the past year.

8 Climate Change Working Group Update **151 - 178**

To receive a report providing an update on the activity that is taking place within the Council to meet the aims and objectives of the Council's Climate Change Action Plan.

Council Performance

9 Local Plan Local Authority Monitoring Report **179 - 252**

To receive a report summarising the work undertaken during 2021 to implement a Local Development Plan and the Local Development Scheme for Surrey Heath.

10 Draft Annual Plan 2022/23 **253 - 280**

To receive and comment on the Council's draft Annual Plan for the 2022/23 municipal year.

11 Corporate Risk Register **To follow**

To receive and comment on a report setting out the Council's Corporate Risk Register.

12 Public Realm Task and Finish Group

To receive an update on the review of public realm work in Camberley town centre.

13 ISO 9001 **281 - 288**

To receive a report exploring the applicability of the ISO 9001 standard to services being delivered by the Council.

14 Work Programme **289 - 290**

To Committee is asked to agree the attached work programme for the remainder of this municipal year and make suggestions as to any other matters they would like to add to the work programme.

15 Date of Next Meeting

The next scheduled meeting of the Performance and Finance Scrutiny Committee will take place on Wednesday 9th March 2022 at 7pm.

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Minutes of a Meeting of the Performance and Finance Scrutiny Committee held at Council Chamber, Surrey Heath House, Knoll Road, Camberley, GU15 3HD on 10 November 2021

+ Cllr Sashi Mylvaganam (Chairman)
+ Cllr Valerie White (Vice Chairman)

+	Cllr Graham Alleway	+	Cllr Edward Hawkins
+	Cllr Stuart Black	+	Cllr Darryl Ratiram
-	Cllr Vivienne Chapman	+	Cllr Morgan Rise
+	Cllr Sarah Jane Croke	+	Cllr Graham Tapper
+	Cllr Paul Deach	+	Cllr Victoria Wheeler
+	Cllr Sharon Galliford		

+ Present
- Apologies for absence presented

Members in Attendance: Cllr Colin Dougan, Cllr David Mansfield, Cllr Adrian Page, Cllr Robin Perry and Cllr Helen Whitcroft

Officers Present: Sarah Bainbridge, Organisational Development Manager
Gavin Chinniah, Head of Planning
Amanda Fahey, Strategic Director of Finance & Customer Service
Adrian Flynn, Chief Accountant
Anna Godleman, Climate Change Officer
Teresa Hogsbjerg, Economic Development Manager
Louise Livingston, Head of HR, Performance & Communications
Sue McCubbin, Recreation & Business Service Manager
Gavin Ramtohal, Head of Legal & Democratic Services
Damian Roberts, Chief Executive
Stephen Wilkinson, Head of Investment & Development

16/PF Minutes of Previous Meeting

RESOLVED that the minutes of the meeting of the Performance and Finance Scrutiny Committee held on 8th September 2021 be approved as a correct record and signed by the Chairman.

17/PF Declarations of Interest

There were no declarations of interest.

18/PF Six Month Performance Report

The Committee received a report summarising the performance of the Council in the first six months of the 2021/22 municipal year against the corporate objectives, priorities and success measures set out in the Annual Plan. Arising from the Committee's questions and comments the following points were noted:

- It was confirmed that the targets and expectations for the new leisure centre had been exceeded. Officers were waiting for full performance figures from the contractor and these would be shared when they were available.

- It was clarified that alternative ways of managing the theatre had been explored in the past however these had been rejected. It was stressed that the majority of community based theatres required some level of subsidy to keep them operational; Camberley's theatre currently had a strong management team in place who had worked hard to develop an attractive offer for customers and the subsidies provided to the theatre had reduced over time.
- Information as to the end destinations for any food waste collected in the Borough was requested.
- An update with regard to when the garden waste collections would be resumed was requested.
- More information on the work to reduce contamination of dry mixed recycling collections at flats was requested.
- It was suggested that monitoring of air quality should take in a wider area than just the Blackwater Valley Relief Road.
- Clarity was sought on whether the attendance figures for the Camberley Theatre were cumulative or the number for just that particular quarter. It was clarified that the theatre ticket figures reported represented that tickets sold in each separate quarter and the target represented the cumulative annual total.

The Committee expressed concern that the RAG rating used to indicate the progress of projects was not always helpful, and that it would be more helpful to state whether the target would be achieved or was on track, whether it was within the timescales or whether it was unlikely to be achieved. It was also felt that some ratings, for example the amber rating for the Local Plan project, did not reflect the significant volume of work had been done to meet the stated aims and objectives. Similarly, the Committee considered that indicators relating to waste collection service should not all be green or amber when the garden waste collections had been suspended.

It was requested that future performance reports include a more nuanced approach to ascertaining whether the Council was on track to meet its targets and include details as to whether the project was on track and on time or if the target was unlikely to be achieved. It was agreed that the approach to measuring progress would be reviewed. It was noted that the Committee would have an opportunity to review and comment on the draft Annual Plan for 2022/23 at its meeting in January 2022.

The Committee noted the report.

19/PF Treasury Management Update

The Committee considered the Treasury Management Mid-Year report for 2021/22.

The report summarised the performance of the Council's investments and borrowing for the first six months of the 2021/22 financial year and demonstrated the Council's compliance with agreed Treasury Management Indicators.

The Committee was informed that on the 30th September 2021 the Council held £175million of borrowing, a decrease of £5million on the borrowing levels on 31st march 2021. Of this £78million was in the form of loans from the Public Works Loan Board and £97million was in the form of short term Local Authority Loans. This put the Council well within the approved upper operational borrowing limit of £230million.

It was noted that the Council was required, by Government guidance and the CIPFA Code, to have regard to the security and liquidity of its treasury investments before seeking the optimum rate of return or yield on its investments. It was reported that on 30th September 2021, a total of £27,286,000 was held by the Council in investments,

compared to £22,394,000 on 1st April 2021. Of this, the Council had invested £2million in the CCLA Property Fund (A long term investment) while the remainder had been invested in a number of short term money market funds.

The Committee noted the report.

20/PF Revenue Budget Update

It was reported that the Covid-19 pandemic had continued to impact the Council's finances during the second quarter of the 2021/22 financial year, either due to increased expenditure or lower than expected revenues, a trend which was expected to continue for the remaining lifetime of the current financial year.

The main variances of note, to date, were car parking which was under budget by £368,000, Camberley Theatre which had a forecast deficit of £104,000 and the loss of income from subscriptions to the Garden Waste Collection Service which were refunded following the suspension of the service. There had also been a drop in the income received from the property portfolio with income from retailers being particularly impacted due to closures during Government imposed restrictions during the pandemic.

The Committee noted that the accounts showed four areas where there were significant variances between the agreed budgets and the current financial position and it was requested that written updates as to the actions being take to address these variances be provided for the following areas:

- Car parking
- Town centre investment and the JPUT
- Theta
- Albany Park

The impacts of the pandemic were noted however it was stressed that the 2021/22 budget had been set during the pandemic and it was questioned why this did not appear to have been taken into during the budget setting process.

Whilst it was acknowledged that there would be a need to utilise a portion of the Council's reserves to deliver services in the coming years; the Committee expressed concern over the Council's strategy for managing its finances over the coming years so that services could continue to be delivered to residents. It was questioned whether the Council's financial management strategies were sufficiently robust and the Committee requested that they receive regular oversight of these documents.

21/PF Capital Budget Update

It was noted that at the end of the second quarter of the 2021/22 financial year, £2.067million had been spent from the agreed capital budget of £13.934million. Oversight of the progress of capital projects was carried out by the Capital Monitoring Programme Board who ensured that projects were property scoped, costed and delivered as per the project specifications and that any delays were dealt with and reported at the earliest opportunity.

22/PF Portfolio Update: Finance

The Committee received a report summarising the Council's work over the past twelve months which were encompassed by the Finance Executive Portfolio.

The Committee was informed that work by BDO, the external auditors, to audit the Council's Financial Statements for the 2019/20 financial year was still ongoing. It was clarified that the fees that local authorities paid external audit firms were set by the PSAA; any variations to the agreed base fee had to be submitted to the PSAA for approval and the Council had no control over these additional fees.

It was noted that the Capital Project Board, which had been set up to monitor major capital programmes and projects, had held its first meeting in June and would be meeting on a quarterly basis going forward. The Council's Section 151 Officer and Capital Accountants fed into the Board with any matters arising being taken through the appropriate financial reporting processes.

So that members were fully able to scrutinise financial decision making, the Committee requested that training focusing on the accounts and financial matters be provided to all members.

It was noted that the new Head of Finance would be taking up the post in January 2022.

The Committee noted the update.

23/PF Portfolio Update: Business and Transformation

The Committee received a report summarising the Council's work over the past twelve months which were encompassed by the Business and Transformation Executive Portfolio; a portfolio which included Camberley Theatre, Car Parking, Communications and Engagement, Corporate Property, Data Protection and Freedom of Information, Economic Development, Heritage Services and ICT and Digital.

The Committee was informed that two methods of calculating footfall through the town centre and the car parks were used, a system that used anonymised data collected from smart phones and one that physically counted people moving through an area. A report on footfall data will be discussed at future meetings of the Property Investment and Town Centre Working Groups and the data collected would be used to inform the development of the Town Centre Strategy.

It was reported that Surrey County Council would be reinstating the parking restrictions on the High Street the week commencing 16th November 2021. The Committee acknowledged the increase in the number of delivery drivers waiting for take away pickups in the High Street over the past year and it was questioned whether an area off the High Street could be provided to enable them to park for free.

The Knoll Road Car Park made a significant contribution to the Council's finances, the decision to provide 2 hours of free parking had had a significant impact on the Council's income which was not sustainable and this would be reviewed before the end of the financial year.

It was confirmed that when the budgets had been set at the start of the financial year it had been expected that there would be a variance in the car park income as residents and

visitors readjusted following the pandemic restrictions and a more realistic budget would be set going forward into the new financial year.

The success of recent initiatives to support the development of small business in the borough was acknowledged; however there had been disappointment that of the 120 organisations supported by the Pop up Business School only 35 had been based in Surrey Heath and the concept would now be expanded using a new provider.

It was clarified that the processes for claiming pandemic related grant support from the Government were laid out in Government guidelines and it was confirmed that all applications had been submitted in line with these guidelines and by the deadlines stated.

The Committee was informed that there was approximately £108,000 left in the Council's Welcome Back Fund, a Government initiative which aimed to support businesses and encourage residents to return to high streets after the pandemic. To date, money had been used to support the Freedom of the Borough event and Squish in the Square and it was requested that any suggestions for what the funds might be spent on be forwarded to the Economic Development Team.

The Committee noted the update.

24/PF Work Programme

The Committee received a report setting out the work programme for the Performance and Finance Scrutiny Committee for the remainder of the 2021/22 municipal year.

It was agreed that oversight of financial management strategies would be added to the work programme.

25/PF Public Realm Task and Finish Group Update

It was reported that a report on the review of the public realm work would be brought to the Committee's next meeting. A written update would be circulated.

26/PF Date of Next Meeting

It was agreed that the next meeting of the Performance and Finance Scrutiny Committee would be rescheduled to Wednesday 19th January 2021 at 7pm.

Chairman

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Surrey Heath Borough Council
Performance & Finance Scrutiny Committee
19th January 2022

Health & Environment Portfolio Update

Strategic Director: Nick Steevens – Strategic Director Environment & Community
Report Authors: Frances Soper Environmental Health and Licensing Manager
Darren Williams - Corporate Head of Community Services (Runnymede)
Kelly Goldsmith – Partnership Director, Joint Waste Solutions
Dominic Steiner – Applied Resilience
Key Decision: No
Wards Affected: All

Summary and purpose

To consider a progress report on the Health & Environment Executive Portfolio.

The Environment and Health Executive Portfolio covers a wide range of public facing services. The Services covered are:

a. Air Quality
b. Community Services
c. Emergency Planning & Business Continuity
d. Environmental Health
e. Waste & Recycling
f. Health & Wellbeing

Recommendation

The Performance and Finance Scrutiny Committee is advised to consider and comment on the update on work areas contained within the Heath & Environment Executive Portfolio.

1. Air Quality

1.1 The Council has a statutory duty to monitor air quality in the Borough and submit an Annual Air Quality Status report to Defra.

1.2 This is covered as a separate report on the agenda.

2. Community Services

2.1 Community Services provides a range of preventative services that contribute to supporting residents of all ages in remaining independent at home and remaining active within their local community.

2.2 Historically, Community Services has often been referred to as Older People's Services, however, whilst the primary cohort accessing services are older residents, support is

also provided to other groups of residents who have individual support needs or impacting personal circumstances including:

a) Residents with physical disabilities
b) Residents with sensory impairments
c) Residents with mental health issues
d) Residents in need of short-term support due to injury or ill health.
e) Residents in need of support post operation or other medical procedure
f) Residents with ongoing ill health

2.2 The services provided under the Community Services umbrella include:

a) **Meals at Home** - delivering hot lunch meal and sandwich tea meal for residents who cannot cook for themselves. The service operates 7 days a week and 365 days/year
b) **Community Alarms & Telecare –** installation of community alarm units and a range of personal and environmental telecare peripherals, linked to a 24/7 alarm receiving centre. Assistance mobilised upon receipt of an alert and residents in need of support
c) **Community Transport** - operating a fleet of 6 buses across the Borough providing support to older, disabled and other residents unable to access services, amenities and social/recreational opportunities across the borough including visiting friends, hairdressers, opticians, hospital appointments, shopping trips, access to local day centres and other voluntary sector activities
d) **Day Centre –** Providing a safe and welcoming facility for older frail residents, as a destination to socialise with others and engage in a range of activities and events. Provision of on-site hairdressing facilities and other health/wellbeing services
e) **Social Prescribing** – Working in partnership with GP Federation, Clinical Commissioning Group and Citizens Advice Surrey Heath on the development and delivery of Social Prescribing services. Providing support to residents aged 18+ with a range of social and wellbeing needs, supporting with information, signposting and referrals to statutory services and local voluntary/community assets.
f) **Saturday Club** – providing a safe and welcoming facilities for older, frail residents, for those in the early stages of dementia, and their carers. Providing a weekend destination, when many other similar services are closed, to socialise, engage in activities, events and attend visits and trips. An opportunity for Carers to have the opportunity to relax in a safe environment and to discuss/share experiences with other Carers
g) **Handy Person Service** – Working in partnership with three other borough councils to deliver, funded by a combination of Better Care Fund monies (via SH Local Joint Commissioning Group) and Disabled Facilities Grant monies. Provide support with minor adaptations and equipment installation to improve safety at home and enabling residents to continue to live independently.
h) **Homesafe Plus** – Single point of access service to a range of borough council services, across five borough council areas. Used by health and social care professionals and key voluntary sector agencies to refer to services as part of discharge planning, to prevent admission to hospital etc. Combines many of the above services, together with Housing and Home Improvement Agency to provide a simple referral process. Currently in year 3 in NW Surrey and currently being implemented within Frimley Park Hospital and Frimley CCG area.
i) **Vulnerable People Data** – Coordination of vulnerable resident information, to be shared with other category 1 responders in the event of a borough emergency, and used to provide direct support to residents

2.3 A separate presentation will be given by Community Services at the meeting.

3. Emergency Planning & Business Continuity

3.1 The Civil Contingencies Act 2004 places duties on the Council, to ensure critical services are resilient to respond to disruptive events and the Council has plans in place to respond to a civil emergency in the Borough. The Council is supported in delivering these services through Applied Resilience; a specialist local authority company procured for this purpose.

3.2 One of the main focuses has been the response to and recovery from the COVID-19 pandemic. This was declared as a Major Incident in Surrey on 19th March 2020 and was declassified on the 28th April 2021. Since then, the council has been focusing on the recovery alongside continued support with the vaccination and testing programmes. Since the council has shifted to recovery, the Incident Management Team stood down to be replaced by a Recovery Incident Management Group lead by Tim Pashen and covered the following work streams:

- Workstream 1: Communication and Member Engagement
- Workstream 2: Improved Ways of Working and Staffing
- Workstream 3: Residents Welfare and Voluntary Sector
- Workstream 4: Local Business Support and Local Economy Recovery
- Workstream 5: Council Services and Work Plan Recovery.
- Workstream 6: Debriefing, Stand up plan and Surge Testing Arrangements

The Council is still continuing to monitor the Covid 19 pandemic with partners meeting to ensure support for the new recent challenges.

3.3 In addition to the COVID-19 response, the council responded to surface water flooding in February and issues with fuel availability in September.

3.4 Another focus this year is catching up on our Emergency and Business Continuity Programme and ensuring that Members and Officers at all levels are trained to respond to Civil Emergencies. The following plans were updated in 2021:

- Pandemic Plan
- Borough Emergency Control Centre (BECC) Plan
- Service Level Business Continuity Plans
- Strategic Business Continuity Plan
- Council Emergency Plan
- Adverse Weather Plan
- Emergency Assistance Centre Plan

3.5 The training and exercises carried out in 2021 include:

- Borough Emergency Control Centre All Staff Training (June)
- Incident Management Team Winter Preparedness (Nov)
- New Incident Liaison Officer Training (Feb/Dec)
- Incident Liaison Officer Refresher Training (May/Oct)
- Members Training (July)
- Borough Emergency Control Centre - Coordinator Refresher Training (Feb/Oct)
- Rest Centre Manager Training (Aug)
- Loggist Training (Apr/May/Nov)
- Service Level Business Continuity Exercises (Dec)

3.6 Some additional projects carried out this year also include:

- Development & Implementation of the Loss of Telecommunications Plan
- Development & Implementation of a Borough Surge Testing Plan
- Ongoing support to Chobham Resilience Group with flooding preparedness, wildfire preparedness and general resilience advice.
- Review of Council Mobile Telecommunications Privileged Access Scheme accounts
- Emergency Assistance Centre Pack Development
- Borough Emergency Control Centre Pack Development
- Winter Preparedness including communications, gritting and staff preparedness

3.7 The Council continues to work closely with the Local Resilience Forum on multi-agency plans, procedures, training and exercises. In 2021 these have included Surge Testing preparedness, Winter Resilience, COVID Recovery and a full review of all multi agency plans.

4. Environmental Health

4.1 A number of Environmental Health services are non-executive functions, but for completeness these are included in this report.

4.2 The Environmental Health Team enforce a range of statutory functions to protect health and the environment. These functions include - Food Safety in 706 food businesses, which includes inspection and complaint investigations; Health & Safety in approximately 1500 workplaces including investigation of workplace accidents; Air Quality monitoring; Statutory Nuisance investigation; control of Pollution Emitting Premises e.g paint sprayers, dry cleaners, petrol stations; Contaminated Land investigations; Licensing of animal establishments, street trading and registration of skin piercing activities; Investigation of infectious diseases; Pest Control and Stray Dog control. Since March 2020 the Team have also had enforcement duties in relation to Covid-19 business restriction legislation. In 2020/21 the Team responded to 247 Covid-19 related service requests. All enforcement activities are carried out in accordance with the Corporate Enforcement Policy.

4.3 During 2020/21 Environmental Health responded to over 600 service requests, the majority of which concerned requests to investigate statutory nuisances from noise, smoke/dust/odour, light, refuse, animals. The Council operates an out of hours service for response to noise complaints which mainly concern domestic noise sources such as the playing of amplified music. This service operates from 17.00 Thursday evening through to 08.00 Monday morning.

4.4 The Food Standards Agency requires the Council to inspect food premises in accordance with a risk based inspection programme and to rate eligible food businesses under the national Food Hygiene Rating Scheme. Despite the disruption to the programme in 2020/21 due to Covid-19, the Team carried out 212 food safety visits to food premises and 136 new food business registrations were received. In 2021/22 to the end of November 2021 314 inspections have been carried out in accordance with the FSA Recovery Plan which requires local authorities to focus on the highest risk food activities. It is anticipated that the food inspection programme will be fully realigned with the original required inspection frequencies by end of March 2023. The proportion of food businesses rated three or above under the food hygiene rating scheme (a rating of

Satisfactory/Good/Very Good) is 97.2% against the Corporate success measure target of 95%.

4.5 The Environmental Health team continue to have a role enforcing Covid-19 business restrictions, investigating Covid-19 related complaints and working with Surrey CC Public Health Team and the UK Health Security Agency to carry out control and outbreak management activities. These include outbreak investigation, Face to Face case contact tracing and the provision of advice to the public and businesses.

5. Waste & Recycling

5.1 Surrey Heath Borough Council's contract with Amey for waste and street cleaning services is part of a joint arrangement alongside Elmbridge Borough Council, Mole Valley District Council and Woking Borough Council.

5.2 The Contract is managed by a joint client team, the operational arm of Joint Waste Solutions (JWS). The team reports to a Contract Partnership Board, which comprises of the Lead Officers from each of partner authorities who provide strategic direction and leadership to JWS. The Contract Partnership Board in turn reports to the Joint Waste Services Collection Committee (JWSCC) and is comprised of the Portfolio Holders from the authorities and provides political scrutiny of the contract. Ultimately the JWSCC reports back to individual authorities but has authority to make decisions under agreed delegation.

5.3 Surrey Heath is the host authority for the JWS team, which includes providing corporate support services and ensuring that the governance arrangements for both the joint contract and the Surrey Environment Partnership (SEP) are working effectively.

5.4 The services provided by Amey are measured against a suite of key performance indicators (KPI's) covering both their kerbside collection and street cleansing responsibilities. Areas included in the Authority's own quarterly performance reports include levels of missed collections and the results of street cleaning surveys. Performance figures for the year to date are provided in the table below:

		A	M	J	J	A	S	O	N	D
Missed collections	No. missed per 100,000 collections	50	28	38	56	39	31	26	29	tbc
Street cleaning surveys	% transects below standard (litter)	1.0%			0.5%			0.5		
	% transects below standard (detritus)	6.3%			5.5%			13.5		

5.5 While Amey have delivered improvements in performance since the start of the contract in 2018, this year services have been impacted by the national driver shortage. An increased number of driver vacancies, and shortage of agency staff to cover these, have resulted in garden waste services being reduced and then suspended in order to protect the core refuse, recycling and food waste collections.

5.6 JWS have worked with Amey to ensure that a recovery plan has been put in to place to provide increased services resilience. Amey have committed to increase their training programme, offer recruitment and retention bonuses, and benchmark salaries. A cycle of garden waste collections was carried out for customers in Surrey Heath in October 2021 and a further cycle is planned for January 2022.

5.7 Recycling performance – the percentage of waste sent for recycling or composting – is also reported quarterly. SHBC boasts a high recycling rate although work is still carried out to make improvements where possible. The JWS Operations team have undertaken a number of projects, alongside SEP improvement work, to reduce contamination and improve the quality of recycling collected at the kerbside. This includes training of crews, trialling alternative communal bin styles at flatted properties and testing targeted communications. There has been a reduction in overall contamination rates seen, as well as a decrease in the number of loads rejected by the Material Recovery Facility (MRF). While this work is aiming to further increase the overall recycling rate, the performance for this year will be impacted by the garden waste suspensions as the tonnage collected through this service has been significantly reduced in recent months.

5.8 A separate presentation will be given by Joint Waste Solutions at the meeting.

6. Health & Wellbeing

6.1 The Council were asked by the Surrey Heath Health Alliance to lead on delivery of a "Whole Systems Approach" to Obesity, which aims to support residents to maintain a healthy weight by following a six stage Public Health framework. Although the Council is the lead partner, this is a highly collaborative project with partners including Voluntary Support North Surrey, Surrey Public Health, Frimley Clinical Commissioning Group, Active Surrey and the University of Surrey sitting on the steering group. The Council's lead officer for this project is the Engagement, Wellbeing and Events Manager.

6.2 To better understand the local picture, the steering group launched a 'healthy choices' consultation programme which asked participants five questions around their eating habits and some basic demographic information (which allowed them to remain anonymous). 369 responses were received, with cost and time availability being constant themes throughout the survey. Other key findings included a clear demand for quick and easy recipes, the need to consider travel/parking arrangements when planning interventions, and consideration of how to encourage healthier food choices at food and beverage outlets such as coffee shops.

6.3 Following the consultation the steering Group held an 'Obesity Summit' at Camberley Theatre on 3rd November, attended by 45 stakeholders from the NHS, school headteachers, community groups, businesses and beyond. After outlining the scale of the issue and the need for a whole systems approach, discussions were held to help establish a baseline of what initiatives already exist and what the biggest challenges are to healthy weight locally. Attendees were also asked to map the vast local system of what causes obesity, and drill into the causes of those causes (a 'causal map'). Officers have since been collated the work of each discussion group to form a first attempt at a picture of the 'local system'.

6.4 Phase four of the process will be held in early 2022, where stakeholders will be reconvened to review the local system and start proposing actions that can be collectively taken to start turning the tide on rising obesity levels. While the Council will become the 'guardian' of a borough action plan, it will ultimately be the responsibility of all partners to play their part by implementing the changes that they can, which can collectively help to make positive change across the health system."

7. Proposal and Alternative Options

7.1 No alternatives.

8. Contribution to the Council's Five Year Strategy

8.1 The services within this portfolio contribute to all the priorities within the Five Year Strategy Environment, Health & Quality Of Life, Economy and Effective & Responsive Council.

9. Resource Implications

9.1 None

10. Section 151 Officer Comments:

10.1 None

11. Legal and Governance Issues

11.1 None

12. Monitoring Officer Comments:

12.1 None

13. Other Considerations and Impacts

Environment and Climate Change

13.1 None

Equalities and Human Rights

13.2 None

Risk Management

13.3 Risks have been identified within each of the service areas

Community Engagement

13.4 None as this point

Annexes
None

Background Papers
None

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Surrey Heath Borough Council
Performance & Finance Scrutiny Committee
19 January 2021

Air Quality Review 2021

Strategic Director: Nick Steevens, Strategic Director Environment & Community
Report Author: James Robinson, Senior Environmental Health Officer
Key Decision: N/A
Wards Affected: All

Summary and purpose

This report provides Members with information on air pollution levels across the Borough, including the 2021 Air Quality Annual Status Review report and reviews the Council's Local Air Quality Management work.

Recommendation

The Performance and Finance Scrutiny Committee is advised to RESOLVE that

The contents of the report be noted together with the 2021 Air Quality Annual Status Report attached as Annex 1 and to note the work of the Council has undertaken under its Local Air Quality Management statutory duties.

1. Background and Supporting Information

Background

1.1 Under Part IV of the Environment Act 1995 and associated Regulations Local Authorities are statutorily required to periodically review and assess air quality in their areas and to report against health-based objectives for specified pollutants to Defra. Where it appears that the objectives will not be met, local authorities must declare an Air Quality Management Area (AQMA) and develop action plans in pursuit of those objectives.

1.2 An Air Quality Annual Status Report (ASR) for Surrey Heath Borough is produced by Aecom for submission to Defra as part of the Councils local air quality management responsibilities. Its purpose is to report on progress in the preceding calendar year in achieving reductions and compliance in concentration of emissions relating to relevant pollutants and to identify new or changing sources of emissions. The reports are also published on the Council's website.

2021 Air Quality Annual Status Report (ASR)

1.3 The 2021 ASR for Surrey Heath has been approved by Defra and is attached at Annex A.

1.4 The report outlines the adverse health impacts associated with air pollution which include respiratory conditions, onset of heart disease and cancer and the particular detrimental effects on the elderly, the young and those with existing health conditions.

1.5 The main air quality issues locally are identified as being associated with the emission of pollutants (nitrogen dioxide NO2 and particulate matter smaller than 10 micrometres in size PM10) from road traffic, in particular the M3 motorway. There are no other significant sources of local emissions and pollutants often originate from outside the Borough.

1.6 The report outlines the air quality modelling and monitoring that informs the assessment of local air quality locally. The positive impact on local air quality due to the reduction in traffic during the Covid-19 lockdowns and other associated impacts are detailed in Appendix F of the ASR.

1.7 The actions taken to address air quality concerns, including the declaration and subsequent extension of a section of the Borough along the M3 as an Air Quality Management Area (AQMA) in 2002 are outlined. It is recognised that as the main source of local pollution is traffic emissions from the motorway and major trunk roads which the Council has no direct control over, measures to undertake effective local reduction in traffic emission levels and the outstanding items in the Council's current Air Quality Action Plan are limited.

1.8 The report concluded that nitrogen NO2 and PM10 levels across the Borough in 2020 met the current health based statutory air quality objectives at places of relevant exposure i.e. locations where people would be exposed to pollutants over defined periods of time (see Annex 2). Based on the latest monitoring results it is considered appropriate to continue with the current level of monitoring and to retain the existing AQMA.

Air Quality Objectives and local pollutants

1.9 There are national air quality objectives for seven pollutants (see Appendix E of the ASR). Previous assessments of local air quality in Surrey Heath have enabled the Council to conclude that concentrations of carbon monoxide, benzene, 1-3 butadiene, lead, and sulphur dioxide are compliant with the relevant objectives, leaving just NO2 and PM as pollutants to consider. These objectives are detailed in Table 1 below.

Table 1 Air Quality Objectives for NO2 and PM10

Pollutant	Air Quality Objective	
	Concentration	**Measured as**
Nitrogen Dioxide (NO_2)	200 µg/m^3 not to be exceeded more than 18 times a year	1-hour mean
	40 µg/m^3	Annual mean
Particulate Matter (PM10)	50 µg/m^3, not to be exceeded more than 35 times a year	24-hour mean
	40 µg/m^3	Annual mean

1.10 Levels of pollutants that residents are exposed to come from pollution generated not only within the Borough but also from 'background' levels blown in from outside the area. For oxides of nitrogen (NOx) up to around 25% of levels recorded at locations away from main roads can be from these background sources. The main source of NO2 produced within the Borough is from road traffic exhaust fumes, accounting for about 80% of all NOx produced. For particulate matter up to 90% of levels in the Borough come from background sources, produced elsewhere. Even at the busiest road location only about a fifth of particles comes from road traffic (e.g. carbon emissions from engines, particles of rubber/metal from engine wear/braking and road surface dust), other sources including the building trade/industry, and wind-blown dust, pollens and soil particles. This presents a particular challenge for the Council to impact and influence local levels.

1.11 Detailed modelling carried out by specialist consultants as part of a Surrey Air Alliance project in 2019 confirmed the influence of road traffic on pollutant levels, with major trunk routes such as the M3 motorway and A roads such as the A30, A322 and A325 being clearly demarked with predicted higher levels above the national air quality objective along the road corridors and at major junctions. (The Surrey Air Alliance is an air quality officers group of all eleven districts and borough Councils across Surrey and Surrey County Council with representation from Highways England).

Air Quality Management Area

1.12 In 2002, the Council designated an area of land adjacent to the M3 motorway an Air Quality Management Area. (AQMA) for both short and long term levels of NO2 and short term 24 hour PM10.

1.13 The AQMA comprises a 20 metre wide strip both sides of the edge of the M3 from the Frimley Road flyover to just north of the Ravenswood Roundabout. To seek compliance within this area, in 2005 an Air Quality Action Plan was produced.

Air Quality Monitoring in Surrey Heath and analysis of results

1.14 The Council undertakes non-automatic (passive) diffusion tube monitoring of NO2 at fifty one locations around the Borough. This includes an additional seventeen locations that were added to the network in 2020 to reflect local concerns regarding levels around schools and the hospital. The locations are detailed in Appendix A Table A2 of the ASR. Monthly results are used to calculate annual mean levels.

1.15 There is one continuous monitoring station in the Borough at Castle Road adjacen to the M3 providing real time measurements of both NO2 and PM10 within the AQMA. (A continuous monitoring station is a generic term for a cabinet which can contain a number of different analysers depending on which pollutants are to be monitored. Results from continuous monitoring can generate not only short-term averages such as 15 minute, hourly or daily averages, but also annual averages.)

1.16 A summary of the air quality monitoring results over the past seven years of the diffusion tubes and the past 12 years from the continuous analyser is shown in Annex 3.

1.17 In 2020, the annual mean NO_2 concentrations were below 40µg/m3 at all of the diffusion tube monitoring locations that make up the monitoring network. This differs from the 2019 results, where two exceedances were recorded at SH16 and SH33. Both of these locations are outside of the existing AQMA, and are thought to have benefitted, in part, from improvements made to the M3.

1.18 In general, in 2020 there was a decrease in NO_2 concentrations across the Borough, with all but one of the monitored concentrations recording lower values than 2019. Overall this represents an average decrease of over 17% from 2019 figures and a 31% reduction from 2013 data. Of the new sites introduced, none of the concentrations monitored were close to the annual mean NO_2 objective. During 2020 there were no exceedances of the hourly mean objective of 200 µg/m3, which is consistent with previous years' results.

1.19 It should be noted that the fall in NO2 levels in 2020 is likely related to the lockdowns implemented due to the COVID-19 pandemic. The Council will continue looking closely at the monitoring data as normal traffic levels are restored.

1.20 The 2020 monitoring results from the continuous monitor at Castle Road show that the annual mean NO2 objective was not exceeded at this location and that the hourly mean NO2 objective was also met. The annual mean NO2 concentration in 2020 was 32 µg/m3, which is lower than the annual mean NO2 concentrations recorded in the previous three years. This is the lowest result since 2010. There were also no exceedances of the hourly mean NO2 objective of 200 µg/m3, and the site is therefore well within the 18 hours permitted per year to achieve the hourly objective.

1.21 The 2020 monitoring results from the continuous monitoring station for annual PM10 were 16µg/m3. Since 2010 there have been no exceedances of the PM10 objective of 40µg/m3. The 2020 results are consistent with those of the last six years and hence any future exceedances of this air quality objective is very unlikely. It can be concluded that annual mean PM10 concentrations in the Borough are not of concern since future years would not be expected to deviate significantly from this observed trend.

1.22 Analysis of the daily exceedances results determine that PM10 concentrations are also well below the corresponding objective of no more than 35 daily incidences of levels above 50ug/m3 in any one year, and is also consistent with past years data.

1.23 There is no statutory obligation on Councils to monitor fine particles PM2.5 (less than 2.5µm diameter), but Councils are expected to seek a reduction in emissions or concentrations. Modelling and Government data indicate levels across the Borough are roughly half the EU limit value of 25 $\mu g/m^3$ and are thus fully compliant. Additionally, as annual levels of PM10 are well below the objective, it is inferred that

PM 2.5 concentrations here are likely to be well below this limit based on the empirical relationship published in relevant technical guidance (LAQM.TG (16)).

1.24 The monitoring results showed that exceedances of the relevant PM10 and NO2 objectives either short or long term are unlikely at any residential properties in the Borough, or at other places of 'relevant exposure'.

1.25 A full summary of monitoring results for 2020 is available on the Council's website together with real time monitoring. There is also an indication of the health risks associated with the level. https://www.surreyheath.gov.uk/residents/environmental-services/noise-nuisance-pollution/air-quality

Air Quality Levels along the M3 Motorway.

1.26 Both NO2 and PM10 are measured continually at Castle Road and NO2 at representative locations where people live along the motorway through the Borough. Comparing levels pre smart with those to 2020 indicate a 29% fall in levels. Table 2 and Charts 1 and 2 detail the results.

Table 2 Monitoring of NO2 near M3.

Location Adjacent M3	2013	2019	2020
Castle Road Continuous Monitor	43	38	32
Wood Road Garages ***SH33***	47	40	34
Wood Road **SH16**	41	44	19
Two Hoots Old Pond Close ***SH32***	35	30	35
Old Pond Close ***SH31***	38	35	28
Focus Frimley Road ***SH30***	44	35	28
Brackendale Road ***SH34***	46	33	32
Badgers Copse **SH14**	40	31	23
AQM Castle Road ***SH15,22 25***	42	37	23
Prior End ***SH35***	33	33	23
Crawley Hill Camberley ***SH37***	35	33	26
Chestnut Avenue **SH5**	38	33	28
Youlden Drive ***SH36***	35	30	32
M3 Brick Hill **SH7**	41	40	31
Brick Hill 30m **SH8**	32	25	25

Chart 1 Continuous Monitoring Results Pre and post SMART motorway work.

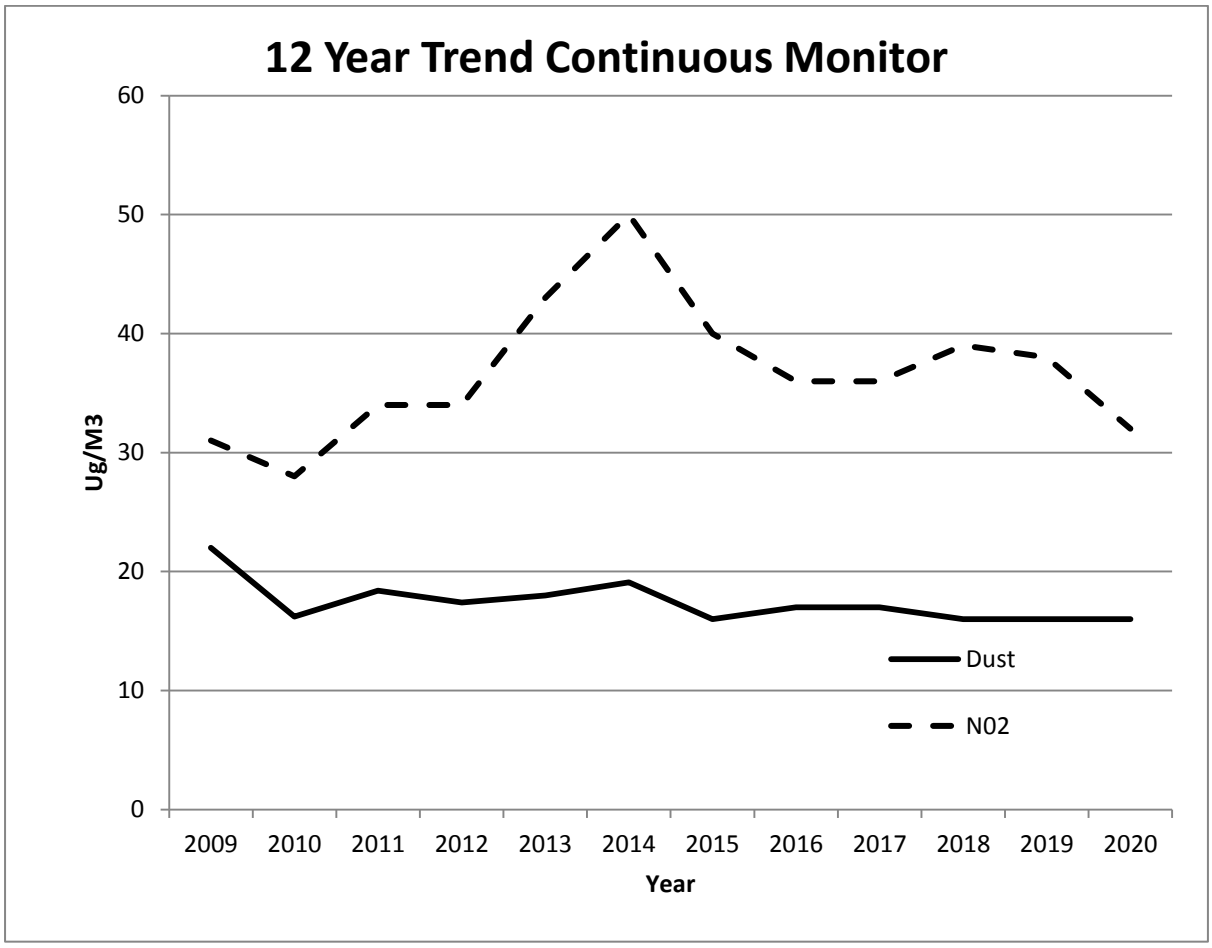
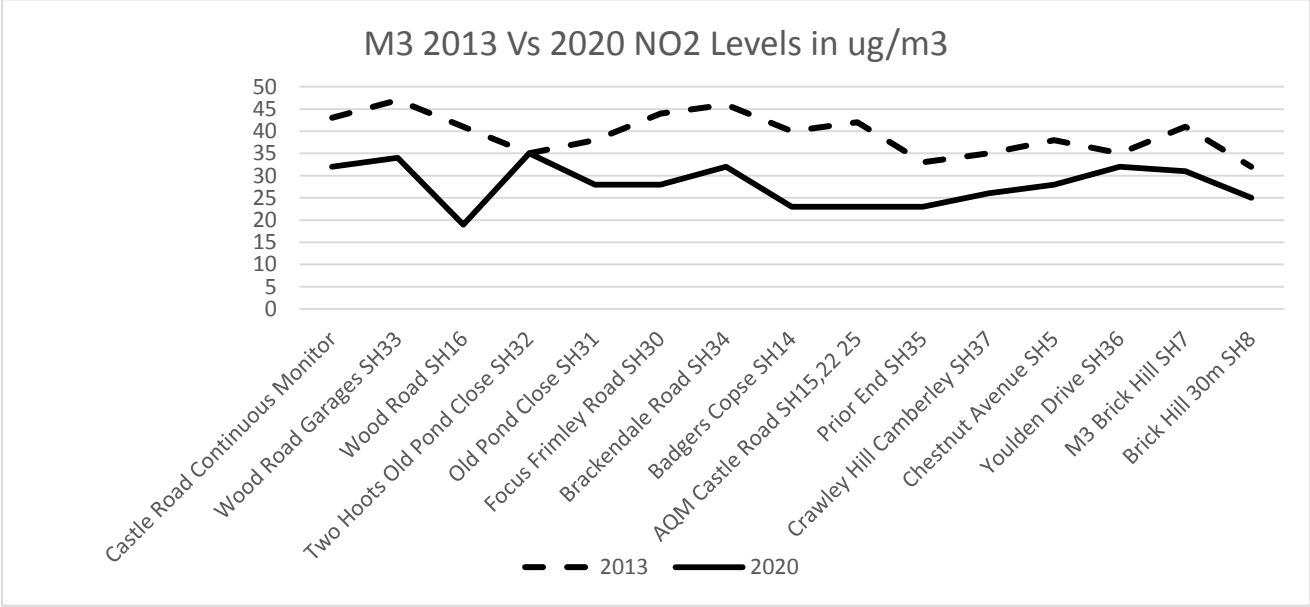


Chart 2 Diffusion Tube Results pre and post M3 widening.



1.27 In 2020 there was no exceedance of legal maximum limits anywhere at relevant exposures adjacent to the motorway through the Borough.

1.28 In the period of smart works (2014-2017) there was a 50mph limit. Initially this resulted in a rise in pollution because lanes were moved closer to the motorway edge

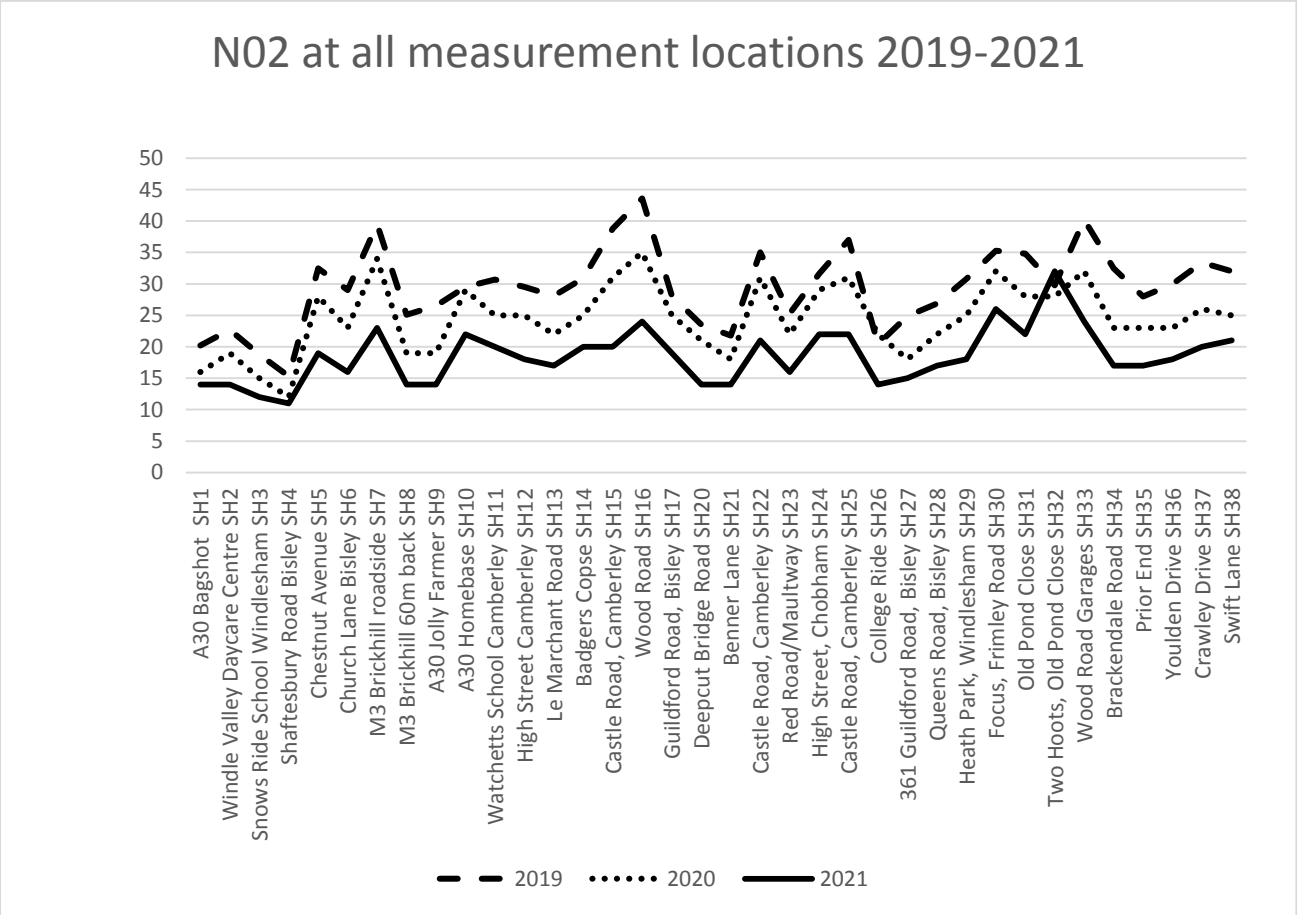
hence residential areas, before being moved over toward the central reservation a year later. The average N02 levels during the works thereon was 37 µg/m^3 which rose to 39 µg/m^3 when it fully reopened. This is a fall from 2013 pre smart work when the level was 43 µg/m^3

1.29 As regards adverse conditions and episodes, these short term effects are addressed by the 1 hour means. The air quality objective allows a max number of 18 times a year with levels above 200ug/m3. Since 2015, when there were 2 occasions when this was exceeded, there have been no others.

Current Trend and Effects of the Lockdown

1.30 In 2021, there were no diffusion tube results above 30µg/m3 and thus the objective of no more than 40µg/m3 is anticipated to be comfortably met. See Chart 3 below for the comparison of results with 2019 and 2020 across all the tube locations and Chart 4 for the changes month by month in 2020.

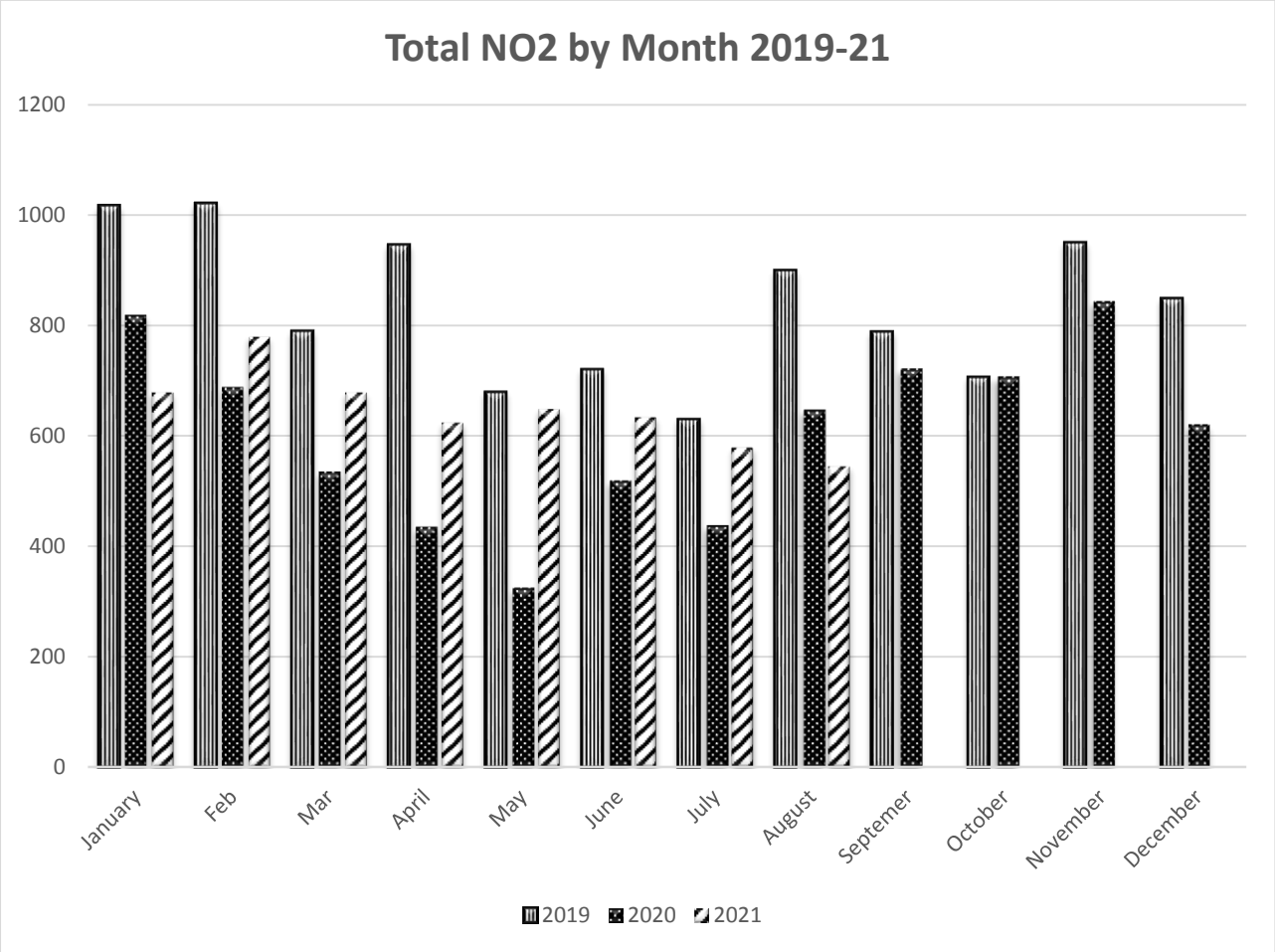
Chart 3 NO2 2021 to date Vs 2019 and 2020 Jan – Dec.



1.31 The continuous monitor recorded levels of 31µg/m3 NO2 and 16µg/m3 for PM10. The NO2 is as expected bearing in mind the lower traffic levels associated during lockdown, whilst the levels of PM10 are unchanged. This provides further evidence and confirmation that road traffic is not the principal contributor of fine dusts in the Borough, but other sources including wind-blown construction dust, pollens and soil particles.

1.32 Due to the coronavirus and its consequence of less road traffic, levels across the entire Borough and within the AQMA are 24% lower this year than last and 37% lower than pre pandemic levels in 2019.

Chart 4 Total NO2 Levels at All Locations by Month 2019-2021.



1.33 Lockdown dates in 2020 were March to July and November to December. In 2021 they were January to June. The fall in pollution during the first lockdown period was 42%, calculated by comparing the average of the tube network in March to July 2019 with the same period in 2020.

1.34 It is important to note that 2021 figures are provisional and liable to change as the seasonality of air quality means that higher levels are typically recorded over the winter months, which may raise the final annual mean results.

Air Quality Management Area Action Plan.

1.35 Following the declaration of the AQMA in 2002, the Council were required to prepare an Air Quality Management Area Action Plan (AQAP). The AQAP was adopted in 2005 and set out the measures the Council intended to implement to address air quality issues in the Borough and to meet the UK air quality objectives. The plan identified a number of considerations and options for Highways England to consider.

1.36 The vast majority of the actions identified in the AQAP have been completed and those outstanding are shown in Table 2.2 of the ASR. A number of Highways England traffic management actions have not been pursued as because of good air quality compliance locally meant these were not a priority given demands from the rest of the motorway network.

1.37 Where possible the Council has undertaken activities to promote the reduction in traffic pollution levels including promotion of low pollution vehicles and electric vehicle charging infrastructure, working with transport companies to provide real time bus information, installation of cycle racks in schools and Frimley Park Hospital, the introduction of an agile working policy , the building of a website specific to air quality, funding to schools for equipment such as hi-vis vests to encourage walking and others.

A331 Blackwater Valley Road

1.38 The Council continues its work as part of the Blackwater Valley Group with Rushmoor Borough Council to address exceedances of the NO2 statutory annual mean limit along the A331, identified by Defra in 2017 to be contributing to a national exceedance. As a result of the Group's work, in May 2019 a temporary 50mph limit was imposed along the stretch of road in both directions between the A325 Farnborough Road and the Coleford Bridge Road junctions. Evaluation on the effect of this on reducing NO2 levels to no more than 40µg/m3 over a period of time will be reported on fully by 2024 when the programme finishes. Provisionally, since installed, the speed reduction has resulted in a 1ug/m3 reduction alongside the road which would achieve compliance.

Future Actions

1.39 It is the intention that the AQMA for PM10 be revoked as there have been no exceedances at relevant exposure locations for over five years. As regards NO2, due to lack of a three year 'normal' data collection period since motorway full lane running, we will be retaining the AQMA for NO_2 until this data has been collected with a view to rescinding the AQMA for both pollutants simultaneously.

1.40 The Council remains committed to continuing to implement the outstanding actions within the existing AQAP, in pursuit of further improving air quality within the Borough. However, the M3 motorway is out of the control of the Council. We do not foresee any local measures that can be carried out to reduce traffic emission levels on the M3 other than a speed restriction proposal and remain supportive of this should the monitoring data reveal it is necessary.

1.41 Officers continue to work and liaise with the Surrey Air Alliance members and where appropriate, and resources permit, will participate in local air quality projects and initiatives for example Surrey wide air quality modelling, taxi vehicle licensing policy, control of sale and burning of domestic solid fuel and project work with schools.

1.42 Officers will continue to enforce legislation that can have an impact on air quality such as reducing pollution from construction/trade/business sites and responding to complaints about domestic bonfires and smoke.

1.43 Under the Environment Act 2021 the UK Government will be publishing new statutory guidance for local authorities which is expected to include stricter air quality objectives, including a new objective relating to fine particulate matter PM2.5. A revised National Air Quality Strategy will be forthcoming which is expected to strengthen the existing LAQM framework to enable greater cooperation at local level and broaden the range of organisations that play a positive role in contributing to improved local air quality. The Council will review and revise the Borough's local air quality strategy accordingly and reflect in the annual planning as necessary.

2. Reasons for Recommendation

2.1 The Committee are asked to note contents of this report and the 2021 Air Quality Annual Status Report and the work undertaken by the Council under its Local Air Quality Management statutory duties.

3. Proposal and Alternative Options

3.1 None Applicable. The Council's local air quality management work is a statutory duty and this work will therefore need to continue as outlined in this report.

4. Contribution to the Council's Five Year Strategy

4.1 The Council's local air quality management work is included in the Council's 2021/22 Annual Plan and will contribute to the following aims within the Council's 2022- 2027 Five Year Strategy priorities:

- Environment - Improve the air quality of the borough by working with partners to improve public transport and supporting and enabling greener and more active methods of travel.
- Health and wellbeing - Support health and wellbeing by promoting and developing initiatives that means residents can lead active and healthy lives

4.2 The air quality work also contributes to the aims of the Council's Climate Change Plan particularly in the key area of transport.

5. Resource Implications

5.1 There are no resource implications. Local air quality management work is funded from existing budgets, with additional Government funding having been successfully sought in the past for specific work in relation to the M3 AQMA and A331.

6. Section 151 Officer Comments:

6.1 Nothing further to add.

7. Legal and Governance Issues

7.1 The Council's local air quality management work is a statutory duty and anticipated changes under the provisions of the Environment Act 2021 will be kept under review and implemented as is required. The Act introduces a duty on the Government to

bring forward at least two air quality targets in the coming year (by October 2022) for consultation that will be set in secondary legislation. The first will aim to reduce the annual average level of fine particulate matter (PM2.5) in ambient air. The second will be a long-term target (set a minimum of 15 years in the future), which the Government says will encourage the necessary long-term investment and provide certainty for businesses and other stakeholders.

8. Monitoring Officer Comments:

8.1 Nothing further to add.

9. Other Considerations and Impacts

Equalities and Human Rights

9.1 The Council's work on air quality is of universal benefit to all residents and visitors to the Borough, especially vulnerable members of the community with health problems, the old and the very young whom are most affected by poor air quality. The work on air quality work also seeks to address the negative impact that poor air quality has on the local environment.

Risk Management

9.2 The Council's is meeting its statutory local air quality management responsibilities and the ASR is submitted annually for Defra approval. The air quality monitoring diffusion tubes used are supplied and analysed by Lambeth Scientific Services, a NAMAS approved laboratory and readings from the continuous monitor are ratified and adjusted by an external consultant to ensure accuracy of results. Quality assurance details are contained in Appendix C of the ASR.

Community Engagement

9.3 The annual reports and the local air quality monitoring results are available on the Council's website.

Annexes

Annex 1 - Annual Status Report 2021
Annex 2 - Relevant Exposure
Annex 3 - Trends in NO2 and Particulate Levels

Background Papers
None

2021 Air Quality Annual Status Report

(ASR)

In fulfilment of Part IV of the Environment Act 1995

Local Air Quality Management

Date: June, 2021

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Report Reference Number	Surrey Heath 2021 ASR
Date	19/07/2021

Executive Summary: Air Quality in Our Area

Air Quality in Surrey Heath Borough Council (SHBC)

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, the elderly, and those with existing heart and lung conditions. There is also often a strong correlation with equalities issues because areas with poor air quality are also often less affluent areas[1,2].
The mortality burden of air pollution within the UK is equivalent to 28,000 to 36,000 deaths at typical ages[3], with a total estimated healthcare cost to the NHS and social care of £157 million in 2017[4].

The borough of Surrey Heath is located in the south east of England to the south west of London. The main air quality issues are associated with the emission of pollutants from road traffic, in particular the M3 motorway. The main pollutant of concern is nitrogen dioxide (NO_2), for which air quality objective values are listed in Appendix E.

Over previous years the concentrations of NO_2 measured along the M3 corridor, between the Frimley flyover and just north of the Ravenswood roundabout (A325), led to the conclusion that exceedances of the annual mean objective for NO_2 were likely in this area and in 2002 an Air Quality Management Area (AQMA) was declared[5]. The following year a more detailed assessment concluded that the AQMA should be extended in both directions along the M3[6]. Since then, SHBC has continued monitoring within the borough and the AQMA has been retained. Details of the current AQMA can be found in Section **Error! eference source not found.** and at 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.
SHBC monitors NO_2 and PM_{10} concentrations at various locations throughout the borough. At present, no monitoring of $PM_{2.5}$ is carried out, as no areas of concern with respect to

[1] Public Health England. Air Quality: A Briefing for Directors of Public Health, 2017
[2] Defra. Air quality and social deprivation in the UK: an environmental inequalities analysis, 2006
[3] Defra. Air quality appraisal: damage cost guidance, July 2020
[4] Public Health England. Estimation of costs to the NHS and social care due to the health impacts of air pollution: summary report, May 2018
[5] Surrey Heath Borough Council, Round One Review and Assessment Stage III, 2002
[6] Surrey Heath Borough Council, Round One Review and Assessment Stage IV, 2004

$PM_{2.5}$ concentrations have been identified. Automatic monitoring of NO_2 and PM_{10} is carried out at one mobile automatic monitoring station situated in Castle Road, Camberley, approximately 20 metres north of the M3. In addition, the Council monitors NO_2 concentrations using diffusion tubes across a network which has recently been expanded to 51 locations, including one triplicate site co-located with the automatic monitoring station, to monitor other potential locations that may have elevated levels of NO_2 in the borough.

The data capture for the automatic monitoring station in 2020 was 99.2% for NO_2 concentrations and 85.7% for PM_{10} concentrations.

The 2020 annual mean NO_2 concentration for the continuous monitoring location was 32 $\mu g/m^3$, which meets the annual mean NO_2 objective. The 2020 result is lower than concentrations recorded in the previous three years (see Table A.3).

In 2020, the annual mean NO_2 concentrations were below 40 $\mu g/m^3$ at all of the 51 diffusion tube monitoring locations that make up the monitoring network. This differs from the 2019 results, where two exceedances were recorded at SH16 and SH33. Both of these locations are outside of the existing AQMA, and are thought to have benefitted, in part, from improvements to the M3. These locations will continue to be monitored in the future to ensure the exceedances do not return.

The 2020 monitoring results for PM_{10} from the automatic monitoring station indicate that monitored concentrations remain well within the relevant air quality objectives. The 2020 results are consistent with those of the last 5 years indicating that exceedances of the PM_{10} air quality objectives are very unlikely. In turn it is inferred that $PM_{2.5}$ concentrations in the borough are likely to be well below the objective of 25 $\mu g/m^3$, based on the empirical relationship published in LAQM.TG(16)[7].

Actions to Improve Air Quality

Whilst air quality has improved significantly in recent decades, and will continue to improve due to national policy decisions, there are some areas where local action is needed to improve air quality further.

The 2019 Clean Air Strategy[8] sets out the case for action, with goals even more ambitious than EU requirements to reduce exposure to harmful pollutants. The Road to Zero[9] sets out the approach to reduce exhaust emissions from road transport through a number of mechanisms; this is extremely important given that the majority of AQMAs are designated due to elevated concentrations heavily influenced by transport emissions.

[7] Defra & Devolved Administrations (2016) Local Air Quality Management Technical Guidance 2016 (as updated February 2018)
[8] Defra. Clean Air Strategy, 2019
[9] DfT. The Road to Zero: Next steps towards cleaner road transport and delivering our Industrial Strategy, July 2018

Following the declaration of the AQMA in 2002, an Air Quality Action Plan (AQAP) was required. 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 air quality objectives. Also included in the AQAP were considerations and options for Highways England (formerly the Highways Agency) to consider. It is acknowledged that the existing AQAP is a number of years old and an updated action plan may be required should the AQMAs be retained in future years.

In the 2007 Action Plan Progress Report[10], it was highlighted that 46 of the 51 proposed actions had been completed, including 25 that were completed on time. 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[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. In 2014, Highways England commenced work on upgrading the M3 Motorway between junctions 2 and 4 to a Smart Motorway. The upgrade was completed during 2017 and was anticipated to improve air quality at locations near to the M3, and it appears this has proven to be the case.

During 2020 progress was made on measures within the AQAP including measures 8 (support for National and South East schemes that may improve air quality, particularly along the M3) and 46 (grant application for energy saving project). Currently, measure 6 (Continued support for Highways Agency multi modal studies), measure 7 (Continued monitoring of motorway), measure 8 and measure 14 (complete an Air Quality Strategy) remain ongoing or require completion.

The AQMA for PM_{10} will be revoked in the near future as there have been no exceedances at relevant exposure locations for over 5 years. However, due to continuing elevated annual mean NO_2 concentrations in the previous 3 years it is considered prudent to retain the existing AQMA for NO_2. The Council remains committed to continuing to implement the outstanding actions within the existing AQAP, 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. SHBC do not therefore foresee any local measures that can be carried out to reduce traffic emission levels on the M3 but remain supportive of a speed restriction proposal[11].

[10] Surrey Heath Borough Council, Action Plan Progress Reports, (years 2007,2008,2009,2010)
[11] Surrey Heath Borough Council, Air Quality Progress Report, 2014

A modelling report commissioned by the Surrey Air Alliance was published in November 2019. The report detailed the influence of road traffic on pollutant concentrations, with major trunk routes such as the M3 motorway and A roads such as the A30, A322 and A325 being clearly demarked with higher levels above the national air quality objective along the road corridors and at major junctions.

Conclusions and Priorities

Overall, the 2020 NO_2 monitoring results indicate a decrease in annual mean NO_2 concentrations across the borough in comparison to the previous year with only one site experiencing a slight increase. On the basis of the latest monitoring results, it is considered appropriate to retain the existing AQMA extents – at least for NO_2 – and to continue with the current monitoring with the expanded network.

Monitored NO_2 concentrations during 2020 suggest that traffic emissions from the M3 continue to be the greatest challenge, and this is outside the control of the Council. However, the concentrations at various locations in the vicinity of Smart Motorway have seen a decrease in NO_2 at some sites in the reporting year. It should be noted this may also be related heavily to the lockdowns implemented throughout 2020 due to the COVID-19 pandemic. The Council will need to continue looking closely at the monitoring data along the M3 to ascertain whether the air quality objectives are being achieved at locations of relevant exposure such that the AQMA can be revoked in future years.

The principal challenges and barriers to implementation that SHBC anticipates facing are that the pollutants that residents are exposed to often come from pollution generated not only within the borough but also from 'background' levels blown in from outside the area. For oxides of nitrogen, up to 25% of concentrations recorded at locations away from main roads can be from these background sources[12]. The main source of NO_2 produced within the borough is from road traffic exhausts, but these sources, being the motorway and major trunk roads, are ones over which the Council has little control.

Surrey County Council (SCC) are investigating the provision of cycle/scooter storage facilities at selected schools in Surrey Heath. An 'anti-idling outside schools' campaign is also in development, though this was delayed due to the pandemic.

SHBC commenced an initiative partnering with an energy supplier to install Electric Vehicle (EV) charging points in public places and upon Council owned land. The Council have prioritised the provision of more EV charging points across the borough by grants or the

[12] CERC (2019), detailed air quality modelling and source apportionment. Available at: https://www.waverley.gov.uk/Portals/0/Documents/services/environmental-concerns/pollution-control/air%20quality/Detailed_air_quality_modelling_report_for_Surrey_from_CERC_August_2019.pdf?ver=N6m7p2cykQG1VcKdkOYhVg%3D%3D

planning process. Alongside this, the Council will look to continue support for initiatives such as the SCC Air Quality in Schools programme for 2020/21.

Local Engagement and 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_x (and carbon) emissions; and
- Renewable energy generation via solar photovoltaics or wind turbine installation (although individual effect on air quality is minor and non-local).

Information on real time measurements within the AQMA and historical reports and data on air quality may be accessed through the Council website https://www.surreyheath.gov.uk/residents/environmental-services/noise-nuisance-pollution/air-quality or http://www.ukairquality.net/.

Table of Contents

Figures

Tables

1 Local Air Quality Management

This report provides an overview of air quality in SHBC during 2020. 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 Surrey Heath Borough Council to improve air quality and any progress that has been made.

The statutory air quality objectives applicable to LAQM in England are presented in Table E.1.

2 Actions to Improve Air Quality

Air Quality Management Areas

AQMAs are declared when there is an exceedance or likely exceedance of an air quality objective. After declaration, the authority should prepare an AQAP within 12 months setting out measures it intends to put in place in pursuit of compliance with the objectives.

A summary of AQMAs declared by SHBC can be found in Table 2.1. The table presents a description of the Surrey Heath AQMA that is currently designated within SHBC. Appendix D: Map(s) of Monitoring Locations and AQMAs provides maps of the AQMA and also the air quality monitoring locations in relation to the AQMA. The air quality objectives pertinent to the current AQMA designation are as follows:

- NO_2 annual mean;
- PM_{10} 24-hour mean;

At the current time, SHBC shall retain the existing Surrey Heath AQMA and continue the current monitoring regime (see monitoring, Section 3) until three full years of monitoring data, not affected by lockdown restrictions, has been collected post-completion of the M3 Smart Motorway scheme (completed in December 2017). At present, whilst 2020 concentrations were compliant, no amendments are considered necessary to the AQMA extents.

Table 2.1 – Declared Air Quality Management Areas

AQMA Name	Date of Declaration	Pollutants and Air Quality Objectives	One Line Description	Is air quality in the AQMA influenced by roads controlled by Highways England?	Level of Exceedance: Declaration	Level of Exceedance: Current Year	Name and Date of AQAP Publication	Web Link to AQAP
Surrey Heath AQMA	01/04/2002	NO_2 Annual Mean	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	43µg/m^3	35.4 µg/m^3	Surrey Heath Borough Council, Air Quality Action Plan, Progress Report 2007	Surrey Heath Borough Council, Air Quality Action Plan
Surrey Heath AQMA	01/04/2002	PM_{10} 24-Hour Mean	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	20 times	0 times		

☒ **Surrey Heath Borough Council confirm the information on UK-Air regarding their AQMA(s) is up to date.**

☒ **Surrey Heath Borough Council confirm that all current AQAPs have been submitted to Defra.**

Progress and Impact of Measures to address Air Quality in SHBC

Defra's appraisal of last year's ASR concluded the following:

1. *All relevant objectives, both for NO_2 and PM_{10} were complied with at all monitoring locations within 2019.*
2. *The locally derived bias factor continues to be high, which shows it is representative of the monitoring location. It would be beneficial for the previous local bias adjustment factors to be included alongside the national factors that are presented within the ASR.*
3. *The QA/QC procedures for both the automatic analysers and the NO_2 diffusion tubes are not detailed, these should be included within the 2021 ASR.*
4. *The continual collaborative approach that Surrey Heath Borough Council are taking, both with Highways England and through the Surrey Air Alliance, are welcomed. It would be beneficial for the Surrey wide dispersion modelling assessment to be appended to the 2021 ASR to allow cross references to be drawn from the assessment.*
5. *The location of the CM1 automatic monitoring site should be double checked on the third party public facing website, as was detailed in the 2019 Appraisal Report, as the PM_{10} and NO_2 monitor are currently shown in two different locations.*
6. *As detailed within the 2020 ASR, it is expected that the council are to complete a review of the NO_2 designation of the Surrey Heath AQMA. It is stated that is was to be complete following two years of monitoring having been completed since the completion of the M3 Smart Motorway Scheme (which was completed in December 2017). As per previous appraisals, it is recommended that the PM_{10} designation be revoked, and it is expected that as soon as this review has been completed a decision should be made on the NO_2 designation.*
7. *The outcomes of this review should be taken forward as soon as the review has been completed, and should be detailed within the 2021 ASR.*

With regards to the appraisal, the relevant comments have been taken on board and the necessary changes have been made.

SHBC has taken forward a number of direct measures during the current reporting year of 2020 in pursuit of improving local air quality. Details of all measures completed, in progress or planned are set out in Table 2.2. The measures are included within Table 2.2, with the type of measure and the progress made during the reporting year of 2020 presented. Where

there have been, or continue to be, barriers restricting the implementation of the measure, these are also presented within Table 2.2.

Work towards the majority of the actions in the AQAP has now been completed, however. work towards completing the remaining actions is ongoing and SHBC remains committed to completing them, though progress with these specific actions has been limited because the main source of emissions within the AQMA - the M3 motorway - is under the control of Highways England. We do not foresee any locally controlled measures that can be carried out to reduce traffic emission levels on the M3.

Surrey Heath AQMA has continued to record NO_2 concentrations below objective limits for the last 3 years at locations of relevant exposure. Additionally, there were no sites that reported concentrations within 10% of the annual mean air quality objective (>36 µg/m^3) during 2020. Whilst NO_2 concentrations are currently compliant, due to a lack of three year's 'normal' (i.e. without COVID-19) data collection since the upgrade to the motorway was completed, we will be retaining the AQMA for NO_2 until this data has been collected to adequately inform future action.

PM_{10} 24-hour mean concentrations have not exceeded the Air Quality Objective for at least the past 5 years. The AQMA for PM_{10} will be revoked in the near future as there have been no exceedances at relevant exposure locations for over five years.

However, it is likely to be appropriate to delay the revocation so that this can cover both pollutants simultaneously.In addition to progress against the AQAP, SHBC are contributing to a toolkit of measures that may be implemented, as appropriate, through the Surrey Air Alliance (SAA). The SAA consists of representatives from the District and Borough Councils, SCC Transport Team and Public Heath Team[13]. Council officers continue to work and liaise with the SAA members using the actions toolbox agreed in 2018 where appropriate[14].

For particulate matter, up to 90% of levels monitored in the borough actually come from background sources, produced elsewhere. Even at the busiest road location, only about a fifth of particles comes from road traffic. This presents a particular challenge for the Council to impact and influence local levels. As the most significant contributor to PM concentrations are from these background concentrations outside of the County (and Country), any local measures undertaken to reduce it would have a negligible effect.

[13] Surrey County Council, Joint Strategic Needs Assessment, Air Quality, https://www.surreyi.gov.uk/jsna/air-quality/, accessed on 02/07/2021.

[14] Surrey County Council, (2016) 'Surrey County Council Transport Plan: Air Quality Strategy 2016' Available at: https://www.surreycc.gov.uk/__data/assets/pdf_file/0020/90254/Air-Quality-Strat-15th-Update-rebranded.pdf [Accessed 02/07/2021)

Table 2.2 – Progress on Measures to Improve Air Quality

Measure No.	Measure	Category	Classification	Year Measure Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Barriers to Implementation
6	Liaison with Highways England	Traffic Management	Strategic highway improvements, Re-prioritising road space away from cars, inc Access management, Selective vehicle priority, bus priority, high vehicle occupancy lane	2006	Completed in 2010 but activity is on-going as part of day to day work. A331 work will be complete by 2024, but this will not affect levels in the AQMA	SHBC / HE / SCC	SHBC / HE / SCC. Funding Status: Business as usual SHBC	No	Funded		Completed in 2010 but activity is on-going as part of day to day work. A331 work will be complete by 2024, but this will not affect levels in the AQMA	-15% on 2010 figures	40ug/m^3 at continuous monitoring station	Is currently compliant but work on-going. Level of NO_2 in 2010 was 28 compared to 38 in 2019. This 15% reduction target will not therefore be achieved, and the source is out of the Borough Councils control.	SMART M3 fully opened in Dec 2017. Dialogue with HE ongoing regarding AQ plans and modelling for the SMART M3. Implementation of part A331 lowered speed limit during 2020
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 lane	2006	M3 smart motorway work completed 2018, assessment of impacts on-going. Three year normal operations period needed to decide on rescinding AQMA not before 2025	SHBC / HE / SCC	Funding Status: Business as usual SHBC	No	Funded		M3 smart motorway work completed 2018, assessment of impacts on-going. Three year normal operations period needed to decide on rescinding AQMA not before 2025	No effect in AQMA		M3 smart motorway work completed 2018, assessment of impacts on-going	Smart motorway work completed 2018. To assess effect on levels over 3 years to 2021 to determine future actions. Covid interrupted 3-year programme, so will continue with 3 year monitoring of normal operations which will expire not before 2025.
8	Support for national schemes	Promoting Travel Alternatives	Promote use of rail and inland waterways	2008	Estimated 2022.	SHBC / HE / SCC	SHBC / HE / SCC. Funding Status: Business as usual SHBC		Funded		Estimated 2022.	No effect to end of 2020		On-going. No evidence to end of 2020 that air quality guidelines exceeded by M3 traffic at relevant receptors. Covid since has skewed figures for NO_2.	Considering effect of SMART M3 and possible variable speed controls
14	AQ Strategy	Policy Guidance and Development Control	Other policy	2010	Estimated 2022.	SHBC / HE / SCC	SHBC / HE / SCC	No	-		Estimated 2022.	Little or no effect in AQMA		Not achieved	Low priority, and remains outstanding
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	2008	Completed but is part of on-going air quality work.	SHBC / HE / SCC	SHBC / HE / SCC Funding status. SHBC unable to apply for AQ grants due to A331 work. Grants applied for by SCC for EV point installations is ongoing as part of Surrey Air Alliance.	No	Funded		Completed but is part of on-going air quality work.	Little or no effect in AQMA		Grant applications continue at County Level but without success in attaining	Update 2020 LEP bid (enterprise M3) to support installation of 80 on street EV charging bays across Guildford, Spelthorne, Woking and Waverley in the next 2 years has been successful. Sites have been selected with consultation and installations starting summer 2020. SCC using this project as a pilot to inform policy going forward for on street EV charges across Surrey, project due for completion 2022.

$PM_{2.5}$ – 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 $PM_{2.5}$ (particulate matter with an aerodynamic diameter of 2.5µm or less). There is clear evidence that $PM_{2.5}$ has a significant impact on human health, including premature mortality, allergic reactions, and cardiovascular diseases.

As noted in the previous 2020 ASR, SHBC is addressing $PM_{2.5}$ through a countywide dispersion modelling study which was commissioned by SAA and carried out by CERC. The report[15], published in November 2019, found that the annual mean $PM_{2.5}$ objective of 25 µg/m^3 was met throughout the borough. Source apportionment was carried out to calculate the relative contributions of each source group (road sources, by vehicle type and non-exhaust component for PM; large industrial sources; other emissions sources; and background) to pollutant emissions and concentrations. The report identified the influence of road traffic on pollutant levels, with major trunk routes such as the M3 motorway and A-roads such as the A30, A322 and A325 being clearly demarked with higher levels above the national air quality objective along the road corridors and at major junctions. For particulate matter, background concentrations from outside Surrey were found to be the most significant contributors to PM_{10} and $PM_{2.5}$, and thus any local measures introduced would have a minimal effect on overall levels.

In addition to the modelling study carried out, SHBC are continuing to enforce legislation that can have an impact on air quality such as reducing pollution from construction/trade/business sites and responding to complaints about domestic bonfires and smoke. More information can be found our website: https://www.surreyheath.gov.uk/residents/environmental-services/noise-nuisance-and-polluti on

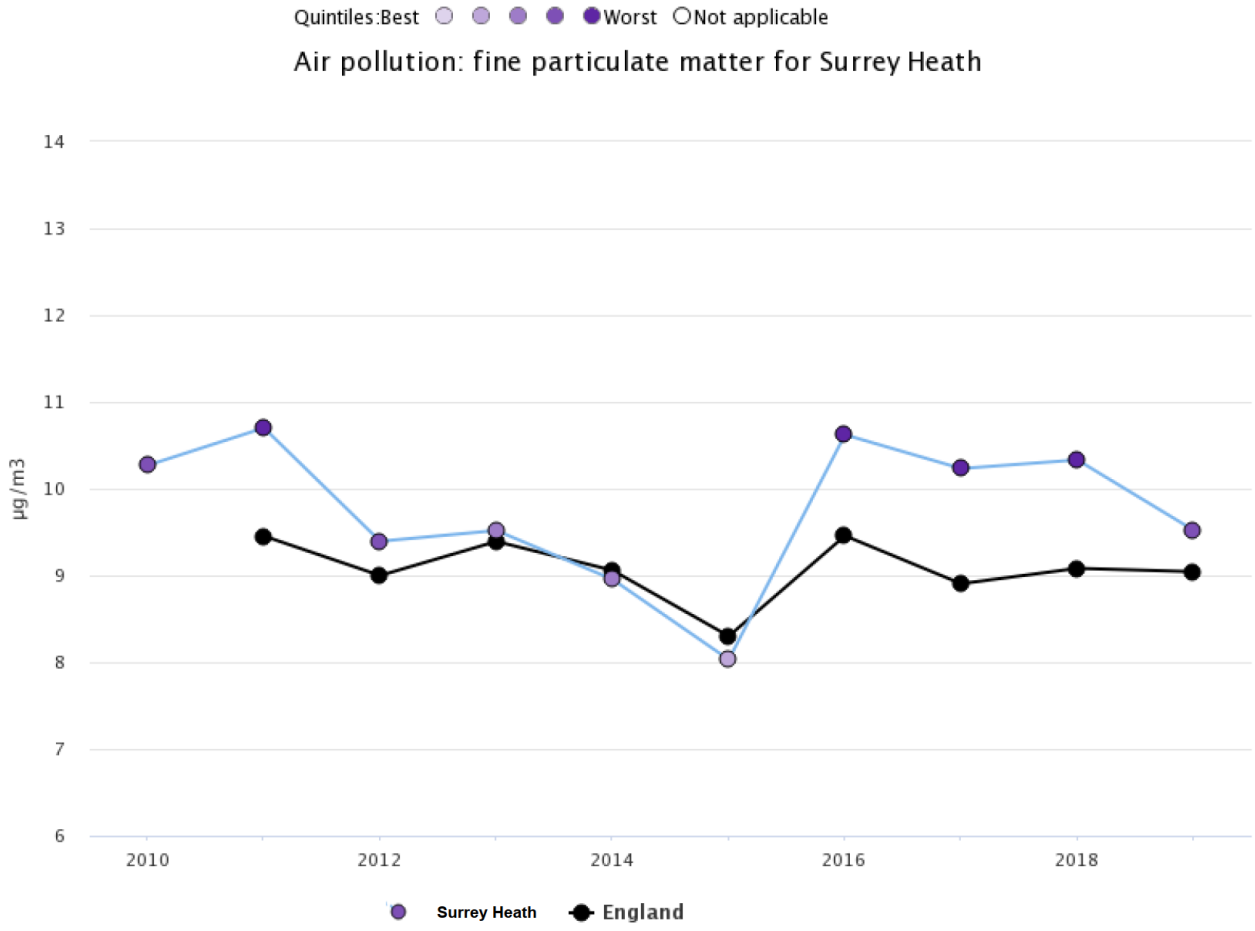
To put the local concentrations of $PM_{2.5}$ in context within the borough, SHBC makes use of Defra background mapping and modelling. The background annual average $PM_{2.5}$ concentrations in Surrey Heath for 2019 ranged from 9.3 µg/m^3 to 13.2 µg/m^3 and these are estimated to have dropped to 9.1 µg/m^3 to 13.1 µg/m^3 in 2020. These concentrations are well below the objective of 25 µg/m^3. In addition, as the monitored PM_{10} concentrations within the borough are well below the relevant air quality objectives (Table A.6 and Table A.7), it would be expected that $PM_{2.5}$ concentrations are correspondingly low given the empirical relationship published in LAQM.TG16.

[15] CERC (2019), detailed air quality modelling and source apportionment. Extract available at: www.surreyheath.gov.uk

The Public Health Outcomes Framework (PHOF) has published statistics on the health effects of exposure of the public to fine particulate pollution[16]. SHBC notes PHOF indicator DO1 – Fraction of mortality attributable to particulate ($PM_{2.5}$) air pollution in 2019 (latest available) gives a value of 5.4% which is slightly above the average for both the South East region (5.2%) and England (5.1%)

The estimated $PM_{2.5}$ between 2010 and 2019 are shown in Figure 2-1 for Surrey Heath and across England. The $PM_{2.5}$ concentrations have seen a slight drop during 2017 to 2019 and are slight highly than the average $PM_{2.5}$ concentrations across England. This data was downloaded in June 2021.

Figure 2-1 Public Health Outcomes Framework, Fine Particulate Matter ($PM_{2.5}$)



[16]Public Health Outcomes Framework. D01 – Fraction of mortality attributable to particular air pollution. Available At: https://fingertips.phe.org.uk/profile/public-health-outcomes-framework/data#page/1/gid/1000043/pat/6/ati/401/are/E07000214/iid/30101/age/230/sex/4/cid/4/tbm/1/page-options/ovw-do-0_car-do-0

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

This section sets out the monitoring undertaken within 2020 by SHBC and how it compares with the relevant air quality objectives. In addition, monitoring results are presented for a five-year period between 2016 and 2020 to allow monitoring trends to be identified and discussed.

Summary of Monitoring Undertaken

3.1.1 Automatic Monitoring Sites

SHBC undertook automatic (continuous) monitoring at one site located in Castle Road, Camberley during 2020. This site is approximately 17m north of the M3 motorway and is equipped to monitor both NO_2 and PM_{10} concentrations. The monitoring station is located within the Surrey Heath AQMA.

Table A.1 shows the details of the automatic monitoring sites. The http://www.ukairquality.net/ page presents automatic monitoring results for SHBC.

Maps showing the location of the monitoring sites are provided in Appendix D: Map(s) of Monitoring Locations and AQMAs. Further details on how the monitors are calibrated and how the data has been adjusted are included in Appendix C: Supporting Technical Information / Air Quality Monitoring Data QA/QC.

3.1.2 Non-Automatic Monitoring Sites

SHBC undertook non-automatic (i.e. passive) monitoring of NO_2 at 51 sites (53 diffusion tubes) during 2020, which is an increase from the 34 locations previously maintained during 2019. 17 new passive monitoring locations were introduced, sites SH39 – SH55, located across the borough, and site SH17 relocated from Guildford Road Bisley to Ravenswood in January 2020. Table A.2 presents the details of the non-automatic sites.

Maps showing the location of the monitoring sites are provided in Appendix D: Map(s) of Monitoring Locations and AQMAs. Further details on Quality Assurance/Quality Control (QA/QC) for the diffusion tubes, including bias adjustments and any other adjustments applied (e.g. annualisation and/or distance correction), are included in Appendix C: Supporting Technical Information / Air Quality Monitoring Data QA/QC.

Individual Pollutants

The air quality monitoring results presented in this section are, where relevant, adjusted for bias, annualisation (where the annual mean data capture is below 75% and greater than

25%), and distance correction. Further details on adjustments are provided in Appendix C: Supporting Technical Information / Air Quality Monitoring Data QA/QC.

3.1.3 Nitrogen Dioxide (NO_2)

Table A.3 and Table A.4 compare the ratified and adjusted monitored NO_2 annual mean concentrations for the past five years with the air quality objective of 40µg/m^3. Note that the concentration data presented represents the concentration at the location of the monitoring site, following the application of bias adjustment (i.e. the values are exclusive of any consideration to fall-off with distance adjustment)[17].

For diffusion tubes, the full dataset of monthly mean values in 2020 is provided in Appendix B: Full Monthly Diffusion Tube Results for 2020. Note that the concentration data presented in Table B.1 includes distance corrected values, only where relevant.

Table A.5 compares the ratified continuous monitored NO_2 hourly mean concentrations for the past five years with the air quality objective of 200µg/m^3, not to be exceeded more than 18 times per year.

The Castle Road, Camberley automatic monitoring station is located within the existing AQMA. The 2020 monitoring results indicate that the annual mean NO_2 objective was not exceeded at this location and that the hourly mean NO_2 objective was met. The annual mean NO_2 concentration in 2020 was 32 µg/m^3, which is lower than the annual mean NO_2 concentrations recorded between 2017 and 2019. There were no exceedances of the hourly mean NO_2 objective of 200 µg/m^3, and the site is therefore well within the 18 hours permitted per year to achieve the hourly objective.

In general, there was a overall decrease in NO_2 concentrations across the borough for the exsisting sites, with 36 of 37 monitored concentrations (continuous monitor and 36 diffusion tubes) recording lower values than 2019. Of the new sites instroduced, none of the concentrations monitored were close to the annual mean NO_2 objective. There were no exceedances of the hourly mean objective of 200 µg/m^3 recorded during 2020, which is consistent with previous years' results.

Annual mean NO_2 concentrations at two NO_2 diffusion monitoring locations, SH16 and SH33, were above the annual mean NO_2 objective during 2018 and 2019. These locations are located outside of the AQMA near to the M3, but have recorded considerable drops in NO_2 concentration from 2019 to 2020 of 8.2 µg/m^3 and 8.5 µg/m^3 respectively. At new locations, where monitoring begun in 2020, the highest concentration recorded was at SH45 location (32.5 µg/m^3), which is below the annual mean NO_2 objective.

[17] Animalisation was not required for 2020 data

The decrease in concentrations over the reporting year are encouraging signs that the borough is seeing much improved air quality and heading towards the revocation of the AQMA in the future reporting years. However, this must be caveated with the fact that the COVID-19 pandemic and the associated lockdown restrictions will have accounted for a large proportion of the annual mean reductions seen in 2020, as further discussed in Appendix F: Impact of COVID-19 upon LAQM.

As none of the diffusion tube sites recorded annual mean NO_2 concentrations greater than 60 µg/m^3 it is unlikely that the 1-hour mean NO_2 objective was exceeded at any of these locations in 2020.

3.1.4 Particulate Matter (PM_{10})

Table A.6 compares the ratified and adjusted monitored PM_{10} annual mean concentrations for the past five years with the air quality objective of 40µg/m^3.

Table A.7 compares the ratified continuous monitored PM_{10} daily mean concentrations for the past five years with the air quality objective of 50µg/m^3, not to be exceeded more than 35 times per year.

During 2020, the data capture recorded at the Castle Road, Camberley monitoring station was 85.7%. The 2020 PM_{10} monitoring results are consistent with the results in previous years, with no exceedances of the annual mean or daily mean PM_{10} objectives.

The annual mean PM_{10} concentration for 2020 was 16 µg/m^3, which is well below the annual mean PM_{10} objective (40 µg/m^3). This was the same as the concentration in preceding year.

On the basis of the recent years' monitoring results it can be concluded that annual mean PM_{10} concentrations in SHBC for future years would not be expected to deviate significantly from the observed trend of recent years without significant new sources being introduced.

The daily mean PM_{10} objective of 50 µg/m^3 was not exceeded during the year; consequently, the daily mean objective (35 permitted days) was achieved. This result is consistent with previous years.

In conclusion, recent years' PM_{10} monitoring results indicate that the annual mean and daily mean PM_{10} objectives are unlikely to be exceeded. Surrey Heath Borough Council will continue to monitor PM_{10} at Castle Road, Camberley, but no further interventions are needed at this time.

3.1.5 Particulate Matter ($PM_{2.5}$)

No $PM_{2.5}$ monitoring is carried out by SHBC.

3.1.6 Sulphur Dioxide (SO_2)

No SO_2 monitoring is carried out by SHBC.

Appendix A: Monitoring Results

Table A.1 – Details of Automatic Monitoring Sites

Site ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Monitoring Technique	Distance to Relevant Exposure (m) (1)	Distance to kerb of nearest road (m) (2)	Inlet Height (m)
CM1	Castle Road, Camberley	Roadside	488647	159807	NO_2; PM_{10}	YES (Surrey Heath AQMA)	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

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) (1)	Distance to kerb of nearest road (m) (2)	Tube Co-located with a Continuous Analyser?	Tube Height (m)
SH1	A30 Bagshot	Roadside	491010	163344	NO_2	NO	8.0	6.0	No	0.2
SH2	Windle Valley Daycare Centre	Roadside	491065	163337	NO_2	NO	n/a	4.0	No	1.75
SH3	Snows Ride School Windlesham	Urban Background	492810	164408	NO_2	NO	n/a	33.0	No	1.75
SH4	Shaftesbury Road Bisley	Urban Background	494654	159444	NO_2	NO	31.0	157.0	No	1.75
SH5	Chestnut Avenue	Roadside	489460	160586	NO_2	NO	n/a	15.0	No	1.75
SH6	Church Lane Bisley	Roadside	494974	159611	NO_2	NO	15.0	2.0	No	1.75
SH7	M3 Brickhill roadside	Other (M3)	496191	164418	NO_2	NO	78.0	30.0	No	1.75
SH8	M3 Brickhill 150m back	Urban Background	496170	164472	NO_2	NO	39.0	88.0	No	1.75
SH9	A30 American Golf was Jolly Farmer	Roadside	489617	161874	NO_2	NO	n/a	15.0	No	1.75
SH10	A30 Opp Next was Homebase	Urban Centre	485796	160074	NO_2	NO	n/a	16.0	No	1.75

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) (1)	Distance to kerb of nearest road (m) (2)	Tube Co-located with a Continuous Analyser?	Tube Height (m)
SH11	Watchetts School Camberley	Urban Centre	486937	159011	NO_2	NO	n/a	18.0	No	1.75
SH12	High Street Camberley	Roadside	487490	160788	NO_2	NO	3.0	1.0	No	1.75
SH13	Le Marchant Road	Urban Centre	488727	159591	NO_2	NO	n/a	25.0	No	1.75
SH14	Badgers Copse	Urban Centre	488603	159675	NO_2	YES - Surrey Heath AQMA	4.0	14.0	No	1.75
SH16	Wood Road	Urban Centre	486834	158336	NO_2	NO	18.0	23.0	No	1.75
SH17	Portsmouth Road/Ravenswood M3/A325	Other	489297	160440	NO_2	NO	n/a	21.0	No	1.75
SH20	Deepcut Bridge Road	Roadside	490396	157290	NO_2	NO	2.0	2.0	No	1.75
SH21	Benner Lane	Urban Background	495156	161078	NO_2	NO	15.0	4.0	No	1.75
SH23	Red Road/Maultway	Suburban	490698	160351	NO_2	NO	n/a	12.0	No	1.75
SH24	High Street, Chobham	Roadside	497347	161697	NO_2	NO	2.0	2.0	No	1.75

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) (1)	Distance to kerb of nearest road (m) (2)	Tube Co-located with a Continuous Analyser?	Tube Height (m)
SH15, SH22, SH25	AQM	Roadside	488647	159807	NO_2	YES - Surrey Heath AQMA	17.0	17.0	Yes	1.75
SH26	College Ride, Camberley	Urban Background	487762	161393	NO_2	NO	7.0	5.0	No	1.75
SH27	361 Guildford Road, Bisley	Roadside	495553	158854	NO_2	YES - Surrey Heath AQMA	6.0	8.0	No	1.75
SH28	Queens Road, Bisley	Roadside	495343	159031	NO_2	NO	10.0	7.0	No	1.75
SH29	Heath Park Windlesham	Suburban	494228	163480	NO_2	NO	102.0	36.0	No	1
SH30	Matalan was Focus, Frimley Road	Urban Centre	487318	158515	NO_2	NO	n/a	23.0	No	1.75
SH31	Old Pond Close	Urban Centre	487022	158419	NO_2	NO	6.0	19.0	No	1.75
SH32	Two Hoots, Old Pond Close	Urban Centre	486979	158393	NO_2	NO	4.0	21.0	No	1
SH33	Wood Road Garages	Urban Centre	486843	158319	NO_2	NO	n/a	25.0	No	1.75
SH34	Brackendale Road	Urban Centre	488052	159239	NO_2	YES - Surrey	n/a	36.0	No	1.75

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) (1)	Distance to kerb of nearest road (m) (2)	Tube Co-located with a Continuous Analyser?	Tube Height (m)
SH35	Prior End	Urban Centre	489189	160209	NO_2	YES - Heath AQMA Surrey	n/a	41.0	No	1.75
SH36	Youlden Drive	Urban Centre	489350	160389	NO_2	YES - Heath AQMA Surrey	20.0	18.0	No	1.75
SH37	Crawley Drive	Roadside	489082	160265	NO_2	YES - Heath AQMA Surrey	20.0	5.0	No	1.75
SH38	Swift Lane	Urban Centre	491702	163139	NO_2	NO	n/a	16.0	No	1.75
SH39	Frimley Green Road	Roadside	488724	156857	NO_2	NO	n/a	6.0	No	1.75
SH40	Frimley Park Hospital	Roadside	487845	158520	NO_2	NO	n/a	1.0	No	1.75
SH41	Watchetts Drive	Kerbside	487196	158885	NO_2	NO	15.0	1.0	No	1.75
SH42	Tomlinscote Way	Roadside	489062	158770	NO_2	NO	17.0	2.0	No	1.75
SH43	Upper Chobham Road	Roadside	489242	159042	NO_2	NO	19.0	2.0	No	1.75

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) (1)	Distance to kerb of nearest road (m) (2)	Tube Co-located with a Continuous Analyser?	Tube Height (m)
SH44	Frimley Park Hospital Denly	Kerbside	487943	158549	NO_2	NO	26.0	2.0	No	1.75
SH45	Grove School	Roadside	488011	158513	NO_2	NO	128.0	13.0	No	1.75
SH46	Bagshot Green	Roadside	491398	162885	NO_2	NO	7.0	1.0	No	1.75
SH47	Badger Drive	Roadside	492111	162110	NO_2	NO	17.0	10.0	No	1.75
SH48	Hawkswood Avenue	Kerbside	488602	158448	NO_2	NO	11.0	2.0	No	1.75
SH49	High Street Bagshot	Roadside	491017	163181	NO_2	NO	n/a	5.0	No	1.75
SH50	Guildford Road Bagshot	Roadside	491303	163313	NO_2	NO	n/a	3.0	No	1.75
SH51	School Lane Bagshot	Roadside	491033	162945	NO_2	NO	10.0	2.0	No	1.75
SH52	Freemantle Road	Roadside	491564	163565	NO_2	NO	5.0	2.0	No	1.75
SH53	Crawley Ridge	Kerbside	489009	161166	NO_2	NO	3.0	2.0	No	1.75
SH54	Frimley High Street	Roadside	487485	157828	NO_2	NO	n/a	5.0	No	1.75
SH55	Heatherside School	Kerbside	490495	159630	NO_2	NO	8.0	3.0	No	1.75

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.3 – Annual Mean NO_2 Monitoring Results: Automatic Monitoring (µg/m^3)

Site ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) (1)	Valid Data Capture 2020 (%) (2)	**2016**	**2017**	**2018**	**2019**	**2020**
CM1	488647	159807	Roadside	99.2	99.2	36.3	35.5	**40.0**	38.0	32.0

☒ **Annualisation has been conducted where data capture is <75% and >25% in line with LAQM.TG16**

☒ **Reported concentrations are those at the location of the monitoring site (annualised, as required), i.e. prior to any fall-off with distance correction.**

Notes:

The annual mean concentrations are presented as µg/m^3.

Exceedances of the NO_2 annual mean objective of 40µg/m^3 are shown in **bold**.

All means have been "annualised" as per LAQM.TG16 if valid data capture for the full calendar year is less than 75%. See Appendix C for details.

Concentrations are those at the location of monitoring and not those following any fall-off with distance adjustment.

(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%).

Table A.4 – Annual Mean NO_2 Monitoring Results: Non-Automatic Monitoring (µg/m^3)

Diffusion Tube ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) (1)	Valid Data Capture 2020 (%) (2)	2016	2017	2018	2019	2020
SH1	491010	163344	Roadside	92.3	92.3	24.7	22.4	23.0	20.2	16.4
SH2	491065	163337	Roadside	100	100.0	26.3	28.2	25.5	22.7	18.6
SH3	492810	164408	Urban Background	100	100.0	22.6	19.4	21.0	18.8	15.1
SH4	494654	159444	Urban Background	100	100.0	18.7	31.2	18.3	15.3	11.9
SH5	489460	160586	Roadside	100	100.0	30.9	29.3	33.5	32.5	27.6
SH6	494974	159611	Roadside	100	100.0	25.3	28.8	29.3	29.0	22.7
SH7	496191	164418	Other (M3)	100	100.0	40.1	40.9	42.8	39.5	34.2
SH8	496170	164472	Urban Background	100	100.0	26.6	25.0	28.5	25.1	19.2
SH9	489617	161874	Roadside	100	100.0	30.1	28.3	23.7	26.5	19.2
SH10	485796	160074	Urban Centre	100	100.0	33.4	31.6	32.6	29.5	29.3
SH11	486937	159011	Urban Centre	100	100.0	27.6	32.4	30.0	30.7	25.0
SH12	487490	160788	Roadside	100	100.0	31.5	33.1	30.7	29.5	24.6
SH13	488727	159591	Urban Centre	100	100.0	30.0	30.1	27.7	28.1	22.3
SH14	488603	159675	Urban Centre	100	100.0	33.3	32.1	35.2	30.9	25.0
SH16	486834	158336	Urban Centre	100	100.0	34.5	36.7	43.3	43.6	35.4
SH17	489297	160440	Other	100	100.0	23.9	22.9	24.0	28.1	25.2
SH20	490396	157290	Roadside	100	100.0	26.6	26.5	27.6	23.5	20.9
SH21	495156	161078	Urban Background	100	100.0	21.4	21.4	21.9	21.8	17.5
SH23	490698	160351	Suburban	100	100.0	27.6	26.2	26.3	25.3	21.8
SH24	497347	161697	Roadside	100	100.0	34.9	32.4	33.6	31.6	28.8
SH15, SH22, SH25	488647	159807	Roadside	100	100.0	34.8	35.9	38.0	37.0	31.2
SH26	487762	161393	Urban Background	100	100.0	28.8	35.8	26.9	20.4	21.7
SH27	495553	158854	Roadside	100	100.0	29.0	35.9	27.0	24.9	18.1
SH28	495343	159031	Roadside	100	100.0	30.7	29.9	29.9	26.9	22.4
SH29	494228	163480	Suburban	100	100.0	31.6	21.7	28.2	30.8	25.0
SH30	487318	158515	Urban Centre	100	100.0	37.1	36.0	39.5	35.3	31.6
SH31	487022	158419	Urban Centre	100	100.0	30.6	29.9	34.3	34.8	27.5
SH32	486979	158393	Urban Centre	100	100.0	30.7	32.2	32.5	29.8	28.3
SH33	486843	158319	Urban Centre	92.3	92.3	38.7	37.1	43.8	40.2	31.7
SH34	488052	159239	Urban Centre	100	100.0	30.1	29.7	31.2	32.5	23.4
SH35	489189	160209	Urban Centre	100	100.0	30.3	29.5	31.5	28.0	22.7
SH36	489350	160389	Urban Centre	90.4	90.4	29.0	30.5	30.6	30.0	23.3
SH37	489082	160265	Roadside	100	100.0	34.0	32.5	37.6	33.4	26.0

Diffusion Tube ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) (1)	Valid Data Capture 2020 (%) (2)	2016	2017	2018	2019	2020
SH38	491702	163139	Urban Centre	100	100.0	35.5	35.8	34.5	32.0	25.4
SH39	488724	156857	Roadside	100	100.0	-	-	-	-	21.5
SH40	487845	158520	Roadside	100	100.0	-	-	-	-	30.0
SH41	487196	158885	Kerbside	100	100.0	-	-	-	-	22.8
SH42	489062	158770	Roadside	90.4	90.4	-	-	-	-	16.2
SH43	489242	159042	Roadside	100	100.0	-	-	-	-	22.2
SH44	487943	158549	Kerbside	100	100.0	-	-	-	-	28.8
SH45	488011	158513	Roadside	100	100.0	-	-	-	-	32.5
SH46	491398	162885	Roadside	100	100.0	-	-	-	-	18.8
SH47	492111	162110	Roadside	84.6	84.6	-	-	-	-	14.8
SH48	488602	158448	Kerbside	92.3	92.3	-	-	-	-	18.9
SH49	491017	163181	Roadside	100	100.0	-	-	-	-	27.6
SH50	491303	163313	Roadside	100	100.0	-	-	-	-	27.6
SH51	491033	162945	Roadside	100	100.0	-	-	-	-	16.6
SH52	491564	163565	Roadside	100	100.0	-	-	-	-	22.8
SH53	489009	161166	Kerbside	100	100.0	-	-	-	-	18.0
SH54	487485	157828	Roadside	92.3	92.3	-	-	-	-	26.6
SH55	490495	159630	Kerbside	92.3	92.3	-	-	-	-	19.2

☒ **Annualisation has been conducted where data capture is <75% and >25% in line with LAQM.TG16.**

☒ **Diffusion tube data has been bias adjusted.**

☒ **Reported concentrations are those at the location of the monitoring site (bias adjusted and annualised, as required), i.e. prior to any fall-off with distance correction.**

Notes:

The annual mean concentrations are presented as µg/m^3.

Exceedances of the NO_2 annual mean objective of 40µg/m^3 are shown in **bold**.

NO_2 annual means exceeding 60µg/m^3, indicating a potential exceedance of the NO_2 1-hour mean objective are shown in **bold and underlined**.

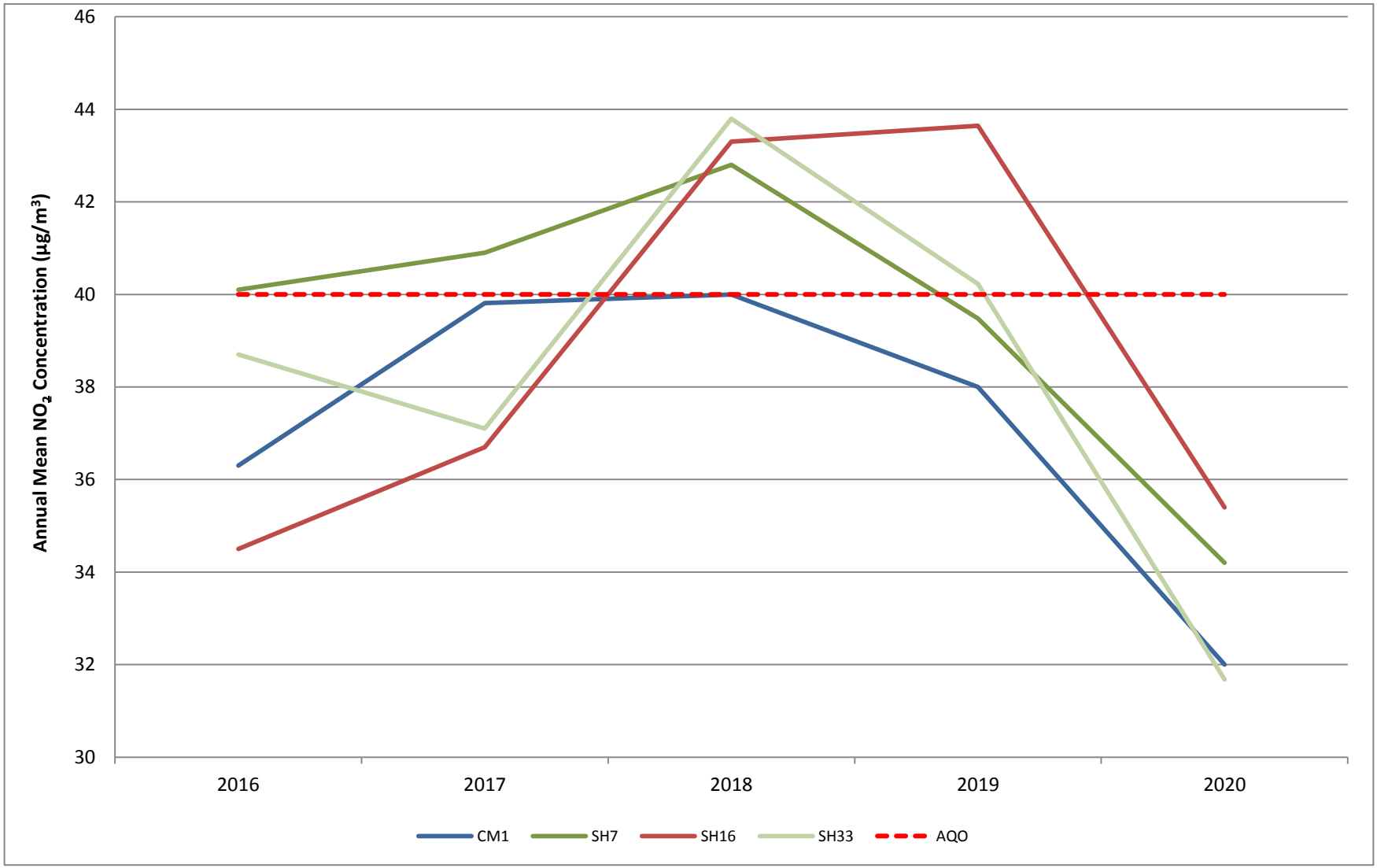
Means for diffusion tubes have been corrected for bias. All means have been "annualised" as per LAQM.TG16 if valid data capture for the full calendar year is less than 75%. See Appendix C for details.

Concentrations are those at the location of monitoring and not those following any fall-off with distance adjustment.

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

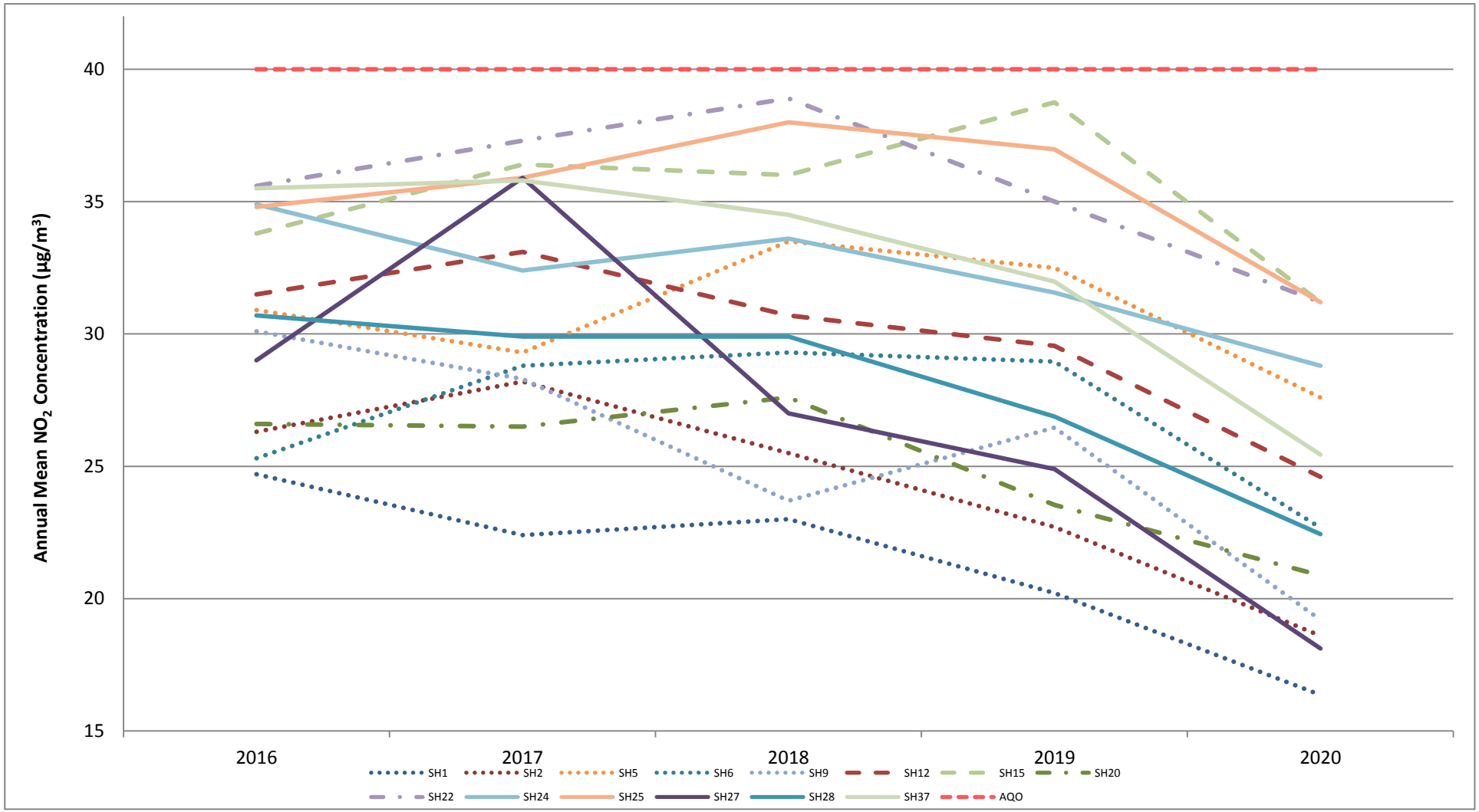
(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

Figure A.1 – Trends in Annual Mean NO_2 Concentrations at Previously Exceeding Sites



Note: Monitoring locations shown in Figure A.1 are locations that have recorded at least one exceedance of the annual mean NO_2 objective (40 µg/m^3) between 2016 and 2020, inclusive.

Figure A.2 – Trends in Annual Mean NO_2 Concentrations – Kerbside and Roadside Locations



Note: Monitoring locations shown in Figure A.2 are Kerbside and Roadside locations that have not recorded any exceedances of the annual mean NO_2 objective (40 µg/m^3) between 2015 and 2019, inclusive. There are new sites added as of 2021 which are not displayed as they do not have any historical data (Sites SH39 – SH55).

Figure A.3 – Trends in Annual Mean NO_2 Concentrations – Urban Background and Suburban Locations

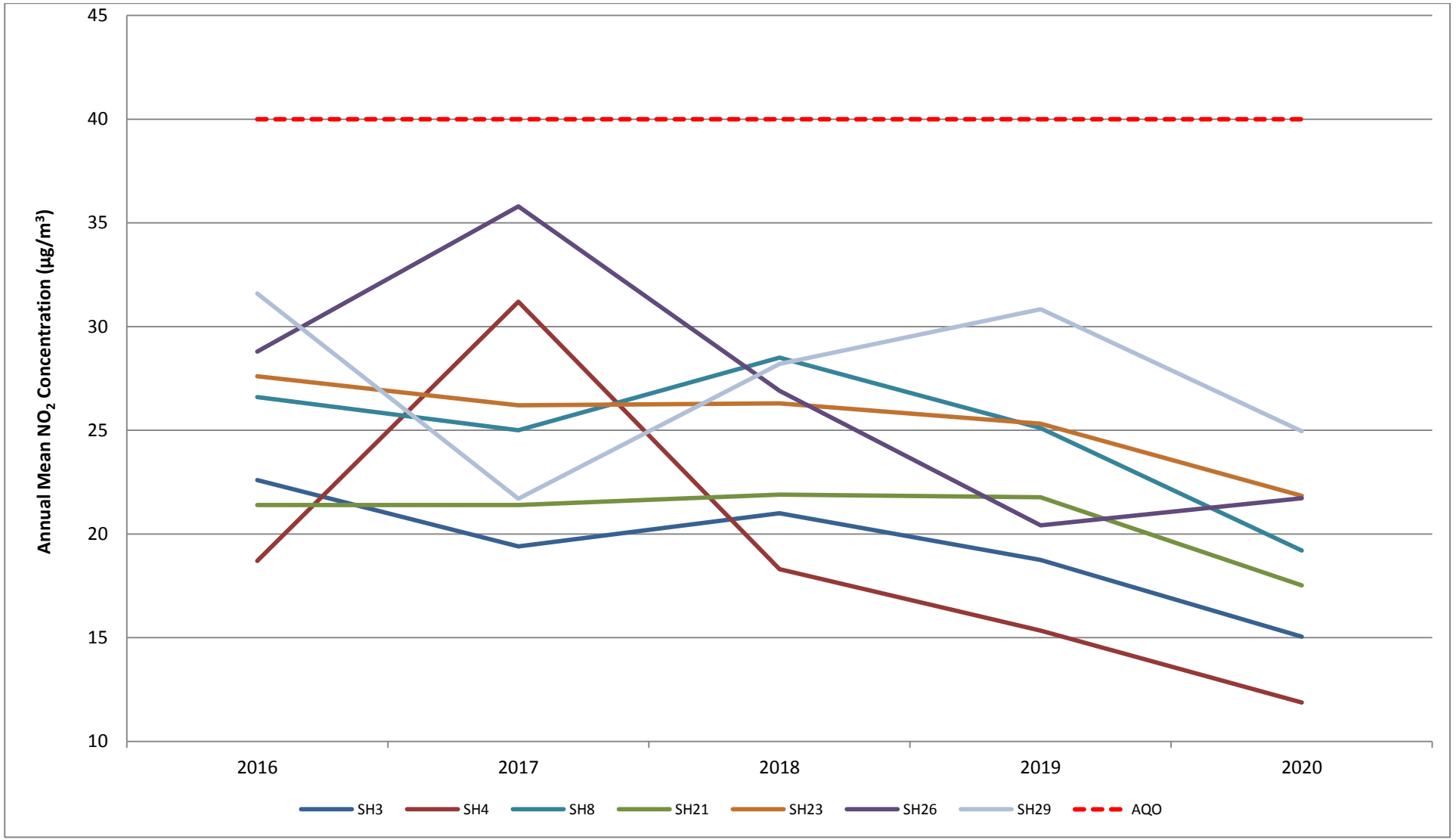


Figure A.4 – Trends in Annual Mean NO_2 Concentrations – Urban Centre and Other Locations

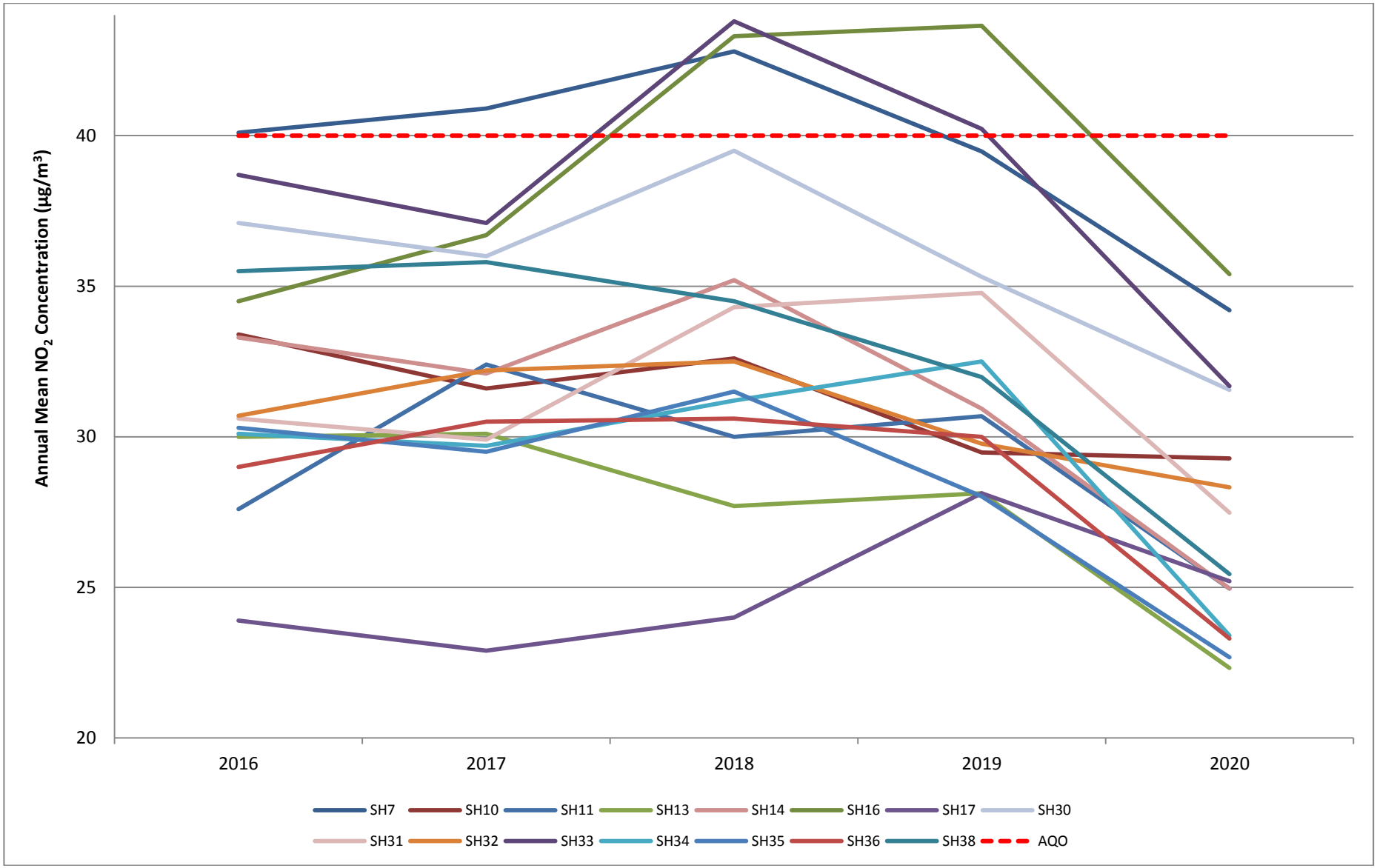


Table A.5 – 1-Hour Mean NO_2 Monitoring Results, Number of 1-Hour Means > 200µg/m^3

Site ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) (1)	Valid Data Capture 2020 (%) (2)	**2016**	**2017**	**2018**	**2019**	**2020**
CM1	488647	159807	Roadside	99.2	99.2	0	0	0	0	0

Notes:
Results are presented as the number of 1-hour periods where concentrations greater than 200µg/m^3 have been recorded.
Exceedances of the NO_2 1-hour mean objective (200µg/m^3 not to be exceeded more than 18 times/year) are shown in **bold**.
If the period of valid data is less than 85%, the 99.8th percentile of 1-hour means is provided in brackets.
(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%).

Table A.6 – Annual Mean PM_{10} Monitoring Results ($\mu g/m^3$)

Site ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) (1)	Valid Data Capture 2020 (%) (2)	**2016**	**2017**	**2018**	**2019**	**2020**
CM1	488647	159807	Roadside	85.7	85.7	17.0	16.9	16.0	16.0	16.0

☒ **Annualisation has been conducted where data capture is <75% and >25% in line with LAQM.TG16.**

Notes:

The annual mean concentrations are presented as $\mu g/m^3$.

Exceedances of the PM_{10} annual mean objective of $40\mu g/m^3$ are shown in **bold**.

All means have been "annualised" as per LAQM.TG16 if valid data capture for the full calendar year is less than 75%. See Appendix C for details.

(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%).

Figure A 5 – Trends in Annual Mean PM_{10} Monitoring Results ($\mu g/m^3$)

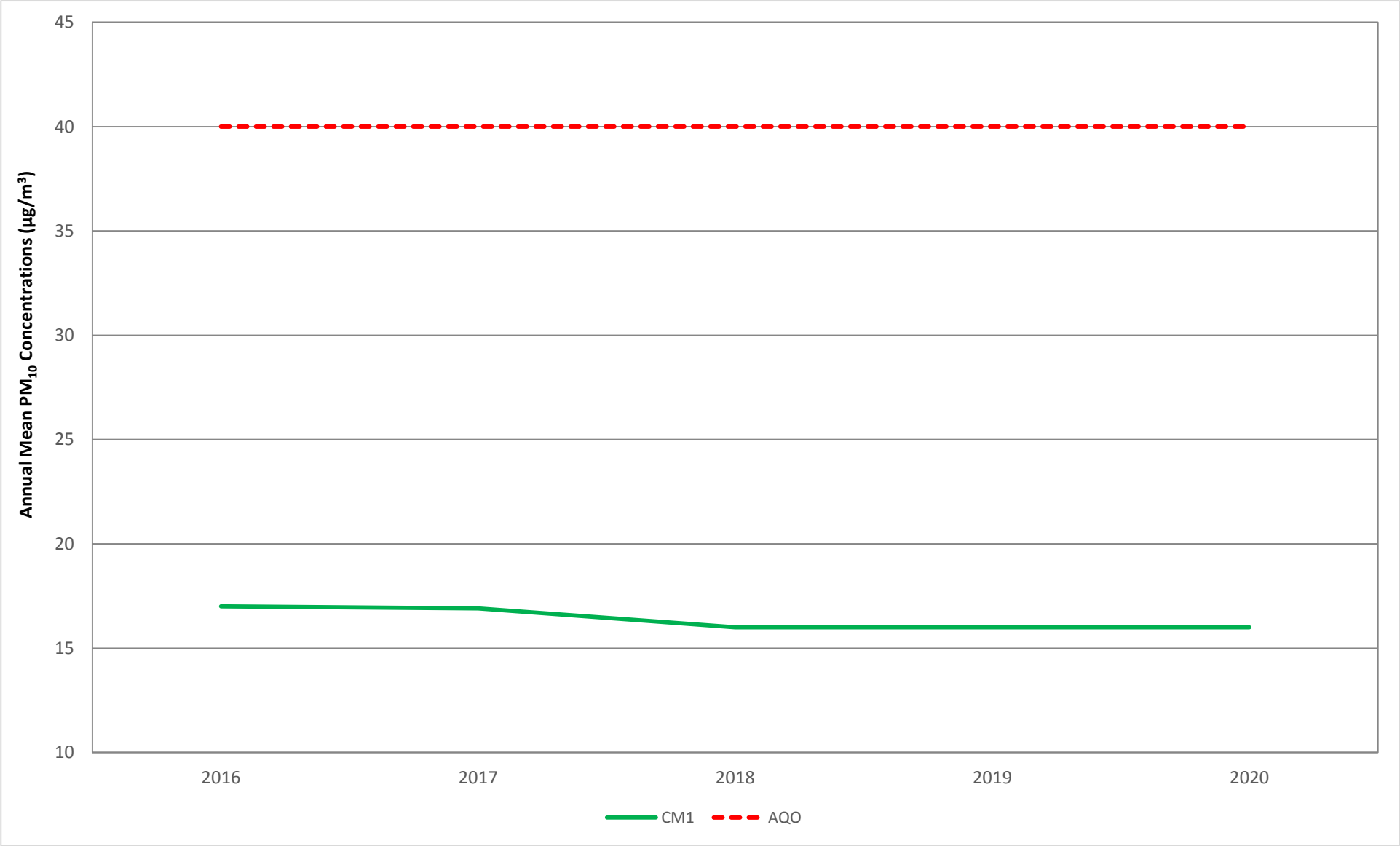
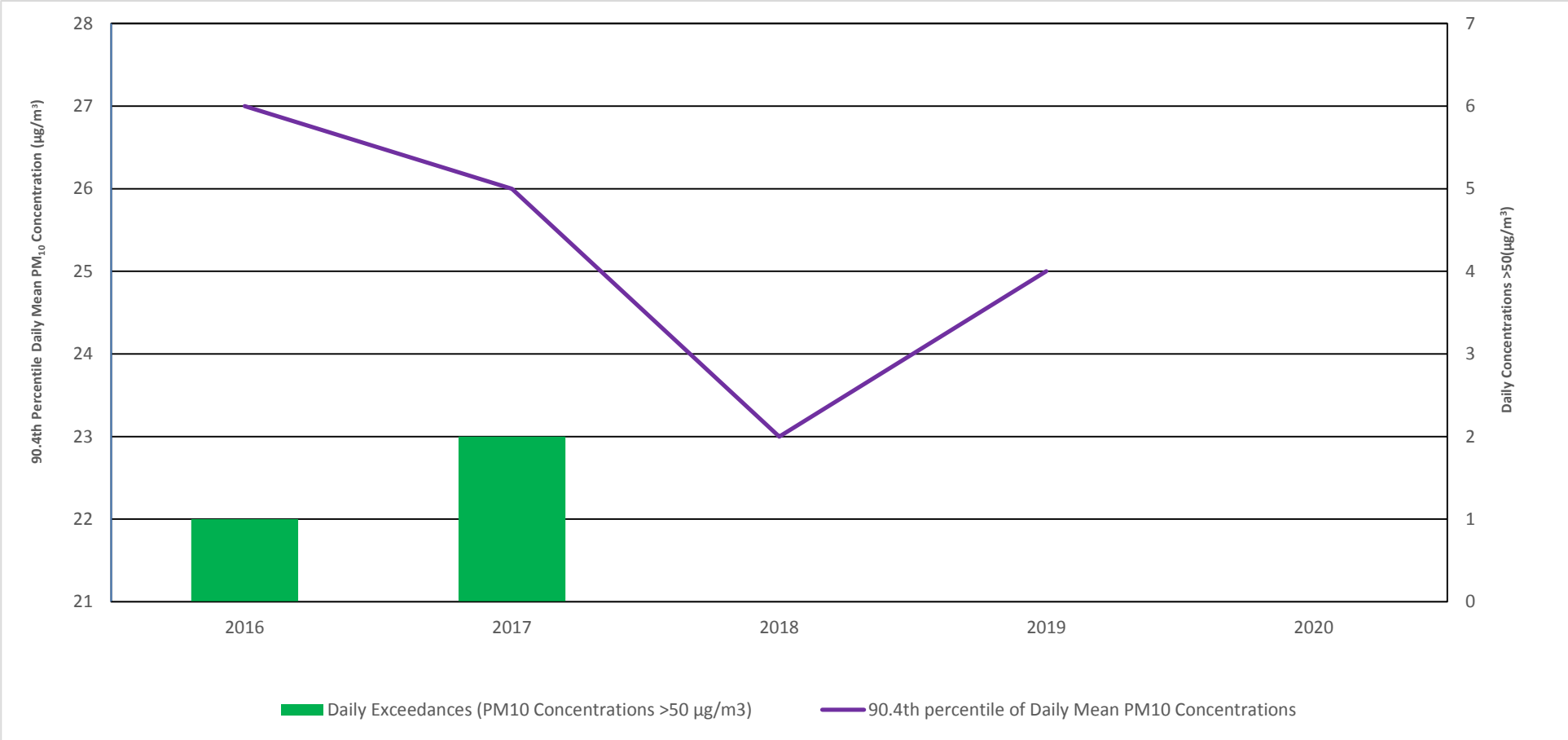


Table A.7 – 24-Hour Mean PM_{10} Monitoring Results, Number of PM_{10} 24-Hour Means > $50\mu g/m^3$

Site ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) (1)	Valid Data Capture 2020 (%) (2)	**2016**	**2017**	**2018**	**2019**	**2020**
CM1	488647	159807	Roadside	85.7	85.7	1 (27)	2 (26)	0 (23)	0 (25)	0

Notes:
Results are presented as the number of 24-hour periods where daily mean concentrations greater than 50µg/m^3 have been recorded.
Exceedances of the PM_{10} 24-hour mean objective (50µg/m^3 not to be exceeded more than 35 times/year) are shown in **bold**.
If the period of valid data is less than 85%, the 90.4th percentile of 24-hour means is provided in brackets.
(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%).

Figure A.6 – Trends in 24-hour Mean PM_{10} Concentrations



Note the 90.4th percentile are not shown for 2020 because the data capture in the year for the continuous monitor is greater than 85%.

Appendix B: Full Monthly Diffusion Tube Results for 2020

Table B.1 – NO_2 2020 Diffusion Tube Results ($\mu g/m^3$)

DT ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Easting)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Mean: Raw Data	Annual Mean: Annualised and Bias Adjusted (1.44)	Annual Mean: Distance Corrected to Nearest Exposure	Comment
SH1	491010	163344	NS	15.0	9.0	9.0	6.0	11.0	7.0	14.0	12.0	12.0	12.0	18.0	11.4	16.4	-	
SH2	491065	163337	19.0	15.0	10.0	9.0	7.0	10.0	8.0	13.0	14.0	15.0	21.0	14.0	12.9	18.6	-	
SH3	492810	164408	15.0	14.0	9.0	8.0	4.0	7.0	7.0	11.0	11.0	12.0	17.0		10.5	15.1	-	
SH4	494654	159444	11.0	7.0	8.0	7.0	4.0	7.0	5.0	8.0	10.0	9.0	14.0	9.0	8.3	11.9	-	
SH5	489460	160586	30.0	23.0	17.0	15.0	11.0	18.0	12.0	20.0	21.0	22.0	22.0	19.0	19.2	27.6	-	
SH6	494974	159611	24.0	18.0	12.0	11.0	7.0	11.0	12.0	14.0	19.0	19.0	22.0	20.0	15.8	22.7	-	
SH7	496191	164418	32.0	34.0	21.0	16.0	13.0	24.0	22.0	25.0	24.0	25.0	30.0	19.0	23.8	34.2	-	
SH8	496170	164472	19.0	15.0	13.0	12.0	6.0	13.0	8.0	13.0	15.0	12.0	20.0	14.0	13.3	19.2	-	
SH9	489617	161874	21.0	15.0	9.0	11.0	6.0	10.0	7.0	13.0	17.0	13.0	21.0	17.0	13.3	19.2	-	
SH10	485796	160074	25.0	14.0	16.0	20.0	12.0	19.0	14.0	26.0	29.0	24.0	27.0	18.0	20.3	29.3	-	
SH11	486937	159011	23.0	17.0	14.0	11.0	7.0	14.0	15.0	18.0	22.0	21.0	26.0	20.0	17.3	25.0	-	
SH12	487490	160788	20.0	21.0	14.0	12.0	7.0	13.0	11.0	16.0	18.0	26.0	24.0	23.0	17.1	24.6	-	
SH13	488727	159591	19.0	18.0	12.0	9.0	8.0	11.0	12.0	20.0	22.0	18.0	21.0	16.0	15.5	22.3	-	
SH14	488603	159675	20.0	20.0	16.0	13.0	12.0	14.0	15.0	11.0	23.0	20.0	23.0	21.0	17.3	25.0	-	
SH15	488647	159807	30.0	28.0	21.0	14.0	11.0	20.0	17.0	24.0	20.0	24.0	29.0	16.0	-	-	-	Triplicate Site with SH15, SH22 and SH25 - Annual data provided for SH25 only
SH16	486834	158336	30.0	27.0	21.0	17.0	14.0	26.0	17.0	28.0	29.0	27.0	32.0	27.0	24.6	35.4	-	
SH17	489297	160440	17.0	19.0	17.0	14.0	10.0	17.0	9.0	22.0	18.0	24.0	26.0	17.0	17.5	25.2	-	
SH20	490396	157290	24.0	17.0	10.0	11.0	7.0	9.0	8.0	12.0	15.0	14.0	37.0	10.0	14.5	20.9	-	
SH21	495156	161078	18.0	15.0	12.0	7.0	6.0	8.0	8.0	11.0	15.0	13.0	19.0	14.0	12.2	17.5	-	
SH22	488647	159807	33.0	27.0	22.0	15.0	11.0	23.0	16.0	22.0	21.0	29.0	28.0	20.0	-	-	-	Triplicate Site with SH15, SH22 and SH25 - Annual data provided for SH25 only
SH23	490698	160351	21.0	16.0	13.0	11.0	8.0	11.0	9.0	16.0	21.0	18.0	23.0	15.0	15.2	21.8	-	
SH24	497347	161697	25.0	19.0	10.0	13.0	11.0	18.0	19.0	22.0	26.0	24.0	26.0	27.0	20.0	28.8	-	
SH25	488647	159807	34.0	27.0	19.0	12.0	11.0	19.0	14.0	24.0	23.0	29.0	26.0	21.0	21.7	31.2	-	Triplicate Site with SH15, SH22 and SH25 - Annual data provided for SH25 only
SH26	487762	161393	22.0	14.0	14.0	12.0	7.0	13.0	8.0	16.0	16.0	17.0	23.0	19.0	15.1	21.7	-	
SH27	495553	158854	17.0	14.0	12.0	9.0	7.0	10.0	10.0	14.0	16.0	16.0	14.0	12.0	12.6	18.1	-	
SH28	495343	159031	18.0	13.0	11.0	11.0	9.0	15.0	12.0	18.0	23.0	18.0	23.0	16.0	15.6	22.4	-	
SH29	494228	163480	30.0	23.0	19.0	9.0	9.0	14.0	10.0	17.0	18.0	19.0	27.0	13.0	17.3	25.0	-	
SH30	487318	158515	34.0	23.0	18.0	14.0	13.0	19.0	20.0	24.0	28.0	23.0	28.0	19.0	21.9	31.6	-	
SH31	487022	158419	20.0	21.0	18.0	13.0	9.0	22.0	13.0	24.0	22.0	23.0	25.0	19.0	19.1	27.5	-	
SH32	486979	158393	26.0	24.0	21.0	12.0	14.0	20.0	13.0	22.0	20.0	20.0	23.0	21.0	19.7	28.3	-	
SH33	486843	158319	27.0	23.0	20.0	14.0	6.0	NS	18.0	30.0	27.0	25.0	27.0	25.0	22.0	31.7	-	
SH34	488052	159239	24.0	20.0	15.0	11.0	10.0	15.0	10.0	17.0	18.0	18.0	24.0	13.0	16.3	23.4	-	
SH35	489189	160209	21.0	15.0	16.0	11.0	8.0	9.0	14.0	16.0	22.0	19.0	22.0	16.0	15.8	22.7	-	
SH36	489350	160389	24.0	20.0	15.0	11.0	8.0	11.0	15.0	ns	20.0	17.0	21.0	16.0	16.2	23.3	-	

DT ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Easting)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Mean: Raw Data	Annual Mean: Annualised and Bias Adjusted (1.44)	Annual Mean: Distance Corrected to Nearest Exposure	Comment
SH37	489082	160265	25.0	20.0	17.0	16.0	13.0	16.0	12.0	22.0	23.0	21.0	18.0	14.0	18.1	26.0	-	
SH38	491702	163139	19.0	16.0	13.0	14.0	12.0	21.0	10.0	23.0	22.0	20.0	21.0	21.0	17.7	25.4	-	
SH39	488724	156857	24.0	15.0	12.0	10.0	7.0	11.0	10.0	16.0	16.0	17.0	25.0	16.0	14.9	21.5	-	
SH40	487845	158520	26.0	20.0	18.0	13.0	12.0	14.0	19.0	22.0	24.0	26.0	26.0	30.0	20.8	30.0	-	
SH41	487196	158885	29.0	19.0	13.0	9.0	7.0	12.0	9.0	14.0	18.0	16.0	26.0	18.0	15.8	22.8	-	
SH42	489062	158770	17.0	15.0	10.0	7.0	5.0	8.0	8.0	10.0	14.0	ns	20.0	10.0	11.3	16.2	-	
SH43	489242	159042	25.0	16.0	11.0	8.0	7.0	15.0	12.0	16.0	19.0	20.0	20.0	16.0	15.4	22.2	-	
SH44	487943	158549	33.0	17.0	16.0	11.0	11.0	18.0	18.0	18.0	23.0	24.0	28.0	23.0	20.0	28.8	-	
SH45	488011	158513	39.0	19.0	15.0	13.0	11.0	33.0	22.0	21.0	26.0	26.0	27.0	19.0	22.6	32.5	-	
SH46	491398	162885	19.0	14.0	12.0	10.0	6.0	10.0	8.0	13.0	16.0	15.0	20.0	14.0	13.1	18.8	-	
SH47	492111	162110	18.0	ns	ns	9.0	4.0	8.0	8.0	8.0	13.0	9.0	17.0	9.0	10.3	14.8	-	
SH48	488602	158448	18.0	15.0	10.0	9.0	6.0	NS	9.0	12.0	14.0	16.0	19.0	16.0	13.1	18.9	-	
SH49	491017	163181	27.0	24.0	17.0	10.0	10.0	15.0	15.0	20.0	21.0	21.0	28.0	22.0	19.2	27.6	-	
SH50	491303	163313	15.0	19.0	16.0	13.0	10.0	17.0	15.0	22.0	26.0	25.0	27.0	25.0	19.2	27.6	-	
SH51	491033	162945	21.0	16.0	8.0	7.0	5.0	7.0	7.0	11.0	12.0	13.0	17.0	14.0	11.5	16.6	-	
SH52	491564	163565	20.0	19.0	14.0	15.0	11.0	13.0	9.0	17.0	17.0	15.0	21.0	19.0	15.8	22.8	-	
SH53	489009	161166	18.0	15.0	10.0	9.0	12.0	15.0	6.0	10.0	13.0	11.0	18.0	13.0	12.5	18.0	-	

☒ **All erroneous data has been removed from the NO_2 diffusion tube dataset presented in Table B.1.**

☒ **Annualisation has been conducted where data capture is <75% and >25% in line with LAQM.TG16.**

☒ **Local bias adjustment factor used**

☐ **National bias adjustment factor used.**

☒ **Where applicable, data has been distance corrected for relevant exposure in the final column.**

☒ **Surrey Heath Borough Council confirm that all 2020 diffusion tube data has been uploaded to the Diffusion Tube Data Entry System.**

Notes:

Exceedances of the NO_2 annual mean objective of 40µg/m^3 are shown in **bold**.

NO_2 annual means exceeding 60µg/m^3, indicating a potential exceedance of the NO_2 1-hour mean objective are shown in **bold and underlined**.

See Appendix C for details on bias adjustment and annualisation.

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

New or Changed Sources Identified Within SHBC During 2020

SHBC has not identified any new sources relating to air quality within the reporting year of 2020.

Additional Air Quality Works Undertaken by SHBC During 2020

A modelling report commissioned by the Surrey Air Alliance was published in November 2019. Annual NO_2 and PM_{10} and $PM_{2.5}$ levels across the Borough are reproduced in Figures 1.1-1.3 of the report. This shows the influence of road traffic on levels, with major trunk routes such as the M3 motorway and A roads such as the A30, A322 and A325 being clearly demarked with higher levels above the national air quality objective along the road corridors and at major junctions. The modelling report is provided as an additional appendix.

QA/QC of Diffusion Tube Monitoring

Surrey Heath Borough Council's NO_2 diffusion tubes are supplied and analysed by Lambeth Scientific Services Ltd, a NAMAS approved laboratory, using the 50% triethanolamine TEA in Acetone method. This method conforms to the guidelines set out in Defra's 'Diffusion Tubes for Ambient NO_2 Monitoring: Practical Guidance' document.

Lambeth Scientific Services Ltd participates in the AIR NO_2 PT scheme[18]. This scheme forms an integral part of the UK NO_2 Network's QA/QC, and is a useful tool in assessing the analytical performance of those laboratories supplying diffusion tubes to Local Authorities for use in the context of Local Air Quality Management (LAQM). In AIR NO_2 PT rounds AR036 and AR040 SOCOTEC Didcot achieved 100% satisfactory scores and in AIR NO_2 PT rounds AR037 and 39 SOCOTEC Didcot no result was reported (rounds were cancelled due to the pandemic).

Diffusion Tube Annualisation

All diffusion tube monitoring locations within SHBC recorded data capture greater than 75% therefore it was not required to annualise any monitoring data.

Diffusion Tube Bias Adjustment Factors

The diffusion tube data presented within the 2020 ASR have been corrected for bias using an adjustment factor. Bias represents the overall tendency of the diffusion tubes to under or over-read relative to the reference chemiluminescence analyser. LAQM.TG16 provides guidance with regard to the application of a bias adjustment factor to correct diffusion tube monitoring. Triplicate co-location studies can be used to determine a local bias factor based on the comparison of diffusion tube results with data taken from NO_x/NO_2 continuous analysers. Alternatively, the national database of diffusion tube co-location surveys provides bias factors for the relevant laboratory and preparation method.

18 LGC (2019) Summary of Laboratory Performance in AIR NO2 Proficiency Testing Scheme (January 2019 – October 2020) Available at: https://laqm.defra.gov.uk/assets/laqmno2performancedatauptooctober2020v1.pdf

Local Bias Adjustment Factors

As a triplicate diffusion tube array is co-located alongside the automatic NO_2 monitoring site in Castle Road, Camberley, the local bias adjustment factor has been calculated as per Figure C.1[19]. 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.

It is possible to use either a local bias adjustment factor calculated using all periods, whether or not data capture or precision is adequate, or a local factor derived only from periods with adequate data capture and precision. A local factor of 1.44 was determined using all available periods with good precision (12) for 2020.

Figure C.1 - Local Bias Adjustment Factor Spreadsheet

Period	NO_2 Period Mean ($\mu g/m^3$)			Triplicate Mean	Standard Deviation	Coefficient of Variation (CV)	95% CI of Mean	Data Quality Check
	Tube 1	Tube 2	Tube 3					
1	30.0	33.0	34.0	32.3	2.1	6%	5.2	Good
2	28.0	27.0	27.0	27.3	0.6	2%	1.4	Good
3	21.0	22.0	19.0	20.7	1.5	7%	3.8	Good
4	14.0	15.0	12.0	13.7	1.5	11%	3.8	Good
5	11.0	11.0	11.0	11.0	0.0	0%	0.0	Good
6	20.0	23.0	19.0	20.7	2.1	10%	5.2	Good
7	17.0	16.0	14.0	15.7	1.5	10%	3.8	Good
8	24.0	22.0	24.0	23.3	1.2	5%	2.9	Good
9	20.0	21.0	23.0	21.3	1.5	7%	3.8	Good
10	24.0	29.0	29.0	27.3	2.9	11%	7.2	Good
11	29.0	28.0	26.0	27.7	1.5	6%	3.8	Good
12	16.0	20.0	21.0	19.0	2.6	14%	6.6	Good
								Good Overall Precision

Period	Period Mean	Data Capture (%)	Data Quality Check
1	41.5	99.9%	Good
2	38.1	99.9%	Good
3	32.3	95.5%	Good
4	25.8	100.0%	Good
5	21.6	99.9%	Good
6	26.4	97.6%	Good
7	20.2	99.9%	Good
8	28.8	99.9%	Good
9	31.0	97.0%	Good
10	35.7	100.0%	Good
11	41.5	99.9%	Good
12	31.5	100.0%	Good
			Good Overall Data Capture

[19] Defra, LAQM, Local bias adjustment factor spreadsheet, https://laqm.defra.gov.uk/bias-adjustment-factors/local-bias.html, accessed June 2020

National Bias Adjustment Factors

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 2016 to 2020 are summarised in Table C.1 below, and the calculation for 2020 using the LAQM national bias adjustment spreadsheet[20] is shown in Figure C.2.

Table C.1 - National Diffusion Tube Bias Adjustment Factors

Year	Preparation Method	Number of Studies	National Bias Factor
2016	50% TEA / Acetone	1	0.94
2017	50% TEA / Acetone	1	0.90
2018	50% TEA / Acetone	7	1.03
2019	50% TEA / Acetone	1	0.85
2020	50% TEA / Acetone	5	0.96

Figure C.2 - National Diffusion Tube Bias Adjustment Factor Spreadsheet

National Diffusion Tube Bias Adjustment Factor Spreadsheet — Spreadsheet Version Number: 03/21

Follow the steps below **in the correct order** to show the results of **relevant** co-location studies
Data only apply to tubes exposed monthly and are not suitable for correcting individual short-term monitoring periods
Whenever presenting adjusted data, you should state the adjustment factor used and the version of the spreadsheet
This spreadhseet will be updated every few months: the factors may therefore be subject to change. This should not discourage their immediate use.

This spreadsheet will be updated at the end of June 2021
LAQM Helpdesk Website

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.

Step 1: Select the Laboratory that Analyses Your Tubes from the Drop-Down List — If a laboratory is not shown, we have no data for this laboratory.

Step 2: Select a Preparation Method from the Drop-Down List — If a preparation method is not shown, we have no data for this method at this laboratory.

Step 3: Select a Year from the Drop-Down List — If a year is not shown, we have no data[2]

Step 4: 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[3] shown in blue at the foot of the final column.

If you have your own co-location study then see footnote[4]. If uncertain what to do then contact the Local Air Quality Management Helpdesk at LAQMHelpdesk@bureauveritas.com or 0800 0327953

Analysed By[1]	Method (To undo your selection, choose (All) from the pop-up list)	Year[2] (To undo your selection, choose (All))	Site Type	Local Authority	Length of Study (months)	Diffusion Tube Mean Conc. (Dm) (µg/m³)	Automatic Monitor Mean Conc. (Cm) (µg/m³)	Bias (B)	Tube Precision[5]	Bias Adjustment Factor (A) (Cm/Dm)
Lambeth Scientific Services	50% TEA in acetone	2020	R	Elmbridge Borough Council	12	24	24	1.3%	G	**0.99**
Lambeth Scientific Services	50% TEA in acetone	2020	R	Elmbridge Borough Council	12	26	26	-1.8%	G	**1.02**
Lambeth Scientific Services	50% TEA in acetone	2020	UB	Spelthorne Borough Counci	12	22	23	-4.6%	G	**1.05**
Lambeth Scientific Services	50% TEA in acetone	2020	UB	Spelthorne Borough Council	11	17	17	-3.0%	P	**1.03**
Lambeth Scientific Services	50% TEA in acetone	2020	KS	Marylebone Road Intercomparison	12	55	43	28.4%	G	**0.78**
Lambeth Scientific Services	50% TEA in acetone	2020		**Overall Factor[3] (5 studies)**				**Use**		**0.96**

SHBC have applied the local bias adjustment factor of 1.44 to the 2020 monitoring data for the following reasons.

Firstly, the local bias factor is likely to be more representative of the local area. Secondly, the local bias adjustment factor is larger than the nationally derived factor and therefore allows for more a conservative assessment of NO_2 concentrations (worst-case concentrations).

It is recognised that 1.44 is a high factor compared to other preparation methods, which indicates a large discrepancy between the annual mean NO_2 concentration recorded by the continuous monitoring station at Castle Road, Camberley and that recorded by co-located diffusion tubes. Consequently, a degree of caution should be taken when interpreting the results from the diffusion

[20] Defra, LAQM, National bias adjustment factor spreadsheet.https://laqm.defra.gov.uk/bias-adjustment-factors/national-bias.html, accessed June 2020

tube network, as they are likely to be pessimistic (i.e. over-estimated) given the large bias-adjustment factor applied.

The local bias adjustment factor, while outside the normal range expected, allows for worst-case NO_2 concentrations to be assessed. The location of the continuous monitor and co-located tubes is considered likely to be affected by the dense vegetation nearby.

The local factor, whilst high, also compares well with the factors historically applied, aiding historical comparison. A summary of bias adjustment factors used SHBC over the past five years is presented in Table C.2**Error! Reference source not found.** as requested in the previous appraisal.

Table C.2 – Bias Adjustment Factor

Year	Factor chosen Local or National	If National, Version of National Spreadsheet	Adjustment Factor
2020	Local	-	1.44
2019	Local	-	1.25
2018	Local	-	1.43
2017	Local	-	1.31
2016	Local	-	1.22

NO_2 Fall-off with Distance from the Road

Wherever possible, local authorities should ensure that monitoring locations are representative of exposure. However, where this is not possible, the NO_2 concentration at the nearest location relevant for exposure should be estimated using the Diffusion Tube Data Processing Tool/NO_2 fall-off with distance calculator available on the LAQM Support website. Where appropriate, non-automatic annual mean NO_2 concentrations corrected for distance are presented in Table B.1.

No NO_2 monitoring locations within the borough required distance correction during 2020.

QA/QC of Automatic Monitoring

During 2020, the Castle Road site was locally operated by SHBC. QA/QC procedures involved maintenance of the kit by Wecar4Air and calibration, scaling and Quality Control visits by Air Quality Data Management. All data have been ratified according to Defra LAQM Technical Guidance (TG16) standards. Further details of the validation and ratification process are found appended to this report.

Automatic Monitoring Annualisation

All automatic monitoring locations within SHBC recorded data capture of greater than 75% therefore it was not required to annualise any monitoring data.

NO_2 Fall-off with Distance from the Road

Wherever possible, local authorities should ensure that monitoring locations are representative of exposure. However, where this is not possible, the NO_2 concentration at the nearest location relevant

for exposure should be estimated using the NO_2 fall-off with distance calculator available on the LAQM Support website.

No NO_2 monitoring locations within the borough required distance correction during 2020, since none were within 10% of the objective (>36 µg/m^3).

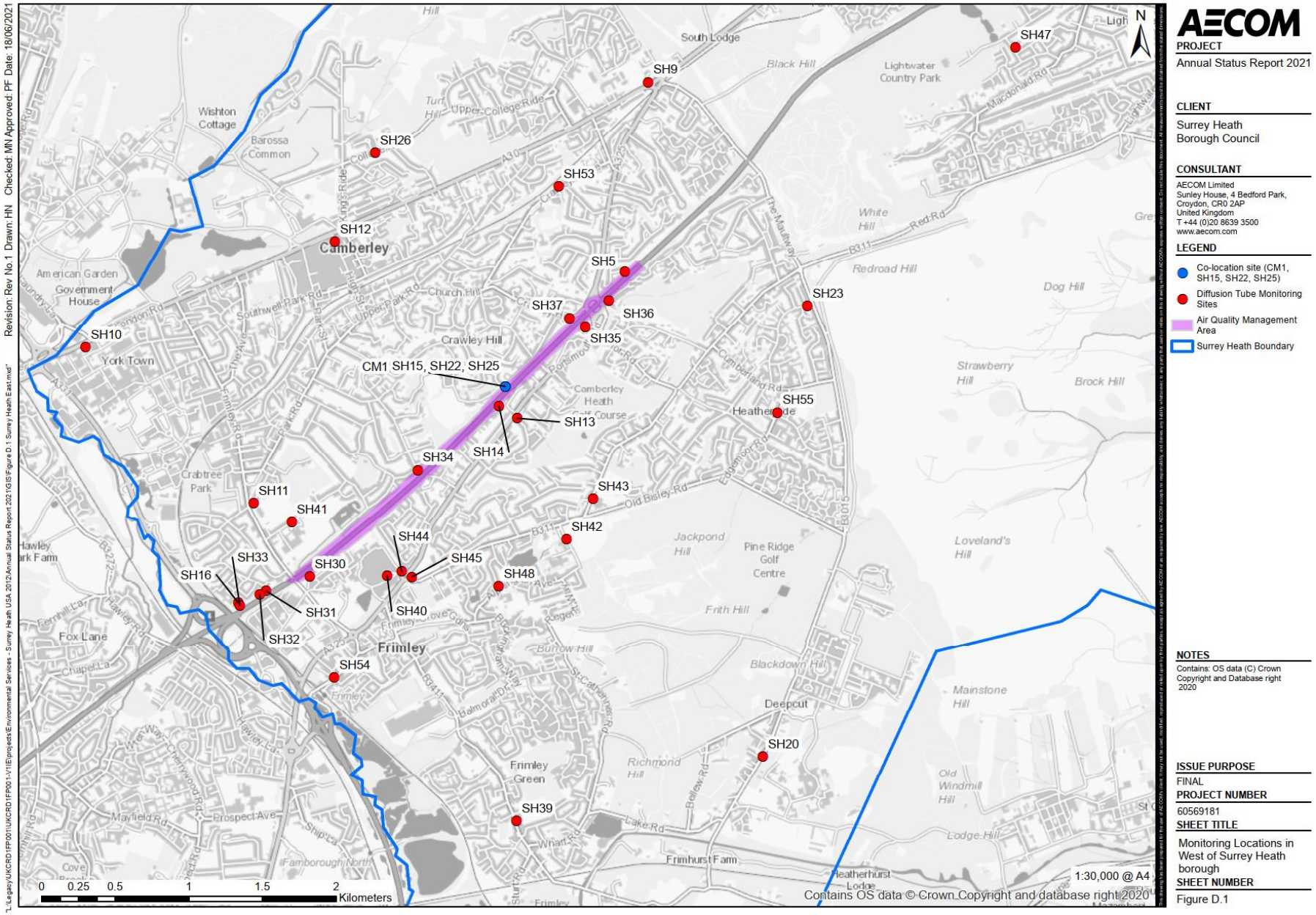
Table C.3 – Local Bias Adjustment Calculation

	Local Bias Adjustment Input
Periods used to calculate bias	12
Bias Factor A	1.44 (1.32 - 1.59)
Bias Factor B	-31% (-37% - -24%)
Diffusion Tube Mean (µg/m^3)	21.7
Mean CV (Precision)	7.4%
Automatic Mean (µg/m^3)	31.2
Data Capture	99%
Adjusted Tube Mean (µg/m^3)	31 (29 - 34)

Notes:
A single local bias adjustment factor has been used to bias adjust the 2020 diffusion tube results.

Appendix D: Map(s) of Monitoring Locations and AQMAs

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



AECOM

PROJECT
Annual Status Report 2021

CLIENT
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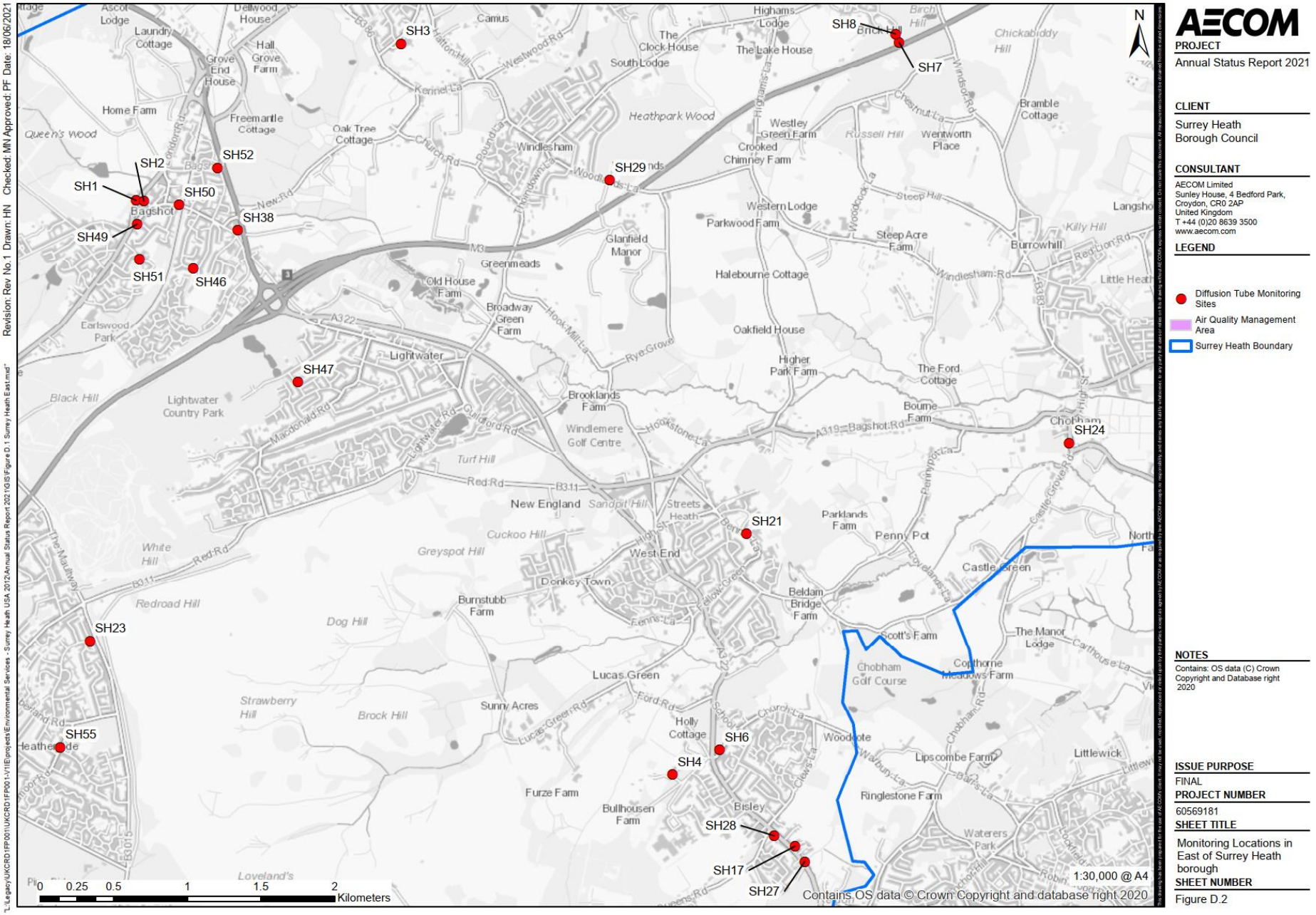
LEGEND
- Co-location site (CM1, SH15, SH22, SH25)
- Diffusion Tube Monitoring Sites
- Air Quality Management Area
- Surrey Heath Boundary

NOTES
Contains: OS data (C) Crown Copyright and Database right 2020

ISSUE PURPOSE
FINAL
PROJECT NUMBER
60569181
SHEET TITLE
Monitoring Locations in West of Surrey Heath borough
SHEET NUMBER
Figure D.1

Revision: Rev No.1 Drawn: HN Checked: MN Approved: PF Date: 18/06/2021
"L:\Legacy\UKCRD\FP001\UKCRD1FP001-V1\E\projects\Environmental Services - Surrey Heath USA 2012\Annual Status Report 2021\GIS\Figure D.1 Surrey Heath East.mxd"

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



Appendix E: Summary of Air Quality Objectives in England

Table E.1 – Air Quality Objectives in England[21]

Pollutant	Air Quality Objective: Concentration	Air Quality Objective: Measured as
Nitrogen Dioxide (NO_2)	200µg/m^3 not to be exceeded more than 18 times a year	1-hour mean
Nitrogen Dioxide (NO_2)	40µg/m^3	Annual mean
Particulate Matter (PM_{10})	50µg/m^3, not to be exceeded more than 35 times a year	24-hour mean
Particulate Matter (PM_{10})	40µg/m^3	Annual mean
Sulphur Dioxide (SO_2)	350µg/m^3, not to be exceeded more than 24 times a year	1-hour mean
Sulphur Dioxide (SO_2)	125µg/m^3, not to be exceeded more than 3 times a year	24-hour mean
Sulphur Dioxide (SO_2)	266µg/m^3, not to be exceeded more than 35 times a year	15-minute mean

[21] The units are in micrograms of pollutant per cubic metre of air (µg/m^3).

Appendix F: Impact of COVID-19 upon LAQM

COVID-19 has had a significant impact on society. Inevitably, COVID-19 has also had an impact on the environment, with implications to air quality at local, regional and national scales.

COVID-19 has presented various challenges for Local Authorities with respect to undertaking their statutory LAQM duties in the 2021 reporting year. Recognising this, Defra provided various advice updates throughout 2020 to English authorities, particularly concerning the potential disruption to air quality monitoring programmes, implementation of AQAPs and LAQM statutory reporting requirements. Defra has also issued supplementary guidance for LAQM reporting in 2021 to assist local authorities in preparing their 2021 ASR. Where applicable, this advice has been followed.

Despite the challenges that the pandemic has given rise to, the events of 2020 have also provided Local Authorities with an opportunity to quantify the air quality impacts associated with wide-scale and extreme intervention, most notably in relation to emissions of air pollutants arising from road traffic. The vast majority (>95%) of AQMAs declared within the UK are related to road traffic emissions, where attainment of the annual mean objective for nitrogen dioxide (NO_2) is considered unlikely. On 23rd March 2020, the UK Government released official guidance advising all members of public to stay at home, with work-related travel only permitted when absolutely necessary. During this initial national lockdown (and to a lesser extent other national and regional lockdowns that followed), marked reductions in vehicle traffic were observed; Department for Transport (DfT) data[22] suggests reductions in vehicle traffic of up to 70% were experienced across the UK by mid-April, relative to pre COVID-19 levels.

This reduction in travel in turn gave rise to a change of air pollutant emissions associated with road traffic, i.e. nitrous oxides (NO_x), and exhaust and non-exhaust particulates (PM). The Air Quality Expert Group (AQEG)[23] has estimated that during the initial lockdown period in 2020, within urbanised areas of the UK reductions in NO_2 annual mean concentrations were between 20 and 30% relative to pre-pandemic levels, which represents an absolute reduction of between 10 to 20µg/m^3 if expressed relative to annual mean averages. During this period, changes in $PM_{2.5}$ concentrations were less marked than those of NO_2. $PM_{2.5}$ concentrations are affected by both local sources and the transport of pollution from wider regions, often from well beyond the UK. Through analysis of AURN monitoring data for 2018-2020, AQEG have detailed that $PM_{2.5}$ concentrations during the initial lockdown period are of the order 2 to 5µg/m^3 lower relative to those that would be expected under business-as-usual conditions.

As restrictions are gradually lifted, the challenge is to understand how these air quality improvements can benefit the long-term health of the population.

[22] Prime Minister's Office, COVID-19 briefing on the 31st of May 2020

[23] Air Quality Expert Group, Estimation of changes in air pollution emissions, concentrations and exposure during the COVID-19 outbreak in the UK, June 2020

Impacts of COVID-19 on Air Quality within SHBC

A delay to the monitoring period required for revocation of the Surrey Heath AQMA for NO_2 annual mean concentrations has been caused by the pandemic. The 2020 results may not be suitable for use when looking to revoke the AQMA in the future due to the lower road traffic experienced during the lockdowns, which generates a large portion of pollution in some areas of the borough. – No Impact

Opportunities Presented by COVID-19 upon LAQM within SHBC

Local Cycling and Walking Infrastructure Plans for all Boroughs/Districts is being developed by Surrey County Council. A designated funds pot is available from Highways England to fund cycling/walking schemes which help manage traffic on their network. Bids are being worked up by the County Council Transport team, who have in 2020 undertaken a pilot study to evaluate current walking/cycling routes and identify walking/cycling opportunities. Recommendations will come out of this pilot and it is planned to replicate across other areas in Surrey going forward to 2024 and beyond.

Challenges and Constraints Imposed by COVID-19 upon LAQM within Surrey Heath Borough Council

Initiatives supported by Surrey Heath Borough Council including Surrey County Council Air Quality in Schools programme for 2020/21 and the Surrey Air Alliance anti-idling work outside schools was limited due to the lockdowns. These initiatives will be looked to be continued in the forthcoming year. – Small Impact

Table F 1 – Impact Matrix

Category	Impact Rating: None	Impact Rating: Small	Impact Rating: Medium	Impact Rating: Large
Automatic Monitoring – Data Capture (%)	More than 75% data capture	50 to 75% data capture	25 to 50% data capture	Less than 25% data capture
Automatic Monitoring – QA/QC Regime	Adherence to requirements as defined in LAQM.TG16	Routine calibrations taken place frequently but not to normal regime. Audits undertaken alongside service and maintenance programmes	Routine calibrations taken place infrequently and service and maintenance regimes adhered to. No audit achieved	Routine calibrations not undertaken within extended period (e.g. 3 to 4 months). Interruption to service and maintenance regime and no audit achieved
Passive Monitoring – Data Capture (%)	More than 75% data capture	50 to 75% data capture	25 to 50% data capture	Less than 25% data capture
Passive Monitoring – Bias Adjustment Factor	Bias adjustment undertaken as normal	<25% impact on normal number of available bias adjustment colocation studies (2020 vs 2019)	25-50% impact on normal number of available bias adjustment studies (2020 vs 2019)	>50% impact on normal number of available bias adjustment studies (2020 vs 2019) and/or applied bias adjustment factor studies not considered representative of local regime
Passive Monitoring – Adherence to Changeover Dates	Defra diffusion tube exposure calendar adhered to	Tubes left out for two exposure periods	Tubes left out for three exposure periods	Tubes left out for more than three exposure periods
Passive Monitoring – Storage of Tubes	Tubes stored in accordance with laboratory guidance and analysed promptly.	Tubes stored for longer than normal but adhering to laboratory guidance	Tubes unable to be stored according to be laboratory guidance but analysed prior to expiry date	Tubes stored for so long that they were unable to be analysed prior to expiry date. Data unable to be used
AQAP – Measure Implementation	Unaffected	Short delay (<6 months) in development of a new AQAP, but is on-going	Long delay (>6 months) in development of a new AQAP, but is on-going	No progression in development of a new AQAP
AQAP – New AQAP Development	Unaffected	Short delay (<6 months) in development of a new AQAP, but is on-going	Long delay (>6 months) in development of a new AQAP, but is on-going	No progression in development of a new AQAP

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
ASR	Annual Status Report
Defra	Department for Environment, Food and Rural Affairs
DMRB	Design Manual for Roads and Bridges – Air quality screening tool produced by Highways England
EU	European Union
FDMS	Filter Dynamics Measurement System
LAQM	Local Air Quality Management
NO_2	Nitrogen Dioxide
NO_x	Nitrogen Oxides
PM_{10}	Airborne particulate matter with an aerodynamic diameter of 10µm or less
$PM_{2.5}$	Airborne particulate matter with an aerodynamic diameter of 2.5µm or less
QA/QC	Quality Assurance and Quality Control
SAA	Surrey Air Alliance
SCC	Surrey County Council
SHBC	Surrey Heath Borough Council
SO_2	Sulphur Dioxide

References

- Local Air Quality Management Technical Guidance LAQM.TG16. April 2021. Published by Defra in partnership with the Scottish Government, Welsh Assembly Government and Department of the Environment Northern Ireland.
- Local Air Quality Management Policy Guidance LAQM.PG16. May 2016. Published by Defra in partnership with the Scottish Government, Welsh Assembly Government and Department of the Environment Northern Ireland.
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- Action Plan Progress Reports, 2007 – 2010. Published by Surrey Heath Borough Council.
- Detailed air quality modelling and source apportionment, 2019. Published by CERC on behalf of Surrey Heath Borough Council.
- Joint Strategic Needs Assessment, Air Quality, 2017. Published by Surrey County Council
- Surrey County Council Transport Plan: Air Quality Strategy, 2016. Published by Surrey County Council
- Public Health Outcomes Framework, 2021. Published by Public Health England.

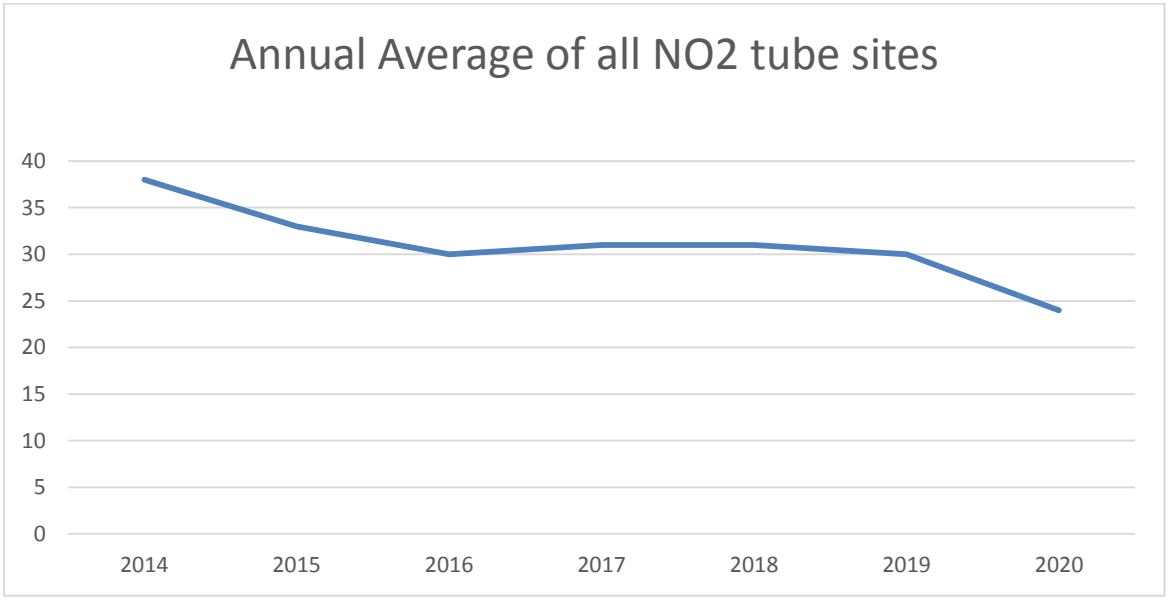
RELEVANT EXPOSURE

Where the Air Quality Objectives Apply

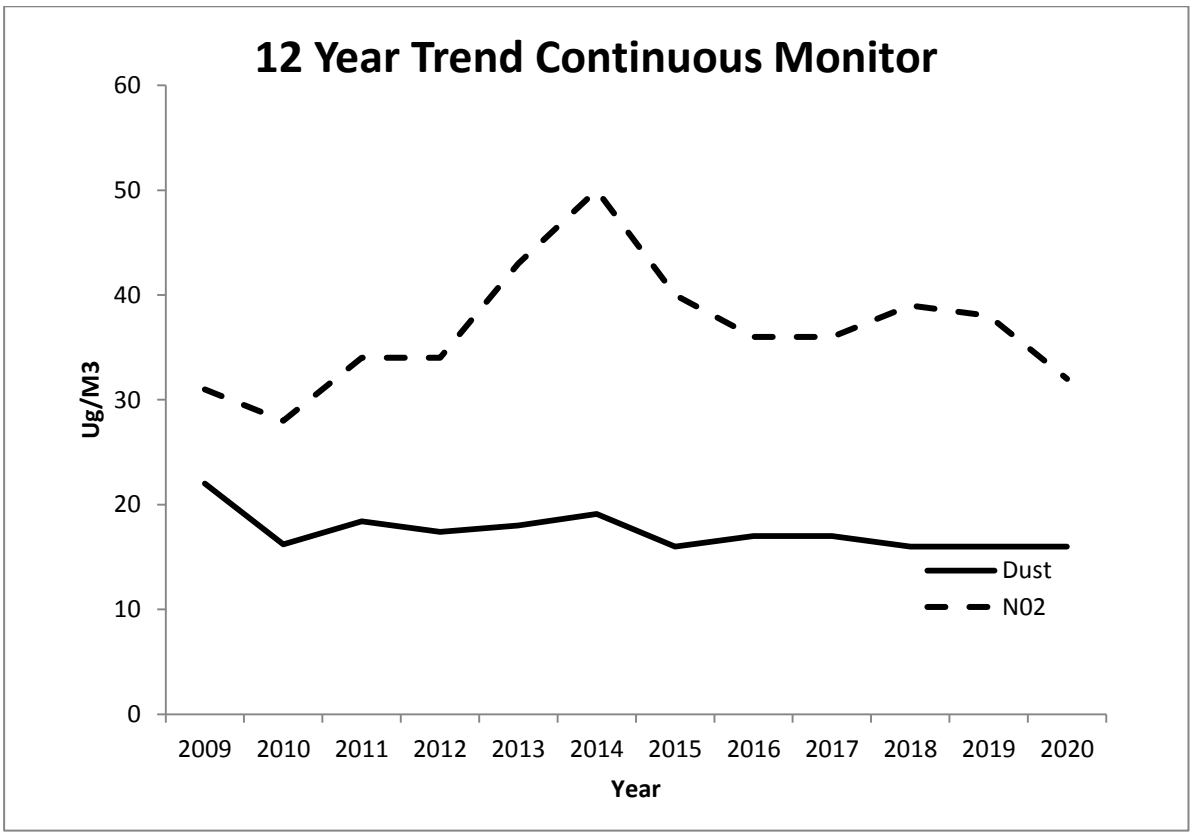
Averaging Period	Objectives should apply at:	Objectives should generally not apply at:
Annual mean	All locations where members of the public might be regularly exposed. Building façades of residential properties, schools, hospitals, care homes etc.	Building façades of offices or other places of work where members of the public do not have regular access. Hotels, unless people live there as their permanent residence. Gardens of residential properties. Kerbside sites (as opposed to locations at the building façade), or any other location where public exposure is expected to be short term.
24-hour mean	All locations where the annual mean objective would apply, together with hotels. Gardens of residential properties at locations where people may sit for long periods.	Kerbside sites (as opposed to locations at the building façade), or any other location where public exposure is expected to be short term.
1-hour mean	All locations where the annual mean and: 24 and 8-hour mean objectives apply. Kerbside sites (for example, pavements of busy shopping streets). Those parts of car parks, bus stations and railway stations etc. which are not fully enclosed, where members of the public might reasonably be expected to spend one hour or more. Any outdoor locations where members of the public might reasonably expected to spend one hour or longer.	Kerbside sites where the public would not be expected to have regular access.

TRENDS IN NITROGEN DIOXIDE AND PARTICULATE LEVELS.

Diffusion Tubes 2014-2020



Continuous Analyser 2009-2020



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2021 Air Quality Annual Status Report

(ASR)

In fulfilment of Part IV of the Environment Act 1995

Local Air Quality Management

Date: June, 2021

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Report Reference Number	Surrey Heath 2021 ASR
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Executive Summary: Air Quality in Our Area

Air Quality in Surrey Heath Borough Council (SHBC)

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, the elderly, and those with existing heart and lung conditions. There is also often a strong correlation with equalities issues because areas with poor air quality are also often less affluent areas[1,2].
The mortality burden of air pollution within the UK is equivalent to 28,000 to 36,000 deaths at typical ages[3], with a total estimated healthcare cost to the NHS and social care of £157 million in 2017[4].

The borough of Surrey Heath is located in the south east of England to the south west of London. The main air quality issues are associated with the emission of pollutants from road traffic, in particular the M3 motorway. The main pollutant of concern is nitrogen dioxide (NO_2), for which air quality objective values are listed in Appendix E.

Over previous years the concentrations of NO_2 measured along the M3 corridor, between the Frimley flyover and just north of the Ravenswood roundabout (A325), led to the conclusion that exceedances of the annual mean objective for NO_2 were likely in this area and in 2002 an Air Quality Management Area (AQMA) was declared[5]. The following year a more detailed assessment concluded that the AQMA should be extended in both directions along the M3[6]. Since then, SHBC has continued monitoring within the borough and the AQMA has been retained. Details of the current AQMA can be found in Section **Error! eference source not found.** and at 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.
SHBC monitors NO_2 and PM_{10} concentrations at various locations throughout the borough. At present, no monitoring of $PM_{2.5}$ is carried out, as no areas of concern with respect to

[1] Public Health England. Air Quality: A Briefing for Directors of Public Health, 2017
[2] Defra. Air quality and social deprivation in the UK: an environmental inequalities analysis, 2006
[3] Defra. Air quality appraisal: damage cost guidance, July 2020
[4] Public Health England. Estimation of costs to the NHS and social care due to the health impacts of air pollution: summary report, May 2018
[5] Surrey Heath Borough Council, Round One Review and Assessment Stage III, 2002
[6] Surrey Heath Borough Council, Round One Review and Assessment Stage IV, 2004

$PM_{2.5}$ concentrations have been identified. Automatic monitoring of NO_2 and PM_{10} is carried out at one mobile automatic monitoring station situated in Castle Road, Camberley, approximately 20 metres north of the M3. In addition, the Council monitors NO_2 concentrations using diffusion tubes across a network which has recently been expanded to 51 locations, including one triplicate site co-located with the automatic monitoring station, to monitor other potential locations that may have elevated levels of NO_2 in the borough.

The data capture for the automatic monitoring station in 2020 was 99.2% for NO_2 concentrations and 85.7% for PM_{10} concentrations.

The 2020 annual mean NO_2 concentration for the continuous monitoring location was 32 $\mu g/m^3$, which meets the annual mean NO_2 objective. The 2020 result is lower than concentrations recorded in the previous three years (see Table A.3).

In 2020, the annual mean NO_2 concentrations were below 40 $\mu g/m^3$ at all of the 51 diffusion tube monitoring locations that make up the monitoring network. This differs from the 2019 results, where two exceedances were recorded at SH16 and SH33. Both of these locations are outside of the existing AQMA, and are thought to have benefitted, in part, from improvements to the M3. These locations will continue to be monitored in the future to ensure the exceedances do not return.

The 2020 monitoring results for PM_{10} from the automatic monitoring station indicate that monitored concentrations remain well within the relevant air quality objectives. The 2020 results are consistent with those of the last 5 years indicating that exceedances of the PM_{10} air quality objectives are very unlikely. In turn it is inferred that $PM_{2.5}$ concentrations in the borough are likely to be well below the objective of 25 $\mu g/m^3$, based on the empirical relationship published in LAQM.TG(16)[7].

Actions to Improve Air Quality

Whilst air quality has improved significantly in recent decades, and will continue to improve due to national policy decisions, there are some areas where local action is needed to improve air quality further.

The 2019 Clean Air Strategy[8] sets out the case for action, with goals even more ambitious than EU requirements to reduce exposure to harmful pollutants. The Road to Zero[9] sets out the approach to reduce exhaust emissions from road transport through a number of mechanisms; this is extremely important given that the majority of AQMAs are designated due to elevated concentrations heavily influenced by transport emissions.

[7] Defra & Devolved Administrations (2016) Local Air Quality Management Technical Guidance 2016 (as updated February 2018)
[8] Defra. Clean Air Strategy, 2019
[9] DfT. The Road to Zero: Next steps towards cleaner road transport and delivering our Industrial Strategy, July 2018

Following the declaration of the AQMA in 2002, an Air Quality Action Plan (AQAP) was required. 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 air quality objectives. Also included in the AQAP were considerations and options for Highways England (formerly the Highways Agency) to consider. It is acknowledged that the existing AQAP is a number of years old and an updated action plan may be required should the AQMAs be retained in future years.

In the 2007 Action Plan Progress Report[10], it was highlighted that 46 of the 51 proposed actions had been completed, including 25 that were completed on time. 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[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. In 2014, Highways England commenced work on upgrading the M3 Motorway between junctions 2 and 4 to a Smart Motorway. The upgrade was completed during 2017 and was anticipated to improve air quality at locations near to the M3, and it appears this has proven to be the case.

During 2020 progress was made on measures within the AQAP including measures 8 (support for National and South East schemes that may improve air quality, particularly along the M3) and 46 (grant application for energy saving project). Currently, measure 6 (Continued support for Highways Agency multi modal studies), measure 7 (Continued monitoring of motorway), measure 8 and measure 14 (complete an Air Quality Strategy) remain ongoing or require completion.

The AQMA for PM_{10} will be revoked in the near future as there have been no exceedances at relevant exposure locations for over 5 years. However, due to continuing elevated annual mean NO_2 concentrations in the previous 3 years it is considered prudent to retain the existing AQMA for NO_2. The Council remains committed to continuing to implement the outstanding actions within the existing AQAP, 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. SHBC do not therefore foresee any local measures that can be carried out to reduce traffic emission levels on the M3 but remain supportive of a speed restriction proposal[11].

[10] Surrey Heath Borough Council, Action Plan Progress Reports, (years 2007,2008,2009,2010)
[11] Surrey Heath Borough Council, Air Quality Progress Report, 2014

A modelling report commissioned by the Surrey Air Alliance was published in November 2019. The report detailed the influence of road traffic on pollutant concentrations, with major trunk routes such as the M3 motorway and A roads such as the A30, A322 and A325 being clearly demarked with higher levels above the national air quality objective along the road corridors and at major junctions.

Conclusions and Priorities

Overall, the 2020 NO_2 monitoring results indicate a decrease in annual mean NO_2 concentrations across the borough in comparison to the previous year with only one site experiencing a slight increase. On the basis of the latest monitoring results, it is considered appropriate to retain the existing AQMA extents – at least for NO_2 – and to continue with the current monitoring with the expanded network.

Monitored NO_2 concentrations during 2020 suggest that traffic emissions from the M3 continue to be the greatest challenge, and this is outside the control of the Council. However, the concentrations at various locations in the vicinity of Smart Motorway have seen a decrease in NO_2 at some sites in the reporting year. It should be noted this may also be related heavily to the lockdowns implemented throughout 2020 due to the COVID-19 pandemic. The Council will need to continue looking closely at the monitoring data along the M3 to ascertain whether the air quality objectives are being achieved at locations of relevant exposure such that the AQMA can be revoked in future years.

The principal challenges and barriers to implementation that SHBC anticipates facing are that the pollutants that residents are exposed to often come from pollution generated not only within the borough but also from 'background' levels blown in from outside the area. For oxides of nitrogen, up to 25% of concentrations recorded at locations away from main roads can be from these background sources[12]. The main source of NO_2 produced within the borough is from road traffic exhausts, but these sources, being the motorway and major trunk roads, are ones over which the Council has little control.

Surrey County Council (SCC) are investigating the provision of cycle/scooter storage facilities at selected schools in Surrey Heath. An 'anti-idling outside schools' campaign is also in development, though this was delayed due to the pandemic.

SHBC commenced an initiative partnering with an energy supplier to install Electric Vehicle (EV) charging points in public places and upon Council owned land. The Council have prioritised the provision of more EV charging points across the borough by grants or the

[12] CERC (2019), detailed air quality modelling and source apportionment. Available at: https://www.waverley.gov.uk/Portals/0/Documents/services/environmental-concerns/pollution-control/air%20quality/Detailed_air_quality_modelling_report_for_Surrey_from_CERC_August_2019.pdf?ver=N6m7p2cykQG1VcKdkOYhVg%3D%3D

planning process. Alongside this, the Council will look to continue support for initiatives such as the SCC Air Quality in Schools programme for 2020/21.

Local Engagement and 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_x (and carbon) emissions; and
- Renewable energy generation via solar photovoltaics or wind turbine installation (although individual effect on air quality is minor and non-local).

Information on real time measurements within the AQMA and historical reports and data on air quality may be accessed through the Council website https://www.surreyheath.gov.uk/residents/environmental-services/noise-nuisance-pollution/air-quality or http://www.ukairquality.net/.

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1 Local Air Quality Management

This report provides an overview of air quality in SHBC during 2020. 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 Surrey Heath Borough Council to improve air quality and any progress that has been made.

The statutory air quality objectives applicable to LAQM in England are presented in Table E.1.

2 Actions to Improve Air Quality

Air Quality Management Areas

AQMAs are declared when there is an exceedance or likely exceedance of an air quality objective. After declaration, the authority should prepare an AQAP within 12 months setting out measures it intends to put in place in pursuit of compliance with the objectives.

A summary of AQMAs declared by SHBC can be found in Table 2.1. The table presents a description of the Surrey Heath AQMA that is currently designated within SHBC. Appendix D: Map(s) of Monitoring Locations and AQMAs provides maps of the AQMA and also the air quality monitoring locations in relation to the AQMA. The air quality objectives pertinent to the current AQMA designation are as follows:

- NO_2 annual mean;
- PM_{10} 24-hour mean;

At the current time, SHBC shall retain the existing Surrey Heath AQMA and continue the current monitoring regime (see monitoring, Section 3) until three full years of monitoring data, not affected by lockdown restrictions, has been collected post-completion of the M3 Smart Motorway scheme (completed in December 2017). At present, whilst 2020 concentrations were compliant, no amendments are considered necessary to the AQMA extents.

Table 2.1 – Declared Air Quality Management Areas

AQMA Name	Date of Declaration	Pollutants and Air Quality Objectives	One Line Description	Is air quality in the AQMA influenced by roads controlled by Highways England?	Level of Exceedance: Declaration	Level of Exceedance: Current Year	Name and Date of AQAP Publication	Web Link to AQAP
Surrey Heath AQMA	01/04/2002	NO_2 Annual Mean	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	43µg/m^3	35.4 µg/m^3	Surrey Heath Borough Council, Air Quality Action Plan, Progress Report 2007	Surrey Heath Borough Council, Air Quality Action Plan
Surrey Heath AQMA	01/04/2002	PM_{10} 24-Hour Mean	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	20 times	0 times		

☒ **Surrey Heath Borough Council confirm the information on UK-Air regarding their AQMA(s) is up to date.**

☒ **Surrey Heath Borough Council confirm that all current AQAPs have been submitted to Defra.**

Progress and Impact of Measures to address Air Quality in SHBC

Defra's appraisal of last year's ASR concluded the following:

1. *All relevant objectives, both for NO_2 and PM_{10} were complied with at all monitoring locations within 2019.*
2. *The locally derived bias factor continues to be high, which shows it is representative of the monitoring location. It would be beneficial for the previous local bias adjustment factors to be included alongside the national factors that are presented within the ASR.*
3. *The QA/QC procedures for both the automatic analysers and the NO_2 diffusion tubes are not detailed, these should be included within the 2021 ASR.*
4. *The continual collaborative approach that Surrey Heath Borough Council are taking, both with Highways England and through the Surrey Air Alliance, are welcomed. It would be beneficial for the Surrey wide dispersion modelling assessment to be appended to the 2021 ASR to allow cross references to be drawn from the assessment.*
5. *The location of the CM1 automatic monitoring site should be double checked on the third party public facing website, as was detailed in the 2019 Appraisal Report, as the PM_{10} and NO_2 monitor are currently shown in two different locations.*
6. *As detailed within the 2020 ASR, it is expected that the council are to complete a review of the NO_2 designation of the Surrey Heath AQMA. It is stated that is was to be complete following two years of monitoring having been completed since the completion of the M3 Smart Motorway Scheme (which was completed in December 2017). As per previous appraisals, it is recommended that the PM_{10} designation be revoked, and it is expected that as soon as this review has been completed a decision should be made on the NO_2 designation.*
7. *The outcomes of this review should be taken forward as soon as the review has been completed, and should be detailed within the 2021 ASR.*

With regards to the appraisal, the relevant comments have been taken on board and the necessary changes have been made.

SHBC has taken forward a number of direct measures during the current reporting year of 2020 in pursuit of improving local air quality. Details of all measures completed, in progress or planned are set out in Table 2.2. The measures are included within Table 2.2, with the type of measure and the progress made during the reporting year of 2020 presented. Where

there have been, or continue to be, barriers restricting the implementation of the measure, these are also presented within Table 2.2.

Work towards the majority of the actions in the AQAP has now been completed, however. work towards completing the remaining actions is ongoing and SHBC remains committed to completing them, though progress with these specific actions has been limited because the main source of emissions within the AQMA - the M3 motorway - is under the control of Highways England. We do not foresee any locally controlled measures that can be carried out to reduce traffic emission levels on the M3.

Surrey Heath AQMA has continued to record NO_2 concentrations below objective limits for the last 3 years at locations of relevant exposure. Additionally, there were no sites that reported concentrations within 10% of the annual mean air quality objective (>36 µg/m^3) during 2020. Whilst NO_2 concentrations are currently compliant, due to a lack of three year's 'normal' (i.e. without COVID-19) data collection since the upgrade to the motorway was completed, we will be retaining the AQMA for NO_2 until this data has been collected to adequately inform future action.

PM_{10} 24-hour mean concentrations have not exceeded the Air Quality Objective for at least the past 5 years. The AQMA for PM_{10} will be revoked in the near future as there have been no exceedances at relevant exposure locations for over five years.

However, it is likely to be appropriate to delay the revocation so that this can cover both pollutants simultaneously.In addition to progress against the AQAP, SHBC are contributing to a toolkit of measures that may be implemented, as appropriate, through the Surrey Air Alliance (SAA). The SAA consists of representatives from the District and Borough Councils, SCC Transport Team and Public Heath Team[13]. Council officers continue to work and liaise with the SAA members using the actions toolbox agreed in 2018 where appropriate[14].

For particulate matter, up to 90% of levels monitored in the borough actually come from background sources, produced elsewhere. Even at the busiest road location, only about a fifth of particles comes from road traffic. This presents a particular challenge for the Council to impact and influence local levels. As the most significant contributor to PM concentrations are from these background concentrations outside of the County (and Country), any local measures undertaken to reduce it would have a negligible effect.

[13] Surrey County Council, Joint Strategic Needs Assessment, Air Quality, https://www.surreyi.gov.uk/jsna/air-quality/, accessed on 02/07/2021.

[14] Surrey County Council, (2016) 'Surrey County Council Transport Plan: Air Quality Strategy 2016' Available at: https://www.surreycc.gov.uk/__data/assets/pdf_file/0020/90254/Air-Quality-Strat-15th-Update-rebranded.pdf [Accessed 02/07/2021)

Table 2.2 – Progress on Measures to Improve Air Quality

Measure No.	Measure	Category	Classification	Year Measure Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Barriers to Implementation
6	Liaison with Highways England	Traffic Management	Strategic highway improvements, Re-prioritising road space away from cars, inc Access management, Selective vehicle priority, bus priority, high vehicle occupancy lane	2006	Completed in 2010 but activity is on-going as part of day to day work. A331 work will be complete by 2024, but this will not affect levels in the AQMA	SHBC / HE / SCC	SHBC / HE / SCC. Funding Status: Business as usual SHBC	No	Funded		Completed in 2010 but activity is on-going as part of day to day work. A331 work will be complete by 2024, but this will not affect levels in the AQMA	-15% on 2010 figures	40ug/m^3 at continuous monitoring station	Is currently compliant but work on-going. Level of NO_2 in 2010 was 28 compared to 38 in 2019. This 15% reduction target will not therefore be achieved, and the source is out of the Borough Councils control.	SMART M3 fully opened in Dec 2017. Dialogue with HE ongoing regarding AQ plans and modelling for the SMART M3. Implementation of part A331 lowered speed limit during 2020
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 lane	2006	M3 smart motorway work completed 2018, assessment of impacts on-going. Three year normal operations period needed to decide on rescinding AQMA not before 2025	SHBC / HE / SCC	Funding Status: Business as usual SHBC	No	Funded		M3 smart motorway work completed 2018, assessment of impacts on-going. Three year normal operations period needed to decide on rescinding AQMA not before 2025	No effect in AQMA		M3 smart motorway work completed 2018, assessment of impacts on-going	Smart motorway work completed 2018. To assess effect on levels over 3 years to 2021 to determine future actions. Covid interrupted 3-year programme, so will continue with 3 year monitoring of normal operations which will expire not before 2025.
8	Support for national schemes	Promoting Travel Alternatives	Promote use of rail and inland waterways	2008	Estimated 2022.	SHBC / HE / SCC	SHBC / HE / SCC. Funding Status: Business as usual SHBC		Funded		Estimated 2022.	No effect to end of 2020		On-going. No evidence to end of 2020 that air quality guidelines exceeded by M3 traffic at relevant receptors. Covid since has skewed figures for NO_2.	Considering effect of SMART M3 and possible variable speed controls
14	AQ Strategy	Policy Guidance and Development Control	Other policy	2010	Estimated 2022.	SHBC / HE / SCC	SHBC / HE / SCC	No	-		Estimated 2022.	Little or no effect in AQMA		Not achieved	Low priority, and remains outstanding
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	2008	Completed but is part of on-going air quality work.	SHBC / HE / SCC	SHBC / HE / SCC Funding status. SHBC unable to apply for AQ grants due to A331 work. Grants applied for by SCC for EV point installations is ongoing as part of Surrey Air Alliance.	No	Funded		Completed but is part of on-going air quality work.	Little or no effect in AQMA		Grant applications continue at County Level but without success in attaining	Update 2020 LEP bid (enterprise M3) to support installation of 80 on street EV charging bays across Guildford, Spelthorne, Woking and Waverley in the next 2 years has been successful. Sites have been selected with consultation and installations starting summer 2020. SCC using this project as a pilot to inform policy going forward for on street EV charges across Surrey, project due for completion 2022.

$PM_{2.5}$ – 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 $PM_{2.5}$ (particulate matter with an aerodynamic diameter of 2.5µm or less). There is clear evidence that $PM_{2.5}$ has a significant impact on human health, including premature mortality, allergic reactions, and cardiovascular diseases.

As noted in the previous 2020 ASR, SHBC is addressing $PM_{2.5}$ through a countywide dispersion modelling study which was commissioned by SAA and carried out by CERC. The report[15], published in November 2019, found that the annual mean $PM_{2.5}$ objective of 25 µg/m^3 was met throughout the borough. Source apportionment was carried out to calculate the relative contributions of each source group (road sources, by vehicle type and non-exhaust component for PM; large industrial sources; other emissions sources; and background) to pollutant emissions and concentrations. The report identified the influence of road traffic on pollutant levels, with major trunk routes such as the M3 motorway and A-roads such as the A30, A322 and A325 being clearly demarked with higher levels above the national air quality objective along the road corridors and at major junctions. For particulate matter, background concentrations from outside Surrey were found to be the most significant contributors to PM_{10} and $PM_{2.5}$, and thus any local measures introduced would have a minimal effect on overall levels.

In addition to the modelling study carried out, SHBC are continuing to enforce legislation that can have an impact on air quality such as reducing pollution from construction/trade/business sites and responding to complaints about domestic bonfires and smoke. More information can be found our website: https://www.surreyheath.gov.uk/residents/environmental-services/noise-nuisance-and-polluti on

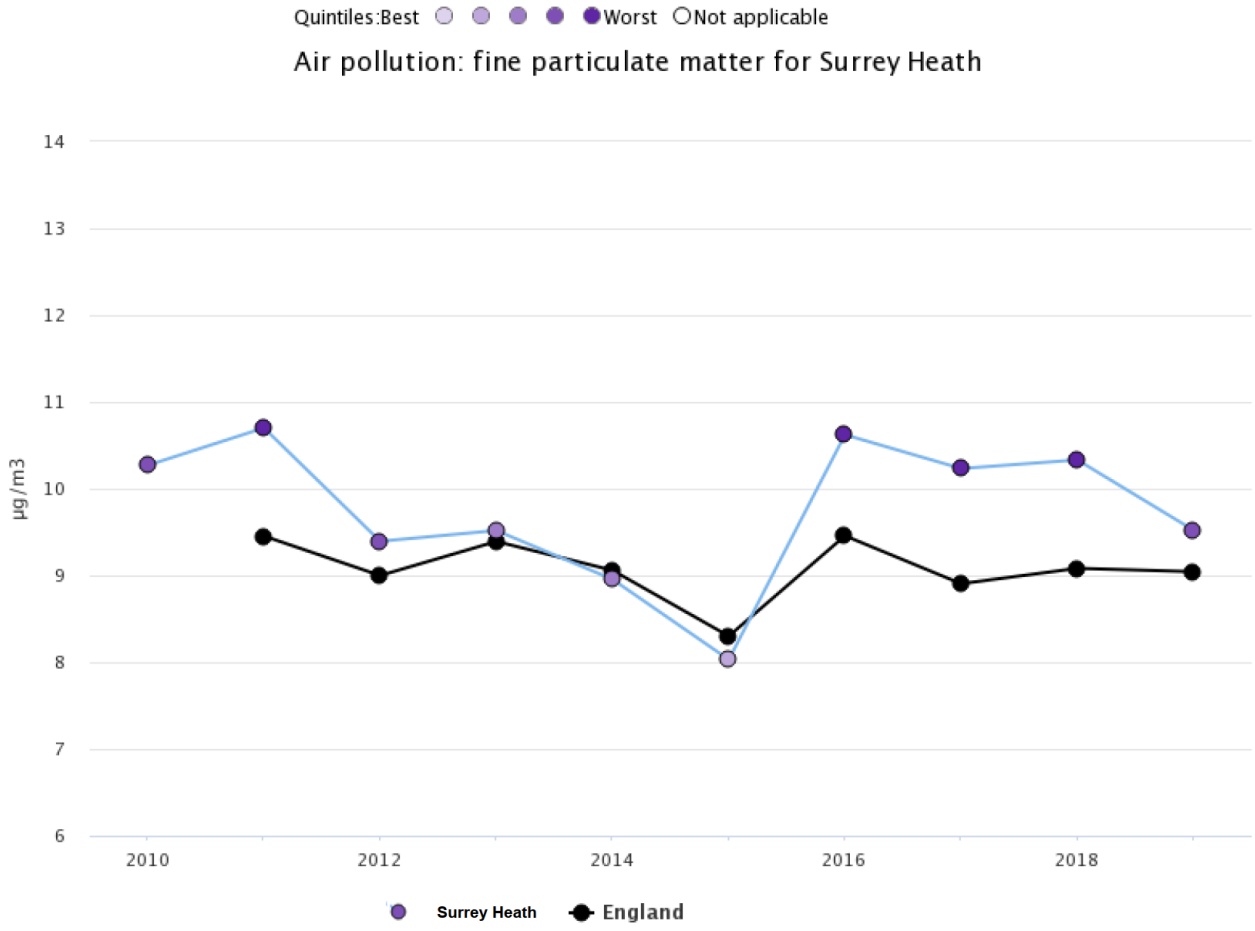
To put the local concentrations of $PM_{2.5}$ in context within the borough, SHBC makes use of Defra background mapping and modelling. The background annual average $PM_{2.5}$ concentrations in Surrey Heath for 2019 ranged from 9.3 µg/m^3 to 13.2 µg/m^3 and these are estimated to have dropped to 9.1 µg/m^3 to 13.1 µg/m^3 in 2020. These concentrations are well below the objective of 25 µg/m^3. In addition, as the monitored PM_{10} concentrations within the borough are well below the relevant air quality objectives (Table A.6 and Table A.7), it would be expected that $PM_{2.5}$ concentrations are correspondingly low given the empirical relationship published in LAQM.TG16.

[15] CERC (2019), detailed air quality modelling and source apportionment. Extract available at: www.surreyheath.gov.uk

The Public Health Outcomes Framework (PHOF) has published statistics on the health effects of exposure of the public to fine particulate pollution[16]. SHBC notes PHOF indicator DO1 – Fraction of mortality attributable to particulate ($PM_{2.5}$) air pollution in 2019 (latest available) gives a value of 5.4% which is slightly above the average for both the South East region (5.2%) and England (5.1%)

The estimated $PM_{2.5}$ between 2010 and 2019 are shown in Figure 2-1 for Surrey Heath and across England. The $PM_{2.5}$ concentrations have seen a slight drop during 2017 to 2019 and are slight highly than the average $PM_{2.5}$ concentrations across England. This data was downloaded in June 2021.

Figure 2-1 Public Health Outcomes Framework, Fine Particulate Matter ($PM_{2.5}$)



[16]Public Health Outcomes Framework. D01 – Fraction of mortality attributable to particular air pollution. Available At: https://fingertips.phe.org.uk/profile/public-health-outcomes-framework/data#page/1/gid/1000043/pat/6/ati/401/are/E07000214/iid/30101/age/230/sex/4/cid/4/tbm/1/page-options/ovw-do-0_car-do-0

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

This section sets out the monitoring undertaken within 2020 by SHBC and how it compares with the relevant air quality objectives. In addition, monitoring results are presented for a five-year period between 2016 and 2020 to allow monitoring trends to be identified and discussed.

Summary of Monitoring Undertaken

3.1.1 Automatic Monitoring Sites

SHBC undertook automatic (continuous) monitoring at one site located in Castle Road, Camberley during 2020. This site is approximately 17m north of the M3 motorway and is equipped to monitor both NO_2 and PM_{10} concentrations. The monitoring station is located within the Surrey Heath AQMA.

Table A.1 shows the details of the automatic monitoring sites. The http://www.ukairquality.net/ page presents automatic monitoring results for SHBC.

Maps showing the location of the monitoring sites are provided in Appendix D: Map(s) of Monitoring Locations and AQMAs. Further details on how the monitors are calibrated and how the data has been adjusted are included in Appendix C: Supporting Technical Information / Air Quality Monitoring Data QA/QC.

3.1.2 Non-Automatic Monitoring Sites

SHBC undertook non-automatic (i.e. passive) monitoring of NO_2 at 51 sites (53 diffusion tubes) during 2020, which is an increase from the 34 locations previously maintained during 2019. 17 new passive monitoring locations were introduced, sites SH39 – SH55, located across the borough, and site SH17 relocated from Guildford Road Bisley to Ravenswood in January 2020. Table A.2 presents the details of the non-automatic sites.

Maps showing the location of the monitoring sites are provided in Appendix D: Map(s) of Monitoring Locations and AQMAs. Further details on Quality Assurance/Quality Control (QA/QC) for the diffusion tubes, including bias adjustments and any other adjustments applied (e.g. annualisation and/or distance correction), are included in Appendix C: Supporting Technical Information / Air Quality Monitoring Data QA/QC.

Individual Pollutants

The air quality monitoring results presented in this section are, where relevant, adjusted for bias, annualisation (where the annual mean data capture is below 75% and greater than

25%), and distance correction. Further details on adjustments are provided in Appendix C: Supporting Technical Information / Air Quality Monitoring Data QA/QC.

3.1.3 Nitrogen Dioxide (NO_2)

Table A.3 and Table A.4 compare the ratified and adjusted monitored NO_2 annual mean concentrations for the past five years with the air quality objective of 40µg/m^3. Note that the concentration data presented represents the concentration at the location of the monitoring site, following the application of bias adjustment (i.e. the values are exclusive of any consideration to fall-off with distance adjustment)[17].

For diffusion tubes, the full dataset of monthly mean values in 2020 is provided in Appendix B: Full Monthly Diffusion Tube Results for 2020. Note that the concentration data presented in Table B.1 includes distance corrected values, only where relevant.

Table A.5 compares the ratified continuous monitored NO_2 hourly mean concentrations for the past five years with the air quality objective of 200µg/m^3, not to be exceeded more than 18 times per year.

The Castle Road, Camberley automatic monitoring station is located within the existing AQMA. The 2020 monitoring results indicate that the annual mean NO_2 objective was not exceeded at this location and that the hourly mean NO_2 objective was met. The annual mean NO_2 concentration in 2020 was 32 µg/m^3, which is lower than the annual mean NO_2 concentrations recorded between 2017 and 2019. There were no exceedances of the hourly mean NO_2 objective of 200 µg/m^3, and the site is therefore well within the 18 hours permitted per year to achieve the hourly objective.

In general, there was a overall decrease in NO_2 concentrations across the borough for the exsisting sites, with 36 of 37 monitored concentrations (continuous monitor and 36 diffusion tubes) recording lower values than 2019. Of the new sites instroduced, none of the concentrations monitored were close to the annual mean NO_2 objective. There were no exceedances of the hourly mean objective of 200 µg/m^3 recorded during 2020, which is consistent with previous years' results.

Annual mean NO_2 concentrations at two NO_2 diffusion monitoring locations, SH16 and SH33, were above the annual mean NO_2 objective during 2018 and 2019. These locations are located outside of the AQMA near to the M3, but have recorded considerable drops in NO_2 concentration from 2019 to 2020 of 8.2 µg/m^3 and 8.5 µg/m^3 respectively. At new locations, where monitoring begun in 2020, the highest concentration recorded was at SH45 location (32.5 µg/m^3), which is below the annual mean NO_2 objective.

[17] Animalisation was not required for 2020 data

The decrease in concentrations over the reporting year are encouraging signs that the borough is seeing much improved air quality and heading towards the revocation of the AQMA in the future reporting years. However, this must be caveated with the fact that the COVID-19 pandemic and the associated lockdown restrictions will have accounted for a large proportion of the annual mean reductions seen in 2020, as further discussed in Appendix F: Impact of COVID-19 upon LAQM.

As none of the diffusion tube sites recorded annual mean NO_2 concentrations greater than 60 µg/m^3 it is unlikely that the 1-hour mean NO_2 objective was exceeded at any of these locations in 2020.

3.1.4 Particulate Matter (PM_{10})

Table A.6 compares the ratified and adjusted monitored PM_{10} annual mean concentrations for the past five years with the air quality objective of 40µg/m^3.

Table A.7 compares the ratified continuous monitored PM_{10} daily mean concentrations for the past five years with the air quality objective of 50µg/m^3, not to be exceeded more than 35 times per year.

During 2020, the data capture recorded at the Castle Road, Camberley monitoring station was 85.7%. The 2020 PM_{10} monitoring results are consistent with the results in previous years, with no exceedances of the annual mean or daily mean PM_{10} objectives.

The annual mean PM_{10} concentration for 2020 was 16 µg/m^3, which is well below the annual mean PM_{10} objective (40 µg/m^3). This was the same as the concentration in preceding year.

On the basis of the recent years' monitoring results it can be concluded that annual mean PM_{10} concentrations in SHBC for future years would not be expected to deviate significantly from the observed trend of recent years without significant new sources being introduced.

The daily mean PM_{10} objective of 50 µg/m^3 was not exceeded during the year; consequently, the daily mean objective (35 permitted days) was achieved. This result is consistent with previous years.

In conclusion, recent years' PM_{10} monitoring results indicate that the annual mean and daily mean PM_{10} objectives are unlikely to be exceeded. Surrey Heath Borough Council will continue to monitor PM_{10} at Castle Road, Camberley, but no further interventions are needed at this time.

3.1.5 Particulate Matter ($PM_{2.5}$)

No $PM_{2.5}$ monitoring is carried out by SHBC.

3.1.6 Sulphur Dioxide (SO_2)

No SO_2 monitoring is carried out by SHBC.

Appendix A: Monitoring Results

Table A.1 – Details of Automatic Monitoring Sites

Site ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Monitoring Technique	Distance to Relevant Exposure (m) (1)	Distance to kerb of nearest road (m) (2)	Inlet Height (m)
CM1	Castle Road, Camberley	Roadside	488647	159807	NO_2; PM_{10}	YES (Surrey Heath AQMA)	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

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) (1)	Distance to kerb of nearest road (m) (2)	Tube Co-located with a Continuous Analyser?	Tube Height (m)
SH1	A30 Bagshot	Roadside	491010	163344	NO_2	NO	8.0	6.0	No	0.2
SH2	Windle Valley Daycare Centre	Roadside	491065	163337	NO_2	NO	n/a	4.0	No	1.75
SH3	Snows Ride School Windlesham	Urban Background	492810	164408	NO_2	NO	n/a	33.0	No	1.75
SH4	Shaftesbury Road Bisley	Urban Background	494654	159444	NO_2	NO	31.0	157.0	No	1.75
SH5	Chestnut Avenue	Roadside	489460	160586	NO_2	NO	n/a	15.0	No	1.75
SH6	Church Lane Bisley	Roadside	494974	159611	NO_2	NO	15.0	2.0	No	1.75
SH7	M3 Brickhill roadside	Other (M3)	496191	164418	NO_2	NO	78.0	30.0	No	1.75
SH8	M3 Brickhill 150m back	Urban Background	496170	164472	NO_2	NO	39.0	88.0	No	1.75
SH9	A30 American Golf was Jolly Farmer	Roadside	489617	161874	NO_2	NO	n/a	15.0	No	1.75
SH10	A30 Opp Next was Homebase	Urban Centre	485796	160074	NO_2	NO	n/a	16.0	No	1.75

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) (1)	Distance to kerb of nearest road (m) (2)	Tube Co-located with a Continuous Analyser?	Tube Height (m)
SH11	Watchetts School Camberley	Urban Centre	486937	159011	NO_2	NO	n/a	18.0	No	1.75
SH12	High Street Camberley	Roadside	487490	160788	NO_2	NO	3.0	1.0	No	1.75
SH13	Le Marchant Road	Urban Centre	488727	159591	NO_2	NO	n/a	25.0	No	1.75
SH14	Badgers Copse	Urban Centre	488603	159675	NO_2	YES - Surrey Heath AQMA	4.0	14.0	No	1.75
SH16	Wood Road	Urban Centre	486834	158336	NO_2	NO	18.0	23.0	No	1.75
SH17	Portsmouth Road/Ravenswood M3/A325	Other	489297	160440	NO_2	NO	n/a	21.0	No	1.75
SH20	Deepcut Bridge Road	Roadside	490396	157290	NO_2	NO	2.0	2.0	No	1.75
SH21	Benner Lane	Urban Background	495156	161078	NO_2	NO	15.0	4.0	No	1.75
SH23	Red Road/Maultway	Suburban	490698	160351	NO_2	NO	n/a	12.0	No	1.75
SH24	High Street, Chobham	Roadside	497347	161697	NO_2	NO	2.0	2.0	No	1.75

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) (1)	Distance to kerb of nearest road (m) (2)	Tube Co-located with a Continuous Analyser?	Tube Height (m)
SH15, SH22, SH25	AQM	Roadside	488647	159807	NO_2	YES - Surrey Heath AQMA	17.0	17.0	Yes	1.75
SH26	College Ride, Camberley	Urban Background	487762	161393	NO_2	NO	7.0	5.0	No	1.75
SH27	361 Guildford Road, Bisley	Roadside	495553	158854	NO_2	YES - Surrey Heath AQMA	6.0	8.0	No	1.75
SH28	Queens Road, Bisley	Roadside	495343	159031	NO_2	NO	10.0	7.0	No	1.75
SH29	Heath Park Windlesham	Suburban	494228	163480	NO_2	NO	102.0	36.0	No	1
SH30	Matalan was Focus, Frimley Road	Urban Centre	487318	158515	NO_2	NO	n/a	23.0	No	1.75
SH31	Old Pond Close	Urban Centre	487022	158419	NO_2	NO	6.0	19.0	No	1.75
SH32	Two Hoots, Old Pond Close	Urban Centre	486979	158393	NO_2	NO	4.0	21.0	No	1
SH33	Wood Road Garages	Urban Centre	486843	158319	NO_2	NO	n/a	25.0	No	1.75
SH34	Brackendale Road	Urban Centre	488052	159239	NO_2	YES - Surrey	n/a	36.0	No	1.75

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) (1)	Distance to kerb of nearest road (m) (2)	Tube Co-located with a Continuous Analyser?	Tube Height (m)
SH35	Prior End	Urban Centre	489189	160209	NO_2	YES - Heath AQMA Surrey	n/a	41.0	No	1.75
SH36	Youlden Drive	Urban Centre	489350	160389	NO_2	YES - Heath AQMA Surrey	20.0	18.0	No	1.75
SH37	Crawley Drive	Roadside	489082	160265	NO_2	YES - Heath AQMA Surrey	20.0	5.0	No	1.75
SH38	Swift Lane	Urban Centre	491702	163139	NO_2	NO	n/a	16.0	No	1.75
SH39	Frimley Green Road	Roadside	488724	156857	NO_2	NO	n/a	6.0	No	1.75
SH40	Frimley Park Hospital	Roadside	487845	158520	NO_2	NO	n/a	1.0	No	1.75
SH41	Watchetts Drive	Kerbside	487196	158885	NO_2	NO	15.0	1.0	No	1.75
SH42	Tomlinscote Way	Roadside	489062	158770	NO_2	NO	17.0	2.0	No	1.75
SH43	Upper Chobham Road	Roadside	489242	159042	NO_2	NO	19.0	2.0	No	1.75

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) (1)	Distance to kerb of nearest road (m) (2)	Tube Co-located with a Continuous Analyser?	Tube Height (m)
SH44	Frimley Park Hospital Denly	Kerbside	487943	158549	NO_2	NO	26.0	2.0	No	1.75
SH45	Grove School	Roadside	488011	158513	NO_2	NO	128.0	13.0	No	1.75
SH46	Bagshot Green	Roadside	491398	162885	NO_2	NO	7.0	1.0	No	1.75
SH47	Badger Drive	Roadside	492111	162110	NO_2	NO	17.0	10.0	No	1.75
SH48	Hawkswood Avenue	Kerbside	488602	158448	NO_2	NO	11.0	2.0	No	1.75
SH49	High Street Bagshot	Roadside	491017	163181	NO_2	NO	n/a	5.0	No	1.75
SH50	Guildford Road Bagshot	Roadside	491303	163313	NO_2	NO	n/a	3.0	No	1.75
SH51	School Lane Bagshot	Roadside	491033	162945	NO_2	NO	10.0	2.0	No	1.75
SH52	Freemantle Road	Roadside	491564	163565	NO_2	NO	5.0	2.0	No	1.75
SH53	Crawley Ridge	Kerbside	489009	161166	NO_2	NO	3.0	2.0	No	1.75
SH54	Frimley High Street	Roadside	487485	157828	NO_2	NO	n/a	5.0	No	1.75
SH55	Heatherside School	Kerbside	490495	159630	NO_2	NO	8.0	3.0	No	1.75

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.3 – Annual Mean NO_2 Monitoring Results: Automatic Monitoring (µg/m^3)

Site ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) (1)	Valid Data Capture 2020 (%) (2)	**2016**	**2017**	**2018**	**2019**	**2020**
CM1	488647	159807	Roadside	99.2	99.2	36.3	35.5	**40.0**	38.0	32.0

☒ **Annualisation has been conducted where data capture is <75% and >25% in line with LAQM.TG16**

☒ **Reported concentrations are those at the location of the monitoring site (annualised, as required), i.e. prior to any fall-off with distance correction.**

Notes:

The annual mean concentrations are presented as µg/m^3.

Exceedances of the NO_2 annual mean objective of 40µg/m^3 are shown in **bold**.

All means have been "annualised" as per LAQM.TG16 if valid data capture for the full calendar year is less than 75%. See Appendix C for details.

Concentrations are those at the location of monitoring and not those following any fall-off with distance adjustment.

(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%).

Table A.4 – Annual Mean NO_2 Monitoring Results: Non-Automatic Monitoring (µg/m^3)

Diffusion Tube ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) (1)	Valid Data Capture 2020 (%) (2)	2016	2017	2018	2019	2020
SH1	491010	163344	Roadside	92.3	92.3	24.7	22.4	23.0	20.2	16.4
SH2	491065	163337	Roadside	100	100.0	26.3	28.2	25.5	22.7	18.6
SH3	492810	164408	Urban Background	100	100.0	22.6	19.4	21.0	18.8	15.1
SH4	494654	159444	Urban Background	100	100.0	18.7	31.2	18.3	15.3	11.9
SH5	489460	160586	Roadside	100	100.0	30.9	29.3	33.5	32.5	27.6
SH6	494974	159611	Roadside	100	100.0	25.3	28.8	29.3	29.0	22.7
SH7	496191	164418	Other (M3)	100	100.0	40.1	40.9	42.8	39.5	34.2
SH8	496170	164472	Urban Background	100	100.0	26.6	25.0	28.5	25.1	19.2
SH9	489617	161874	Roadside	100	100.0	30.1	28.3	23.7	26.5	19.2
SH10	485796	160074	Urban Centre	100	100.0	33.4	31.6	32.6	29.5	29.3
SH11	486937	159011	Urban Centre	100	100.0	27.6	32.4	30.0	30.7	25.0
SH12	487490	160788	Roadside	100	100.0	31.5	33.1	30.7	29.5	24.6
SH13	488727	159591	Urban Centre	100	100.0	30.0	30.1	27.7	28.1	22.3
SH14	488603	159675	Urban Centre	100	100.0	33.3	32.1	35.2	30.9	25.0
SH16	486834	158336	Urban Centre	100	100.0	34.5	36.7	43.3	43.6	35.4
SH17	489297	160440	Other	100	100.0	23.9	22.9	24.0	28.1	25.2
SH20	490396	157290	Roadside	100	100.0	26.6	26.5	27.6	23.5	20.9
SH21	495156	161078	Urban Background	100	100.0	21.4	21.4	21.9	21.8	17.5
SH23	490698	160351	Suburban	100	100.0	27.6	26.2	26.3	25.3	21.8
SH24	497347	161697	Roadside	100	100.0	34.9	32.4	33.6	31.6	28.8
SH15, SH22, SH25	488647	159807	Roadside	100	100.0	34.8	35.9	38.0	37.0	31.2
SH26	487762	161393	Urban Background	100	100.0	28.8	35.8	26.9	20.4	21.7
SH27	495553	158854	Roadside	100	100.0	29.0	35.9	27.0	24.9	18.1
SH28	495343	159031	Roadside	100	100.0	30.7	29.9	29.9	26.9	22.4
SH29	494228	163480	Suburban	100	100.0	31.6	21.7	28.2	30.8	25.0
SH30	487318	158515	Urban Centre	100	100.0	37.1	36.0	39.5	35.3	31.6
SH31	487022	158419	Urban Centre	100	100.0	30.6	29.9	34.3	34.8	27.5
SH32	486979	158393	Urban Centre	100	100.0	30.7	32.2	32.5	29.8	28.3
SH33	486843	158319	Urban Centre	92.3	92.3	38.7	37.1	43.8	40.2	31.7
SH34	488052	159239	Urban Centre	100	100.0	30.1	29.7	31.2	32.5	23.4
SH35	489189	160209	Urban Centre	100	100.0	30.3	29.5	31.5	28.0	22.7
SH36	489350	160389	Urban Centre	90.4	90.4	29.0	30.5	30.6	30.0	23.3
SH37	489082	160265	Roadside	100	100.0	34.0	32.5	37.6	33.4	26.0

Diffusion Tube ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) (1)	Valid Data Capture 2020 (%) (2)	2016	2017	2018	2019	2020
SH38	491702	163139	Urban Centre	100	100.0	35.5	35.8	34.5	32.0	25.4
SH39	488724	156857	Roadside	100	100.0	-	-	-	-	21.5
SH40	487845	158520	Roadside	100	100.0	-	-	-	-	30.0
SH41	487196	158885	Kerbside	100	100.0	-	-	-	-	22.8
SH42	489062	158770	Roadside	90.4	90.4	-	-	-	-	16.2
SH43	489242	159042	Roadside	100	100.0	-	-	-	-	22.2
SH44	487943	158549	Kerbside	100	100.0	-	-	-	-	28.8
SH45	488011	158513	Roadside	100	100.0	-	-	-	-	32.5
SH46	491398	162885	Roadside	100	100.0	-	-	-	-	18.8
SH47	492111	162110	Roadside	84.6	84.6	-	-	-	-	14.8
SH48	488602	158448	Kerbside	92.3	92.3	-	-	-	-	18.9
SH49	491017	163181	Roadside	100	100.0	-	-	-	-	27.6
SH50	491303	163313	Roadside	100	100.0	-	-	-	-	27.6
SH51	491033	162945	Roadside	100	100.0	-	-	-	-	16.6
SH52	491564	163565	Roadside	100	100.0	-	-	-	-	22.8
SH53	489009	161166	Kerbside	100	100.0	-	-	-	-	18.0
SH54	487485	157828	Roadside	92.3	92.3	-	-	-	-	26.6
SH55	490495	159630	Kerbside	92.3	92.3	-	-	-	-	19.2

☒ **Annualisation has been conducted where data capture is <75% and >25% in line with LAQM.TG16.**

☒ **Diffusion tube data has been bias adjusted.**

☒ **Reported concentrations are those at the location of the monitoring site (bias adjusted and annualised, as required), i.e. prior to any fall-off with distance correction.**

Notes:

The annual mean concentrations are presented as µg/m^3.

Exceedances of the NO_2 annual mean objective of 40µg/m^3 are shown in **bold**.

NO_2 annual means exceeding 60µg/m^3, indicating a potential exceedance of the NO_2 1-hour mean objective are shown in **bold and underlined**.

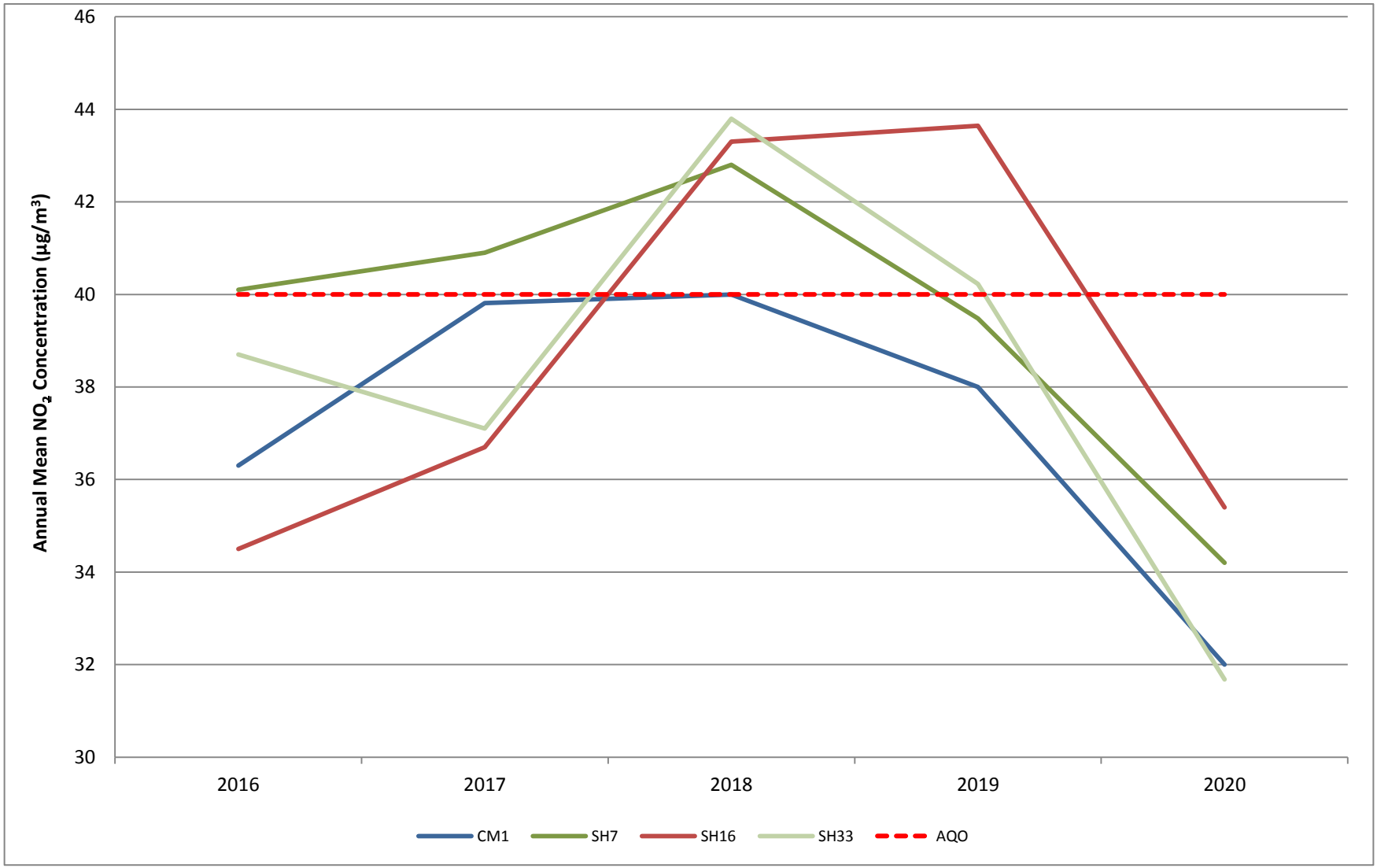
Means for diffusion tubes have been corrected for bias. All means have been "annualised" as per LAQM.TG16 if valid data capture for the full calendar year is less than 75%. See Appendix C for details.

Concentrations are those at the location of monitoring and not those following any fall-off with distance adjustment.

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

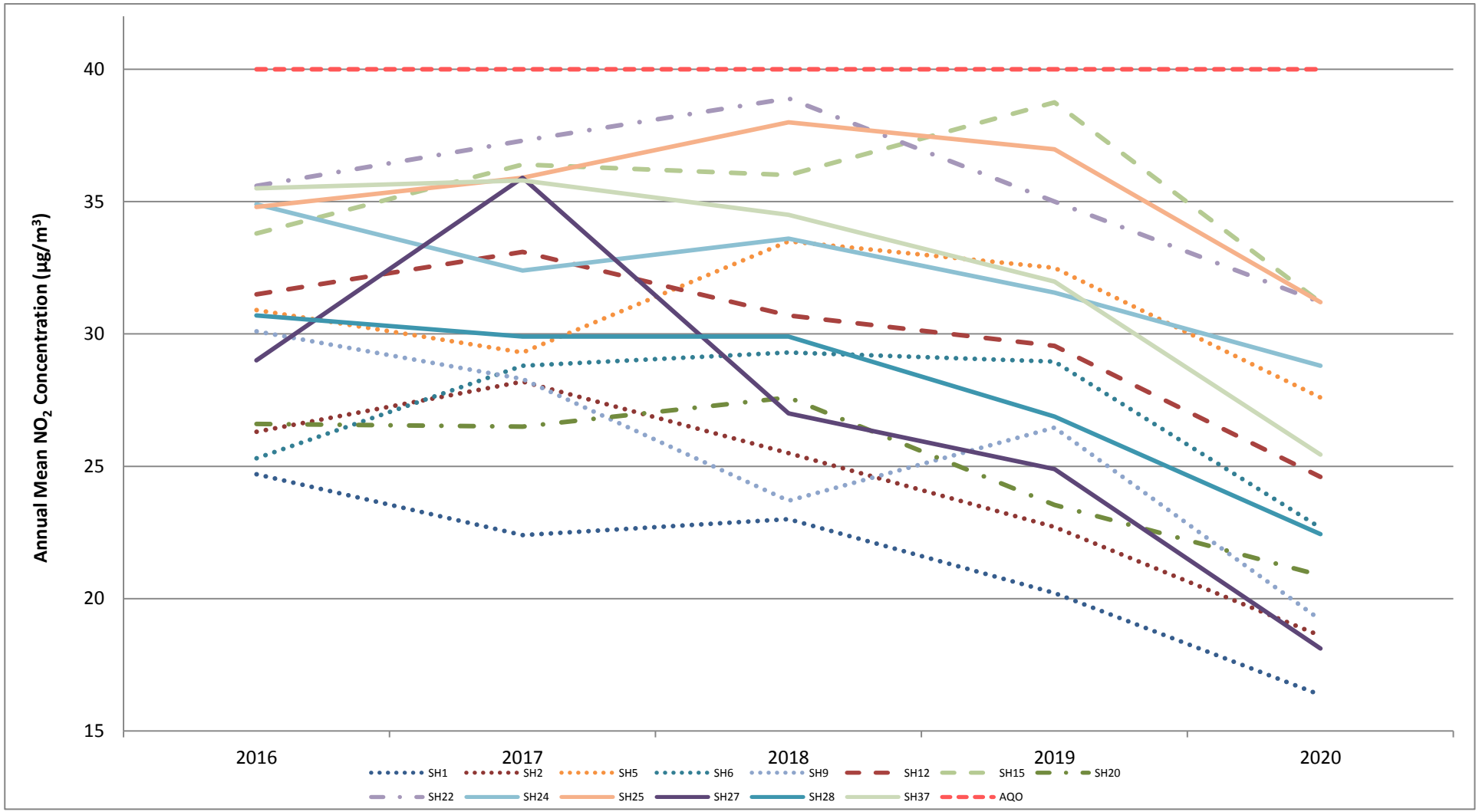
(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

Figure A.1 – Trends in Annual Mean NO_2 Concentrations at Previously Exceeding Sites



Note: Monitoring locations shown in Figure A.1 are locations that have recorded at least one exceedance of the annual mean NO_2 objective (40 µg/m^3) between 2016 and 2020, inclusive.

Figure A.2 – Trends in Annual Mean NO_2 Concentrations – Kerbside and Roadside Locations



Note: Monitoring locations shown in Figure A.2 are Kerbside and Roadside locations that have not recorded any exceedances of the annual mean NO_2 objective (40 µg/m^3) between 2015 and 2019, inclusive. There are new sites added as of 2021 which are not displayed as they do not have any historical data (Sites SH39 – SH55).

Figure A.3 – Trends in Annual Mean NO_2 Concentrations – Urban Background and Suburban Locations

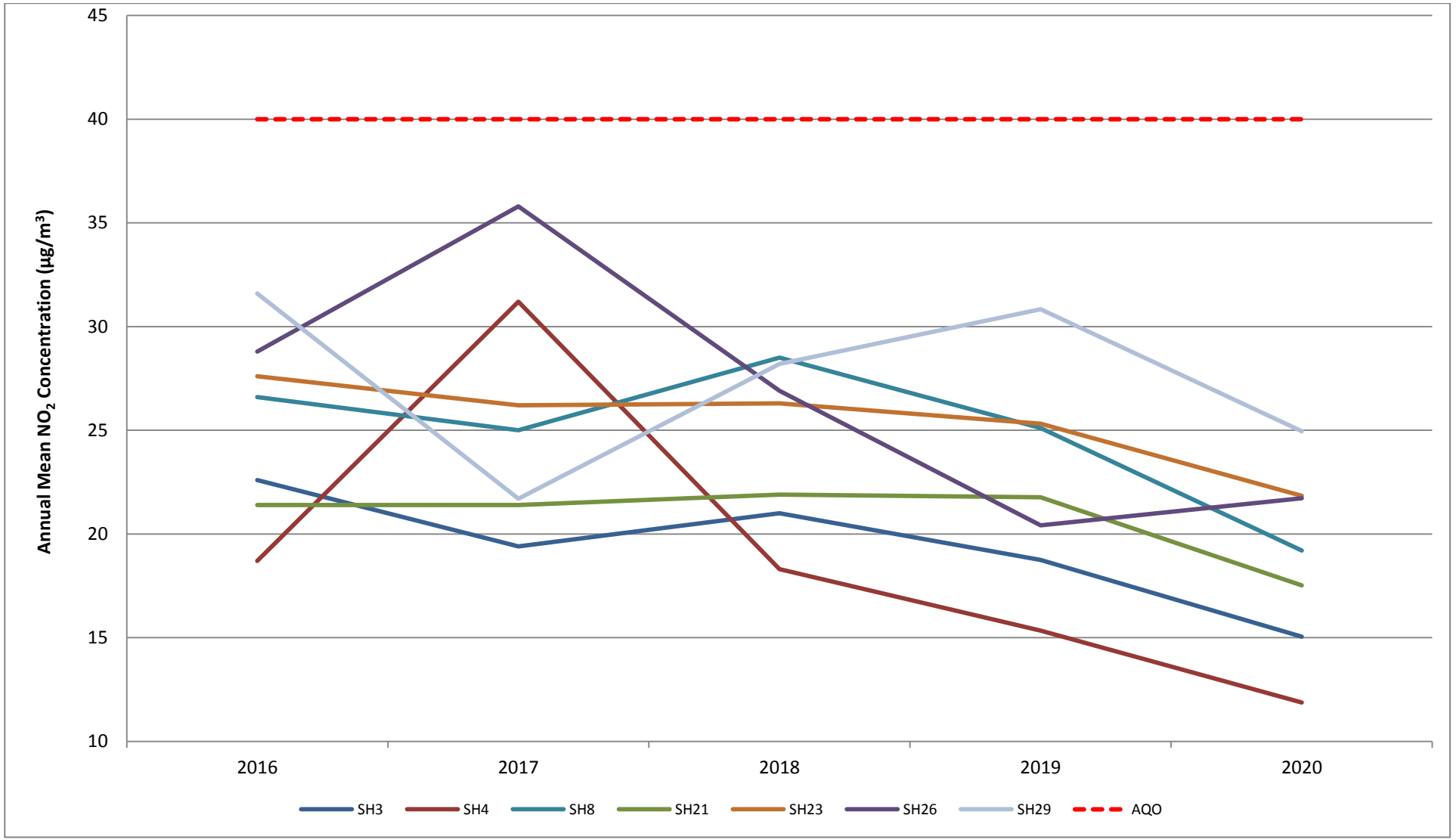


Figure A.4 – Trends in Annual Mean NO_2 Concentrations – Urban Centre and Other Locations

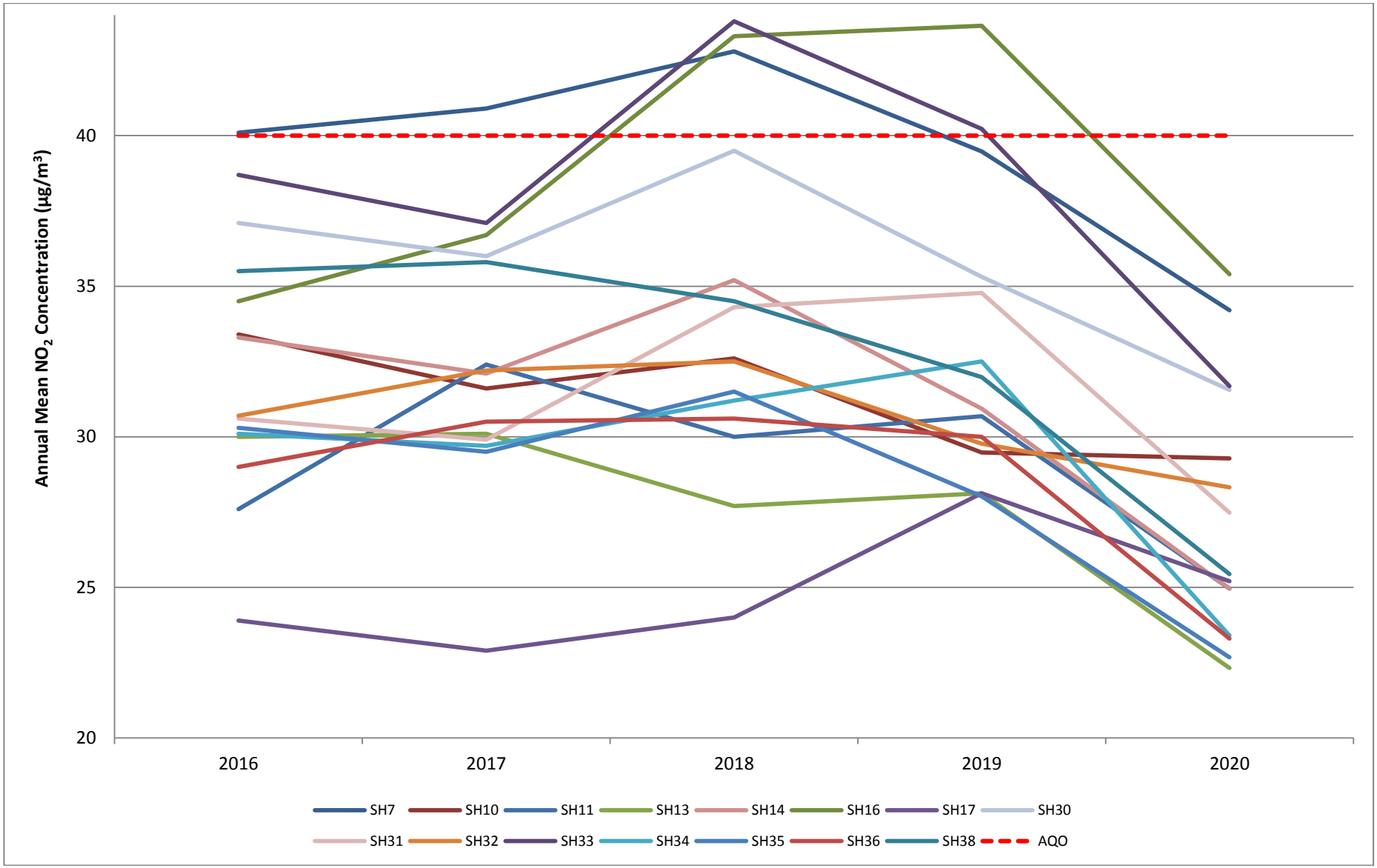


Table A.5 – 1-Hour Mean NO_2 Monitoring Results, Number of 1-Hour Means > 200µg/m^3

Site ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) (1)	Valid Data Capture 2020 (%) (2)	**2016**	**2017**	**2018**	**2019**	**2020**
CM1	488647	159807	Roadside	99.2	99.2	0	0	0	0	0

Notes:
Results are presented as the number of 1-hour periods where concentrations greater than 200µg/m^3 have been recorded.
Exceedances of the NO_2 1-hour mean objective (200µg/m^3 not to be exceeded more than 18 times/year) are shown in **bold**.
If the period of valid data is less than 85%, the 99.8th percentile of 1-hour means is provided in brackets.
(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%).

Table A.6 – Annual Mean PM_{10} Monitoring Results ($\mu g/m^3$)

Site ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) (1)	Valid Data Capture 2020 (%) (2)	**2016**	**2017**	**2018**	**2019**	**2020**
CM1	488647	159807	Roadside	85.7	85.7	17.0	16.9	16.0	16.0	16.0

☒ **Annualisation has been conducted where data capture is <75% and >25% in line with LAQM.TG16.**

Notes:

The annual mean concentrations are presented as $\mu g/m^3$.

Exceedances of the PM_{10} annual mean objective of $40\mu g/m^3$ are shown in **bold**.

All means have been "annualised" as per LAQM.TG16 if valid data capture for the full calendar year is less than 75%. See Appendix C for details.

(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%).

Figure A 5 – Trends in Annual Mean PM_{10} Monitoring Results ($\mu g/m^3$)

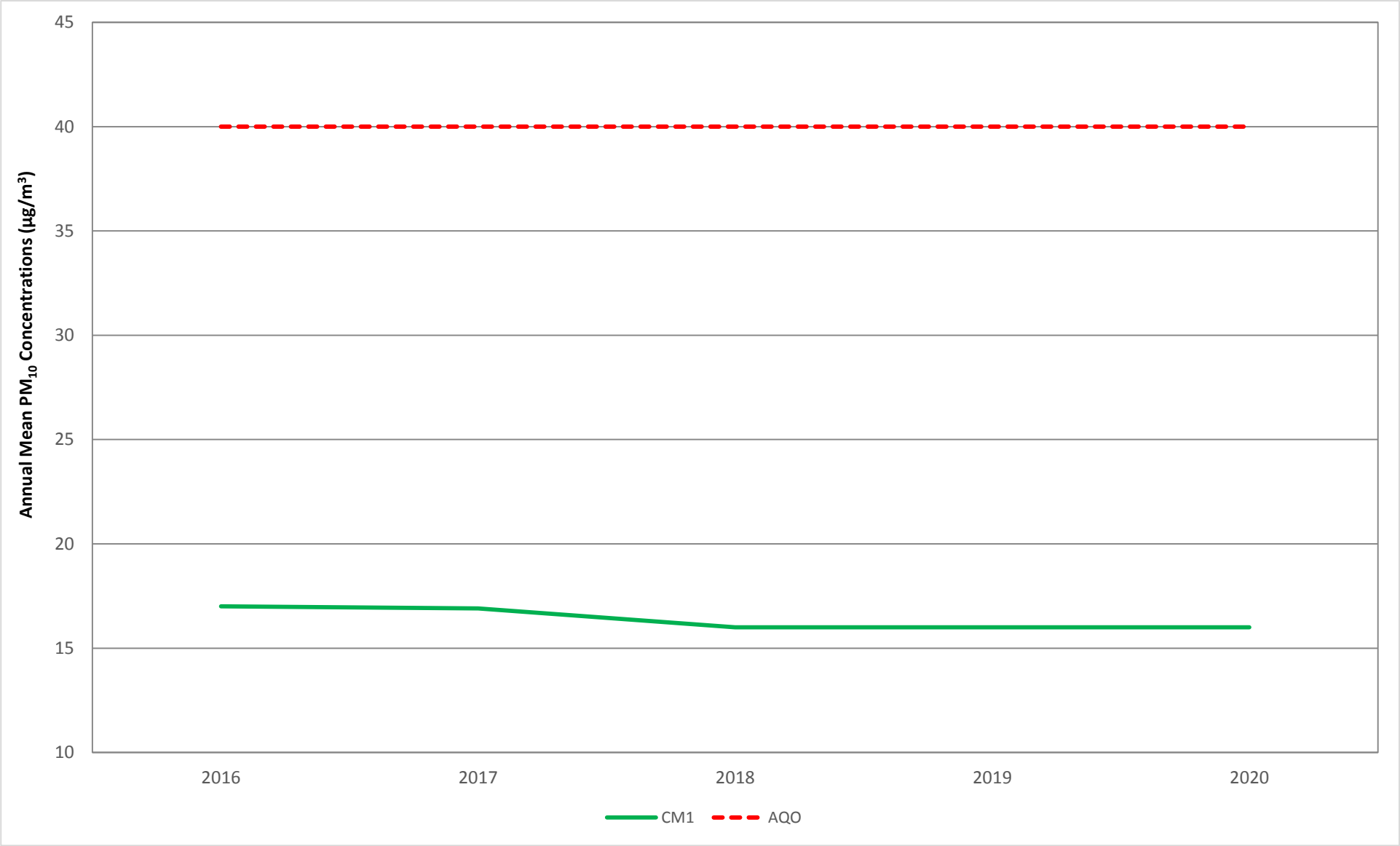
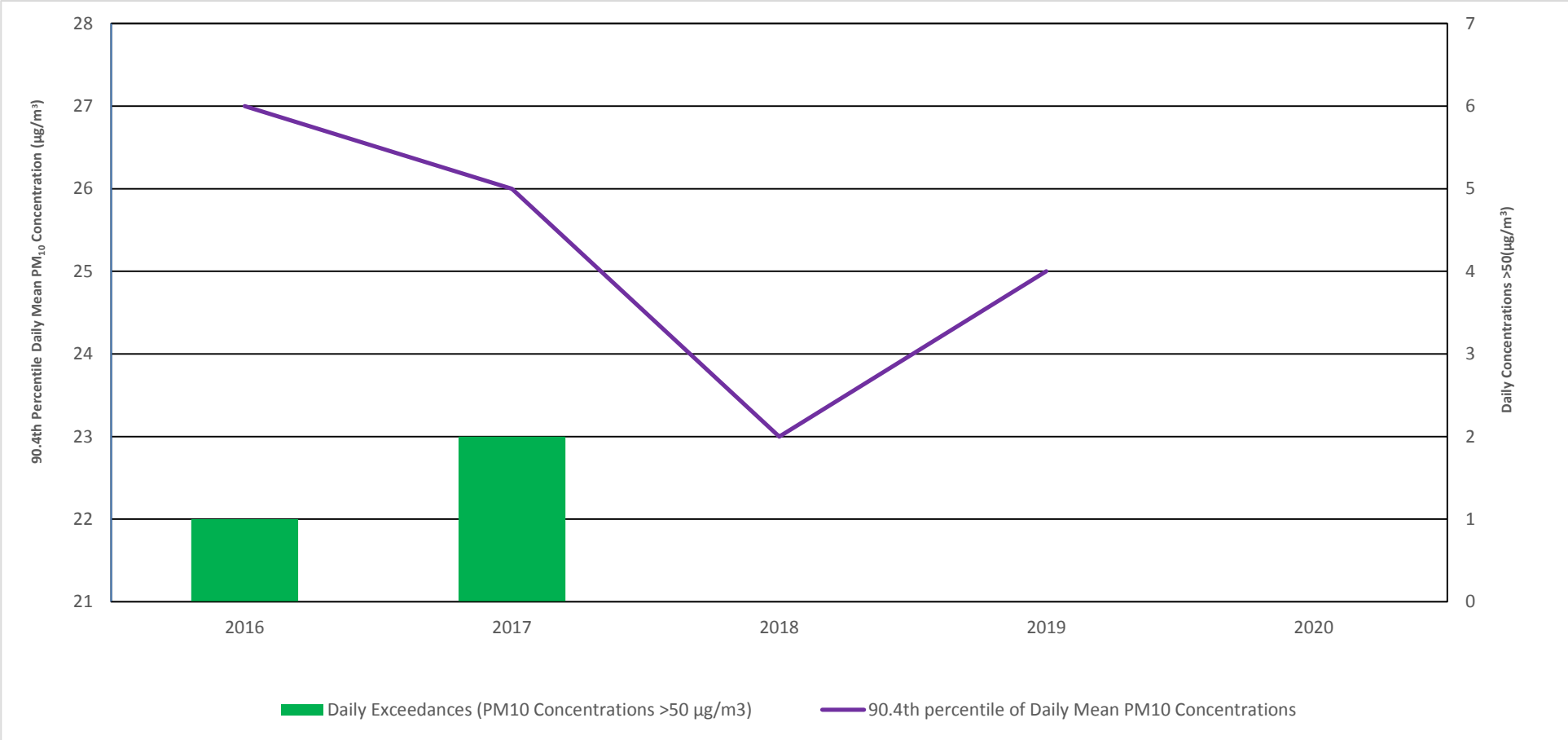


Table A.7 – 24-Hour Mean PM_{10} Monitoring Results, Number of PM_{10} 24-Hour Means > $50\mu g/m^3$

Site ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) (1)	Valid Data Capture 2020 (%) (2)	**2016**	**2017**	**2018**	**2019**	**2020**
CM1	488647	159807	Roadside	85.7	85.7	1 (27)	2 (26)	0 (23)	0 (25)	0

Notes:
Results are presented as the number of 24-hour periods where daily mean concentrations greater than 50µg/m^3 have been recorded.
Exceedances of the PM_{10} 24-hour mean objective (50µg/m^3 not to be exceeded more than 35 times/year) are shown in **bold**.
If the period of valid data is less than 85%, the 90.4th percentile of 24-hour means is provided in brackets.
(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%).

Figure A.6 – Trends in 24-hour Mean PM_{10} Concentrations



Note the 90.4th percentile are not shown for 2020 because the data capture in the year for the continuous monitor is greater than 85%.

Appendix B: Full Monthly Diffusion Tube Results for 2020

Table B.1 – NO_2 2020 Diffusion Tube Results (µg/m^3)

DT ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Easting)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Mean: Raw Data	Annual Mean: Annualised and Bias Adjusted (1.44)	Annual Mean: Distance Corrected to Nearest Exposure	Comment
SH1	491010	163344	NS	15.0	9.0	9.0	6.0	11.0	7.0	14.0	12.0	12.0	12.0	18.0	11.4	16.4	-	
SH2	491065	163337	19.0	15.0	10.0	9.0	7.0	10.0	8.0	13.0	14.0	15.0	21.0	14.0	12.9	18.6	-	
SH3	492810	164408	15.0	14.0	9.0	8.0	4.0	7.0	7.0	11.0	11.0	12.0	17.0		10.5	15.1	-	
SH4	494654	159444	11.0	7.0	8.0	7.0	4.0	7.0	5.0	8.0	10.0	9.0	14.0	9.0	8.3	11.9	-	
SH5	489460	160586	30.0	23.0	17.0	15.0	11.0	18.0	12.0	20.0	21.0	22.0	22.0	19.0	19.2	27.6	-	
SH6	494974	159611	24.0	18.0	12.0	11.0	7.0	11.0	12.0	14.0	19.0	19.0	22.0	20.0	15.8	22.7	-	
SH7	496191	164418	32.0	34.0	21.0	16.0	13.0	24.0	22.0	25.0	24.0	25.0	30.0	19.0	23.8	34.2	-	
SH8	496170	164472	19.0	15.0	13.0	12.0	6.0	13.0	8.0	13.0	15.0	12.0	20.0	14.0	13.3	19.2	-	
SH9	489617	161874	21.0	15.0	9.0	11.0	6.0	10.0	7.0	13.0	17.0	13.0	21.0	17.0	13.3	19.2	-	
SH10	485796	160074	25.0	14.0	16.0	20.0	12.0	19.0	14.0	26.0	29.0	24.0	27.0	18.0	20.3	29.3	-	
SH11	486937	159011	23.0	17.0	14.0	11.0	7.0	14.0	15.0	18.0	22.0	21.0	26.0	20.0	17.3	25.0	-	
SH12	487490	160788	20.0	21.0	14.0	12.0	7.0	13.0	11.0	16.0	18.0	26.0	24.0	23.0	17.1	24.6	-	
SH13	488727	159591	19.0	18.0	12.0	9.0	8.0	11.0	12.0	20.0	22.0	18.0	21.0	16.0	15.5	22.3	-	
SH14	488603	159675	20.0	20.0	16.0	13.0	12.0	14.0	15.0	11.0	23.0	20.0	23.0	21.0	17.3	25.0	-	
SH15	488647	159807	30.0	28.0	21.0	14.0	11.0	20.0	17.0	24.0	20.0	24.0	29.0	16.0	-	-	-	Triplicate Site with SH15, SH22 and SH25 - Annual data provided for SH25 only
SH16	486834	158336	30.0	27.0	21.0	17.0	14.0	26.0	17.0	28.0	29.0	27.0	32.0	27.0	24.6	35.4	-	
SH17	489297	160440	17.0	19.0	17.0	14.0	10.0	17.0	9.0	22.0	18.0	24.0	26.0	17.0	17.5	25.2	-	
SH20	490396	157290	24.0	17.0	10.0	11.0	7.0	9.0	8.0	12.0	15.0	14.0	37.0	10.0	14.5	20.9	-	
SH21	495156	161078	18.0	15.0	12.0	7.0	6.0	8.0	8.0	11.0	15.0	13.0	19.0	14.0	12.2	17.5	-	
SH22	488647	159807	33.0	27.0	22.0	15.0	11.0	23.0	16.0	22.0	21.0	29.0	28.0	20.0	-	-	-	Triplicate Site with SH15, SH22 and SH25 - Annual data provided for SH25 only
SH23	490698	160351	21.0	16.0	13.0	11.0	8.0	11.0	9.0	16.0	21.0	18.0	23.0	15.0	15.2	21.8	-	
SH24	497347	161697	25.0	19.0	10.0	13.0	11.0	18.0	19.0	22.0	26.0	24.0	26.0	27.0	20.0	28.8	-	
SH25	488647	159807	34.0	27.0	19.0	12.0	11.0	19.0	14.0	24.0	23.0	29.0	26.0	21.0	21.7	31.2	-	Triplicate Site with SH15, SH22 and SH25 - Annual data provided for SH25 only
SH26	487762	161393	22.0	14.0	14.0	12.0	7.0	13.0	8.0	16.0	16.0	17.0	23.0	19.0	15.1	21.7	-	
SH27	495553	158854	17.0	14.0	12.0	9.0	7.0	10.0	10.0	14.0	16.0	16.0	14.0	12.0	12.6	18.1	-	
SH28	495343	159031	18.0	13.0	11.0	11.0	9.0	15.0	12.0	18.0	23.0	18.0	23.0	16.0	15.6	22.4	-	
SH29	494228	163480	30.0	23.0	19.0	9.0	9.0	14.0	10.0	17.0	18.0	19.0	27.0	13.0	17.3	25.0	-	
SH30	487318	158515	34.0	23.0	18.0	14.0	13.0	19.0	20.0	24.0	28.0	23.0	28.0	19.0	21.9	31.6	-	
SH31	487022	158419	20.0	21.0	18.0	13.0	9.0	22.0	13.0	24.0	22.0	23.0	25.0	19.0	19.1	27.5	-	
SH32	486979	158393	26.0	24.0	21.0	12.0	14.0	20.0	13.0	22.0	20.0	20.0	23.0	21.0	19.7	28.3	-	
SH33	486843	158319	27.0	23.0	20.0	14.0	6.0	NS	18.0	30.0	27.0	25.0	27.0	25.0	22.0	31.7	-	
SH34	488052	159239	24.0	20.0	15.0	11.0	10.0	15.0	10.0	17.0	18.0	18.0	24.0	13.0	16.3	23.4	-	
SH35	489189	160209	21.0	15.0	16.0	11.0	8.0	9.0	14.0	16.0	22.0	19.0	22.0	16.0	15.8	22.7	-	
SH36	489350	160389	24.0	20.0	15.0	11.0	8.0	11.0	15.0	ns	20.0	17.0	21.0	16.0	16.2	23.3	-	

DT ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Easting)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Mean: Raw Data	Annual Mean: Annualised and Bias Adjusted (1.44)	Annual Mean: Distance Corrected to Nearest Exposure	Comment
SH37	489082	160265	25.0	20.0	17.0	16.0	13.0	16.0	12.0	22.0	23.0	21.0	18.0	14.0	18.1	26.0	-	
SH38	491702	163139	19.0	16.0	13.0	14.0	12.0	21.0	10.0	23.0	22.0	20.0	21.0	21.0	17.7	25.4	-	
SH39	488724	156857	24.0	15.0	12.0	10.0	7.0	11.0	10.0	16.0	16.0	17.0	25.0	16.0	14.9	21.5	-	
SH40	487845	158520	26.0	20.0	18.0	13.0	12.0	14.0	19.0	22.0	24.0	26.0	26.0	30.0	20.8	30.0	-	
SH41	487196	158885	29.0	19.0	13.0	9.0	7.0	12.0	9.0	14.0	18.0	16.0	26.0	18.0	15.8	22.8	-	
SH42	489062	158770	17.0	15.0	10.0	7.0	5.0	8.0	8.0	10.0	14.0	ns	20.0	10.0	11.3	16.2	-	
SH43	489242	159042	25.0	16.0	11.0	8.0	7.0	15.0	12.0	16.0	19.0	20.0	20.0	16.0	15.4	22.2	-	
SH44	487943	158549	33.0	17.0	16.0	11.0	11.0	18.0	18.0	18.0	23.0	24.0	28.0	23.0	20.0	28.8	-	
SH45	488011	158513	39.0	19.0	15.0	13.0	11.0	33.0	22.0	21.0	26.0	26.0	27.0	19.0	22.6	32.5	-	
SH46	491398	162885	19.0	14.0	12.0	10.0	6.0	10.0	8.0	13.0	16.0	15.0	20.0	14.0	13.1	18.8	-	
SH47	492111	162110	18.0	ns	ns	9.0	4.0	8.0	8.0	8.0	13.0	9.0	17.0	9.0	10.3	14.8	-	
SH48	488602	158448	18.0	15.0	10.0	9.0	6.0	NS	9.0	12.0	14.0	16.0	19.0	16.0	13.1	18.9	-	
SH49	491017	163181	27.0	24.0	17.0	10.0	10.0	15.0	15.0	20.0	21.0	21.0	28.0	22.0	19.2	27.6	-	
SH50	491303	163313	15.0	19.0	16.0	13.0	10.0	17.0	15.0	22.0	26.0	25.0	27.0	25.0	19.2	27.6	-	
SH51	491033	162945	21.0	16.0	8.0	7.0	5.0	7.0	7.0	11.0	12.0	13.0	17.0	14.0	11.5	16.6	-	
SH52	491564	163565	20.0	19.0	14.0	15.0	11.0	13.0	9.0	17.0	17.0	15.0	21.0	19.0	15.8	22.8	-	
SH53	489009	161166	18.0	15.0	10.0	9.0	12.0	15.0	6.0	10.0	13.0	11.0	18.0	13.0	12.5	18.0	-	

☒ **All erroneous data has been removed from the NO_2 diffusion tube dataset presented in Table B.1.**

☒ **Annualisation has been conducted where data capture is <75% and >25% in line with LAQM.TG16.**

☒ **Local bias adjustment factor used**

☐ **National bias adjustment factor used.**

☒ **Where applicable, data has been distance corrected for relevant exposure in the final column.**

☒ **Surrey Heath Borough Council confirm that all 2020 diffusion tube data has been uploaded to the Diffusion Tube Data Entry System.**

Notes:

Exceedances of the NO_2 annual mean objective of 40µg/m^3 are shown in **bold**.

NO_2 annual means exceeding 60µg/m^3, indicating a potential exceedance of the NO_2 1-hour mean objective are shown in **bold and underlined**.

See Appendix C for details on bias adjustment and annualisation.

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

New or Changed Sources Identified Within SHBC During 2020

SHBC has not identified any new sources relating to air quality within the reporting year of 2020.

Additional Air Quality Works Undertaken by SHBC During 2020

A modelling report commissioned by the Surrey Air Alliance was published in November 2019. Annual NO_2 and PM_{10} and $PM_{2.5}$ levels across the Borough are reproduced in Figures 1.1-1.3 of the report. This shows the influence of road traffic on levels, with major trunk routes such as the M3 motorway and A roads such as the A30, A322 and A325 being clearly demarked with higher levels above the national air quality objective along the road corridors and at major junctions. The modelling report is provided as an additional appendix.

QA/QC of Diffusion Tube Monitoring

Surrey Heath Borough Council's NO_2 diffusion tubes are supplied and analysed by Lambeth Scientific Services Ltd, a NAMAS approved laboratory, using the 50% triethanolamine TEA in Acetone method. This method conforms to the guidelines set out in Defra's 'Diffusion Tubes for Ambient NO_2 Monitoring: Practical Guidance' document.

Lambeth Scientific Services Ltd participates in the AIR NO_2 PT scheme[18]. This scheme forms an integral part of the UK NO_2 Network's QA/QC, and is a useful tool in assessing the analytical performance of those laboratories supplying diffusion tubes to Local Authorities for use in the context of Local Air Quality Management (LAQM). In AIR NO_2 PT rounds AR036 and AR040 SOCOTEC Didcot achieved 100% satisfactory scores and in AIR NO_2 PT rounds AR037 and 39 SOCOTEC Didcot no result was reported (rounds were cancelled due to the pandemic).

Diffusion Tube Annualisation

All diffusion tube monitoring locations within SHBC recorded data capture greater than 75% therefore it was not required to annualise any monitoring data.

Diffusion Tube Bias Adjustment Factors

The diffusion tube data presented within the 2020 ASR have been corrected for bias using an adjustment factor. Bias represents the overall tendency of the diffusion tubes to under or over-read relative to the reference chemiluminescence analyser. LAQM.TG16 provides guidance with regard to the application of a bias adjustment factor to correct diffusion tube monitoring. Triplicate co-location studies can be used to determine a local bias factor based on the comparison of diffusion tube results with data taken from NO_x/NO_2 continuous analysers. Alternatively, the national database of diffusion tube co-location surveys provides bias factors for the relevant laboratory and preparation method.

18 LGC (2019) Summary of Laboratory Performance in AIR NO2 Proficiency Testing Scheme (January 2019 – October 2020) Available at: https://laqm.defra.gov.uk/assets/laqmno2performancedatauptooctober2020v1.pdf

Local Bias Adjustment Factors

As a triplicate diffusion tube array is co-located alongside the automatic NO_2 monitoring site in Castle Road, Camberley, the local bias adjustment factor has been calculated as per Figure C.1[19]. 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.

It is possible to use either a local bias adjustment factor calculated using all periods, whether or not data capture or precision is adequate, or a local factor derived only from periods with adequate data capture and precision. A local factor of 1.44 was determined using all available periods with good precision (12) for 2020.

Figure C.1 - Local Bias Adjustment Factor Spreadsheet

Period	NO_2 Period Mean ($\mu g/m^3$)			Triplicate Mean	Standard Deviation	Coefficient of Variation (CV)	95% CI of Mean	Data Quality Check
	Tube 1	Tube 2	Tube 3					
1	30.0	33.0	34.0	32.3	2.1	6%	5.2	Good
2	28.0	27.0	27.0	27.3	0.6	2%	1.4	Good
3	21.0	22.0	19.0	20.7	1.5	7%	3.8	Good
4	14.0	15.0	12.0	13.7	1.5	11%	3.8	Good
5	11.0	11.0	11.0	11.0	0.0	0%	0.0	Good
6	20.0	23.0	19.0	20.7	2.1	10%	5.2	Good
7	17.0	16.0	14.0	15.7	1.5	10%	3.8	Good
8	24.0	22.0	24.0	23.3	1.2	5%	2.9	Good
9	20.0	21.0	23.0	21.3	1.5	7%	3.8	Good
10	24.0	29.0	29.0	27.3	2.9	11%	7.2	Good
11	29.0	28.0	26.0	27.7	1.5	6%	3.8	Good
12	16.0	20.0	21.0	19.0	2.6	14%	6.6	Good
								Good Overall Precision

Period	Period Mean	Data Capture (%)	Data Quality Check
1	41.5	99.9%	Good
2	38.1	99.9%	Good
3	32.3	95.5%	Good
4	25.8	100.0%	Good
5	21.6	99.9%	Good
6	26.4	97.6%	Good
7	20.2	99.9%	Good
8	28.8	99.9%	Good
9	31.0	97.0%	Good
10	35.7	100.0%	Good
11	41.5	99.9%	Good
12	31.5	100.0%	Good
			Good Overall Data Capture

[19] Defra, LAQM, Local bias adjustment factor spreadsheet, https://laqm.defra.gov.uk/bias-adjustment-factors/local-bias.html, accessed June 2020

National Bias Adjustment Factors

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 2016 to 2020 are summarised in Table C.1 below, and the calculation for 2020 using the LAQM national bias adjustment spreadsheet[20] is shown in Figure C.2.

Table C.1 - National Diffusion Tube Bias Adjustment Factors

Year	Preparation Method	Number of Studies	National Bias Factor
2016	50% TEA / Acetone	1	0.94
2017	50% TEA / Acetone	1	0.90
2018	50% TEA / Acetone	7	1.03
2019	50% TEA / Acetone	1	0.85
2020	50% TEA / Acetone	5	0.96

Figure C.2 - National Diffusion Tube Bias Adjustment Factor Spreadsheet

National Diffusion Tube Bias Adjustment Factor Spreadsheet — Spreadsheet Version Number: 03/21

Follow the steps below **in the correct order** to show the results of **relevant** co-location studies
Data only apply to tubes exposed monthly and are not suitable for correcting individual short-term monitoring periods
Whenever presenting adjusted data, you should state the adjustment factor used and the version of the spreadsheet
This spreadhseet will be updated every few months: the factors may therefore be subject to change. This should not discourage their immediate use.

This spreadsheet will be updated at the end of June 2021
LAQM Helpdesk Website

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.

Step 1: Select the Laboratory that Analyses Your Tubes from the Drop-Down List
If a laboratory is not shown, we have no data for this laboratory.

Step 2: Select a Preparation Method from the Drop-Down List
If a preparation method is not shown, we have no data for this method at this laboratory.

Step 3: Select a Year from the Drop-Down List
If a year is not shown, we have no data[2]

Step 4: 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[3] shown in blue at the foot of the final column.
If you have your own co-location study then see footnote[4]. If uncertain what to do then contact the Local Air Quality Management Helpdesk at LAQMHelpdesk@bureauveritas.com or 0800 0327953

Analysed By[1]	Method (To undo your selection, choose (All) from the pop-up list)	Year[2] (To undo your selection, choose (All))	Site Type	Local Authority	Length of Study (months)	Diffusion Tube Mean Conc. (Dm) (µg/m³)	Automatic Monitor Mean Conc. (Cm) (µg/m³)	Bias (B)	Tube Precision[5]	Bias Adjustment Factor (A) (Cm/Dm)
Lambeth Scientific Services	50% TEA in acetone	2020	R	Elmbridge Borough Council	12	24	24	1.3%	G	**0.99**
Lambeth Scientific Services	50% TEA in acetone	2020	R	Elmbridge Borough Council	12	26	26	-1.8%	G	**1.02**
Lambeth Scientific Services	50% TEA in acetone	2020	UB	Spelthorne Borough Counci	12	22	23	-4.6%	G	**1.05**
Lambeth Scientific Services	50% TEA in acetone	2020	UB	Spelthorne Borough Council	11	17	17	-3.0%	P	**1.03**
Lambeth Scientific Services	50% TEA in acetone	2020	KS	Marylebone Road Intercomparison	12	55	43	28.4%	G	**0.78**
Lambeth Scientific Services	50% TEA in acetone	2020		**Overall Factor[3] (5 studies)**				**Use**		**0.96**

SHBC have applied the local bias adjustment factor of 1.44 to the 2020 monitoring data for the following reasons.

Firstly, the local bias factor is likely to be more representative of the local area. Secondly, the local bias adjustment factor is larger than the nationally derived factor and therefore allows for more a conservative assessment of NO_2 concentrations (worst-case concentrations).

It is recognised that 1.44 is a high factor compared to other preparation methods, which indicates a large discrepancy between the annual mean NO_2 concentration recorded by the continuous monitoring station at Castle Road, Camberley and that recorded by co-located diffusion tubes. Consequently, a degree of caution should be taken when interpreting the results from the diffusion

[20] Defra, LAQM, National bias adjustment factor spreadsheet.https://laqm.defra.gov.uk/bias-adjustment-factors/national-bias.html, accessed June 2020

tube network, as they are likely to be pessimistic (i.e. over-estimated) given the large bias-adjustment factor applied.

The local bias adjustment factor, while outside the normal range expected, allows for worst-case NO_2 concentrations to be assessed. The location of the continuous monitor and co-located tubes is considered likely to be affected by the dense vegetation nearby.

The local factor, whilst high, also compares well with the factors historically applied, aiding historical comparison. A summary of bias adjustment factors used SHBC over the past five years is presented in Table C.2**Error! Reference source not found.** as requested in the previous appraisal.

Table C.2 – Bias Adjustment Factor

Year	Factor chosen Local or National	If National, Version of National Spreadsheet	Adjustment Factor
2020	Local	-	1.44
2019	Local	-	1.25
2018	Local	-	1.43
2017	Local	-	1.31
2016	Local	-	1.22

NO_2 Fall-off with Distance from the Road

Wherever possible, local authorities should ensure that monitoring locations are representative of exposure. However, where this is not possible, the NO_2 concentration at the nearest location relevant for exposure should be estimated using the Diffusion Tube Data Processing Tool/NO_2 fall-off with distance calculator available on the LAQM Support website. Where appropriate, non-automatic annual mean NO_2 concentrations corrected for distance are presented in Table B.1.

No NO_2 monitoring locations within the borough required distance correction during 2020.

QA/QC of Automatic Monitoring

During 2020, the Castle Road site was locally operated by SHBC. QA/QC procedures involved maintenance of the kit by Wecar4Air and calibration, scaling and Quality Control visits by Air Quality Data Management. All data have been ratified according to Defra LAQM Technical Guidance (TG16) standards. Further details of the validation and ratification process are found appended to this report.

Automatic Monitoring Annualisation

All automatic monitoring locations within SHBC recorded data capture of greater than 75% therefore it was not required to annualise any monitoring data.

NO_2 Fall-off with Distance from the Road

Wherever possible, local authorities should ensure that monitoring locations are representative of exposure. However, where this is not possible, the NO_2 concentration at the nearest location relevant

for exposure should be estimated using the NO_2 fall-off with distance calculator available on the LAQM Support website.

No NO_2 monitoring locations within the borough required distance correction during 2020, since none were within 10% of the objective (>36 µg/m^3).

Table C.3 – Local Bias Adjustment Calculation

	Local Bias Adjustment Input
Periods used to calculate bias	12
Bias Factor A	1.44 (1.32 - 1.59)
Bias Factor B	-31% (-37% - -24%)
Diffusion Tube Mean (µg/m^3)	21.7
Mean CV (Precision)	7.4%
Automatic Mean (µg/m^3)	31.2
Data Capture	99%
Adjusted Tube Mean (µg/m^3)	31 (29 - 34)

Notes:
A single local bias adjustment factor has been used to bias adjust the 2020 diffusion tube results.

Appendix D: Map(s) of Monitoring Locations and AQMAs

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

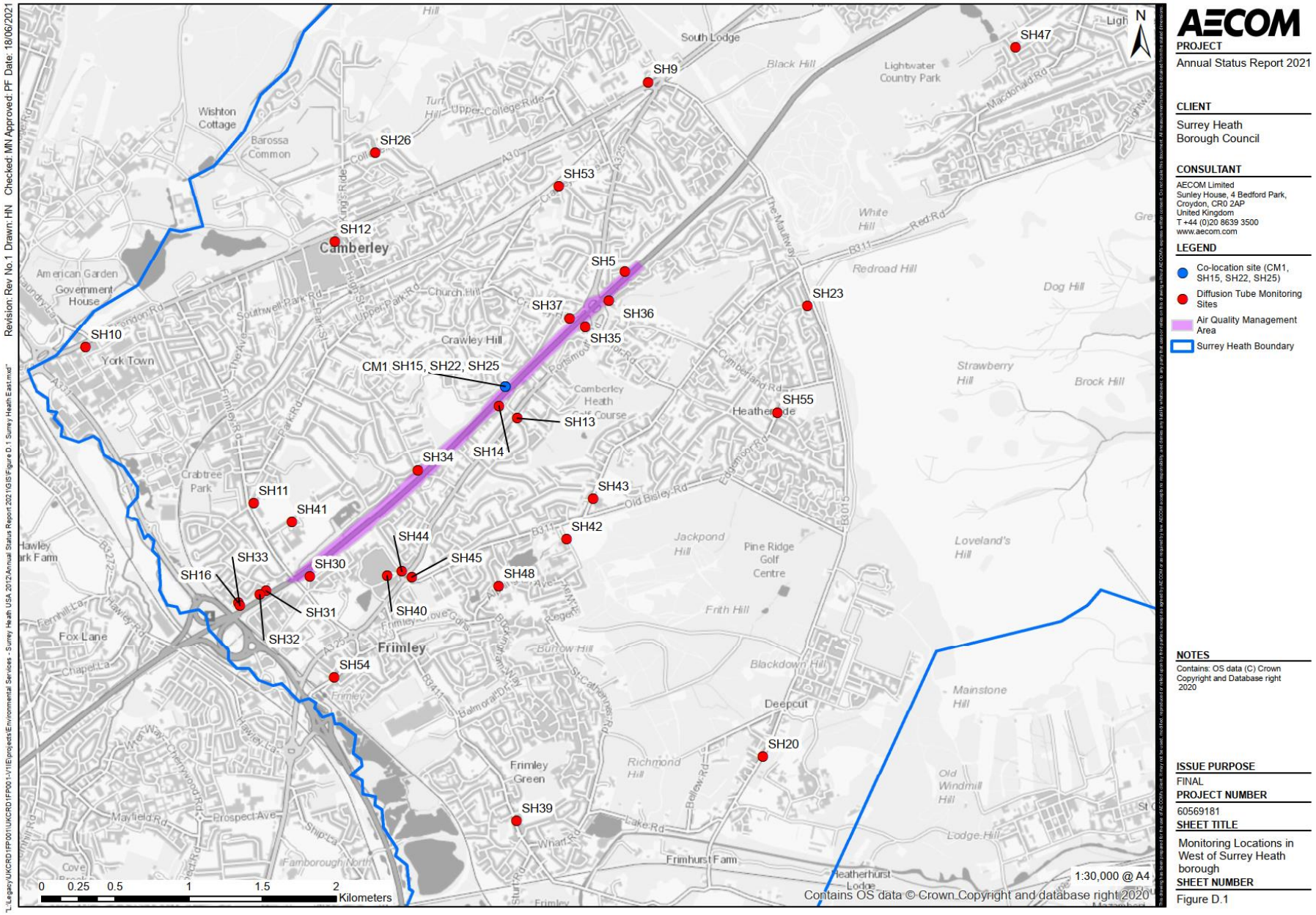
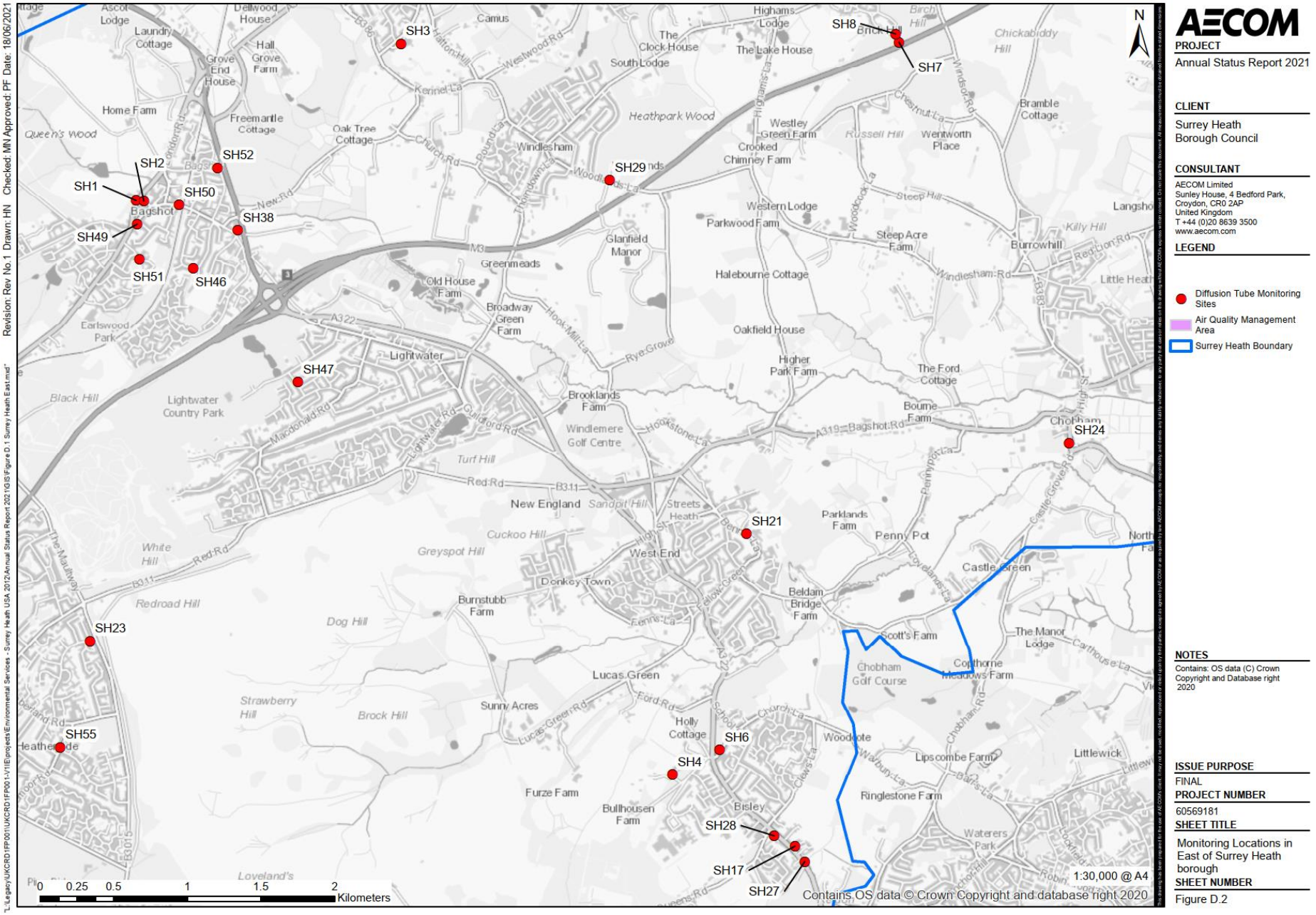


Figure D.2 – Map of Monitoring Locations in the Borough of Surrey Heath – East of Borough



Appendix E: Summary of Air Quality Objectives in England

Table E.1 – Air Quality Objectives in England[21]

Pollutant	Air Quality Objective: Concentration	Air Quality Objective: Measured as
Nitrogen Dioxide (NO_2)	200µg/m^3 not to be exceeded more than 18 times a year	1-hour mean
Nitrogen Dioxide (NO_2)	40µg/m^3	Annual mean
Particulate Matter (PM_{10})	50µg/m^3, not to be exceeded more than 35 times a year	24-hour mean
Particulate Matter (PM_{10})	40µg/m^3	Annual mean
Sulphur Dioxide (SO_2)	350µg/m^3, not to be exceeded more than 24 times a year	1-hour mean
Sulphur Dioxide (SO_2)	125µg/m^3, not to be exceeded more than 3 times a year	24-hour mean
Sulphur Dioxide (SO_2)	266µg/m^3, not to be exceeded more than 35 times a year	15-minute mean

[21] The units are in micrograms of pollutant per cubic metre of air (µg/m^3).

Appendix F: Impact of COVID-19 upon LAQM

COVID-19 has had a significant impact on society. Inevitably, COVID-19 has also had an impact on the environment, with implications to air quality at local, regional and national scales.

COVID-19 has presented various challenges for Local Authorities with respect to undertaking their statutory LAQM duties in the 2021 reporting year. Recognising this, Defra provided various advice updates throughout 2020 to English authorities, particularly concerning the potential disruption to air quality monitoring programmes, implementation of AQAPs and LAQM statutory reporting requirements. Defra has also issued supplementary guidance for LAQM reporting in 2021 to assist local authorities in preparing their 2021 ASR. Where applicable, this advice has been followed.

Despite the challenges that the pandemic has given rise to, the events of 2020 have also provided Local Authorities with an opportunity to quantify the air quality impacts associated with wide-scale and extreme intervention, most notably in relation to emissions of air pollutants arising from road traffic. The vast majority (>95%) of AQMAs declared within the UK are related to road traffic emissions, where attainment of the annual mean objective for nitrogen dioxide (NO_2) is considered unlikely. On 23rd March 2020, the UK Government released official guidance advising all members of public to stay at home, with work-related travel only permitted when absolutely necessary. During this initial national lockdown (and to a lesser extent other national and regional lockdowns that followed), marked reductions in vehicle traffic were observed; Department for Transport (DfT) data[22] suggests reductions in vehicle traffic of up to 70% were experienced across the UK by mid-April, relative to pre COVID-19 levels.

This reduction in travel in turn gave rise to a change of air pollutant emissions associated with road traffic, i.e. nitrous oxides (NO_x), and exhaust and non-exhaust particulates (PM). The Air Quality Expert Group (AQEG)[23] has estimated that during the initial lockdown period in 2020, within urbanised areas of the UK reductions in NO_2 annual mean concentrations were between 20 and 30% relative to pre-pandemic levels, which represents an absolute reduction of between 10 to 20µg/m^3 if expressed relative to annual mean averages. During this period, changes in $PM_{2.5}$ concentrations were less marked than those of NO_2. $PM_{2.5}$ concentrations are affected by both local sources and the transport of pollution from wider regions, often from well beyond the UK. Through analysis of AURN monitoring data for 2018-2020, AQEG have detailed that $PM_{2.5}$ concentrations during the initial lockdown period are of the order 2 to 5µg/m^3 lower relative to those that would be expected under business-as-usual conditions.

As restrictions are gradually lifted, the challenge is to understand how these air quality improvements can benefit the long-term health of the population.

[22] Prime Minister's Office, COVID-19 briefing on the 31st of May 2020

[23] Air Quality Expert Group, Estimation of changes in air pollution emissions, concentrations and exposure during the COVID-19 outbreak in the UK, June 2020

Impacts of COVID-19 on Air Quality within SHBC

A delay to the monitoring period required for revocation of the Surrey Heath AQMA for NO_2 annual mean concentrations has been caused by the pandemic. The 2020 results may not be suitable for use when looking to revoke the AQMA in the future due to the lower road traffic experienced during the lockdowns, which generates a large portion of pollution in some areas of the borough. – No Impact

Opportunities Presented by COVID-19 upon LAQM within SHBC

Local Cycling and Walking Infrastructure Plans for all Boroughs/Districts is being developed by Surrey County Council. A designated funds pot is available from Highways England to fund cycling/walking schemes which help manage traffic on their network. Bids are being worked up by the County Council Transport team, who have in 2020 undertaken a pilot study to evaluate current walking/cycling routes and identify walking/cycling opportunities. Recommendations will come out of this pilot and it is planned to replicate across other areas in Surrey going forward to 2024 and beyond.

Challenges and Constraints Imposed by COVID-19 upon LAQM within Surrey Heath Borough Council

Initiatives supported by Surrey Heath Borough Council including Surrey County Council Air Quality in Schools programme for 2020/21 and the Surrey Air Alliance anti-idling work outside schools was limited due to the lockdowns. These initiatives will be looked to be continued in the forthcoming year. – Small Impact

Table F 1 – Impact Matrix

Category	Impact Rating: None	Impact Rating: Small	Impact Rating: Medium	Impact Rating: Large
Automatic Monitoring – Data Capture (%)	More than 75% data capture	50 to 75% data capture	25 to 50% data capture	Less than 25% data capture
Automatic Monitoring – QA/QC Regime	Adherence to requirements as defined in LAQM.TG16	Routine calibrations taken place frequently but not to normal regime. Audits undertaken alongside service and maintenance programmes	Routine calibrations taken place infrequently and service and maintenance regimes adhered to. No audit achieved	Routine calibrations not undertaken within extended period (e.g. 3 to 4 months). Interruption to service and maintenance regime and no audit achieved
Passive Monitoring – Data Capture (%)	More than 75% data capture	50 to 75% data capture	25 to 50% data capture	Less than 25% data capture
Passive Monitoring – Bias Adjustment Factor	Bias adjustment undertaken as normal	<25% impact on normal number of available bias adjustment colocation studies (2020 vs 2019)	25-50% impact on normal number of available bias adjustment studies (2020 vs 2019)	>50% impact on normal number of available bias adjustment studies (2020 vs 2019) and/or applied bias adjustment factor studies not considered representative of local regime
Passive Monitoring – Adherence to Changeover Dates	Defra diffusion tube exposure calendar adhered to	Tubes left out for two exposure periods	Tubes left out for three exposure periods	Tubes left out for more than three exposure periods
Passive Monitoring – Storage of Tubes	Tubes stored in accordance with laboratory guidance and analysed promptly.	Tubes stored for longer than normal but adhering to laboratory guidance	Tubes unable to be stored according to be laboratory guidance but analysed prior to expiry date	Tubes stored for so long that they were unable to be analysed prior to expiry date. Data unable to be used
AQAP – Measure Implementation	Unaffected	Short delay (<6 months) in development of a new AQAP, but is on-going	Long delay (>6 months) in development of a new AQAP, but is on-going	No progression in development of a new AQAP
AQAP – New AQAP Development	Unaffected	Short delay (<6 months) in development of a new AQAP, but is on-going	Long delay (>6 months) in development of a new AQAP, but is on-going	No progression in development of a new AQAP

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
ASR	Annual Status Report
Defra	Department for Environment, Food and Rural Affairs
DMRB	Design Manual for Roads and Bridges – Air quality screening tool produced by Highways England
EU	European Union
FDMS	Filter Dynamics Measurement System
LAQM	Local Air Quality Management
NO_2	Nitrogen Dioxide
NO_x	Nitrogen Oxides
PM_{10}	Airborne particulate matter with an aerodynamic diameter of 10µm or less
$PM_{2.5}$	Airborne particulate matter with an aerodynamic diameter of 2.5µm or less
QA/QC	Quality Assurance and Quality Control
SAA	Surrey Air Alliance
SCC	Surrey County Council
SHBC	Surrey Heath Borough Council
SO_2	Sulphur Dioxide

References

- Local Air Quality Management Technical Guidance LAQM.TG16. April 2021. Published by Defra in partnership with the Scottish Government, Welsh Assembly Government and Department of the Environment Northern Ireland.
- Local Air Quality Management Policy Guidance LAQM.PG16. May 2016. Published by Defra in partnership with the Scottish Government, Welsh Assembly Government and Department of the Environment Northern Ireland.
- Round One Review and Assessment Stage III, 2002. Published by Surrey Heath Borough Council.
- Round One Review and Assessment Stage IV, 2004. Published by Surrey Heath Borough Council.
- Action Plan Progress Reports, 2007 – 2010. Published by Surrey Heath Borough Council.
- Detailed air quality modelling and source apportionment, 2019. Published by CERC on behalf of Surrey Heath Borough Council.
- Joint Strategic Needs Assessment, Air Quality, 2017. Published by Surrey County Council
- Surrey County Council Transport Plan: Air Quality Strategy, 2016. Published by Surrey County Council
- Public Health Outcomes Framework, 2021. Published by Public Health England.

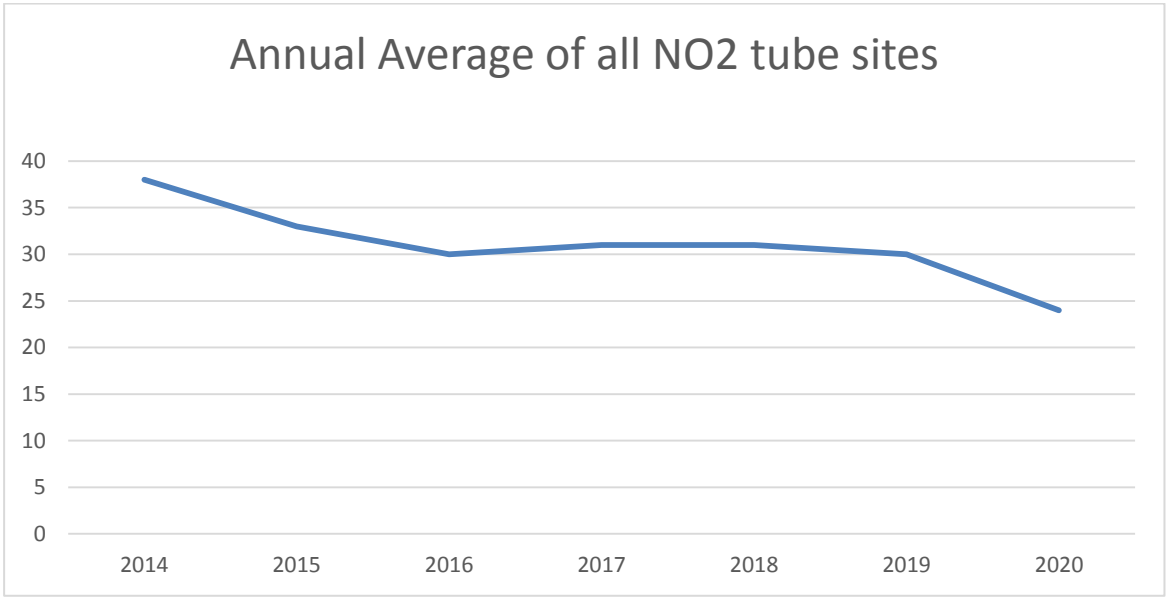
RELEVANT EXPOSURE

Where the Air Quality Objectives Apply

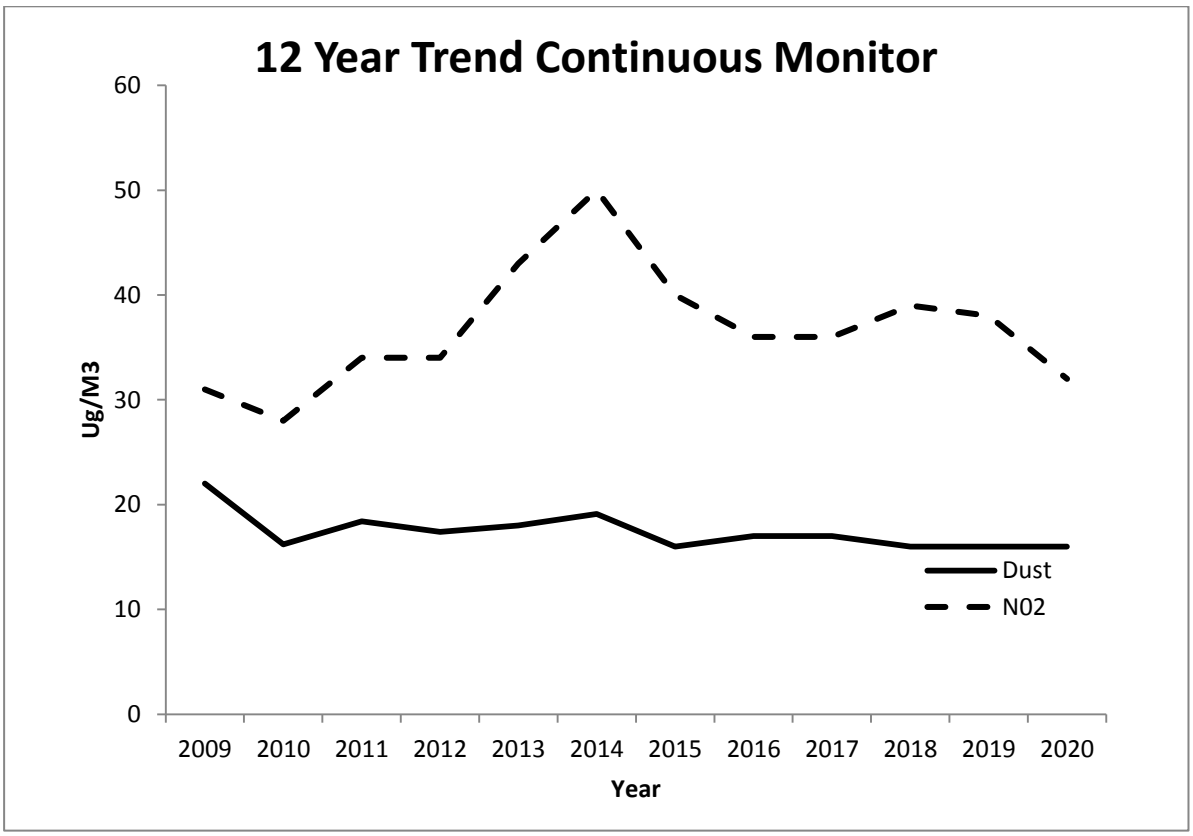
Averaging Period	Objectives should apply at:	Objectives should generally not apply at:
Annual mean	All locations where members of the public might be regularly exposed. Building façades of residential properties, schools, hospitals, care homes etc.	Building façades of offices or other places of work where members of the public do not have regular access. Hotels, unless people live there as their permanent residence. Gardens of residential properties. Kerbside sites (as opposed to locations at the building façade), or any other location where public exposure is expected to be short term.
24-hour mean	All locations where the annual mean objective would apply, together with hotels. Gardens of residential properties at locations where people may sit for long periods.	Kerbside sites (as opposed to locations at the building façade), or any other location where public exposure is expected to be short term.
1-hour mean	All locations where the annual mean and: 24 and 8-hour mean objectives apply. Kerbside sites (for example, pavements of busy shopping streets). Those parts of car parks, bus stations and railway stations etc. which are not fully enclosed, where members of the public might reasonably be expected to spend one hour or more. Any outdoor locations where members of the public might reasonably expected to spend one hour or longer.	Kerbside sites where the public would not be expected to have regular access.

TRENDS IN NITROGEN DIOXIDE AND PARTICULATE LEVELS.

Diffusion Tubes 2014-2020



Continuous Analyser 2009-2020



Surrey Heath Borough Council
Performance and Finance Scrutiny Committee
19 January 2022

Climate Change Working Group Update

Portfolio: Environment & Health
Strategic Director: Nick Steevens - Strategic Director, Environment & Community
Report Author: Anna Godleman – Climate Change Officer
Key Decision: No
Wards Affected: **A**ll

Summary and purpose

The Climate Change Action plan was developed by the Planning Policy and Conservation Team in conjunction with the Climate Change Working Group following the declaration of a Climate Emergency in October 2019. The Action Plan includes a total of 65 Actions across 6 key themes, with actions prioritised for delivery, based on feedback from the Climate Change Working Group. It sets out Surrey Heath specific actions, whilst recognising the importance of partnership working to deliver these actions.

Since the Climate Change Action Plan has been published, a number of actions have been progressed. The attached report at Annex A provides an update on progress of the delivery of the Climate Change Action Plan*,* resourcing and priority. In addition, the table provides an update on progress for each Action and expected next steps, impact on achieving emissions reduction targets and Officers involved.

Recommendation

The Performance and Finance Scrutiny Committee is advised to NOTE the Climate Change Action Plan Update Report and to make any observations.

1. Background and Supporting Information

1.1 The Climate Change Action Plan was agreed by the Executive on the 16th March 2021.

1.2 The Surrey Heath Climate Change Action Plan has two key aims:

i) To work towards achieving the ambitious net-zero carbon emission target by 2030 as an organisation and contribute to making the Borough net zero by 2050 (with the aspiration for net zero by 2030).

ii) To ensure that the Council as an organisation is resilient to the impacts of climate change and support the resilience of the Borough to the impacts of climate change.

1.3 In addition, reflecting the Five Year Strategy, delivery of the Climate Change Action Plan aims to achieve a 70% reduction in organisational carbon emissions by the end of the Five Year Strategy period.

1.4 The attached report at Annex A provides a tabulated update on the Climate Change Action Plan. The table includes a replication of Actions, resourcing and priority; and in addition provides an update and next steps, Officers involved and related impact on emissions reduction targets for each Action.

1.5 The Climate Change Action Plan is separated into the following six key themes:

- Energy – includes 12 actions
- Transport – includes 12 actions
- Environment – includes 13 actions
- Behavioural change – includes 15 actions
- Operations – includes 10 actions
- Monitoring – includes 3 actions

1.6 To reflect the Council's levels of influence across the Borough, the actions within each of the six key areas has been separated into two categories:

- Council Operations: Actions that are directly within the scope of Surrey Heath Borough Council as an organisation (owned and operated building and assets).
- Wider Borough: Actions to support and work with all other relevant organisations and individuals to significantly reduce emissions Surrey Heath.

1.7 The Actions in the plan cover a wide range of service areas and in some cases will require external funding to be delivered. As such, Actions have been categorised as follows:

- Within existing budgets - actions which can be delivered within existing budgets and resources at this stage.
- Will require additional funding - actions which will require external funding (either through capital investment or grant funding) or additional resources to be delivered.
- Likely to require additional funding - actions which will likely require external funding (either through capital investment or grant funding) or additional resources to be delivered.

1.8 Due to the wide range of actions it is necessary to prioritise actions based on their effectiveness and ease to undertake. Actions have been categorised as high, medium and low priority, in consultation with the Council's Climate Change Working Group.

1.9 The delivery of the Action Plan is connected to a rapidly evolving policy and funding environment. Therefore Officers will review actions every 3-6 months to include any funding and policy updates. In addition, co-ordination with Surrey County Council (SCC) will continue to be fed into the plan, to support wider Borough behaviour change and emission reduction, and deliver projects related to the SCC Greener Futures Climate Change Delivery Plan as it progresses.

1.10 It is expected that Officers involved for the delivery of each Action will evolve as the Plan and related projects progress. The Climate Change Officer will coordinate delivery and provide support across all areas of the plan.

1.11 Due to the wide scope of Actions and varying themes, a colour code has been added to the table to identify how delivery of Actions relates to carbon reduction targets, and a description of expected impact. For example, many Actions relate to direct organisational emissions reduction and targets for net zero by 2030, others to wider emissions reduction and the net zero target of 2050. Some Actions have expected ecological benefits but no expected measurable impact in carbon reduction. The coding will aid in further understanding of Actions to achieve net zero goals.

1.12 Progress on the Climate Change Action Plan is monitored regularly and reported to the Climate Change Working Group and Corporate Management Team.

2. Reasons for Recommendation

2.1 Any recommendation from the Finance and Scrutiny Committee will be fed back to the Climate Change Working Group and the continued implementation of the Climate Change Action Plan.

3. Proposal and Alternative Options

3.1 The Performance and Finance Scrutiny Committee may choose to make recommendations and comments on the Climate Change Action Plan Update Report attached as an annex to the report.

4. Contribution to the Council's Five Year Strategy

4.1 Implementation of the Climate Change Action Plan will play a key contribution to delivery of the Five Year Strategy Actions, with a particular focus on Environment and Health priorities, most notably to:

- Achieve at least 70% net reduction in the Council's carbon emissions by the end of the Strategy.
- Develop and deliver a credible pathway to being carbon neutral by 2030 in our estate and operations.
- Improve energy efficiency and increase local renewable energy production to transition to net zero-carbon energy status.
- Work with partners to support initiatives and infrastructure to increase the uptake of walking, cycling and public transport, and low emission vehicles.
- Deliver improvements to green infrastructure across the Borough, increasing the potential of land, biodiversity, current and future woodland in the Borough to sequester and store carbon, e.g. promoting use of hedgerows.
- Deliver actions that encourage and support steps being taken by local people within the community to tackle climate change.
- Adapt our estate and operations to meet the challenges posed by climate change and set the standard for all sectors of our local community and new development, and existing housing stock, to reduce carbon emissions and adapt to the impacts of climate change.

- Identify a preferred partner to invest and deliver sustainable energy sources across the borough and reflect the need to establish sustainable energy sources into future Planning Policy.
- Change the Council's entire fleet of vehicles to electric and/or low/zero emission vehicles (where technology allows).
- Support the use of electric/low/zero emission vehicles across the rest of the borough, for example introducing electric charging points in Council car parks and supporting the installation of on-street charging points.

5. Resource Implications

5.1 The Council has recruited a Climate Change Officer to take this work forward.

5.2 2022/2023 includes £45,000 for Climate Change Work.

5.3 Any capital funding required will be submitted to the Council for approval on a case for case basis.

5.4 There is the potential that a number of actions will be delivered through external funding streams, such as government grants. It should be noted that in many cases, actions requiring investment will pay back in the future. For example, through investing in improvements to the energy efficiency of Council owned and operated buildings, future energy bills will be reduced creating a long-term saving.

6. Section 151 Officer Comments:

6.1 Additional budgetary requests will have to be submitted in accordance with the Council's budget setting processes or as supplementary estimates. The Council is facing a severe budget gap over the medium term and therefore all expenditure decisions will have to considered and approved on their own merits. Off-setting cost reductions and/or additional income would be expected with any increase in budgeted expenditure.

7. Legal and Governance Issues

7.1 There are no perceived legal or governance issues related to this update.

8. Monitoring Officer Comments:

8.1 No comments.

9. Other Considerations and Impacts

Environment and Climate Change

9.1 The implementation of The Climate Change Action Plan will play a pivotal role in delivering the Council's net zero targets. There are numerous co-benefits of delivering climate change mitigation and adaptation, including supporting biodiversity and contributing to human health.

Equalities and Human Rights

9.2 Addressing equalities impact are considered on a project by project basis.

9.3 A key target is focusing on addressing fuel poverty within the Borough.

Risk Management

9.4 Risks are considered on a project by project basis.

Community Engagement

9.5 Communicating, educating, informing and mobilising action linked to the Council's Climate Change Plan will be vital to impact wider Borough emissions reduction and meet the 2050 net zero goals.

9.6 Engagement will be developed on a case for basis, aligned to ensure delivery of the Climate Change Action Plan reflects a 'listening' Council.

9.7 A set of webpages on the Council's website are dedicated to climate change, including the replication of the Climate Change Action Plan. There are regular communications across numerous channels on many of the Actions included in the plan and regular social media updates to strengthen climate change awareness and action.

Annexes
Surrey Heath Climate Change Action Plan Update Report

Background Papers
Surrey Heath Borough Council Climate Change Action Plan

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Surrey Heath Climate Change Action Plan Update Table

ANNEX

Colour Key - Impact on Emission Reduction Targets

- Net zero target for direct organisational carbon emissions by 2030 (and to achieve at least 70% net reduction in the Council's carbon emissions by the end of the Five Year Strategy).

- Net zero target for wider borough and indirect carbon emissions by 2050 (with aspirations to decarbonise by 2030 wherever possible).

- Expected ecological impact: i.e. enhancing biodiversity

***N/A* - No expected measurable impact in carbon reduction.**

ENERGY ACTIONS *SERVICE LEAD:* **COUNCIL OPERATIONS**						
ID	**ACTION**	**RESOURCING**	**PRIORITY**	**UPDATE AND NEXT STEPS**	**IMPACT ON EMISSION REDUCTION TARGETS**	***OFFICERS INVOLVED***
E1	Develop and implement an Energy Strategy for the Council to deliver Energy actions, working with partners including the Surrey Energy Partnership[1] and Surrey Climate Commission.	Within existing budgets	High	• Collect energy consumption data to understand climate impact of Council's owned and operated buildings and assets (completed for 2019/20, 2020/21 and to continue annually). • Calculate Scope 1 and 2 emissions baseline 2019/20 and 2020/21 (completed). • Produce first draft of Energy Strategy: options for decarbonisation of Council owned and operated buildings and assets in development (due 2022).	The Energy Strategy will include detailed options for reducing carbon emissions from the Council's owned and operated buildings. Measures identified will impact on the pathway of emissions reduction. Delivery is dependent on outcomes of project feasibility, and availability of funding.	*Climate Change Officer*

[1] Surrey Energy Partnership aims to support and facilitate the transition to clean energy

				• Implement measures identified to improve energy efficiency across SHBC estate (delivery dependent on feasibility of identified measures and funding).		
E2	Become members of APSE Energy.	Within existing budgets	High	• Become members of APSE Energy (completed) • Access climate change support services, events, seminars and networks.	*N/A*	*Senior Planning Officer*
E3	Change electricity supply to a 100% green energy tariff for Council owned and operated buildings. Consider options for offsetting gas usage in Council owned and operate buildings.	Likely to require additional funding	High	• Investigate options to change electricity supply to a renewable energy tariff (Initial options are REGO or Green Basket Purchasing). • Research options for decarbonisation of gas usage (Linked to Action E1: First draft Energy Strategy 2022).	Switching to a green tariff will effect market based reporting of emissions related to electricity use in Council owned and operated assets. Green tariff options likely to incur additional costs.	*Climate Change Officer, Finance*
E4	Continue and accelerate the rollout of LED lighting across the Council's estate, including parks and open spaces, to reduce energy use.	Will require additional funding	High	• Continue to install LED lighting in Council assets (LED lighting has been rolled out in a number of areas, including Main Square Car Park and Surrey Heath House). • Undertake audit to understand which locations across SHBC estate and assets do not currently have 100% LED lighting to understand the scale of remaining challenge. • Complete LED rollout across all SHBC estate and assets (expected completion date dependent on audit and scale).	LED lights are up to 80% more efficient than traditional lighting, the rollout of LED lighting will reduce carbon emissions relating to electricity use in Council operated assets.	*Climate Change Officer, Parking Services Manager, Interim Estates Manager, Recreation and Leisure Manager*

E5	Continue and accelerate improvements to the energy efficiency of Council owned and operated buildings. Work with tenants to identify and implement measures to improve the energy efficiency of the Council's leased assets.	Will require additional funding	High	• Collect half hourly electricity consumption data collected for Council's owned and operated buildings and assets to understand energy use patterns and related carbon emissions (completed). • Undertake data collection to understand energy use in Council leased assets where data is available.	 Improvements to building energy efficiency in owned and leased assets will result in a reduction of energy consumption, bills and emissions reduction. The action will be dependent on the availability of capital/ grant funding.	*Climate Change Officer, Interim Estates Manager*
E6	Identify and bid for external grant funding for energy efficiency and renewable energy projects.	Within existing budgets	High	• Monitor grant funding availability assisted by APSE Energy Membership, government updates, public sector weekly digest (weekly monitoring). • Prepare detailed design and assessments of decarbonisation pathway to be ready for future grant fund bids.	 Availability of grant funding and successful application/award will fund options for reducing SHBC carbon emissions.	*Climate Change Officer*
E7	Examine the viability of installing renewable energy onto Council owned buildings and land, such as solar panels, and identify buildings and/or land that is suitable for renewable	Will require additional funding	High	• Engage with joint study with SCC, Districts & Boroughs to explore the feasibility of renewable energy installations on Council owned assets and land (completed). • Conduct further assessment with the Greater South East Energy Hub to develop rooftop PV appraisal. • Develop business case for options of solar PV installations across SHBC estate and investigate funding opportunities with a view to install when possible (installation	 Renewable energy integration in Council owned buildings has the potential to reduce operational emissions. Grant funding for solar PV is currently limited so Officers to review alternate options.	*Climate Change Officer, Parking Services Manager, Interim Estates Manager*

	energy installations.			dependent on business case and funding).		
WIDER BOROUGH ENERGY ACTIONS						
E8	Promote the introduction of renewable and low carbon energy across the Borough.	Within existing budgets	High	• Update information on available Schemes to residents on the Council's sustainable Surrey Heath webpages (updated and will review as new guidance and schemes are released). • Share and support future development of the SCC coordinated Solar Scheme (120 Surrey Heath residents have signed up to the scheme, a group buying opportunity for rooftop PV and battery storage, installations are underway). • Support the uptake of future national funding schemes such as grants for heat pumps (SHBC has declared support for the Local Electricity Bill, If made law, it would create a new 'Right to Local Supply' of energy that would empower communities to sell locally generated electricity directly to local households and businesses).	Link to 5-year Strategy aim to increase renewable energy generated at borough level. Increased renewable energy generation will reduce wider Borough domestic household emissions, which accounts for a significant source of carbon emissions in the borough.	*Climate Change Officer, Communications and Engagement Manager*
E9	Work with businesses and	Within existing budgets	Medium	• Officers supporting delivery of Green Homes Grant with managing	An increase in the number of households	*Climate Change Officer,*

	citizens across Surrey Heath by providing information and advice on low-cost technologies to reduce energy consumption.			agent in Surrey Heath. SHBC partnering with SCC, Districts & Boroughs to deliver the Green Homes Grant Local Authority Delivery scheme (LAD). The LAD scheme aims to raise the energy efficiency of low income and low energy performance homes through grant funding for retrofit measures (LAD2 delivery phase). • Green Jump Surrey, awarded additional funding to help Surrey Heath householders make the transition to better home energy efficiency (May, 2021). • Plan to promote the uptake of future national funding schemes such as the home upgrade grant (funding secured, delivery date dependent on schemes). • Continue work with SCC to support solar projects (installations currently underway in Surrey Heath following a group scheme to reduce the cost of solar PV). • Raise awareness of legislation and grant funding available for measures to improve energy efficiency in rented properties (this delivery will link to wider SCC project). • Share information on LoCASE, energy efficiency grants for small and medium enterprises (underway).	and businesses undertaking energy efficiency improvement measures and support for reduction in energy consumption will reduce wider borough emission reduction and savings for households and businesses. Council to encourage uptake of new low carbon technology.	*Economic Development Manager*
E10	Examine the potential for zero/low carbon	Likely to require additional funding	Medium	• Research opportunities for low carbon heat networks in the borough (early results from study	Investigating the potential for low carbon heat networks, a	*Senior Planning Officer*

	heat networks in the Borough.			indicate potential opportunities for a heat network within Surrey Heath). • Overtime, pursue opportunities for low carbon heat networks with related development projects in the borough.	designated area within which heat networks are the lowest cost, low carbon solution for decarbonising heating for an area.	
E11	Work with our partners in local government and the energy supply sector to consider the establishment of district energy networks or similar systems.	Within existing budgets	Medium	• Research heat network priority areas in Surrey Heath that have opportunities for district heating systems. • Attend engagement seminars with Scottish and Southern Electricity Network, and UK power network to understand sector developments.	District energy systems are a highly efficient way to heat and cool many buildings in a given locale from a central plant. This has potential to reduce borough carbon emissions from conventional heating systems.	*Climate Change Officer, Senior Planning Officer*
E12	Investigate the potential to survey energy uses and consumption patterns across the Borough.	Likely to require additional funding	Low	• Coordinate with SCC for opportunities to understand energy consumption patterns across the borough (expected research to tie in to Greener Futures Programme).	An increased understanding in energy use and patterns will aid in targeting carbon reduction.	*Climate Change Officer*

COUNCIL OPERATIONS - TRANSPORT ACTIONS
SERVICE LEAD:

ID	ACTION	RESOURCING	PRIORITY	UPDATE AND NEXT STEPS	IMPACT ON EMISSION REDUCTION TARGETS	OFFICERS INVOLVED
T1	Continue to implement and develop agile working practices to reduce employee journeys and business miles. Encourage greener community and active travel for necessary journeys.	Within existing budgets	High	• Agile working policy developed by HR (completed and reviewed by Employment Committee).	Potential to reduce Council's organisational carbon emissions relating to employee commuting.	*HR Manager*
T2	Undertake a survey of employee commuting and business travel patterns.	Within existing budgets	Medium	• Employee Commuting Survey Drafted (completed October 2021) • Survey Distribution (completed November 2021). • Results analysis of employee commuting emissions. • Survey data will aid in understanding the Council's Scope 3 carbon emissions from employee commuting and business travel (link to Action T1 and T3).	Survey to provide insight into scope 3 emissions from employee commuting as outlines in the GHG protocol.	*Climate Change Officer*
T3	Identify incentives that could be used to encourage sustainable modes of transport for staff, including investigating the potential for an	Within existing budgets	Medium	• Employee commuting Survey distribution (distributed November 2021).	The employee commuting survey will aid in understanding potential measures to incentivise sustainable travel and reduce the Council's organisational emissions relating to employee commuting and business travel.	*HR Manager, Climate Change Officer*

	employee car club.					
T4	Examine the potential to transition SHBC fleet vehicles to electric and/or other low/zero emission vehicles.	Likely to require additional funding	High	• Collect fuel consumption data to understand current patterns of usage and CO2 emissions (completed). • Profile options for EV/alternate fuels for each vehicle under SHBC ownership and business case developed for transitioning vehicles (business case 2022). • Vehicles transition on case by case basis.	A switch to electric vehicles will reduce the Council's organisational emissions relating to baseline fleet vehicle fuel use and eliminate CO2 tailpipe emissions.	*Climate Change Officer, Parking Services Manager, Recreation and Leisure Manager, Enforcement Manager*
T5	Investigate the potential to increase electric vehicle charging points within Council car parks.	Likely to require additional funding	High	• Survey with Surrey Heath Residents to gather information on Electric Vehicles (EV) and charging needs in the borough (completed - had an excellent response with 560 residents completing the survey and summary available on website (completed). • Produce costed options for electric vehicle charging points in car park locations and plan delivery.	Provision of electric vehicle charging points in the borough's car parks will impact on accessibility of electric vehicles for residents and reduction in emissions relating to transport.	*Climate Change Officer, Parking Services Manager*
WIDER BOROUGH – TRANSPORT ACTIONS						
T6	Support the rapid shift to electric vehicles by working in partnership with Surrey County Council and electric vehicle charging point providers to investigate the potential to deliver	Within existing budgets	High	• Officers to attend regular meetings with SCC, Districts & Boroughs to progress development of on-street EV charging network (meeting regularly and feed back to Climate Change Working Group). • Assist SCC to develop network map of on-street charging point locations in Surrey Heath. • Support delivery of on-street charging point installations (delivery	Provision of on-street charging in the borough will support the accessibility and uptake of electric vehicles and will impact on the reduction of associated transport emissions.	*Climate Change Officer*

	EV charging points installation projects across the Borough.			start dependent on SCC and network contracts).		
T7	Start initial work on exploring the opportunity for improving sustainable movement corridors in Surrey Heath, working with Surrey County Council.	Within existing budgets	High	• Collect evidence to support development of sustainable movement corridors in Surrey Heath, working with Surrey County Council (underway).	Enhancing sustainable and safe way of travelling, likely impact on emissions reduction.	*Climate Change Officer, Senior Planning Officer*
T8	Work with partners to prioritise the delivery of strategic infrastructure to be located near key transport hubs, reducing the demand for travelling by private car and improving overall mobility and accessibility, in and between urban areas.	Within existing budgets	High	• This is an area of work that relates to SCC, Greener Futures Programme and specifically Local Transport Plan 4 (LTP4), currently in consultation. Officers are awaiting further details of specific plans in Surrey Heath. • Officers are attending regular meetings with SCC and Districts & Boroughs Climate Change Officer's Group and will receive updates regarding the Greener Futures Programme.	Increased accessibility through well connected communities will encourage active travel and reduce the need for longer journeys to essential infrastructure. This action will need to be combined with improved walking/cycling infrastructure.	*Senior Planning Officer*
T9	Work with SCC to significantly improve the Borough's cycle network, with the potential for the production of a cycle strategy specific to Surrey Heath.	Within existing budgets	High	• Support the creation of Local Cycling and Walking Infrastructure Plans (LCWIP) to improve walking and cycling infrastructure as set out in the draft Local Transport Plan (LTP4). • Provide support to facilitate specific route proposals by SCC through to delivery where appropriate.	Greater support for active and sustainable travel by walking and cycling will reduce wider borough transport emissions.	*Senior Planning Officer*

T10	Investigate the potential for an Urban Consolidation Centre in Camberley which would enable last mile deliveries to be made using electric freight vehicles (including e-bikes) rather than diesel-powered HGVs.	Likely to require additional funding	Low	• This action links to Greener Futures Delivery Plan and LTP4 aims to reduce the use of fossil-fuel-powered vehicles and support the shift to low carbon delivery, traffic re-routing and delivery hubs.	This action aims to support decarbonising last-mile logistics with potential to reduce borough impact of transport emissions.	*Climate Change Officer*
T11	Work with taxi companies and licence holders to consider low carbon vehicles.	Within existing budgets	Low	• Investigate policy options to support taxi companies to transition to electric vehicles (Monitoring grant funding and opportunities with Surrey Air Alliance).	The Council will play a key role in supporting the uptake of electric vehicles through the provision of publicly-available infrastructure and raising awareness of any grants available. This will impact on a reduction in carbon emissions relating to transport.	*Environmental Health & Licensing Manager*
T12	Investigate opportunities to develop a car sharing scheme for local residents.	Likely to require additional funding	Medium	• Research car and van share options with particular focus on low carbon vehicles. • Share information on national schemes available to support uptake of electric vehicles.	Car-share schemes, with a focus on low carbon vehicles have the potential to reduce traffic and transport emissions.	*Climate Change Officer*

COUNCIL OPERATIONS - ENVIRONMENT ACTIONS
SERVICE LEAD:

ID	ACTION	RESOURCING	PRIORITY	UPDATE AND NEXT STEPS	IMPACT ON EMISSION REDUCTION TARGETS	*OFFICERS INVOLVED*
ET1	Continue to minimise the use of herbicides and pesticides where possible and appropriate.	Within existing budgets	High	• Continue to reduce the use of herbicides and pesticides through grounds maintenance and contractors. • Collaborate with Surrey Wildlife Trust for guidance and updates (Planned attendance at Pesticide Action Network UK workshops 2021). • Consider opportunities for specific reduction and phase out challenges where appropriate, as alternatives become available.	Reduction of pesticides use to protect invertebrates, plants and birds.	*Recreation and Leisure Manager*
ET2	Continue to encourage reduced mowing where appropriate to allow wildflower planting and growth. Review machinery used to undertake works, including increasing the use of low carbon equipment.	Within existing budgets	High	• Reduce mowing and wildflower planting in appropriate locations (planned). • Continue to review this action, informed by past trials, with the ambition of reducing the amount of cuts within certain areas of borough.	Enhanced plant species diversity and benefits to birds and pollinators.	*Recreation and Leisure Manager*
ET3	Review potential to undertake a tree density assessment of the Borough, giving a clear understanding of tree cover in the borough.	Likely to require additional funding	Medium	• Collect evidence on the potential of undertaking a tree density assessment. • Aim to increase understanding of how successional planting can be used to maintain the level of density and environmental benefit of tree cover.	Increased understanding to tree cover in the borough.	*Climate Change Officer, Recreation and Leisure Manager*

ET4	Examine the opportunities to improve green infrastructure networks in the Borough, including opportunities for Suitable Alternative Natural Greenspace (SANGs).	Within existing budgets	High	• Potential opportunities continue to be pursued by the Planning Policy and Conservation Team (regular monitoring underway). • Maintaining SANGs in line with the business plan (monitored and maintained). • Improve the biodiversity on the SANGs.	Benefits of enhanced natural greenspaces.	*Senior Planning Officer, Recreation and Leisure Manager*
ET5	Investigate the potential to 'rewild' the Borough, including open spaces in Council ownership	Likely to require additional funding	Medium	• Research the benefits where areas would take to and have ecological benefit from rewilding. • Support and share understanding of the benefits of protecting Surrey Heath's natural environment such as heathland (link to Thames Basin Heath Partnership).	Increased understanding of the ecological benefits of rewilding in specific context of Surrey Heath.	*Recreation and Leisure Manager*
ET6	Identify opportunities for community gardens/ allotments throughout the Borough.	Within existing budgets	Medium	• Develop opportunities for community gardening (underway).	Numerous benefits of community gardens to residents and local environment.	*Community Engagement and Events Manager, Recreation and Leisure Manager*
ET7	Examine how the carbon storage capacity of the Council's green assets can be maximised.	Likely to require additional funding	Low	• Maximise green assets and carbon storage (awaiting further details of the SCC Greener Futures Programme delivery and opportunities for supporting green assets in Surrey Heath). • Share and inform on the importance of protecting the Heathland environment and risks associated with a changing climate (link to Thames Basin Heath Partnership).	It is important to understand the role of the natural environment in Surrey Heath to store carbon and mitigate the impacts of Climate Change.	*Climate Change Officer*

ET8	Examine the potential to 'green' Council buildings, such as integrating green roofs and green walls into the fabric of buildings (this also relates to energy, providing better insulation etc).	Likely to require additional funding	Medium	• Consider the potential for Green Walls with the Council's buildings. • Coordinate with opportunities of the SCC Greener Futures Programme delivery and net zero estate.	Potential benefits of green roofs and walls include rainwater buffer, temperature regulation and benefits to invertebrates.	*Climate Change Officer, Parking Services Manager, Interim Estates Manager*
ET9	Investigate and cost opportunities to reuse water, for example incorporating rainwater harvesting, as part of Council building projects.	Likely to require additional funding	Medium	• Investigate with relevant Officers to support delivery of this action in new building projects and investigate storage feasibility.	Reduce emissions relating to water use in council owned buildings.	*Climate Change Officer, Interim Estates Manager, Recreation and Leisure Manager*
WIDER BOROUGH – ENVIRONMENT ACTIONS						
ET10	Work with partners to facilitate a tree planting and green infrastructure strategy (specific to climate change), taking account of the Borough's	Within existing budgets	High	• Conduct tree planting suitability assessment (Completed as part of research led by SCC). • Continue tree planting in Surrey Heath (planned involvement in the Queen's Queen Canopy project, a tree planting initiative in celebration of the Queen's Platinum Jubilee in 2022. This project will work collaboratively with the Surrey Heath community and tree wardens.)	Ecological benefits of tree planting and carbon sequestration.	*Senior Planning Officer, Recreation and Leisure Manager*

	biodiversity assets.					
ET11	Work with partners to develop and deliver a framework for biodiversity net gain.	Within existing budgets	High	• Review implications of the Environment Bill and how best to implement biodiversity net gain in Surrey Heath.	Opportunity to improve biodiversity value to have a positive ecological impact, habitat creation or enhancement and mitigating harm.	*Senior Planning Officer*
ET12	Continue to work with Joint Waste Solutions and partners to deliver reductions in carbon emissions associated with waste management in Surrey Heath, including vehicle fleet management and supply chain engagement.	Within existing budgets	High	• Support partners to increase efficiencies and reduce emissions from waste services (including emissions reduction from route optimisation). • Continue to collect and monitor carbon emissions relating to waste services from waste contractor. • Consider alternate fuels as an interim option if Electric Vehicles are not currently viable.	Support for innovation in the waste management supply chain will reduce the carbon footprint of waste management.	*Climate Change Officer, JWS*
ET13	Promote the 'greening' of buildings in the Borough, such as integrating green roofs and green walls into the fabric of buildings.	Within existing budgets	Medium	• Plan to include further information on the sustainable Surrey Heath webpages.	As in ET8, likely ecological benefits of promoting green roofs and walls.	*Climate Change Officer, Communications and Engagement Manager*

COUNCIL OPERATIONS – BEHAVIOUR CHANGE ACTIONS
SERVICE LEAD:

ID	ACTION	RESOURCING	PRIORITY	UPDATE AND NEXT STEPS	IMPACT ON EMISSION REDUCTION TARGETS	*OFFICERS INVOLVED*
B1	Increase and diversify our communications and engagement on climate change, including directing resources towards community engagement and behavioural change.	Within existing budgets	High	• Update sustainable Surrey Heath webpages (have been recently reviewed and updated and Officers will continue to add further information). • Increase community engagement on Climate Change (has been increased through the EV survey and delivery of an event for the Great Big Green Week 2021. The Queen's Green Canopy project will provide opportunities for wider engagement in 2022). • Maintain and increase Surrey Heath's excellent recycling rates and encourage businesses and residents to reduce, re-use, recycle. • Continue to promote and deliver environmentally friendly projects, such as the Christmas Tree Recycling Scheme (run annually, 1300 plus trees recycled for free and woodchips used on paths in parks).	Communicating, educating, informing and mobilising action linked to the Council's climate change plan will be vital to impact wider borough emissions reduction and meet the 2050 net zero goals. Continuing Surrey Heath's excellent recycling rates will limit the amount of raw materials being used and limiting the amount of waste going into landfills and associated emissions.	*Climate Change Officer, Communications and Engagement Manager*
B2	Facilitate local events promoting sustainable practices, making best use of the Council's assets (e.g. using vacant units in the SQ etc).	Likely to require additional funding	Medium	• Plan and deliver sustainable event in Spring/Summer 2022 (pending covid precautions).	Local climate change events have the potential to raise awareness and share achievable ways individuals can make a difference, and reduce their carbon footprint. Encouraging behaviour change and greater adoption of sustainable lifestyles such as active travel and home energy efficiency will help	*Climate Change Officer*

					contribute to borough wide emissions reduction.	
B3	Investigate the potential for pop-up units in the Town Centre for local sustainable businesses, for example in vacant units.	Likely to require additional funding	Medium	• Review sustainable businesses in the borough which could utilise units in town Centre.	*N/A*	*Economic Development Manager*
B4	Require deliveries to be by electric vehicles where practicable.	Likely to require additional funding	Medium	• Plan how best to support this action through contracts where practical (This area of work also relates to SCC LTP4, awaiting further details of specific plans for Surrey Heath).	Electric vehicle delivery will reduce emissions relating from conventional ICE delivery vehicles.	*Climate Change Officer*
WIDER BOROUGH – BEHAVIOUR ACTIONS						
B5	Work with the Local Enterprise Partnership (LEPs), e.g. to identify funding sources that residents can access.	Within existing budgets	High	• Organise initial meeting with the LEP (completed). • Continue to monitor grant funding streams and promote on sustainable Surrey Heath webpages and social media (awaiting further details of the SCC Greener Futures Programme delivery and implications for supporting behavioural change).	*N/A*	*Climate Change Officer*
B6	Consider the potential to support or advertise local reuse websites/apps to promote waste reduction in the Borough.	Within existing budgets	Low	• Continue to support social media posts from Joint Waste Solutions and Surrey Environment Partnership.	*N/A*	*Communications and Engagement Manager*
B7	Establish a programme of funding for charities	Will require additional funding	Low	• Investigate delivery of this action connected to the Community Support	*N/A*	*Community Development Officer*

	or other local initiatives who redistribute surplus food to those in need.			Working Group, with aspiration to create a community food project. • Consider option to implement redistributing surplus food into existing food support schemes.		
B8	Working in partnership with local businesses and organisations to deliver carbon reductions throughout the Borough.	Within existing budgets	Low	• Promote new guidance on the sustainable Surrey Heath business webpage (updated guidance online). • Opportunity for event to support business's carbon literacy in Surrey Heath (potential to develop from initial carbon literacy training rollout and LoCASE support).	Providing assistance to local businesses to understand impact of operations will support transition towards net zero.	*Climate Change Officer, Economic Development Manager*
B9	Work with local events to reduce emissions and waste from events through producing a best practice guidance.	Within existing budgets	Low	• Consider options to support this action with Joint Waste Solutions and the Surrey Environment Partnership.	Guidance for hosting sustainable events will promote awareness of action on climate change.	*Climate Change Officer, Communications and Engagement Manager*
B10	Investigate the potential for a local award for businesses that demonstrate excellence in reducing carbon emissions or achieve net zero.	Likely to require additional funding	Low	• Economic and Development Team to develop Award. • Promote of CREST 2022 to the boroughs Businesses.	*N/A*	*Economic Development Manager*
B11	Investigate potential opportunities to partner with universities for local research and innovation.	Within existing budgets	Medium	• Develop opportunity for MSc research student to conduct research with the Council on topics within the Climate Change Action Plan.	*N/A*	*Economic Development Manager, Climate Change Officer*
B12	Review and improve how we involve citizens in	Within existing budgets	High	• As recognised within the Five Year Strategy: the Council aims to engage meaningfully with our community on	*N/A*	*Communications and Engagement Manager*

	our existing decision-making processes.			all key policies impacting on the local community and become recognised as one of the best Councils for doing this. • Engage with residents on Climate Change Issues (the EV charge point survey had a positive response).		
B13	Review the implications of moving towards a low carbon economy on Surrey Heath's jobs and skills markets.	Will require additional funding	Low	• Align with action B11 and opportunity for research focus.	*N/A*	*Economic Development Manager*
B14	Working with partners, use local economic data to provide a clearer picture of ongoing reuse activities, to identify circular economy opportunities and assets.	Likely to require additional funding	Medium	• Plan to support this action through research, coordinating with Surrey Environment Partnership and opportunities with SCC. • Provide engagement via Sustainable Surrey Heath webpages.	*N/A*	*Climate Change Officer, Economic Development Manager*
B15	Work with partners to help facilitate reduced waste and increase reuse and recycling in the Borough.	Withing existing budgets	High	• Work with Joint Waste Solutions and partners to continue high recycling rates in Surrey Heath. • Continue support on social media and webpages.	Potential to reduce wider borough emissions relating to waste and recycling.	*Climate Change Officer, JWS, Communications and Engagement Manager*

COUNCIL OPERATIONS – OPERATIONAL ACTIONS
SERVICE LEAD:

ID	ACTION	RESOURCING	PRIORITY	UPDATE AND NEXT STEPS	IMPACT ON EMISSION REDUCTION TARGETS	*OFFICERS INVOLVED*

O1	Make climate change a priority for decision making, both in terms of procurement processes and officer reports.	Withing existing budgets	High	• Support this action through the Council with the appointment of the Strategic Director - Environment and Community. • Continue Officer attendance at collaborative working Group with SCC, Surrey District and Boroughs (monthly meetings attended).	Connects to the aim to reduce impact of the Council's Scope 3 carbon emissions along the supply chain.	*Strategic Director - Environment and Community*
O2	Embed carbon reduction objectives into all decision-making processes in the Council, ensuring that the Council's supply chains are minimising carbon emissions.	Likely to require additional funding	High	• To support this action, assess the carbon impact of current contracts where possible. • Consider how contracts can be used to send a strong signal regarding future low carbon requirements.	Data collection planned to gain clearer understanding gained of our emissions profile for procured goods and services (Scope 3) and its supplier base.	*Strategic Director - Environment and Community, Procurement Officer, Climate Change Officer*
O3	Educate, train and encourage internal procurers and commissioners to review their consumption of goods and services, reduce usage and adopt more environmentally friendly products and procedures.	Will require additional funding	High	• Undertake targeted engagement with key contractors to build an understanding of net zero goals. • Review options and opportunities for reducing carbon associated with contracts. • Prioritise delivery of carbon literacy training for internal procurers (likely to relate to Action O2 and O8).	This action will aid in understanding how best to minimise the impact of the Council's carbon emissions through contracts and procurement.	*Climate Change Officer, Procurement Officer*
O4	Further reducing the use of single use plastics by working towards minimising single use plastics within the organisation (except for personal protective equipment). Review	Will require additional funding	High	• Sign Surrey County Council's agreement to reducing single use plastic (completed). • Continue to identify opportunities to reduce single use plastics across estate and operations (In community services, water dispensers are used at Windle Valley Centre. The majority of the	This action links to a priority to reduce the Council's wider environmental impact, and reduce the use of single-use and avoidable plastic resources.	*Climate Change Officer, Facilities Officer*

	SHBC's own operations and practices in line with The UK Plastics Pact target – 100% recyclable, compostable or reusable plastic packaging.			Meals at Home service come in recyclable foil containers, and sandwich packaging is recyclable). • Install water dispenser in the Council Chamber eliminating the use of bottled water in meetings (completed).		
O5	Consider how internal budgets are used effectively to value and support work on carbon reductions and identify appropriate ways to support and incentivise internal carbon reduction/offsetting projects.	Withing existing budgets	High	• Identify priorities for carbon reduction through departmental Climate Change Risk Assessments.	 Prioritising sustainable purchasing where possible will minimise the carbon impact of procurement.	*Climate Change Officer*
O6	Carry out departmental Climate Change risk assessments.	Withing existing budgets	High	• Research and define objectives of Climate Change Risk Assessments for SHBC. • Deliver Climate Change Risk Assessments across SHBC Teams. • Plan to link this action with Action O7, and work with Climate Change Champions to facilitate assessments across the Council.	 Aim to establish priority areas and uncover opportunities to further the work of the Climate Change Action Plan throughout Council.	*Climate Change Champion Network*
O7	Establish a network of staff Climate Change Champions across the Council.	Withing existing budgets	High	• Establish network of climate change champions to support the Council's net zero goals (completed). • Deliver Carbon Literacy training to Climate Change Champions (planned 2022).	*N/A*	*Climate Change Officer*

O8	Raise staff/Councillor awareness through carbon literacy training	Will require additional funding	High	• Promote climate change module E-learning course (available on Intranet). • Officers have completed trainers course in Carbon Literacy. Carbon Literacy training can be rolled out in house, across the Council from 2022.	*N/A*	*Climate Change Officer*
O9	Examine the potential to introduce a Community Municipal Investment (CMI) to support the investment of local green projects.	Will require additional funding	High	• Research opportunities of CMI to support renewable energy developments. • Consider the opportunity of a CMI for installation of solar PV on Main Square Car-park (to be developed as part of solar business case).	Potential to support an increase in renewable energy generation through CMI.	*Climate Change Officer*
WIDER BOROUGH – OPERATIONAL ACTIONS						
O10	Evaluate the need to develop a Surrey Heath Resilience Plan and how this could be facilitated.	Likely to require additional funding	Medium	• Liaise with partners and SCC to support development of a Climate Change Adaptation and Resilience Plan. • Join working Group on Adaptation and Resilience with SCC, Districts and Boroughs with the shared goal of developing adaptation guidance.	*N/A*	*Climate Change Officer*

COUNCIL OPERATIONS – MONITORING ACTIONS *SERVICE LEAD:*						
ID	**ACTION**	**RESOURCING**	**PRIORITY**	**UPDATE AND NEXT STEPS**	**IMPACT ON EMISSION REDUCTION TARGETS**	***OFFICERS INVOLVED***

M1	Update the Council's carbon emissions baseline as an organisation to 2019. As part of this, assess the potential for grant funding to help support the delivery of this action.	Likely to require additional funding	High	• Update SHBC Scope 1 and 2 emissions to 2019/20 (completed) • Report SHBC Scope 1 and 2 emissions for 2020/21 (completed) • Data collection to support understanding of Scope 3 emissions.	 Accurate baseline will underpin understanding and monitoring of carbon emission reductions.	*Climate Change Officer*
M2	Create a monitoring framework for the Action Plan to monitor progress.	Withing existing budgets	High	• Progress of Action Plan to be regularly reported and update made available on webpages. • Delivery of actions of the plan detailed options and costs for reductions of organisational emissions.	*N/A*	*Climate Change Officer*
M3	Collecting consumption data from tenants to improve monitoring data, working with tenants to gather carbon footprint or energy consumption data.	Withing existing budgets	High	• Undertake data collection of energy use in Council leased assets where possible. • Work with tenants to improve the energy efficiency of the Council's leased assets and understand energy use.	 Data collection will aid in understanding the carbon footprint of leased assets and indirect operational impact.	*Climate Change Officer*

Surrey Heath Borough Council
Performance and Finance Scrutiny Committee
19 January 2022

Surrey Heath Local Plan Authority Monitoring Report 2020/21

Head of Service: Gavin Chinniah – Head of Planning
Report Author: Keiran Bartlett – Senior Planning Officer
Key Decision: No
Wards Affected: All

Summary and purpose

To note publication of the Local Plan Authority Monitoring Report 2020/21.

Recommendation

The Performance and Finance Scrutiny Committee is advised to NOTE the publication of the Surrey Heath Local Plan Authority Monitoring Report 2021/22.

1. Background and Supporting Information

1.1 The Surrey Heath Authority Monitoring Report (AMR) has been produced in line with the requirements set out in the Localism Act 2011 which states a report must still be produced and planning authorities must publish this information direct to the public at least yearly.

1.2 The purpose of the AMR is to provide details of what actions have been taken to implement a Local Development Plan and the Local Development Scheme, to indicate the extent to which policies in the current Surrey Heath Local Plan have been achieved, and to identify any solutions and changes where targets are not being met.

1.3 The Local Development Scheme sets out the Local Plan timetable for key stages of producing the Local Plan. As reported to September Performance and Finance Committee, public consultation on the draft Local Plan was delayed from October 2021 and is now programmed for early 2022. A report will be taken to Executive on 28 February to seek approval to publish for consultation the Draft Surrey Heath Local Plan Preferred Options (Regulation 18). The report will also seek endorsement of an updated Local Development Scheme.

1.4 This AMR monitors the period from 1st April 2020 to 31st March 2021.

1.5 The Core Strategy and Development Management Policies Development Plan Document 2011-2028 (CSDMP) was adopted in February 2012. Many of the targets

and objectives set out in the CSDMP are designed to be achieved over the duration of the plan period. Therefore, a single year's monitoring taken in isolation does not provide a true picture of how well the objectives of the various Local Plan policies are being achieved. However, these indicators still serve to provide a useful baseline which can be built upon as the new policies begin to take effect.

1.6 The CSDMP set a target to build 3,240 new homes between 2011 and 2028. This equates to 191 units per year. From April 2011 – March 2021 the Council has delivered 2,564 homes which exceeds the cumulative CSDMP annualised target over the ten monitoring years by 654 dwellings. However, in 2018 the Government introduced a new standard method for calculating local housing needs, which for Surrey Heath is currently 327 dwellings per annum. In the monitoring year there were 352 dwellings completed, exceeding the standard methodology figure by 25 units.

1.7 The Council's ability to meet the targets for new homes relies largely on overcoming restrictions imposed by the Thames Basin Heaths SPA. The Council continues to work on delivering SANG land and subject to the delivery of new SANG, it is anticipated that this will allow more housing to come forward over the corresponding plan period.

1.8 Over the plan period to date, 65.9% of all housing completions were on Previously Developed Land (PDL), against the CSDMP target of 60%. Notably, during the monitoring year 85.2% of units completed were on previously developed land. The Borough Council will continue to ensure the most effective use of land is made wherever possible.

1.9 Over the plan period to date around 15.06% of completed dwellings were affordable housing, against a CSDMP target of 35%. During the monitoring year, 11.1% of completed dwellings were affordable housing. This is a significant reduction from the previous monitoring year where the 35% target was met.

1.10 It is important to note that during the monitoring year, a significant quantity of applications came through as prior notifications for the conversion of offices to residential accommodation. Such applications do not have the requirement for developers to provide affordable housing. Excluding applications for prior notifications, affordable housing would represent 16% of completions within the monitoring year**.**

1.11 In addition, paragraph 63 of the revised NPPF states that provision of affordable housing should not be sought for residential developments that are not major developments on sites of 10 units or less. This impacts the delivery of affordable housing in the Borough. Furthermore, developers can put forward viability arguments that can limit the amount of affordable housing a site can deliver.

1.12 Over the plan period to date, 65.86% of all residential development has been within 400m or 5 minute walk time of a half hourly bus service in urban areas and within 800m or a 10 minute walk time of an hourly bus service, against the 80% target of all development over the plan period. This is mainly attributable to a greater proportion of completions in rural areas during the monitoring year than in previous monitoring years that are not within the target distance of a bus stop. Notably, 89.6% of all residential development completed in urban areas over the plan period is within the target distance of a bus stop.

1.13 The Council has sought to ensure environmental protection standards are met across the Borough and has generally performed well on the environmental indicators monitored. The percentage of waste sent for reuse, recycling and composting at 62.4% over the plan period is well above the target of 40%. The target output of CO_2 emissions is required to be incrementally reduced to 34% below 1990 levels by 2020. The most recently available monitoring data demonstrates that Surrey Heath has already reached the target with a 39.9% decrease of CO_2 emissions (within the scope of Local Authorities) from 1990 levels. The Council is currently progressing a new Local Plan and the monitoring framework for this Plan, which will be reported in future AMR's should the Plan be adopted, will include more detailed indicators in respect of environmental protection standards and climate change mitigation and adaptation.

1.14 Over the plan period to date, there has been a net gain in employment floorspace in Core Employment Areas. However, across the Borough as a whole there has been a net loss of Employment and Retail floorspace. Initially, this was a reflection of the economic downturn, but more recently it is considered more likely to be a result of changes to Permitted Development Rights which allow for the change of use of offices to residential accommodation under prior notification rather than through the planning application process. Policies in the CSDMP and the Camberley Town Centre Area Action Plan (CTCAAP) aim to address the issues of losses of employment and retail floorspace. However, further amendments to Permitted Development Rights, and changes to consumer patterns and behaviours in the retail sector make this more difficult to control and monitor.

1.15 Over the plan period to date, 59% of retail floorspace has been completed in Town, District and Local Centres, against the 75% target. This is mainly due to a large proportion of retail floorspace completing outside centres in the previous monitoring year. In earlier monitoring years this target has been achieved.

1.16 The Camberley Town Centre Area Action Plan (CTCAAP) was adopted in July 2014. Objectives in the CTCAAP have been set out in a sub section of the AMR report, and are monitored separately from the CSDMP indicators.

1.17 The CTCAAP allows for up to 41,000sqm (gross) comparison and convenience retail floorspace to be delivered in Camberley Town Centre over the AAP period. The amount of gross comparison and convenience retail floorspace completed during AAP period to date is 3904 sqm. However, further retail floorspace provision is set in the national context of the challenging high street retail trading environment and changing retail dynamics as a result of these changing circumstances it is very unlikely that significant amounts of new retail floorspace will be delivered.

1.18 No net loss of community, cultural or leisure facilities has occurred within Camberley Town Centre during the AAP period to date, which meets the objective to retain an excellent range of leisure, cultural and community facilities. Furthermore, a gain of 12,457sqm community and cultural facilities has been achieved in the Borough over the Plan period to date. Over the AAP period to date, 163 C3 residential units and 92 C2 (care home) bed spaces have been completed at allocated sites in Camberley Town Centre. Furthermore, 91 C3 dwellings were under construction at the end of the monitoring year at sites allocated in the AAP. This demonstrates a good level of progress against the required development target of 200 homes in Camberley Town Centre over the entire AAP period.

2. Reasons for Recommendation

2.1 The Surrey Heath Authority Monitoring Report (AMR) has been produced in line with the requirements set out in the Localism Act 2011 which states a report must still be produced and planning authorities must publish this information direct to the public at least yearly.

3. Proposal and Alternative Options

3.1 The Performance and Finance Scrutiny Committee is asked to note publication of the AMR.

4. Contribution to the Council's Five Year Strategy

4.1 The AMR reports progress in implementing Development Plan Documents and monitors performance against the policies of the adopted Core Strategy and Development Management Polices (CSDMP) and the Camberley Town Centre Area Action Plan (CTCAAP). The polices in the CSDMP have been produced to take forward the vision set out in the Council's Sustainable Community Strategy and the Council's key corporate objectives.

5. Resource Implications

5.1 There are no resource implications beyond that provided for within the agreed budget for 2021/22.

6. Section 151 Officer Comments:

6.1 N/A

7. Legal and Governance Issues

7.1 As set out in S.35 of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011) the Council is required to publish an Authority Monitoring Report at least yearly. This must be made available online and in the Council offices.

8. Monitoring Officer Comments:

8.1 N/A

9. Other Considerations and Impacts

Environment and Climate Change

9.1 The AMR includes a section on climate change and reports on Borough wide emissions, both within and beyond the scope of the influence of local authorities (namely Surrey Heath Borough Council and Surrey County Council). For emissions within the scope of local authorities, the target of a 34% reduction in CO2 emissions by 2020 from the 1990 base rate has been exceeded, currently standing at 38.8% based on the most recent statistics published by the Government (based on 2019 emissions). However, it should be noted that in terms of all CO2 emissions for the Borough (including those outside the scope of local authorities), the reduction is significantly below the target, standing at 21.5%. No impacts are identified in relation to climate change with regards to the AMR, with the main purpose of the climate change section of the document being to monitor annual carbon emissions.

Consultation

9.2 The Authority Monitoring Report (AMR) is a statutory requirement which monitors the Council's achievements against the objectives of the Local Plan. The AMR must be made available to the public on the Council's website. There is no requirement for consultation to be undertaken on the document.

Policy Framework

9.3 The Planning and Compulsory Purchase Act was enacted on 28th September 2004. Section 35 of the Act required local planning authorities to make an annual report to the Secretary of State about the implementation of their local development scheme and whether the policies in the local development documents are being achieved.

Annexes
Authority Monitoring Report 2020/21

Background Papers
None

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ANNEX

Great Place • Great Community • Great Future

SURREY HEATH BOROUGH COUNCIL

LOCAL PLAN 2011-2028

Authority Monitoring Report (AMR) 2020-2021

November 2021

FOREWORD

The Surrey Heath Authority Monitoring Report (AMR) monitors the period 1st April 2020 to 31st March 2021. It sets out the progress achieved in implementing the Local Development Plan and performance against the policies of the Surrey Heath Core Strategy and Development Management Policies Development Plan Document 2011-2028.

In line with the Localism Act 2011 the AMR has to be made publicly available at least yearly.

For further information please contact the Planning Policy and Conservation Team at:

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CONTENTS

EXECUTIVE SUMMARY

The Surrey Heath Authority Monitoring Report (AMR) has been produced in line with the requirements set out in the Localism Act 2011 which states a report must still be produced, and planning authority must publish this information direct to the public at least yearly.

The purpose of this Report is to provide details of what actions have been taken to implement a Local Development Plan and the Local Development Scheme, to indicate the extent to which policies in the current Surrey Heath Local Plan have been achieved, and to identify any solutions and changes where targets are not being met. This AMR monitors the period from 1st April 2020 to 31st March 2021.

In February 2012, the Surrey Heath Core Strategy and Development Management Policies Development Plan Document (CSDMP) was adopted to replace the majority of the policies in the Surrey Heath Local Plan 2000. Progress against the policies in the CSDMP will therefore be the focus of this report.

The Progress of the Local Development Scheme

The Local Development Scheme (LDS) sets out a programme of Development Plan Documents (DPDs) the Council will produce. The LDS sets out when the work for the DPDs will be carried out, when each of the DPDs will be available for public consultation, the anticipated date for adoption, and review date of the DPDs. An updated LDS to cover the period 2021-2024 was agreed by Executive in February 2021 replacing the previous LDS covering the period 2018-2021 agreed by Executive in May 2018. The Camberley Town Centre Area Action Plan (CTCAAP), Community Infrastructure Levy Charging Schedule and Infrastructure Delivery Supplementary Planning Document were adopted in July 2014.

The Review of Existing Local Plan Policies

Based on the monitoring data available, the Council is performing well in a number of areas, in particular environmental protection / biodiversity, green infrastructure and sustainability / climate change. Areas where targets have not been met over the plan period to date include delivery of additional Gypsy and Traveller pitches, new dwelling accessibility to services and some employment and retail indicators.

Camberley Town Centre Area Action Plan (CTCAAP)

The CTCAAP was adopted in July 2014. In addition, a supplementary masterplanning and public realm planning document which adds details to the policies in the AAP was adopted in April 2015.

The table below sets out performance against each individual indicator monitored in this report. A system of colour coding is used to indicate whether each target is being met.

Target fully met
Target partially met
Target not met
No Target or data unavailable

Summary of performance against Core Strategy and Development Management Policy 2012 indicators

Policy Area	CSDMP Indicator	Target Met? (Brief comments provided where target not met)	Page no.
Housing	% New dwellings on Previously Developed Land	**Yes**	17
	New dwelling accessibility to services	**No – In particular, location of strategic health facilities and secondary schools limit ability to direct development to these specific areas and have much wider catchments than shown in this target, including areas outside of Surrey, in Hampshire & Berkshire.**	17
	Housing completions by settlement	**Partially**	18
	Net additional dwellings	**Yes**	19
	Housing Trajectory	**Yes**	19
	Rural Exception Dwellings Completed	**No target**	20
	Implementation of the Local Plan 2000 Housing Allocation Sites	**Partially**	20
	Affordable Housing Completions	**No – affordable housing completions for monitoring year lower than average completions over plan period so far.**	21
	Affordable Housing type and size	**Partially**	21
	Net additional Gypsy pitches	**No – Sites to be identified through new Local Plan.**	22
Biodiversity	Condition status of SPA, SAC and SSSI's	**Partially – target set as 2020 therefore for information purposes only.**	24
	Change in area of biodiversity importance	**Yes**	25
	Visitor number surveys for SPA/SAC	**Yes**	25
	Condition status of SNCI's and LNR's (Local)	**No – Primarily a land management issue and outside of planning control.**	26
Infrastructure	Infrastructure projects completed	**Partially**	27
Local Character	Archaeological finds	**No target**	30
	Local list	**No target**	30
Green Infrastructure	Green Belt, Countryside and Settlement Designations	**Yes**	31
	SANGs implemented	**Yes**	31
	Loss of open space or recreational areas	**Yes**	31

Sustainability and climate change	Waste Recycling	**Yes**	32
	Renewable Energy Generation	**No target**	32
	Planning permissions - Environment Agency advice on flooding	**No – one planning application approved with Environment Agency objection remaining.**	32
	Number of developments complete with SUDS measures	**Yes**	32
	CO2 emissions	**Yes**	32
Travel	Dwelling and B Class floorspace accessibility (bus)	**Partially**	34
	Dwelling and B Class floorspace accessibility (rail)	**No – limited rail coverage in many parts of Borough**	35
	Travel plan implementation	**Unable to determine - data unavailable**	35
Employment & Retail	Employment floorspace completions	**No – partially due to the impact of General Permitted Development Order Prior Notification completions for B1a/E(g) (i) office to C3 residential conversions.**	37
	Employment floorspace PDL	**Yes**	39
	Employment Land Available	**Yes**	39
	Town, District and Local Centre Retail Development	**No – due to two specific large sites completed on non-PDL.**	39
	Percentage of units in A1 use in district and local centres	**Partially**	41
	B Class floorspace outside of Core Employment Areas and Camberley Town Centre	**N/A– no target**	42
Community	Community and Cultural facilities gained or lost by type	**N/A – no target**	43
	New open space provided	**No relevant applications**	43

Theme	Camberley Town Centre Area Action Plan Indicator	Performance to Date – Is the target being met?	Page no.
A vital and viable shopping centre	Aim to achieve 41,000sqm (gross) comparison and convenience floorspace in CTC over the AAP period	**Partially**	46
A range of cultural and leisure facilities offered	Aim to achieve no net loss of community, cultural or leisure floorspace in CTC over AAP period	**Yes**	46
A thriving employment centre	No target - contextual	**N/A – no target**	46
A place to live	Aim to deliver at least 200 new dwellings over AAP period with 35% as affordable	**Partially**	46
A well connected, accessible town centre	Number of travel plans implemented in association with major developments in CTC over AAP period	**Partially**	47
A clean, high quality centre	40% of waste sent for reuse, recycling and composting over AAP period	**Yes**	47
	No exceedance of Air quality Strategy targets of 30µgm^{-3} in CTC	**N/A – Air quality monitoring station closed 2012**	
A safe, attractive centre	Complete all public realm improvements identified in Public Realm Strategy by end of AAP period	**Yes – on track.**	47
AAP Sites			
London Road Block Site	Commencement of major redevelopment scheme at London Road Block in 2016/17 with 21,000 sqm gross retail floorspace to be completed	**N/A – Commencement not required in monitoring year**	48
Camberley Station Site	Commencement of improvements to Camberley Rail Station & Transport Interchange. No. of market and affordable dwellings completed at site	**N/A – Commencement not required in monitoring year**	
Land at Park Lane Site	No. of market and affordable dwellings completed at site over AAP Period – target of 100 net units	**Yes**	
Pembroke Broadway North	Commencement of major redevelopment scheme at Pembroke Broadway North pre 2020	**Yes - on track.**	48
Land East of Knoll Road Site	Number of market and affordable dwellings completed – target of 80 net units over AAP Period. Total leisure/community/cultural floorspace completed and amount of open space created or enhanced at land East of Knoll Road over AAP Period	**Yes**	49
Magistrates Court Site	Commencement of development by end of 2016 and number of market and affordable dwellings completed at site	**Yes**	49

1 INTRODUCTION

The requirement for an Authority Monitoring Report

1.1 The Authority Monitoring Report (AMR) has been published in line with Section 113 of the Localism Act 2011. The AMR is an annual report which provides information on how a Local Authority is implementing their Local Development Scheme and how policies in their Local Development Documents are being achieved. There are specific topics that the Council must report on, whilst others are discretionary. The Local Development Plan Documents monitored in this report are the Core Strategy and Development Management Policies DPD (CSDMP), saved policies of the Local Plan 2000 and to some extent, the Camberley Town Centre Area Action Plan (CTCAAP). These can be viewed on the Council's website at: http://www.surreyheath.gov.uk/residents/planning/planning-policy/surrey-heath-local-plan

Structure of the Report

1.2 The Authority Monitoring Report is divided into the following sections:

- **Section 2:** Sets out the key characteristics, issues, challenges and opportunities in the Borough.

- **Section 3:** Sets out the progress to date of and implementation of the Council's Local Development Documents.

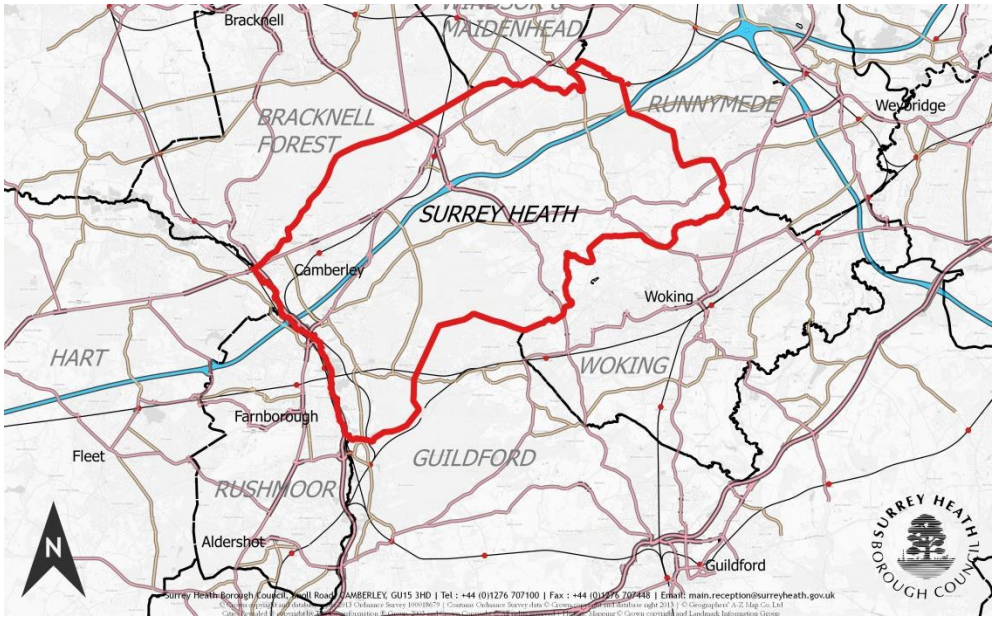
- **Section 4:** Sets out how policies in the Core Strategy and saved policies from the 2000 Surrey heath Local Plan are being implemented.

- **Section 5:** Monitors the implementation of the Camberley Town Centre Area Action Plan (CTCAAP) objectives and sites.

2 KEY CHARACTERISTICS OF THE BOROUGH

2.1 Surrey Heath lies in the north-west corner of Surrey, adjoining the counties of Berkshire and Hampshire. The western half of the Borough is mainly urban in character and comprises Camberley, Frimley, Frimley Green, Mytchett and Deepcut. Camberley is the main centre within the Borough. The eastern half of the Borough is mostly countryside but includes the settlements of Bagshot and Lightwater, and the villages of Bisley, Chobham, West End and Windlesham. In total the Borough covers an area of some 9,507 hectares.

Figure 1: The Location of Surrey Heath Borough



2.2 The ONS Annual Mid-year Population Estimates revealed a population of 89,204 in mid-2020, of which 49.4% are male and 50.6% are female. Since 2001, the population has increased by 11.07%. Just over 90% of the population of Surrey Heath is defined within a white ethnic group (84.95% white British), with a number of other ethnic groups making up the remaining 10% population. In comparison with other Surrey districts and the national average, Surrey Heath has a younger age profile. However, since the 2001 census the proportion of older residents in Surrey Heath has increased more quickly than in other Surrey Authorities – the 65+ age group has seen an increase of 54% compared to a Surrey wide increase of 27%, and the 85+ age group has increased by 77% against a Surrey wide increase of 42%.

2.3 According to the 2011 Census, the average household size in Surrey Heath is 2.52 people per household (compared to 2.48 in 2001). There were 34,733 households within the borough in 2011, an increase of 6.07% since 2001. Moreover, 45.78% of the housing stock within Surrey Heath comprises detached houses as compared to 33.15%

overall in Surrey and 22.43% in England. There are high levels of owner occupation (76.82%) compared to the national average 63.34%. An Office for National Statistics (ONS) data release[1] identified the median price paid for residential property in the Borough as being £420,000 in December 2019. This represents an increase of the median price paid in Surrey Heath of 45% since March 2013.

Economy

2.4 Surrey Heath has a high standard of living[2] and rates as one of the most attractive places in the country to live. The Borough has an excellent leisure offer with a range of golf courses, bridleways, tennis courts, cricket, football and rugby pitches; good lakes for fishing and water sports as well as the country's National Rifle Centre at Bisley.

2.5 Over 4,000 companies are registered to do business in Surrey Heath, including national and international companies such as Bank of America Merrill Lynch, Siemens and Novartis. The largest employer in the Borough is Frimley Park Hospital employing over 4,000 staff and contains the biggest Accident and Emergency facility in Surrey. The Ministry of Defence (MOD) remains a major landowner and employer in the Borough.

2.6 Surrey Heath has relatively high levels of economic activity, with 86.9% of its population in employment (January 2020 – December 2020). This compares against South East figures of 81.6% and a national figure of 79.1%[3] over the same period. In the period of January 2020 – December 2020, 3.3% of the economically active population were unemployed, which was lower than the southeast and Great Britain averages of 3.9% and 4.6% respectively.

2.7 Overall, Surrey Heath has low levels of deprivation. In 2019, Surrey Heath was ranked 309 out of 317 local authorities in the indices of multiple deprivation. The Indices of Deprivation 2019 analyses the level of deprivation in each of the 32,844 LSOAs in England. The LSOAs are scored on various criteria[4] and then ranked in terms of their score, with 32,844 being the least deprived and 1 being the most deprived. In 2015, the English Indices of Deprivation indicated parts of St Michaels ward and Old Dean ward to be amongst the top 30% of most deprived neighbourhoods. In 2019, these areas are now amongst the 40% most deprived neighbourhoods. In contrast, over half of the LSOAs in Surrey Heath are amongst the 10% least deprived in England.

[1] Office for National Statistics - https://www.ons.gov.uk/peoplepopulationandcommunity/housing/datasets/medianhousepricefornationalandsubnationalgeographiesquarterlyrollingyearhpssadataset09

[2] Halifax quality of life survey

[3] Nomis Official Labour Market Statistics – Local Authority Profile: https://www.nomisweb.co.uk/reports/lmp/la/1946157335/report.aspx#tabeinact

[4] Income (22.5%), Employment (22.5%), Health and Disability (13.5%), Education, Skills and Training (13.5%), Barriers to Housing and Services (9.3%), Crime (9.3%), Living Environment (9.3%)

Transport

2.8 There are almost equal flows of commuters entering and leaving the Borough each day. Rail services from Bagshot, Camberley and Frimley are slow, with few trains direct to central London and as such, usage by local people is at a low level. Rail connections to other towns in the Blackwater Valley are varied, with direct trains from Camberley to Frimley, Aldershot and Ash Vale, but no rail links to Farnborough. The absence of a regular, fast London service means many local residents drive out of the Borough to Brookwood, Farnborough or Sunningdale to join "main-line" services to London Waterloo. Bus services are improving from centres like Camberley supported by "Quality Bus Partnerships," but the service frequency can be uneven from the rural villages and absent altogether at weekends.

2.9 The major road network within the Borough comprises the M3 motorway, the A30, A322, A325 and A331 (Blackwater Valley Relief Road). The A322 provides a link from the M3 to the M4 and the A331 provides a link from the M3 to the A31 and subsequently the A3. In recent years, the M3 had suffered from heavy peak time congestion. This in turn often led to congestion on the local road network, particularly when accidents occurred. In June 2017, Highways England completed a major scheme to transform the M3 into a Smart Motorway from Junction 2 to 4a, covering the entire stretch of the motorway in Surrey Heath. Surrey Heath has the highest rate of car ownership in Surrey with 1.68 cars per household in 2011[5]. This compares to the Surrey average of 1.51 and the average across England of 1.16.

Biodiversity

2.10 The Borough contains extensive areas of heathland which are recognised as being of national and international importance. The sites recognised as being of international importance are: the Thames Basin Heaths Special Protection Area (SPA) and the Thursley, Ash, Pirbright and Chobham Special Area of Conservation (SAC). The Thames Basin Heaths SPA provides breeding and wintering habitats for rare bird species, including the Nightjar, Woodlark and Dartford Warbler. The Special Area of Conservation consists of important dry and wet cross-leaved heath. In addition, the Borough contains a number of Sites of Importance for Nature Conservation which were identified following surveys by Surrey Wildlife Trust and recognise wildlife of county or regional value.

2.11 To ensure that residential development does not adversely affect the integrity of the Thames Basin Heaths SPA, Surrey Heath BC, along with the other local authorities in the Joint Strategic Partnership Board and Natural England have adopted an avoidance strategy based on the provision of Suitable Alternative Natural Greenspace (SANG) and Strategic Access Management and Monitoring plans (SAMM). To this end the Council adopted the Thames Basin Heaths Special Protection Area Supplementary Planning

[5] Census 2011, accessed through ONS

Document (January 2012), which was updated in February 2019. This document along with Polices CP14a and CP14b in the adopted Core Strategy set out the Council's approach to avoiding harm caused by new residential development.

3 PROGRESS OF THE LOCAL DEVELOPMENT PLAN

Timetable and Milestones

3.1 The LDS 2021 to cover the period 2021-2024 sets out the documents the Council intends to produce as part of the Local Plan, updating the LDS 2012. It also sets out a timetable for the preparation and review of these documents. The LDS can be viewed at:

https://www.surreyheath.gov.uk/residents/planning/planning-policy/planning-and-supplementary-planning-documents/local-development.

The table in appendix 1 sets out the progress of the Local Plan Documents set out in the LDS 2021. The table in appendix 1a set out those Development Plan Documents and SPD's that have been adopted prior to this AMR 2020-2021.

Local Development Order and Neighbourhood Development Order or Neighbourhood Development Plan

3.2 No Local Development Orders have been adopted in the monitoring period under section 61A of the Town and Country Planning Act 1990. At 31st March 2021 there were also no Neighbourhood Development Orders under preparation. A Neighbourhood Plan Area application for Chobham was approved by Executive Committee in November 2013. A public consultation on a Deepcut Neighbourhood Forum and Neighbourhood Plan Area application took place in June and July 2014 and this was approved by Executive in October 2014. The Windlesham Ward was designated as a Neighbourhood Plan Area on 27th January 2015. In June 2019 the Windlesham Neighbourhood Plan 2018-2028 was 'made' at Full Council.

Community Infrastructure Levy

3.3 The Community Infrastructure Levy (CIL) has, in the majority of cases, replaced developer contributions through S106 planning obligations. CIL is a tariff system based on pounds per square metre of net additional development. Tariffs are set out in a CIL charging schedule and priority funding is set out in the Regulation 123 List. Indexation of CIL charges is set out on Surrey Heath Borough Council's website[6]. CIL has been implemented from 1st December 2014. Over the course of the monitoring year, the total boroughwide CIL income received was £1,466,213.03. In line with the CIL regulations, and annual Infrastructure Funding Statement is required which sets out CIL

[6] CIL Guidance – Indexation: https://www.surreyheath.gov.uk/residents/planning/development-planning-advice/community-infrastructure-levy-cil-guidance

and Section 106 income and spending[7]. Therefore 15% of CIL funds from parished areas received over the monitoring year has been transferred to those Parish Councils where development has occurred. These amounts are as follows:

Chobham: £1,618.83

West End £73,372.53

Windlesham: £119,829.04

The Borough Council continues to consult with unparished areas regarding the spending of any CIL recipients in such localities. The amount spent in unparished localities is 15% of the overall CIL payments made.

Duty to cooperate

3.4 In November 2011 the Localism Act introduced provisions to enable the removal of the regional tier of planning. In its place, Section 110 of the Act imposed a duty on local planning authorities and other prescribed bodies to co-operate in relation to the preparation of planning documents as far as they related to strategic matters. Strategic matters are defined as sustainable development or use of land that would have a significant impact on at least 2 planning areas. Following the introduction of the Duty to Corporate in 2011 Surrey Heath has been involved in, and undertaken, a range of activities relating to fulfilment of the duty, including meetings with neighbouring local authorities and other prescribed bodies to explore the nature of strategic issues, on-going partnership working and involvement with a range of sub-regional bodies and Preparation of a Duty To Co-operate report on the Camberley Town Centre Area Action Plan. Details of the Council's Duty to Co-operate activities in the period April 2020 to March 2021 are contained in Appendix 2 of this AMR.

Self-Build and Custom Housebuilding

3.5 In accordance with the Self-Build and Custom Housebuilding Act 2015, Surrey Heath Borough Council maintains and regularly updates a Register to help determine the demand for self-build and custom housebuilding in Surrey Heath. The Register is publicised on the Council's website where individuals or groups can apply to be included on it - (www.surreyheath.gov.uk/residents/planning/planning-policy/self-build-custom-housebuilding). This provides the Council with a record of individuals and groups who are interested in building their own homes within the local area. In April 2018, the Council held a consultation regarding the criteria to be applied in assessing Self-Build Register applicants' local connections to the Borough. During the monitoring

[7] Infrastructure funding statement: https://www.surreyheath.gov.uk/sites/default/files/documents/residents/planning/Infrastructure%20Funding%20Statement%202019-20%20Final.pdf

year 2020-21, 37 new entrants were added to Part 1 of the Register and 37 were added to part 2 of the Register.

Brownfield land register

3.6 In accordance with The Town and Country Planning Brownfield Land Register Regulations 2017, the Council first published the Surrey Heath Brownfield land Register in December 2018 and updates this annually. The Register comprises a list of Previously Developed (or Brownfield) sites that have the potential to accommodate residential development. The Brownfield Land Register is published on the Councils website - https://www.surreyheath.gov.uk/residents/planning/planning-policy/brownfield-land-register. There are currently 75 sites included in Part 1 of the Register and no sites included in Part 2 of the register.

4 MONITORING POLICIES IN THE SURREY HEATH LOCAL PLAN

4.1 In February 2012 the Surrey Heath Core Strategy and Development Management Policies DPD (CSDMP) was adopted to replace the Local Plan 2000. However, a small number of Local Plan 2000 policies remain "saved" until such time as they will be replaced by policies contained in forthcoming Development Plan Documents.

4.2 This Authority Monitoring Report (AMR) monitors the objectives and policies of the Surrey Heath Local Plan, namely the Core Strategy and Development Management Policies Development Plan Document (CSDMP - adopted 2012), the objectives of the Camberley Town Centre Area Action Plan (CTCAAP, adopted 2014) along with a small number of extant saved policies from the Surrey Heath Local Plan 2000. The monitoring indicators used reflect those in the CSDMP Monitoring Framework and the CTCAAP Monitoring Framework as set out in Appendix 1 of the Core Strategy and Appendix 2 of the CTCAAP respectively.

4.3 The structure of the monitoring section closely follows that of the CSDMP monitoring framework and follows the structure of the CTCAAP framework by assessing thematic areas and specifically allocated sites. Each set of monitoring indicators is grouped within an overarching objective. Colour coding is used (as shown below) to allow the reader to see at a glance how well the policies are performing. If a monitoring indicator is not reported in the AMR this will be set out, with reasons, in the main report.

Target fully met
Target partially met
Target not met
No Target or data unavailable

Delivering Sustainable Development

Objective 1: To promote and deliver sustainable development in the Borough

CSDMP Delivery Policies: CP1, CP2, CP11, CP12, DM7, DM8, DM9, DM10

Indicator	Target	Performance against the Target	Analysis
New and converted dwellings on Previously Developed Land within plan period	Achieve 60% of all new and converted dwellings on PDL within plan period	**Target MET**	In 2020/21, 85.2% of completed dwellings were on previously developed land. Over the plan period to date (2012 – 2021), 65.9% of completed dwellings were on previously developed land. The CSDMP target is therefore being met.
Percentage of dwelling completions within 5 minute walk time or 400m walking distance of a designated employment area, retail centre, GP, Hospital, Primary School, Secondary School or Major Health Centre	Aim to achieve 60% across all categories within plan period	**Target NOT MET**	Percentage of completed housing development (net) within 400m walk of services over Plan Period to date (2012-21). As the table below demonstrates, the target of 60% of completions within 400m of facilities has not been met for any category. Further analysis is set out below.

GP	Hospital	Primary School	Secondary School	Major Health Centre[8]	Designated Employment Area[9]	Retail Centre[10]
11.2%	0.31%	5.5%	0.12%	1.7%	30.3%	47.4%

At 47.4%, a significant proportion of completions are within the proximity of a Retail Centre over the plan period. At 30.3%, a large proportion of completions over the plan period are within proximity of designated employment areas, a slight decrease from earlier in the plan period. In the case of other facilities, Frimley Park Hospital and Camberley Health Centre is the only hospital and one major health centre in Surrey Heath, with a catchment area extending beyond the Borough's boundaries. It is therefore not feasible for all residential development in the Borough to be located within 400m of this. Furthermore, there are 4 secondary schools in Surrey Heath, most of which cover the western urban area of the borough. As such it may continue to be difficult to meet the hospital, major health centre or secondary school indicators in the future.

[8] Major health centre defined using space standard of 83.3 sqm as set out in Surrey Heath Borough Council Infrastructure Needs Assessment 2011.
[9] Camberley Town Centre and Core Employment Areas as defined on the Local Plan Proposals Map
[10] Camberley Town Centre, District and Local Centres and Neighbourhood Parades as defined on the Local Plan Proposals Map

MONITORING THE POLICIES IN THE SURREY HEATH LOCAL PLAN

Indicator	Target	Performance against the Target	Analysis
Number of dwellings completed by settlement location	Achieve percentage of completions in line with Policy CP3 of the Core Strategy	**Target PARTIALLY MET**	Housing completions by settlement 2011-2021 are set out below:

Over the plan period to date it can be demonstrated that the target has been exceeded (in percentage terms) of housing in some areas of the Borough. In most such cases, the apparent exceeding of the plan period target can be accounted for generally by specific large developments in each settlement, namely former Bisley Office Furniture in Bisley, the Ridgewood Centre in Frimley and the housing reserve sites in West End. Camberley has seen additional development in the form of numerous large office to residential conversions through Prior Approval under the General Permitted Development Order (GPDO) 2015. The apparent exceeding of the plan period target in Bagshot is already beginning to plateau since earlier monitoring years and it is anticipated that this will continue as the plan period progresses. It is also expected that the same trend will be demonstrated in Frimley, in future monitoring years. Similarly, the apparent under delivery at Deepcut can be accounted for by the expected redevelopment of Princess Royal Barracks which is anticipated to deliver some 1,200 homes. An application for approval of reserved matters pertaining to phase 2B for the erection of 215 dwelling houses (17/0871) was granted subject to conditions on the 12/02/2018 and 108 units have now been completed. Therefore, the target has been partially met.

	Plan period 2011-2025 target		2020/21 completions (net)		2011-2021 completions (%)	
	%	No.	%	No.	**%**	No.
Bagshot	**10**	270	14	48	9	240
Bisley	**2**	45	0	0	8	202
Camberley	**31**	860	47	164	37	952
Chobham	**2**	55	7	25	4	114
Deepcut	**45**	1235	15	54	7	191
Frimley	**4**	120	1	3	13	322
Frimley Green	**1**	20	0	0	1	2
Lightwater	**1**	40	0	0	2	55
Mytchett	**2**	55	2	8	2	59
West End	**1**	20	12	41	15	380
Windlesham	**1**	20	2	9	2	47
TOTAL	100	2740	100	352	100	2564

Housing delivery

Objective 2: To provide sufficient housing to meet the Borough's needs without causing harm to areas of importance for biodiversity

CSDMP Delivery Policies: CP3, DM5 and Saved Local Plan 2000 Delivery Policies: H3, H6, H8.

Indicator	Target	Performance against the Target	Analysis
Net additional dwellings for reporting year	The CSDMP set an annualised Housing Requirement of 191 dwellings 2011 – 2028[11]. The local housing need figure, following the introduction of the standard method[12], is 327 per annum.	**Target MET**	The delivery of housing in the monitoring year exceeds the CSDMP annual target figure of 191. Taking into account cumulative completions for the plan period to date, an average of **262 units** per year have been delivered, demonstrating that the CSDM target for net additional dwellings has now been exceeded both during the monitoring year and over the plan period to date. The delivery of **352 dwellings** during the monitoring year exceeds the annualised local housing need figure of 327 dwellings and therefore the target has been met. Appendix 3 lists all housing units completed during the monitoring year.
Housing Trajectory	The NPPF indicates that Local Plans should make a provision for 15 years' supply of housing[13]. This is assessed against both the annualised housing target of 191 units set out in the CSDMP as well as the standard methodology figure of 327 dwellings per annum.	**Target MET**	The Council has produced a housing trajectory for the period 2019-2034 which includes past and estimated future housing completions on an annual basis, shown in Appendix 4, and reflects the trajectory applied in the 2019 Strategic Land Availability Assessment (SLAA). It demonstrates an adequate supply of sites to meet both the Core Strategy housing delivery target over the plan period and the local housing need figure of 327 dwellings per annum over the same period. In future Annual Monitoring Reports the housing supply and trajectory will need to be reviewed and measured against any revisions agreed to the Plan Period for a new local Plan in Surrey Heath.

[11] Policy CP3 of the CSDMP sets out an overall requirement of 3,240 dwellings to be completed between 1st April 2011 to 31st March 2028.
[12] https://www.gov.uk/guidance/housing-and-economic-development-needs-assessments
[13] The NPPF also requires the Council to demonstrate a 5 year housing land supply (plus 5% buffer).

Indicator	Target	Performance against the Target	Analysis
Number of rural exception dwellings completed by location within AMR year and within Plan Period	No Target	**N/A**	No rural exception sites have completed in the current monitoring year. Rural exception sites will continue to be monitored in subsequent AMRs.
Implementation of the Housing Allocation Sites (Local Plan Indicator)	See table below	**Target PARTIALLY MET**	The majority of the Local Plan 2000 Housing Allocation sites have now been built and the expected total number of units on these sites has been exceeded. Therefore the target has been partially met. The table below provides further details.

Site	Target	Completions 31/03/2020
Sergeants Mess, Bellew Road, Deepcut	25	0
Alma-Dettingen Barracks, Deepcut (phase 2)	145	197
Grange Nurseries/ No 11 Coleford Bridge Road and Linsford Bungalow, Mytchett	38	44(41); 3 not started[14]
Notcutts Nursery and Woodside Cottage, Bagshot	150	182
83 College Ride, Bagshot	30	0
Dyckmore, Streets Heath, West End	10	60 C2 bed spaces (31 C3 equivalent)[15]
Salisbury Terrace, Mytchett	16	2
Whitehill Farm, Kings Ride, Camberley	10	64 C2 bed spaces (33 C3 equivalent)[14]
TOTAL (net)	**424**	**486**

Of those that have not yet been developed, the Sergeants Mess will come forward as part of the release of the Princess Royal Barracks site. 83 College Ride, Whitehill Farm and Dyckmore are within the 400m zone of the SPA where Natural England advise mitigation for C3 (residential) use is not acceptable. However, Dyckmore now has permission for C2 (residential institution) use care home that is currently under construction and will contribute toward addressing overall housing need in Surrey Heath. Whitehill farm also had a permission for C2 (residential institution) use care home that

[14] 19 gross (17 net) completed, with 3 permitted units outstanding at Grange Nurseries.

[15] When considering the contribution non-independent care home and nursing home C2 uses will make to housing land supply, the PPG requires the following discount to calculate the number of C3 equivalent dwellings: - The total number of bed spaces of C2 development divided by the average number of adults living in households in the borough, as recorded in the 2011 Census (1.94 persons).

completed in the previous monitoring year. Land at Woodside Cottage, Bagshot has now received planning permission for 44 units (19/0235). The Camberley Town Centre Area Action Plan (CTC AAP) was adopted in July 2014 and contains a number of allocated sites for housing and other uses.

Objective 3: Provide housing that meets the need of all sections of the community

CSDMP Delivery Policies: CP5, CP6, CP7, DM6

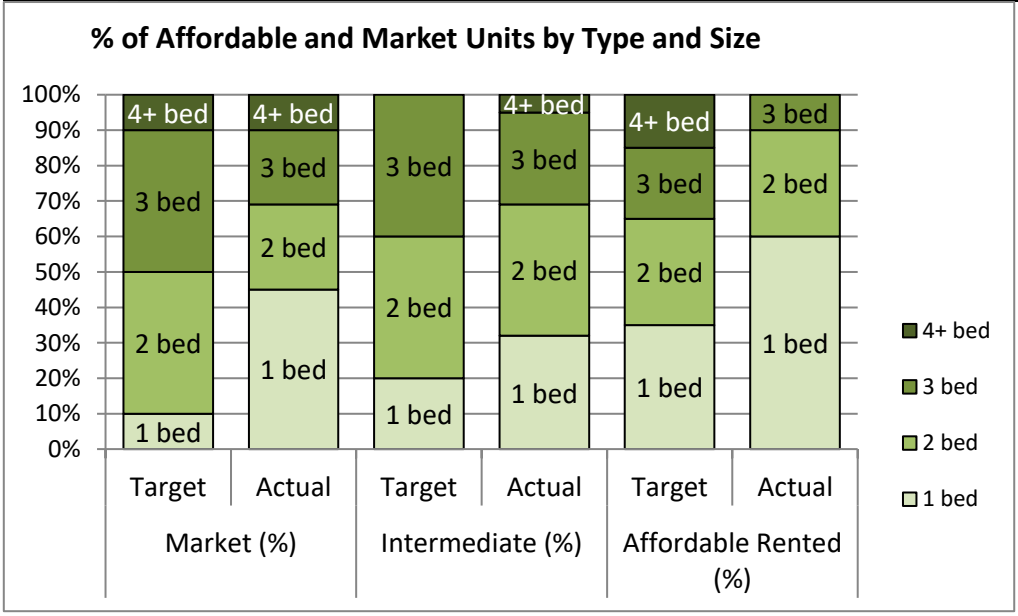
Indicator	Target	Performance against the Target	Analysis
Gross affordable housing completions and number of net completions as a percentage of total housing completions	See table below	**Target NOT MET**	Over the plan period to date, around 15% of housing completions overall have been affordable, which is below the CSDMP target, but an improvement upon previous monitoring years. However, during the monitoring year the 35% affordable housing target was not met and was lower than the average affordable housing completions for the plan period to date. This in part was due to the high proportion of units completed under permitted development rights, which are not required to provide affordable housing, such as Norwich House and Avenue Court in Camberley.

	2020-2021 net completions (no.)	2020-2021 net completions (%)	Plan Period to Date net completions (no.)	Plan Period to Date net completions (%)	CSDMP Target (% of total completions)
All Affordable Housing	39	11.1	385	15.06	35
Intermediate	19	5.4	235	9.2	17.5
Affordable Rented	20	5.7	150	5.8	17.5

Percentage of affordable and market units completed by type and size	Aim to achieve a range of housing types as set out below.	**Target PARTIALLY MET**	The target range of housing type and tenure has not been fully met but has incrementally improved over the course of the plan period, indicating that the relevant policies are gradually taking effect and therefore the target has been partially met. Further analysis is set out below.

In the market housing category, a spread of housing sizes has been achieved, with a relatively equal balance between larger and smaller dwellings, with the exception of a high proportion of one bedroom dwellings. A range of housing sizes has also been achieved in the Intermediate Affordable housing category. Although the proportion of 3 bed units is noticeably lower than the target percentage, the proportion of 1 bed units comfortably exceeds the target percentage. The share of 1 bedroom dwellings has increased overall in the monitoring year as a result of the higher number of flatted developments completed in the monitoring year, most notably in the affordable rent category where they account for over half the provision. There is a lack of larger 4+ bed Affordable Rented dwellings, as illustrated in the table and supporting diagram below.

	Target Market (%)	Actual Market (%)	Target Intermediate (%)	Actual Intermediate (%)	Target Affordable Rented (%)	Actual Affordable Rented (%)
1 bed	10	45	20	32	35	60
2 bed	40	24	40	37	30	30
3 bed	40	21	40	26	20	10
4+ bed	10	10	No target	5	15	0



Indicator	Target	Performance against the Target	Analysis
Net additional Gypsy and Traveller pitches	Policy CP7 of the CSDMP states that the borough will seek to provide 19 Gypsy and Traveller pitches by 2027.	**Target NOT MET**	Since the date of adoption of the Surrey Heath Local Plan (2012) up until 31st March 2021 no additional Gypsy pitches had been provided. Planning permission for two pitches (planning reference 19/2074) was granted on 29.10.20

Princess Royal Barracks

Objective 4: Through the regeneration of the Princess Royal Barracks site, to deliver a sustainable rural community set within a high quality built and natural environment

CSDMP Delivery Policies: CP4

A hybrid application for the redevelopment of the Princess Royal Barracks site as a major residential-led development totalling 1,200 new dwellings was approved in April 2014. An application for approval of reserved matters pertaining to phase 2B for the erection of 215 dwelling houses (17/0871) was granted subject to conditions on the 12/02/2018 and is currently under construction. As of the 31st March 2021, 108 dwellings had completed, of which 9 were affordable.

Biodiversity

Objective 5: Protect and enhance biodiversity within the Borough including sites of local importance for biodiversity and aim to deliver Surrey Biodiversity Action Plan (BAP) Targets

CSDMP Delivery Policies: CP14A & B

Indicator	Target	Performance against the Target	Analysis
Condition of SPA, SAC and SSSIs	Currently data is only available on SSSIs condition status. In Surrey Heath, this area corresponds with land designated as SPA and SAC. The Surrey Nature Partnership (SyNP) has produced policy statements[16] containing targets for Biodiversity Opportunity Areas (BOAs), including 5 within SH which correspond with the SPA, SAC and SSSIs.	**Target PARTIALLY MET**	The SyNP targets are generally on track to be met, with the notable exception of the Basingstoke Canal SSSI (see table below detailing the condition of SSSIs as of March 2021[17]), and therefore the target has been partially met. The condition of SSSIs is largely outside of planning control and is primarily a land management issue. The extent and speed to which habitats can be restored to a favourable position is uncertain and relies largely on Natural England working with landowners. However, the Council will endeavour to work with partners to help address what can be done in the particular designated areas that are currently not meeting targets. The target for this indicator is dated to 2020 which has now passed. The indicator will continue to be monitored for information purposes in the AMR.

SSSI	Surrey Nature Partnership (SNP) Target (%)	% of site in Favourable Condition	% of site in Unfavourable Recovering Condition	Target met?
Ash to Brookwood Heaths	50% to achieve favourable condition by 2020	90.50%	8.52%	✓
Basingstoke Canal	50% to achieve favourable condition by 2020	16.63%	10.40%	x
Broadmoor to Bagshot Woods and Heath	75% to achieve favourable condition by 2020	75.63%	23.83%	✓
Chobham Common	50% to achieve favourable condition by 2020	43.05%	56.95%	x

[16] Policy Statements which are based upon the National Biodiversity 2020 Strategy.
[17] Source: https://designatedsites.naturalengland.org.uk/

Colony Bog to Bagshot Heath	50% to achieve favourable condition by 2020	94.94%	4.39%	✓

Indicator	Target	Performance against the Target	Analysis
Change in area of biodiversity importance	Maintain 100% land area of all designated sites	**Target MET**	There have been no additions or deletions to any designations of biodiversity importance in 2020/21. The target has therefore been met.
Visitor number surveys for SPA/SAC	No increase in visitor numbers over plan period	**Target MET**	Natural England commissioned a visitor survey of the Thames Basin Heaths SPA that took place in 2018. The results of this can be assessed against the baseline figures of a previous survey over 2012 and 2013. Further analysis is set out below.

In order to maintain a consistent approach, only the results from the borough's seven access points surveyed in 2012/13 have been compared with those that were resurveyed. The results from the 2018 survey (see table below) demonstrate 286 less people entered the SPA in Surrey Heath, when compared to the 20012/13 survey. This resulted in a 34% decrease in the number of visitors recorded in 2018 when compared to the number recorded in 2012/13.

Access Point	Number of people entering SPA, August 2012 or 2013	Number of people entering SPA, August 2018	% change between 2012/13 and 2018
Chobham Common (staple Hill)	68	37	-46%
Sandpit Hill, Lightwater	161	67	-58%
Mytchett Place Road, Mytchett	159	73	-54%
Top of Kings Ride, near Camberley Town Centre	127	115	-9%
Chobham Road, Chobham Common	128	54	-58%
Top of Bracknell Road, Old Dean Estate, Camberley	80	101	26%
Lightwater Country Park, Lightwater	112	102	-9%
Total	**835**	**549**	**34% decrease**

Indicator	Target	Performance against the Target	Analysis
Condition status of SINCs	Maintain 100% of local sites in	**Target NOT MET**	The condition of SINCs is not assessed on an annual basis. Evidence is acquired from surveys undertaken by the Surrey Wildlife

	favourable condition over plan period		Trust on SINCs in the borough have not been resurveyed since previous monitoring years. Therefore the information may not accurately reflect the current situation. This will be updated in future monitoring reports, once the information becomes available.

The 2011/12 survey demonstrates that the target has not been fully met, with only 51% of sites currently in a favourable condition (see table below). However, this matter is largely outside of planning control and is primarily a land management issue. The extent and speed to which habitats can be restored to a favourable condition is uncertain and relies largely on the actions of landowners. The Borough Council will continue to use planning policies to avoid adverse impacts from additional development where this is appropriate.

Site Condition based on 2011/12 surveys	Number of sites	% of sites
Favourable	28	51%
Unfavourable	2	4%
Unfavourable – Recovering	5	9%
Unfavourable – Declining	9	16%
Permission to resurvey not granted	11	20%

Infrastructure

Objective 6: Ensure that new development contributes to environmental, infrastructure and service improvements and minimises impacts upon both the natural and built environment

CSDMP Delivery Policies: CP2, CP12, DM9

Indicator	Target	Performance against the Target	Analysis
Infrastructure projects completed during AMR year	To achieve delivery in line with Infrastructure Delivery Plan	**Target PARTIALLY MET**	In February 2013 an Infrastructure Delivery Plan for the period 2012-28 was introduced. This document was produced in order to support the delivery of the Surrey Heath Local Plan; in particular, development identified in the Core Strategy & Development Management Policies DPD and Camberley Town Centre AAP. The table below details the progress of projects phased in 2013 Infrastructure Delivery Plan. Infrastructure projects from the IDP that are shown to take place in 2013-19 have not been included in the performance data unless already under construction or complete, as they have a further year of their indicative phasing period. The target has partially been met. Overall, 11 projects have been completed within their indicative phasing period or early and 1 was completed behind schedule. A further 2 projects have been secured but not yet commenced. These projects rely on external organisations for delivery and therefore the Council has little influence in fulfilling their date of commencement. **Appendix 5** sets out a list of infrastructure projects included in the 2013 Infrastructure Delivery Plan which have now been completed.

Scheme	Indicative Phasing	Completed or in line with indicative phasing	Not committed within indicative phasing
Replacement of Portesbery Road Primary School with new build facility	2013/2015	Completed 2015	
Increase capacity at Bisley C of E Primary School	2013	Completed 2013/14	
Additional shared SANG for 146 people (61 units)	2013-2018	Swan Lakes - Capacity: 194 (80 units). Hawley Meadows - Additional capacity: 386 (154 units). completed 2014	
Modernisation of Burrell Road Play Area	2013	Completed 2013	
London Road Recreation Ground PHASE 2 refurbishment works	2013	Completed 2013 (received additional information)	
Provision of new timber play area at Southcote Park	2013	Completed 2013	
Increase capacity at Watchetts Recreation Ground and provision of new play equipment	2013		Completed 2016
Increase capacity at Frimley Green Recreation Ground	2013	Completed 2013	
Toucan crossings, cycle crossing at Watchmoor Park	2012/13	Completed 2017	
Improvements to Meadows Roundabout to relieve congestion and improve accessibility	2016	Completed 2019	
Off-carriageway pedestrian and cycle route along A331	2016	Completed Spring 2017	

Four bus lay-bys on the A331		2016		Secured. Not commenced
Blackwater Valley Route cycle route		2013-18	Completed Spring 2017	
Junction improvements to support delivery of the Camberley Town Centre AAP, reduce congestion and improve accessibility	A30 London Road/Knoll Road/Kings Ride	2017		This work is being undertaken as part of the A30/Camberley town centre highway works. Works have commenced and are due to be completed by December 2021.
	Realignment and refurbishment of B3411 Frimley Road/ A30 London	2016		This work is being undertaken as part of the A30/Camberley town centre highway works. Works have commenced and are due to be completed by December 2021.
	A30 London Rd between town centre and Meadows gyratory			This work is being undertaken as part of the A30/Camberley town centre highway works. This includes junction improvements and changes to the bus lane.

	A cycle network along A30 London Rd/Knoll Rd/Portesbury Rd/ Pembroke Broadway/Charles St			This work is being undertaken as part of the A30/Camberley town centre highway works and is limited to the A30 section between Frimley Road and Camberley Town Centre.
Schemes committed/completed as indicated			**11**	**3**

Local Character

Objective 7: Ensure that new development respects the essential character of the local area, including historic structures and environment

CSDMP Delivery Policies: CP2, CP12, DM9

Indicator	Target	Performance against the Target	Analysis
Number and details of archaeological finds within areas of high archaeological potential and within development sites of 0.4ha or above	No target – contextual	**N/A – no target**	During the monitoring period there were some discoveries of archaeological features within areas of high archaeological potential and sites above 0.4ha in size. Appendix 6 includes a table detailing the discoveries in the monitoring year.
Indicator: Number of buildings and structures maintained, added or deleted from the local list	No target – contextual	**N/A – no target**	In 2020/21 there have been no additions or deletions to the local list. A review of the local list is currently underway. Existing local heritage assets are being assessed in order to determine whether all should remain on the local list. Work is also being conducted to identify whether it is necessary to add any local heritage assets to the list. The results of this study will be provided in subsequent AMRs when the information is fully updated.

Environment

Objective 8: Maintain and Protect the Countryside and Green Spaces in settlement areas and provide an integrated green infrastructure network

CSDMP Delivery Polices: CP1, CP13, DM4, DM15, DM16

Indicator	Target	Performance against the Target	Analysis
Amount of land in Surrey Heath designated as Settlement, Countryside Beyond the Green Belt or Green Belt	Achieve no net loss of Green Belt land	Target met	In 2020/21 and over the plan period there has been no change to Green Belt, Countryside or Settlement Area designations. The target has therefore been met.
Amount of land (ha) implemented as SANGs during AMR year and plan period	8ha per 1,000 net new population	Target Met	In the monitoring year 2018-19 the Council was able to acquire a SANG at Windlemere Golf Club. The site has an area of 16ha and the SANG provides capacity for 2000 people, equivalent to 800 dwellings. All net new residential dwellings permitted in Surrey Heath must be assigned to an existing SANG. As no net new dwellings have been permitted without SANG provision being made, it is considered that the target has been met. The Council is continually looking for opportunities to further increase SANG capacity for the Borough.
Amount of open space or recreational areas lost to other uses	Aim to achieve no greater loss than 10% over plan period	Target met	A planning application for the erection of a replacement leisure centre at the Arena in Camberley was granted in May 2019 and a further non-material amendment for the Leisure centre was granted in October 2020 to alter the site layout. This has involved the creation of additional parking within the recreational area; however this loss is minimal and significantly below the overall 10% target. Previously in the plan period an application was permitted which led to the loss of green spaces or recreational areas at Camberley Heath Golf Club, but cumulatively, this and the application at the Arena Leisure Centre is significantly below the 10% target. Overall, defined green space designations have not been altered and the target has therefore been met.

Climate change

Objective 9: To support the development of a waste strategy that improves levels of recycling and minimises waste production

CSDMP Delivery Policies: DM9

Indicator	Target	Performance against the Target	Analysis
Percentage of waste sent for reuse, recycling and composting	40% of waste sent for reuse, recycling and composting per annum	TARGET MET	In 2020/21, 61.3% of waste was sent for reuse, recycling and composting. The overall average for the plan period to date is 62.4%. The target has therefore been met.

Objective 10: To minimise impact on climate change and to minimise the effect of climate change upon the Borough through a reduction of greenhouse gas emissions and adoption of more environmentally friendly technologies and practices.

CSDMP Delivery Policies: CP2, DM7, DM8, DM9, DM10

Indicator	Target	Performance against the Target	Analysis
Renewable energy generation	No target	**N/A NO TARGET**	No relevant schemes were permitted or completed during the monitoring year.
Number of planning permissions granted contrary to Environment Agency advice on flooding and water grounds	0% of all applications to be granted contrary to EA advice	**TARGET NOT MET**	In 2020/21 planning application 19/0420 was approved with an Environment Agency objection remaining. Therefore the target has not been met.
Number of developments completed with SUDS measures implemented	Achieve SUDS in all development where flood risk identified	**TARGET MET**	All schemes where additional dwellings were created have a form of SUDS incorporated, as a requirement. In particular, schemes within areas of potential flood risk.
Carbon Dioxide Emissions (kilotonnes)	Reduce CO_2 emissions to 34% below 1990 levels by 2020	**TARGET MET (within the scope of Local Authorities)**	See further information below, including the table and Figure 2 in Box 1.
Figure 3 demonstrates that within the scope of influence of Local Authorities (namely Surrey County Council and SHBC), there has been a reduction of 260 kilotonnes CO_2 emissions in the latest statistical release year, from the 1990 base rate of 670. This is a 39.9% reduction of 1990 levels. Therefore, the reduction of emissions in Surrey Heath within the scope of Local Authorities is above the target of a 34% reduction in 2020. The overall reduction of 1990 base levels is 21.5% at 2019. These figures can be set against an incrementally derived target reduction of 32.9% at 2019 in order to meet the 2020 target of a 34% reduction. Overall, there has been a general trend toward a			

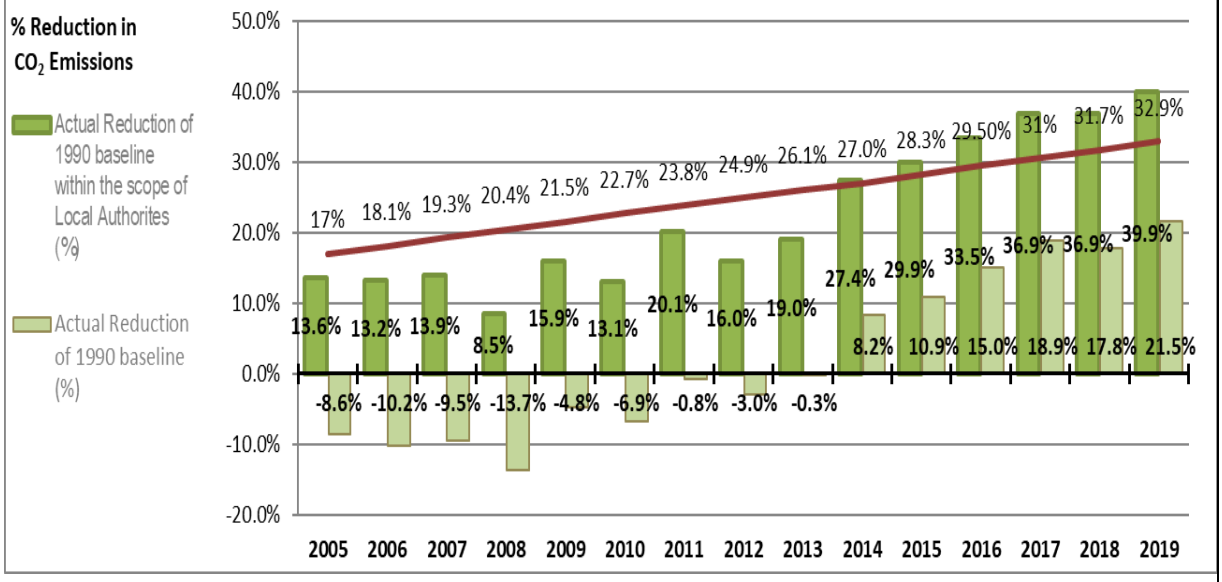
reduction of CO_2 emissions in the Borough since 2005, when recorded data is published from. However the overall reduction of emissions not accounting only for that within the scope of Local Authorities was 21.5% in 2019, which is significantly below the 32.9% incremental requirement. For the purpose of monitoring this target, Surrey Heath's performance is being measured and consequently, it is considered within the scope of Local Authorities. Therefore, the target has been met.

Box 1 – analysis of Carbon Dioxide Emissions (kilotonnes)

Level of CO_2 Emissions for Surrey Heath by calendar year

Year	CO_2 Emissions (kilotonnes)	Actual Reduction of 1990 baseline (%)	Incremental reduction (%) required to meet 34% in 2020
1990	670	0%	0%
2019	525.5	21.5%	32.97%
2019 (within the scope of Local Authorities)	410.0	39.9%	32.97%
2020	442.2 required	N/A	34%

Figure 3: % Reduction of CO_2 Emissions in Surrey Heath Since 1990



Travel and Transport

Objective 11: Improve travel choice and transport services to encourage sustainable travel patterns and, in particular, reduce reliance on the car

CSDMP Delivery Policies: CP1, CP11, DM11

Indicator	Target	Performance against the Target	Analysis
Percentage of dwellings or B class floorspace completed within 400m or 5 minute walk time of a half hourly bus service in urban areas and within 800m or a 10 minute walk time of an hourly bus service in rural areas	To achieve 80% of all development over plan period	**Target PARTIALLY MET**	As shown in the tables below, the target has not been met for net completions for both B/E(g) class floorspace in rural and urban areas. For urban areas, this is primarily due to a large completion in the previous monitoring year that is not with 400m of a bus stop. For residential development, 89.60% of dwellings in urban areas have been within 400m of a bus stop and therefore met the 80% target, however, due to large sites completing in the previous monitoring year in rural locations, the overall target for dwelling that within the target distance to a bus stop has not been met. Therefore, the target has been partially met.

B/E (g) (i)/(ii)/(iii) class floorspace completions - plan period 2012-2021

	Total B/ E) (g) class floorspace completed (net)[18]	B/E (g) class floorspace completed within 400m/ 5 min walk of bus stop (urban)	B/E (g) class floorspace completed within 800m/ 10 min walk of bus stop (rural)	% B/E(g) class floorspace completed within prescribed distance of bus stop
Urban	9723	2487	n/a	25.58%
Rural	6337	n/a	3091	48.77%
Total	**16060**	**2487**	**3091**	**34.73%**

Dwelling completions – plan period 2012-2021

	Total dwellings completed (net)[19]	Dwellings completed within 400m/ 5 min walk of bus stop (urban)	Dwellings completed within 800m/ 10 min walk of bus stop (rural)	% Dwellings completed within prescribed distance of bus stop
Urban	1577	1413	n/a	89.60%
Rural	579	n/a	135	23.31%
Total	**2156**	**1292**	**128**	**65.86%**

[18] Only applications where there has been a net gain in B-class floorspace are included in thecalculations
[19] Only applications where there has been a net gain in dwellings have been included in these calculations

Indicator	Target	Performance against the Target	Analysis
Percentage of dwellings or B class floorspace completed within a 10 minute walk time or 800m of a rail service (local)	To achieve 50% over plan period	**Target NOT MET**	The target of 50% has not been met. The overall percentage for no. of dwellings within 800m of a rail service has increased from the previous monitoring year however this still falls considerably short of the 50% target. The percentage of employment floorspace within 800m of rail stations remained roughly the same as the previous monitoring year, no new B class floorspace has been completed within a 10 minute walk/800m of a rail service this year. It is worth noting that whilst there are 3 railway stations in the Borough, they are all located on the western side of Surrey Heath, which restricts the likelihood of delivering a large quantity of development within close proximity of them. Furthermore, much of the western urban area falls outside of their 800m radius.

Plan period to date (2012-2021)	Development falling within 10 min walk / 800m of rail service	Development Total across Plan Period	% Development falling within 10 min walk / 800m of rail service
B/ E(g) class floorspace completions (sq.m)	1117	15431	**7.23%**
Dwellings (no. units)	695	1956	**35.5%**

Number of travel plans implemented in association with major developments	Aim to achieve travel plans in 50% of all major developments	**Unable to determine - data unavailable**	The following tables provide details of applications with Travel Plans that are either being implemented or that Surrey County Council (SCC) has commented on, during the monitoring year 2020-21. The Council continues to seek travel plans in consultation with Surrey County Council – implementation is monitored by the County Council and it has not been possible to gather the data required to fully monitor this indicator.

Travel Plans Being Implemented

Development	Details	TP date	Status
Eli Lilly	Pharmaceutical company in Windlesham.	2001	Travel plan targets achieved and maintained. Last 2 monitoring reports submitted in 2013 + 2016.
Frimley Park Hospital	Travel plan has been implemented since 2013	Apr 2013	Year 5 monitoring report was due 2018, but not received.
Connaught Junior School	Bronze accreditation on Modeshift STARS is current until 9.12.21	2020	Condition 5 SU/14/0852 .
Tomlinscote School	Bronze accreditation on Modeshift STARS is current until 2.7.21(recently expired)	2020	Condition 16 of SU18/0698
Mytchett Primary School	Bronze accreditation on Modeshift STARS is current until end July 2022	2021	Condition 7 of SU10/0143
Mindenhurst (Princess Barracks, Deepcut)- site 2B	1200 homes, including school and supermarket. Site 2B is for 215 dwellings.	Sept 2017	Travel information pack distributed to new residents. Travel plan information is available on Mindenhurst's website. No monitoring reports submitted at all for this development. Framework TP approved in June 2017 for SU/17/0871 for 215 dwellings.

Travel Plans Received by SCC for Comment:

Application	Details of application	Reason for travel plan
Norwich House, Knoll Road, Camberley, SU/18/0968	Conversion of offices to 78 flats, 63 parking spaces, residents' travel info pack submitted	To discharge condition 6 of 20/0686.
Ashwood House, Camberley	Conversion of office to 116 dwellings, framework TP submitted and approved	To discharge condition 7 of 18/0373.
GMG HQ, 20/0747/FFU	Formula 1 development centre, framework TP submitted	Accompanied new application
Heathpark Wood, 20/0318	120 dwellings, framework TP submitted	Accompanied new application
Land north of Beldam Bridge Road, SU16/0323	85 dwellings framework TP submitted and approved	To discharge condition
Frimley Hall Hotel	2 applications - extn to gym + additional bedrooms, framework TP submitted	Accompanied new application

Employment and Retail

It should be noted that during the monitoring year 2020-21 the Town and Country Planning (Use Classes) (Amendment) (England) Regulations 2020 came into effect from September 1st 2020[20].

These regulations amend the Town and Country Planning (Use Classes) order 1987, revoking Parts A and D and creating new use classes.

Where possible employment and retail indicators below have been updated to reflect the new use class changes alongside the former use and targets have remained. Current targets will be reviewed at the next AMR monitoring year 2021-22.

Objective 12: Maintain the economic role of the Borough within the Western Corridor and Blackwater Valley sub-region

CSDMP Delivery Policies: CP8, DM1, DM2, DM3, DM13 and Saved Local Plan 2000 Policies: E6, E8

Indicator	Target	Performance against the Target	Analysis
Total amount of additional employment floorspace by type	Achieve no net loss of employment floorspace over plan period	**Target NOT MET**	See Box 2 for supporting tables. The target has not been met, an overall net loss of 2106 square meters employment floorspace across the plan period to date. There has also been an overall net gain of 1550 square meters employment floorspace in the monitoring year. This can be attributed to an increase in D/F1/F2 completions particularly in the provision of healthcare. It should be noted that the large majority of the reduction in floorspace falls within a B1a/E(g) (i) use class These losses are largely a result of the expansion of the General Permitted Development Order (GPDO) to include Class J, Part 3, allowing prior notifications for a change of use from Class B1a/E(g) (i) (office) to Class C3 (dwelling houses). As such, the Borough Council has been unable to prevent the loss of employment floorspace falling within a B1a/E (g) (i) use class.

[20] https://www.legislation.gov.uk/uksi/2020/757/made

Box 2

Additional employment floorspace completed across borough (net)

	A1/E(a) (sqm)	A2/E(c)(i)/(ii)/(iii)(sqm)	A3/E(b) (sqm)	A4/SG (sqm)	A5/SG(sqm)	B1(a)/E(g)(i)(sqm)	B1(b)/E(g)(ii) (sqm)	B1(c)/E(g)(iii)(sqm)	Mixed Across B1/E(g)(i)/(ii)/(iii)(sqm)	B2 (sqm)	B8 (sqm)	B mixed/E(g)(i)/(ii)/(iii) sqm (unable to split)	C1 (sqm)	Mixed Across >1 Use Class (sqm)	D1/E(e)/E(f)/F1 (sqm)	D2/E(d)/F2 (sqm)	Total (sqm)
2020-21 (net)	-960	0	-91	0	0	-10440	0	-711	0	-176	1471	0	0	0	9260	3197	1550
Plan Period (2012-21) (net)	-4295	-128	-202	-313	331	-26996	0	-696	9864	-625	2350	4962	-581	2415	11910	-102	-2106

Core Employment Areas B/E(g) class floorspace completions 2020-21 and Plan Period 2012-21

	B1a /E (g) (i)(sqm)	B1b/E (g) (ii) (sqm)	B1c/E (g) (iii) (sqm)	Mixed Across B1/E (g) (i)/(ii)/(iii)(sqm)	B2 (sqm)	B8 (sqm)	B Mixed/ E (g) (i)/(ii)/(iii) (unable to split) sqm	Total (sqm)
2020-21 Completed floorspace (gross)	0	0	0	0	0	0	0	0
2020-21 Completed floorspace (net)	-45	0	0	0	0	0	0	0
Plan Period (2012-21) (gross)	3393	0	0	10088	-525	7128	5210	25294
Plan Period (2012-21) (net)	-822	0	-466	10088	-742	1661	4962	14681

Indicator	Target	Performance against the Target	Analysis
Total amount of employment floorspace on previously developed land by type	Achieve 80% of employment development on PDL over plan period	**Target: MET**	As set out in the previous indicator, there has been a net loss in employment floorspace during the plan period to date. Therefore, in order to assess performance against the PDL target, the above table considers solely those applications where there has been a net gain in overall floorspace. On this basis, over the plan period to date, 81% of the total floorspace completed was on PDL. The target of 80% has therefore been met.

Analysis:

% Completed B/E(g) class floorspace on PDL in the Plan Period to date (figures include only those applications where there has been a net gain in employment floorspace)

	B1a/E(g)(i)	B1c/ E(g)(iii)	B2	B8	Mixed Across B/E (g)(i)/(ii)/(iii)	Total Employment Floorspace
2012-21 plan period sqm PDL	1135	286	492	2265	10731	14909
2012-21 plan period sqm non-PDL	0	1127	888	1585	0	3600
2012-21 plan period % sqm PDL	100%	6%	36 %	59%	100%	81%

Employment Land Available	Maintain sufficient land to meet demand	**Target MET**	An Employment Land Review of the Functional Economic Area (FEA) which includes Hart District, Rushmoor Borough and Surrey Heath Borough was undertaken in 2015 and an update was published in December 2016. The results of the study demonstrated that overall, across the FEA there is a sufficient supply of employment land required to meet current and future projected employment forecasts.
Total amount (gross) and percentage of retail floorspace completed in town centres, edge of centre locations and outside centres	Achieve 75% of town centre uses within Town, District and Local centres over plan period	**Target NOT MET**	In terms of gross completions for new retail floorspace, 59% has been achieved in the borough's Town/District/Local centre locations with 1% in edge of centre locations and 40% outside of centres over the plan period. This is mainly due to a specific retail site being completed outside of centres during the previous monitoring year. Therefore, the target has not been met over the plan period. In previous monitoring years this target has been exceeded.

Total amount of retail floorspace completed in Plan Period (2012-21)

	Gross (net) new floorspace completed (sqm) PLAN PERIOD	% total gross retail floorspace PLAN PERIOD
Town/District/Local Centres	3799(-3566)	59%
Edge of Town/District/Local Centres	64(-822)	1%
Outside Centres	2510(873)	40%

Objective 13: Promote the role of Camberley Town Centre as a secondary regional centre and as a safe and attractive retail, cultural and entertainment centre with a high quality of environment

CSDMP Delivery Policies: CP8, CP9, CP10 and Saved Local Plan 2000 Delivery Policies: TC1, TC2, TC4-10, TC12-22

Please note that objectives related to Camberley Town Centre are now monitored from the policies, indicators and targets within the Camberley Town Centre Area Action Plan (CTCAAP), which was adopted in July 2014. These policies are monitored in Section 5 of this report, following the monitoring of the local plan policies.

District and Local Centres

Objective 14: Maintain the role of Bagshot and Frimley as district centres for local shops, services and community facilities and protect these uses elsewhere in the Borough

CSDMP Delivery Policies: CP9, DM12

Indicator	Target	Performance against the Target	Analysis
Percentage of units in A1 use over plan period in Bagshot primary shopping area (frontage), Bagshot secondary shopping frontage, Frimley primary shopping area (frontage), Frimley secondary shopping frontage and Neighbourhood parades (frontage)	Maintain or achieve 75% of units as A1 in primary shopping areas and 50% of units as A1 in all other frontages	**Target PARTIALLY MET**	A survey was undertaken in April and May 2017 to identify the types of units that were in use in the borough's district and local centres, and neighbourhood parades. The results of this survey are included as Appendix 4. The 2017 survey demonstrated that 61% of the primary shopping areas in Bagshot and Frimley are in A1 retail use, compared to the CSDMP target of 75%. The borough's other retail frontages including Bagshot and Frimley's secondary shopping areas, as well as all of the local centres and neighbourhood parades were demonstrated to have 52% of units in A1 retail use, which exceeds the CSDMP target of 50% of units in A1 use. The target has therefore been partially met, overall. It is also necessary to take into account that amendments made to the General Permitted Development Order in 2013[21] now mean that smaller A1 units (<150 sqm) can be temporarily changed to A2, A3 or B1 without the need for planning permission. Furthermore, Under Schedule 2, Part 3, Class M of the Town and Country Planning (General Permitted Development) Order, this has been extended to enable conversions from an A1 use to C3 dwellinghouses, subject to prior approval.

Total number of occupied retail (A use class) units in comparison with number and percentage of A1 units for Bagshot and Frimley primary shopping areas, and in all other shopping frontages

	Total Number of Units in Retail Frontage	Number of A1 Units in Retail Frontage	% of A1 Retail Units in Retail Frontage
Bagshot and Frimley Primary Shopping Areas	54	33	61%
Combined Bagshot and Frimley Secondary Shopping Areas and Other Retail Frontages	230	120	52%

[21] The Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2013

Objective 15: Identify sites on which employment use should be maintained and growth encouraged

CSDMP Delivery Policies: CP8, DM13

Indicator	Target	Performance against the Target	Analysis
Amount of (gross) B Class floorspace permitted or lost to other uses outside of Core Employment Areas and Camberley Town Centre	No target	**No Target**	Over the plan period to date, in terms of completed gross new floorspace there has been a gain of 6486 sqm B/E(g) class floorspace outside of Core Employment Areas and Camberley Town Centre, of which 3,724 is in a B1a/E(g)(i) use class. However, overall there has been a net loss of completed employment (B/E(g) class) floorspace outside of these areas. This is, in part due to recent changes to permitted development rights (in particular in relation to the conversion of B1/E(g) office use to C3 residential) which have made loss of office floorspace more difficult to manage.

Analysis: B class floorspace permitted and completed outside of Camberley Town Centre and Core Employment Areas, Plan Period 2012-21

	B1a/E(g) (i)	B1b/E(g) (ii)	B1c/E(g) (iii)	Mixed Across B1/E(g) I)/(ii)/iii	B2	B8	B Mixed/E(G) (i)/ii/iii (unable to split)	Total
Permitted (gross) Plan Period 2012-21(sqm)	46838	12774	1,514	0	1,914	18768	1,840	83648
Permitted (net) Plan Period 2012-21 (sqm)	-21278	25173	-4385	0	-1,882	14444	790	12862
Completed (gross) Plan Period 2012-21 (sqm)	3,724	0	376	165	1,103	1,118	0	6486
Completed (net) Plan Period 2012-21 (sqm)	-8781	0	70	-104	-213	886	0	-8142

Community

Objective 16: Support the community through: protection from crime and the fear of crime, reflection of cultural diversity, improved facilities for health, well-being and life-long learning

CSDMP Delivery Policies: CP2, CP10, CP12, DM9, DM12, DM15

Indicator	Target	Performance against the Target	Analysis
Total floorspace (net square metres) for community and cultural facilities gained or lost by type during AMR year and Plan Period	No Target	**No Target**	The borough has gained 13236 sqm of community and cultural facilities over the Plan Period to date. This can be attributed to an increase in leisure and healthcare provision over the monitoring year.

Community and cultural facilities gained or lost

	Educational Facilities (sqm)	Healthcare Facilities (sqm)	Places of worship (sqm)	Leisure Facilities (sqm)	Total (sqm)
2020-21 (net)	3903	5424	0	3130	12457
Plan Period to date (2012-21) (net)	5199	6442	214	1381	13236

Amount of new open space provided on major housing development (ha)	N/A	**N/A**	No relevant schemes were completed during the monitoring period

Leisure and Culture

Objective 17: Provide and support high quality leisure and cultural facilities that are accessible to all

CSDMP Delivery Policies: CP2, CP4, CP10, CP12, CP13, DM14, DM15, DM16

Indicator: The monitoring for this objective is included within Objectives 8, 13 and 16.

5 MONITORING POLICIES IN THE CAMBERLEY TOWN CENTRE AREA ACTION PLAN

Camberley Town Centre Area Action Plan

5.1 The CTC AAP was adopted in July 2014. The AAP objectives are monitored and reported where evidence is demonstrable, and for allocated sites that are phased in the earlier part of the plan period.

5.2 The structure of this section aims to follow the CTCAAP framework, in a summarised tabular format which provides information relating to how well the policies in each thematic area of the AAP are performing. Each objective is grouped within an overarching theme, derived from the AAP framework. The colour coding system used to monitor performance in the CSDMP section is also applied here.

Figure 3: Surrey Heath – Context of the AAP within the Borough

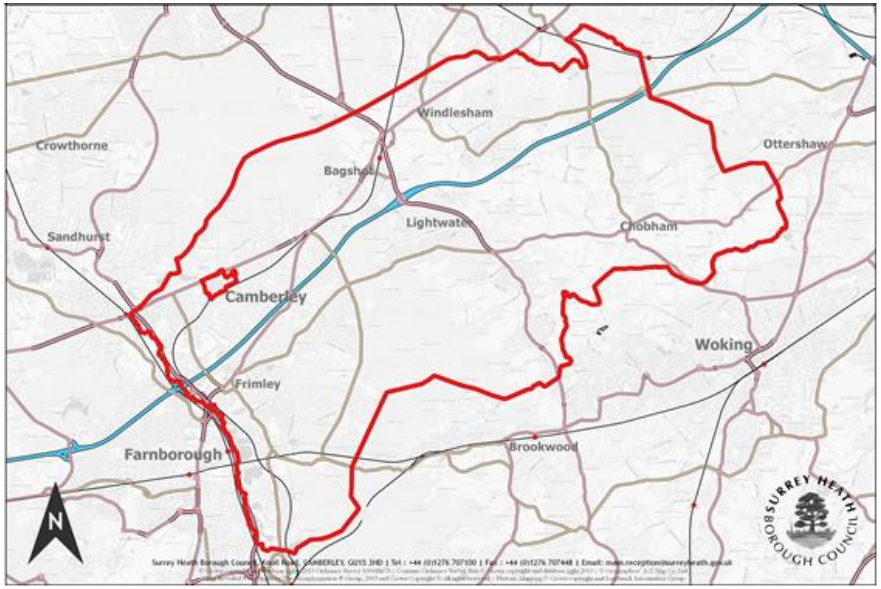
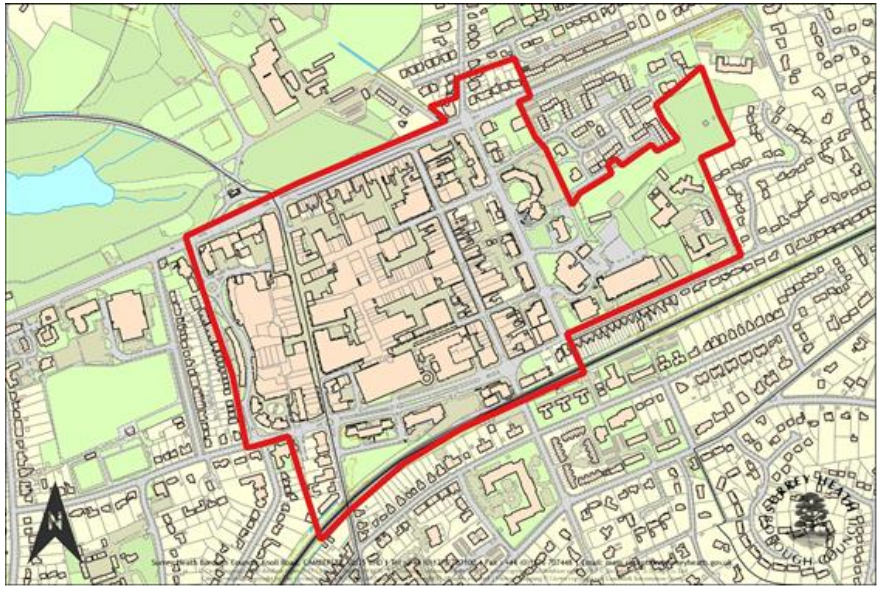


Figure 4: The Camberley Town Centre AAP Boundary



Area Action Plan Themes and Objectives

Theme	Objective	CSDM & AAP Delivery Policies	Relevant Targets	Performance Summary	On Target?
A vital and viable shopping centre	1: Ensure Camberley TC continues to be a vital and viable shopping facility which meets the needs of its catchment population and to enable the improvements and any increases in floorspace needed to achieve this.	**CSDM:** CP8, CP9, CP10, CP12. **AAP:** TC2, TC3, TC13	Aim to achieve 41,000sqm (gross) comparison and convenience floorspace in CTC over the AAP period	The AAP was adopted in 2014 and the period runs until 2028. There has not yet been a completion of major development over the AAP period to date for which to measure this target against. However additional convenience floorspace has been completed during the AAP period to date.	-
A range of cultural and leisure facilities offered	2: Provide an excellent range of leisure, cultural and community facilities to meet the needs of the local population	**CSDM:** CP10, CP12, DM14, DM16. **AAP:** TC6.	Aim to achieve no net loss of community, cultural or leisure floorspace in CTC over AAP period	0.0sqm net loss of community, cultural or leisure facilities has taken place in CTC over both the monitoring year and the AAP period to date.	✓
A thriving employment centre	3: To maintain Camberley town centre's role as an employment centre	**CSDM:** CP1, CP8, CP10 **AAP:** TC5, TC7, TC8	No target - contextual		/
A place for people to live	4: To enhance Camberley town centre's role as a residential area including the provision of new homes	**CSDM:** CP1, CP3, CP5, CP6, CP10, CP14B **AAP:** TC4, TC14, TC15, TC16, TC17, TC18, TC19, TC20	Aim to deliver at least 200 new dwellings over AAP period with 35% as affordable	The AAP was adopted in 2014 and the period runs until 2028. However, to date, 163 net homes have already been delivered on the AAP allocated sites, including 7 affordable units. In addition, 92 C2 care home bed spaces have been delivered on allocated sites. The Ashwood House site at Pembroke Broadway North is under construction with 41 units now completed. 15-17 Obelisk Way, which is within the area of the London Road Block site, is also currently under construction (16 units).	-

				Overall, this demonstrates good progress against the target of 200 homes.	
Theme	**Objective**	**CSDM & AAP Delivery Policies**	**Relevant Targets**	**Performance Summary**	**On Target?**
A well connected, accessible town centre	5: To improve accessibility within and to the town centre by all means of transport	**CSDM:** CP10, CP11, CP12, DM11 **AAP:** TC7, TC8, TC9	Number of travel plans implemented in association with major developments in CTC over AAP period	There are three schemes over the AAP period to date that have been submitted with accompanying travel plans. Of these, one development has been completed, which is the Pembroke House site at Pembroke Broadway. The Travel Plan Co-ordinator is required to submit monitoring information to Surrey County Council on an ongoing basis. A framework travel plan was submitted as part of a large application in Park Street, Camberley, to comprise Restaurants, a drinking establishment and a 95 bedroom hotel. This application has not been implemented. The major application for 116 dwellings at Pembroke Broadway North, currently under construction includes a travel plan as an accompanying document.	-
A clean, high quality centre	6: To improve environmental quality and enhance the character of the town centre and protect the amenity and character of the surrounding residential areas	**CSDM:** CP2, CP10, CP12, CP13,CP14A, DM7, DM9, DM10, DM17 **AAP:** TC11, TC12, TC13	40% of waste sent for reuse, recycling and composting over AAP period. No exceedance of Air quality Strategy targets of 30µgm^{-3} in CTC	Monitored through Core Strategy targets – 61.3% achieved during 20/21 and 62.52 % over the AAP period to date.	✓
				Information for CTC air quality is therefore currently unavailable due to the closure of the Camberley Air Quality Monitoring Station in 2012 which located outside of the town centre, at Castle Road, adjacent to the M3.	/
A safe, attractive centre	7: To provide a well-managed, safe and attractive town centre	**CSDM:** CP2, CP10, CP12, CP13, DM9, DM10, DM11, DM17	Complete all public realm improvements identified in Public Realm	On target. The AAP was adopted in July 2014 – public realm improvements have already been completed in The Square Shopping Centre and pedestrianised areas of Camberley High Street and Princess Way.	✓

		AAP: TC1	Strategy by end of AAP period. No target. Number of crimes recorded in Camberley Town Centre can still be measured[22]		
				No. of crimes committed within 1 mile radius of Camberley Town Centre 01/04/20 – 31/03/21 (monitoring year period) = 824 (Camberley Town and St Pauls) There were 1262 crimes recorded over the same period during the previous monitoring year 2019/20 (within 1 mile radius).	/

Area Action Plan Allocated Sites

AAP Site	Phasing	Delivery at 31/03/2018
London Road Block	Commencement in 2016/2017	Development at the site has not yet been commenced. 15-17 Obelisk Way, which is within the area of the London Road Block site, has received planning permission for 16 units and is currently under construction.
Camberley Station	Commencement post 2020	No required commencement in monitoring year
Land at Park Lane	Specific phasing not stated - 100 dwellings over AAP Period	Number of C3 residential dwellings completed: **61** (net) Number of C2 care home units completed: **92** (net) (C3 equivalent 47) Total no. of C3 equivalent units provided on site[23]: **108**
Pembroke Broadway North	Commencement pre- 2020	No required commencement in monitoring year. However, an application for 116 C3 residential units has been permitted for Ashwood House, and this site and is currently under construction with 41 units completed in the monitoring year.
Land East of Knoll Road	Specific phasing not stated - 80 dwellings over AAP Period	**31** (net) dwellings have been delivered at Former Camberley Police Station site. The remaining area of allocated site remains to come forward
Magistrates Court	Commencement of development by 2016	Development on the site has commenced at Kings Court with 30 (net) C3 residential units complete 49 dwellings under construction.

[22] Information provided at: http://www.ukcrimestats.com/Postcode/gu153sl

[23] When considering the contribution non-independent care home and nursing home C2 uses will make to housing land supply, the PPG requires the following discount to calculate the number of C3 equivalent dwellings: - The total number of bed spaces of C2 development divided by the average number of adults living in households in the borough, as recorded in the 2011 Census (1.94 persons).

Completed Floorspace in Camberley Town Centre

Retail, employment and leisure floorspace completions within the boundaries of the CTC AAP during the monitoring year and over the plan period

Town Centre Uses: Floorspace completions within the boundary of Camberley town Centre, 2020-21 and Plan Period 2012-21

	A1/E(a) (sqm)	A2/E(c) (i)/(ii)/(iii) (sqm)	A3(E(b) (sqm)	A4/SG (sqm)	A5/SG (sqm)	B1a/E(g) (i) (sqm)	B1b/E(g) (ii) (sqm)	B1c/E(g) (iii) (sqm)	Mixed B1/E(g) (i)/(ii)/(iii)	B2 (sqm)	B8 (sqm)	D1/E(e)/E(f)/F1 (sqm)	D2/E(d)/F2 (sqm)	C1 (sqm)	Mixed Across >1 Use Class (sqm)	Total (sqm)
Gross new floorspace completed 2020-21	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Net floorspace completed 2020-21	-636	0	-91	0	0	-9645	0	0	0	0	0	483	0	0	0	-9889
Gross new floorspace completed Plan Period 2012-21	784	1151	326	138	601	25	0	0	0	0	0	371	290	0	218	3904
Net floorspace completed Plan Period 2012-21	-2871	861	-343	138	517	-17714	0	0	-120	0	-195	854	645	-329	218	-18339

Analysis: There has been a net loss of floorspace for town centre uses in Camberley town centre, both in the AMR year 2020-21 and over the Plan Period. However, during the monitoring year, there have been net gains in D1/E(e)/E(f)/F1 use class floorspace in the town centre. There has been a net loss of 9645 sqm B1/E(g) (i)/ii/iii use class floorspace in the town centre during the monitoring year, due to recent changes to permitted development rights (in particular in relation to the conversion of B1/E (g) i/ii/iii office use to C3 residential) which have made loss of office floorspace more difficult to manage.

APPENDIX 1: TABLE DETAILING PROGRESS ON THE LDS

Title Of Document	Subject of Document	Progress made between 1/4/2020 and 31/3/2021	LDS Target Met?	Next Stage
Local Development Scheme (LDS)	A programme for the preparation of the Local Development Framework (Local Plan).	A new LDS to cover the period 2021-2024 was approved in February 2021	N/A	Completed
Statement of Community Involvement (SCI)	Standards and approach to involving stakeholders and the community in the production of all Local Development Documents and planning applications.	Consultations on a further SCI update were undertaken in 2020 and update was adopted by Executive on 20th October 2020.	N/A	Completed
The Surrey Heath New Local Plan to cover the period up to 2038	This Local Plan will set out strategic policies on issues such as housing and employment, allocation of sites for development and Development Management policies. This plan will on adoption replace the Council's adopted CS&DM DPD and Development Management (2012) and saved policies from the Surrey Heath Local Plan 2000.	Regulation 18: Consultation on a Draft Plan and Draft Sustainability Appraisal /Strategic Environmental Assessment between October – November 2021	No	Further work to prepare Regulation 18 Consultation for early 2022

APPENDIX 1A: LIST OF ADOPTED DEVELOPMENT PLAN DOCUMENTS AND SPD'S

Title Of Document	Subject of Document	Date Adopted
Core Strategy and Development Management Policies Development Plan Document (CSDMP & DPD)	Provides the vision for the future development of Surrey Heath until 2028 and will set out the key policies against which all development proposals will be assessed.	February 2012
Site Allocations DPD	To identify sites allocated for development or identified for other policy reasons.	October 2015
Camberley Town Centre Area Action Plan (AAP)	Sets out the Council's approach to the future development and Strategy for Camberley Town Centre.	February 2014
Infrastructure Delivery DPD	Addresses the implementation of the Community Infrastructure Levy (CIL) and developer contributions.	February 2014
West End Village Design Statement SPD	Sets out design principles against which new development will be considered in recognition of the local distinctiveness of West End.	August 2016
Deepcut SPD	The SPD represents the chosen strategy for managing the future development of Deepcut	September 2011
Developer Contributions SPD	Sets out the mechanism whereby planning obligations will be sought from planning permissions.	December 2011

APPENDICES

Title Of Document	Subject of Document	Date Adopted
Thames Basin Heaths Special Protection Area SPD	The SPD sets out the approach that Surrey Heath Borough Council will take to avoiding harm to the Special Protection Area as a result of new housing development.	January 2012
Local Heritage Assets SPD	The purpose of this SPD is to provide the methodology and criteria for identification of buildings, structures and sites of local importance.	May 2012
Western Urban Area Character SPD	Provides detailed policy guidance on character issues.	May 2012
Lightwater Village Design Statement SPD	Sets out design principles against which new development will be considered in recognition of the local distinctiveness of Lightwater.	October 2007
Yorktown Landscaping Strategy SPD	This document was prepared with the framework set by the Surrey Heath Local Plan 2000 and the Yorktown Strategy which gives guidance on how landscaping in new development can assist in the regeneration of the Yorktown Core Employment Area and the Residential Enhancement Area to the west of Frimley Road.	April 2008

APPENDIX 2: DUTY TO CO-OPERATE

Activities undertaken in the year ending 31st March 2021

Organisation	Nature of Co-operation in yr to 31st March 2021	Date	Outcome
All relevant Statutory consultees	Consulted all Duty to Co-operate bodies on a revised Duty to Co-operate Scoping Framework	July 2020	Revised D2C Scoping Framework agreeing relevant strategic planning matters and partners published.
Housing Market area (Rushmoor BC, Hart DC, Surrey Heath BC)	Joint working on SANG – Hawley Meadows	On-going	
	Wrote to all neighbouring and Surrey local authorities setting out likely housing shortfall and advising of work being undertaken to try and address this and that would be in touch once further work done on this and other D2C matters.	December 2020	Raised awareness of the constraints in Surrey Heath and the difficulties in meeting housing needs
	Progressing Jointly commissioned SPA Project work	On-going	Jointly commissioned a project to determine the potential for alternative or complementary measures to the existing Thames Basin Heaths SPA avoidance strategy.
	Surrey Heath consulted Rushmoor and Hart on a draft version of the SLAA to ensure that its Housing Market Area partners are assured the Council are leaving no stone unturned in seeking to meet its housing need	16/1/20	Comments from both Authorities were received by the 7th February.The comments will be taken into consideration in the preparation of future SLAA studies.
Bracknell Forest District Council	Joint working on SANG – Shepherd Meadows and Bucklers Park	On-going	Management of SANG and delivery of housing development in the Borough through it.
	Request from Bracknell Forest Borough Council to meet unmet Gypsy and Travellers need. Surrey Heath Borough Council set out it has no capacity to meet Bracknell's unmet needs.	1/2/21	Comments provided by email.

Organisation	Nature of Co-operation in yr to 31st March 2021	Date	Outcome
Planning Working Group	Planning Working Group (PWG) - Regular meetings through-out year of senior Surrey Planning Policy officers.	On-going	Information sharing - recommendations on joint working made to SPOA.
Surrey Planning Officers Association	Surrey Planning Officers Association (SPOA) - Regular meetings through-out year of senior Surrey Planning officers.	On-going	Information sharing - decision-making on joint working projects at officer level.
Joint Strategic Partnership Board	Joint Strategic Partnership Board (JSPB) and Thames Basin Heaths Joint Officers Group. Regular meetings of political and officer representatives of 11 constituent Local Authorities of TBH SPA plus Natural England.	On-going	Information sharing, decision taking and management of approaches to TBH SPA and JSPB.
Enterprise M3 Local Economic Partnership	Surrey Heath is part of the Enterprise M3 LEP which looks at the strategic management of resources to achieve economic growth.	On-going	Information sharing. Have received funding for highway improvements, SANG and purchase of a building for housing.
Environment Agency	Consulted on draft Strategic Flood Risk Assessment	2nd December 2020	EA input into final SFRA.
Hampshire County Council	Joint working on SANG – Hawley Meadows	On-going	Management of SANG and delivery of housing development in the Borough through it.
Historic England	Engagement on drafting Local Plan heritage policies.	February 2021	Historic England input incorporated into draft policies.
Mole Valley District Council	Letter received from Mole Valley indicating they are unlikely to be able to meet their housing need and asking if Surrey Heath would be able to accommodate any of this need.	March 2021	Advised Mole Valley of the constraints in Surrey Heath and that we are likely to also have a shortfall in meeting housing needs.
Natural England	Regular consultation in connection with development proposals, new SANG & SAMM contributions and emerging Local Plan Policies.	On-going	Information sharing and decision taking in relation to nature conservation and SANG.
Surrey County Council	Regular meetings and discussions on a variety of planning policy topics including transport, education, travellers, flood risk, climate change SPA and SANG.	On-going	Information sharing and assistance in creation of evidence base and formulation of policy.

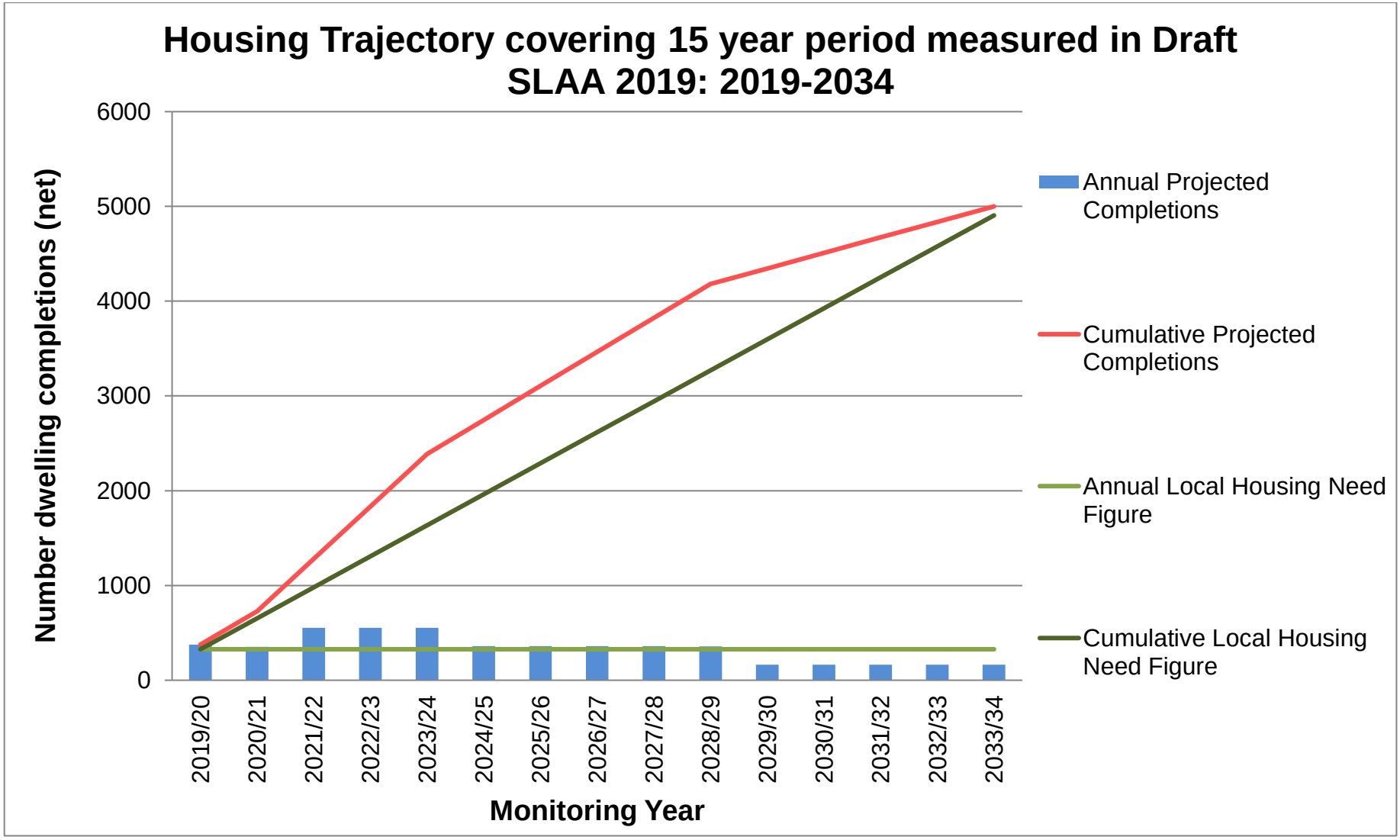
Organisation	Nature of Co-operation in yr to 31st March 2021	Date	Outcome
	Work undertaken with Highways Officers regarding traffic modelling for new Surrey Heath Local Plan	On-going	Will help in the production of Local Plan documents
	Joint working on Surrey Infrastructure Study	On-going	Will help in the production of Local Plan documents
	Involvement in the Surrey 2050 Place Ambition	On-going	Input into the approach to future growth in Surrey particularly on matters affecting Surrey Heath.
Surrey Heath Partnership	Single body that brings together different parts of the public sector as well as the business, community and voluntary sectors to work together for the benefit of the community of Surrey Heath.	On-going	Information sharing and assistance in creation of evidence base and formulation of policy
Spelthorne Borough Council	Spelthorne BC wrote to Surrey Heath BC asking for assistance in meeting shortfall of over 1000 dwellings	8/6/20	Surrey responded to indicate that it was not in a position to assist, owing to own issues in meeting its housing target.
Wokingham Borough Council	Have consulted on both joint SHMA and ELR methodologies and on Draft SHMA.	On-going	Outcomes have informed production of the SHMA.

APPENDIX 3: HOUSING COMPLETIONS 2020-2021

Location	Planning Reference Number	No. Units Permitted		Address	Units Completed in Period 1 April 2020 - 31 March 21	
		Gross	Net		Gross	Net
Bagshot	19/0034	1	1	80 Guildford Road (Land At) Bagshot GU19 5NP	1	1
	17/0475	9	9	34 London Road Bagshot Surrey GU19 5HN	9	9
	17/0889	16	15	Land Adjacent To 1 Whitmoor Road Bagshot Surrey GU19 5QE	16	15
	18/0667	25	23	24 And 26 London Road Bagshot Surrey GU19 5HN	25	23
Camberley	18/0968	78	78	Norwich House, Knoll Road, Camberley, GU15 3SY	78	78
	17/0669	1	1	Ashwood House ,16-22 Pembroke Broadway, Camberley, GU15 3XD	41	41
	18/0961	21	21	Avenue Court, 4A Victoria Avenue, Camberley, GU15 3HX	21	21
	16/0124	5	5	Clockhouse 65 Park Street, Camberley, GU15 3PE	5	5
	19/0068	5	5	232 Frimley Road, Camberley, GU15 2QH	5	4
	16/0874	4	4	37-39 High Street, Camberley, GU15 3RB	3	3
	16/0700	2	2	1A High Street Camberley GU15 3QU	2	2
	18/0404	2	1	12 Calvin Close Camberley GU15 1DN	2	1
	17/0453	1	1	Development Site South East of White Lodge, Maywood Drive, Camberley GU15 1LH	1	1
Chobham	18/0618	1	1	Holly Lodge, Waterperry Lane, Chobham, GU24 8PU	1	1
	17/0693	1	1	Plants To Go Chobham Nurseries, Bagshot Road, Chobham GU24 8SJ	1	1
	14/0216	1	1	71a High Street Chobham, Surrey GU24 8AF	1	1
	15/1047	3	3	Former Castle Grove Inn, Scotts Grove Road, Chobham, GU24 8EE	3	3
	15/1069	5	5	Chobham Nurseries, Bagshot Road, Chobham, GU24 8DE	5	5
	17/0719	5	5	Garage Block South Of 49 Windsor Court Road Chobham, GU24 8LH	5	5
	18/0991	9	9	79-81 Windsor Road, Chobham, Surrey GU24 8LD	9	9
Deepcut	17/0871	1200	1998	Princess Royal Barracks Brunswick Road Deepcut Camberley GU16 6RN	50	50
	20/0744	1	1	51-53 & 57 Deepcut Bridge Road, Deepcut, Surrey GU16 6QT	1	1
	19/0187	4	3	55 Deepcut Bridge Road, Deepcut, GU16 6QT	4	3
	15/0943	2	1	111 Deepcut Bridge Road, Deepcut, GU16 6SD	2	1
Frimley	19/0042	1	1	91 Worsley Road, Frimley, GU16 9BB	1	1

	16/0879	2	2	Garage blocks rear 31-37 Stonehouse Rise, Frimley, GU16 8DP	2	2
	17/0948	6	6	Garage Block North Of 27 To 32 Evergreen Road Frimley Camberley GU16 8PU	6	6
Mytchett	18/0527	1	1	Land Adjacent To 4 Coleford Bridge Road, Mytchett, GU16 6DZ	1	1
	18/0001	8	8	Doone Cottage, Linfield and Little Rosewarne, Potteries Lane Mytchett, Surrey GU16 6EX	8	8
West End	18/0144	1	0	7 Broad Street, West End, GU24 9NH	1	0
	17/0202	85	85	Land North of Beldam Bridge Road West End, GU24 9LP	2	2
	15/0375	3	3	24 & 26 Benner Lane West End, GU24 9JQ	3	3
	17/0821	4	4	Land To Rear of Thurdon Bear Cottage and Homeleigh Beldam Bridge Road West End GU24 9LP	4	4
	17/1046	41	41	24 Benner Lane and Land to Rear Of 24 To 30 Benner Lane West End GU24 9JQ	23	23
	18/0331	9	9	Land To the Rear Of 26-40 And 42 Kings Road West End GU24 9LW	9	9
Windlesham	15/0754	3	3	4 Chertsey Road Windlesham GU20 6ET	2	2
	17/0283	8	7	Former Post Office (No. 13) And Land to Rear and Side of No. 15 Updown Hill Windlesham, GU20 6DL	8	7
					Total (Gross)	Total (Net)
					361	352

APPENDIX 4: HOUSING TRAJECTORY



Housing Trajectory 2019-2034 – net projected completion figures

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
Completions in Monitoring Year	376	352													
Current and Projected Completions*	376	352	554	553	553	359	359	359	359	357	164	164	164	164	163
Cumulative Projected Completions*	376	728	1282	1835	2388	2747	3106	3465	3824	4181	4345	4509	4673	4837	5000
Annual Local Housing Need Figure	327	327	327	327	327	327	327	327	327	327	327	327	327	327	327
Cumulative Local Housing Need Figure	327	654	981	1308	1635	1962	2289	2616	2943	3270	3597	3924	4251	4578	4905
Annual Core Strategy 2011-2028 Requirement	191	191	191	191	191	191	191	191	191						
Cumulative Projected no. dwellings above or below standard method	49	74	301	527	753	785	817	849	881	911	748	585	422	259	95

*Figures are inclusive of windfall allowance as set out in the Draft 2019 SLAA. This has not been applied for the monitoring year completions figure.

APPENDIX 5: COMPLETED PROJECTS FROM THE 2013 INFRASTRUCTURE DELIVERY PLAN

Scheme/Status	Need for Scheme	Requirements of Scheme	Cost	Lead Delivery Agency	Indicative Phasing	Funding Arrangements	Funding Gap	Contingency
Health								
Frimley Park Hospital	Modernisation and expansion of site.	Modernise A & E department, redevelop front of site and redevelop radiology and 2nd Catheterisation Lab	£18.3m	Frimley Park Hospital Trust	-Planning application 10/0476 granted -Application 10/0574 under consideration	Frimley Park Hospital Trust	None identified	Project Complete
Social & Community Infrastructure - Education								
Replacement of Portesbury Road Primary School	Additional education infrastructure	Replace Portesbury Road school with new build facility at a new site	£10m	SCC	2013/2014	Funding secured	None	Project complete
Green Infrastructure								
Notcutts SANGS	TBH SPA mitigation for Notcutts development	Creation of new SANGS to serve Notcutts development	Provided on-site by developer	Developer & SHBC	2010-2012	S106	None	Project Implemented
Clewborough House/Burrow Hill SANGS	TBHSPA mitigation for 60 dwellings at Burrow Hill	Creation of SANGS and adoption by SHBC	Provided on-site by developer	Developer & SHBC	2010-2012	S106	None	Project Complete
Hawley Meadows & Blackwater Valley SANG shared between Surrey Heath, Hart & Rushmoor (31ha)	TBH SPA mitigation	Access improvements to car park and paths, improvements to signage, upgraded woodland management, part funding for new assistant ranger post		Hants CC, SHBC, RBC, HDC	2010-2011	S106	None if tariff set at right level	Project Implemented
Open Space & Recreation								

Scheme/Status	Need for Scheme	Requirements of Scheme	Cost	Lead Delivery Agency	Indicative Phasing	Funding Arrangements	Funding Gap	Contingency
Children's play facilities at Windlesham playing fields, School Lane	Off-site facilities for Notcutts development	Provision and maintenance of equipped children's play equipment and facilities	£95,000	SHBC & Windlesham PC	2010-2012	S106	None	Project Complete
Heatherside Recreation Ground	Increase provision of informal youth recreation facilities in Heatherside, Camberley	Create village green with skate park, upgrade and relocate children's play area	£150,000	Safer Surrey Heath Partnership	2010-2011	Surrey Heath Crime & Disorder Reduction Partnership	None. Funding secured	Project Complete
Transport								
Traffic Management scheme at Notcutts Development, Bagshot	Highway Improvements	Provision of traffic signal controlled junction from new Nottcutts Development and London Road (A30) with provision of pedestrian and cycling facilities	Provided on-site by developer	Developer and SCC	2010-2012	S106	None	Project Complete
Replacement Bus Stops for Notcutts Development	Public Transport	Provision of two replacement bus stops with shelters on London Road	Provided on-site by developer	Developer and SCC	2010-2012	S106	None	Project Complete
Footway/cycleway scheme at Notcutts Development	Highway Improvements	Provision of shared footway/cycleway between Notcutts site and Lambourne Drive, Bagshot	Provided on-site by developer	Developer & SCC	2010-2012	S106	None	Project Complete
Off-site drainage works for Nottcutts development	Environmental improvements	Off-site drainage requirements	£10,000	SCC & SHBC?	2010-2012	S106	None	Project Complete

Scheme/Status	Need for Scheme	Requirements of Scheme	Cost	Lead Delivery Agency	Indicative Phasing	Funding Arrangements	Funding Gap	Contingency
Shared cycleway/footway, Old Bisley Road	Improve pedestrian and cycle links to Pine Ridge Golf Centre	Install shared pedestrian/cycle route along north side of Old Bisley Road between The Maultway and Edgemoor Road	£20,000	SCC	Dependent upon implementation of planning application 08/0550, but considered to be 2010-2015	S106	None identified	Project Complete
Upgrade of footpath, provision of Real Time bus display including provision of radio control station for Real Time information Design to be scoped	Highway improvements and public transport for Notcutts development	Upgrade footpath between Guildford Road and Bagshot Rail Station. Provision of Real Time bus display information and radio control station for Real Time	£40,000	SCC	2010-2012	S106	None	Upgrade complete. Real Time Display secured
Improved street lighting Design to be scoped	Highway improvements	Provision of improved street lighting on Chapel Lane for Notcutts development	£12,700	SCC	2010-2012	S106	None	Project Complete
Community Infrastructure								
Children's centre, Old Dean, Camberley (identified in draft action plan for SCS)	Improve existing children's centre	Extend existing children's centre		SCC	2010-2011			Project Complete

APPENDIX 6: Number and details of archaeological finds within areas of high archaeological potential and within development sites of 0.4ha or above

App no.	Site	Policy	Work completed	Results/ Summary of Archaeology found
20/1213	Cedars Garden Nursery, Church Road, Windlesham	AHAP		In AHAP in relation to historic core of Windlesham. Watching Brief recommended.
20/1070	St Margaret's Cottage and The Ferns, Woodland Lane, Windlesham	0.4ha	Desk Based Assessment submitted with application.	Site assessed as having low archaeological potential, but exploratory evaluation recommended due to large undeveloped areas of the site.
20/0218	Windlesham Garden Centre, London Road, Windlesham	0.4ha	Desk Based Assessment submitted with application.	Site assessed as having low potential with areas previously disturbed. No further archaeological investigation was recommended.
20/0408	Pinewood, College Ride, Bagshot	0.4ha	Evaluation	Exploratory evaluation undertaken to establish archaeological potential of site and to meet a condition of permission. Although the site was shown to have been undisturbed, no archaeology deposits or finds were recorded. No further archaeological investigation.
20/0935	Former Chesywks School, Guildford Road, Frimley		Evaluation	Exploratory evaluation undertaken to establish archaeological potential of site and to meet a condition of permission. One ditch was recorded that corresponded to a field boundary shown on
21/0475	5 Greyfriars Drive, Bisley	AHAP		Householder extension. Too small scale to justify a response.
20/0712	104 High Street, Chobham		Desk Based Assessment	Desk Based Assessment submitted to HEP prior to submission of application. Desk Based Assessment identified the archaeological

				potential of the site and recommended exploratory evaluation. Agreed and evaluation awaited.
21/0275	Bridge House, 106 High Street, Chobham	AHAP		Minimal below ground impacts. No response justified.
20/0974	Land adjoining Heathcote, Bisley Green, Bisley	0.4ha		Superficial development with no meaningful below ground impacts
19/2051	Westley Green Farm, Valley End Road, Chobham	0.4ha	Desk Based Assessment	Desk Based Assessment submitted in support of application and field evaluation recommended post-consent.
	Southampton to Heathrow Pipeline	AHAP and 0.4ha	Desk Base Assessment and Evaluation.	As part of archaeological assessment in advance of approval of the DCO for this pipeline, a modest number of exploratory trial trenches were excavated in seven locations along the route of the pipeline between Lightwater and Chobham. Most of the trial trenches did not reveal any buried remains but a number of ditches, a pit with burnt material and two post holes were identified but remain undated. A peat deposit containing waterlogged wood was also recorded. An outline archaeological mitigation strategy for the pipeline has since been agreed that will provide for excavation and WB along parts of the route, followed by analysis and publication.

APPENDIX 7: UNITS IN USE - DISTRICT, LOCAL & NEIGHBOURHOOD CENTRES

Centre	Designation	A1 Units in use	A2 units	A3 units	A4 units	A5 units	Sui Generis	Vacant units	Total
Bagshot	Primary Shopping Area	10 (45%)	3	2	0	1	2	4	22
Bagshot	Secondary Shopping Area	7 (39%)	1	2	2	3	1	2	18
Frimley	Primary Shopping Area	23 (72%)	3	4	0	0	0	2	32
Frimley	Secondary Shopping Parade	13 (43%)	8	0	1	4	2	2	30
Bisley	Local Shopping Centre/Parade	3 (100%)	0	0	0	0	0	0	3
Camberley - Beaumaris Parade	Local Shopping Centre/Parade	2 (67%)	0	0	0	1	0	0	3
Camberley -Old Dean Parade	Local Shopping Centre/Parade	6 (42%)	0	1	0	2	0	5	14
Camberley - London Road/Frimley Road Parade	Local Shopping Centre/Parade	3 (33%)	0	3	0	1	1	4	12
Camberley - Watchetts Parade	Local Shopping Centre/Parade	8 (44%)	1	4	0	4	1	0	18
Chobham	Local Shopping Centre/Parade	17 (61%)	2	3	2	0	1	3	28
Chobham – Chertsey Road	Local Shopping Centre/Parade	3 (60%)	0	1	0	1	0	0	5
Deepcut	Local Shopping Centre/Parade	3 (42%)	0	3	0	1	0	0	7
Frimley - Farm Road Parade	Local Shopping Centre/Parade	3 (50%)	0	0	0	2	0	1	6
Frimley – Heatherside	Local Shopping Centre/Parade	5 (55%)	1	1	0	1	1	0	9
Frimley Green	Local Shopping Centre/Parade	9 (45%)	5	1	0	4	1	0	20
Lightwater	Local Shopping Centre/Parade	14 (64%)	3	1	0	4	0	0	22
Mytchett	Local Shopping Centre/Parade	9 (60%)	0	2	0	2	1	1	15
Windlesham	Local Shopping Centre/Parade	10 (71%)	1	1	0	0	0	2	14
West End	Local Shopping Centre/Parade	5 (83%)	1	0	0	0	0	0	6

Surrey Heath Borough Council
Performance & Finance Scrutiny Committee
19 January 2022

Draft Annual Plan 2022/23

Head of Service: Louise Livingston, Head of HR, Performance & Communications
Report Author: Sarah Bainbridge, Organisational Development Manager
Key Decision: Not Applicable
Wards Affected: All

Summary and purpose

This report contains the draft Annual Plan 2022/23, which sets out the key projects and performance indicator targets for the next financial year. The final plan will be considered by the Executive for approval in March. This purpose of this report is to seek comments from the Performance and Finance Scrutiny Committee on the draft before a final version is approved.

Recommendation

The Committee is advised to CONSIDER the draft Annual Plan 2022/23 and submit comments to the Executive before a final version is agreed.

1. Background and Supporting Information

1.1 The Council agreed a new Five Year Strategy 2022 – 2027 in October 2021. This followed one of its largest ever public engagement exercises to agree the priorities going forward for the Council and the Borough. The Strategy sets out ambitious goals and targets under the headings of *Environment*, *Health & Quality of Life*, Economy and *Effective & Responsive Council*.

1.2 The Council agrees an Annual Plan each year which sets out the main goals, projects and targets for the coming financial year. The Annual Plan is the main delivery vehicle for ensuring that the ambitions in the Five Year Strategy are delivered for residents.

1.3 Progress against these plans are reported to the Executive and Performance & Finance Scrutiny Committee at mid-year and year-end.

1.4 The draft Annual Plan 2022/23 is attached at Annexe 1, and the Committee are asked to submit comments on the plan to the Executive before a final version is considered at the March Executive meeting.

1.5 The plan includes key projects and milestones for 2022/23. This will not generally include 'business as usual' activities. Details of key performance indicators for

services are also included and proposed targets for 2022/23. These measure many of the Council's key 'business as usual' functions.

2. Reasons for Recommendation

2.1 The Council's Five Year Strategy 2022-2027 was developed with significant input from all Councillors, including the Performance & Finance Scrutiny Committee. A cross-party Task and Finish Group steered the creation of the draft Strategy and the public engagement exercise. This report ensures that cross-party Member input and comment are also part of the formulation of the Annual Plan projects and targets for the coming year which the Executive will consider when the final version is produced and agreed in March.

3. Contribution to the Council's Five Year Strategy

3.1 The Annual Plan is the main delivery vehicle for ensuring that the ambitions in the Five Year Strategy 2022 – 27 are delivered for residents and the Borough.

4. Resource Implications

4.1 All projects and targets within the Annual Plan need to have the necessary resources (revenue funding, capital funding, staffing, external/grant funding) in place to deliver them. The draft Annual Plan is being prepared alongside the draft budget for 2022/23. Where particular projects and targets are contingent on securing external funding, this is set out in the attached plan.

5. Legal and Governance Issues

5.1 There are no specific legal or governance issues.

6. Other Considerations and Impacts

Environment and Climate Change

6.1 The Five Year Strategy very clearly sets outs the Council's ambition with regards to the Environment, climate change and associated work of the Climate Change Action Plan. The draft Annual Plan contains a number of actions to deliver these ambitions.

Equalities and Human Rights

6.2 An equalities impact assessment was undertaken of the Five Year Strategy and identified a number of ways the Five Year Strategy ambitions can deliver positive impacts for different equality groups.

Risk Management

6.3 The draft Annual Plan itself has no risk attached to it but individual projects will be appropriately risk assessed and will be managed and reported through the Council's performance monitoring process at Performance & Finance Scrutiny Committee and the Executive.

Community Engagement

6.4 The Council agreed a new Five Year Strategy 2022 – 2027 in October 2021, following one of its largest ever public engagement exercises to agree the priorities going forward for the Council and the Borough.

6.5 In addition, several of the individual projects listed in the draft Annual Plan involve or are based on significant public consultation and input, such as The Local Plan, the Physical Activity Strategy, the Town Centre Strategy and the design and delivery of new playgrounds.

Annexes
Draft Annual Plan 2022 - 2023

Background Papers
Surrey Heath Borough Council Five Year Strategy 2022 - 2027

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DRAFT ANNUAL PLAN 2022/2023

Environment

REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/ TARGET	RESPONSIBLE OFFICER	PORTFOLIO
ENV01	Enhance and improve access to green spaces – playground improvements (at least one a year)	Deliver: 1. A skate park replacement at Mychett Recreation Ground 2. A fitness trail at Frimley Lodge 3. A fitness trail at Lightwater Country Park (subject to funding being secured) 4. A playground replacement at Whitmoor Road 5. Playground improvement at Bentley Copse 6. Playground safety surfacing at Southcote Introduce a way of measuring satisfaction and feedback with new facilities (as well as designing new playgrounds through consultation with local communities)	1. By July 2022 2. Summer 2022 3. Summer 2022 4. Autumn 2022 5. Spring 2022 6. Spring 2022	Recreation and Leisure Services Manager	Places & Strategy
ENV02	Enhance and improve access to green spaces – biodiversity scheme (at least one a year)	1. Re-wilding project at Heatherside Estate. 2. Wildlife hedge planting at Frimley Recreation Ground and Mytchett Recreation Ground. 3. Wildlife habitat creation at various locations post tree survey works. 4. Woodland improvement works at Diamond Ridge 5. Woodland improvement works at Frimley Green Recreation ground. 6. Tree recycling scheme (Christmas and tree survey work) at various locations post tree survey works.	1. Start Spring 2022 2. Spring 2022 (Frimley) & Autumn 2022 (Mychett) 3. Throughout year 4. Spring 2022 5. Spring & Autumn 2022 6. January 2023	Recreation and Leisure Services Manager	Places & Strategy

REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/ TARGET	RESPONSIBLE OFFICER	PORTFOLIO
ENV03	Enhance and improve access to green space	1. Car park and improvement works at Turf Hill. 2. Site protection works – complete consultation/works for all RED category sites. 3. Byelaws review - all sites.	1. Spring 2023 2. Complete by Summer 2022 3. March 2023	Recreation and Leisure Services Manager	Places & Strategy
ENV04	Enhance and improve access to green space	Review and implement a Borough-wide Tree Strategy (following notice of motion at Council December 2021)	March 2023	Recreation and Leisure Services Manager	Places & Strategy
ENV05	Strategic Planning	Public consultation on the draft Surrey Heath Local Plan policies in order to adopt in 2023 an ambitious new Local Plan for the whole borough.	Publish draft Local Plan first quarter 2022/23 (April – June 2022)	Planning Policy and Conservation Manager	Places & Strategy
ENV06	Net Zero Carbon Emissions & resilient to the impacts of Climate Change	1. Report full organisational emission baseline for 2019/20. 2. Report annual organisational emissions since baseline and track emissions reduction from 2019/20 baseline year. 3. Action will link to wider delivery of Surrey Heath Climate Change Action Plan throughout 2022/23 https://www.surreyheath.gov.uk/residents/climate-change/climate-change-action-plan	1) By January 2023 2) Annually from January 2023	Strategic Director – Environment & Community	Environment and Health
ENV07	Improve the air quality of the borough	Develop Energy Strategy to include pathways/options for emissions reduction (Delivery of future projects will require additional grant funding/capital).	Progress through Climate Change Working Group and publish copy on website by March 2023	Strategic Director – Environment & Community	Environment and Health
ENV08		Promote access to national grant funding in the borough to support energy efficiency improvements in households and businesses; including LAD (Green homes grant – 'Local Authority Delivery'), HUG	Throughout 2022/3, relating to partnership work with Surrey County Council.	Strategic Director – Environment & Community	Environment and Health

REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/ TARGET	RESPONSIBLE OFFICER	PORTFOLIO
		('Home Upgrade Grant') and LoCASE ('Low Carbon Across the South and East').			
ENV09	Net Zero Carbon Emissions & resilient to the impacts of Climate Change	Work in partnership with Surrey County Council to develop Local Cycling and Walking Infrastructure Investment Plans to identify priority routes for investment and improvement within the borough. Provide support to facilitate specific route proposals by Surrey County Council through to delivery where appropriate.	March 2023 dependent on Surrey County Council timeframe	Strategic Director – Environment & Community	Environment and Health
ENV10	Enhance and improve access to green spaces across the whole borough.	1. Public consultation on a green infrastructure policy, as part of consultation on the Draft Surrey Heath Local Plan, in first quarter of 2022/23 2. Implementation of the Queen's Queen Canopy project, including a tree/hedge planting initiative in celebration of the Queen's Platinum Jubilee in 2022. 3. Develop a biodiversity net gain strategy in response to the Environment Bill by December 2022	1. Publish Draft Local Plan first quarter 2022/23 2. Planting by June 2022 3. Produce strategy by December 2022	Strategic Director – Environment & Community / Planning & Conservation Manager	Planning and People
ENV11	Net Zero Carbon Emissions & resilient to the impacts of Climate Change	1. Monitor and promote grant funding streams on Sustainable Surrey Heath webpages and social media. 2. Plan and deliver a sustainable event in Summer 2022 (pending Covid precautions).	1. Update through 2022/23 2. Summer 2022	Strategic Director – Environment & Community	Environment and Health
ENV12	Net Zero Carbon Emissions & resilient to the impacts of Climate Change	1. Continue to install LED lighting in Council assets. 2. Prioritise delivery of carbon literacy training for Surrey Heath Staff.	1. Delivery to continue in 2022/23 2. Draft training delivery plan with	Strategic Director – Environment & Community	Planning and People

REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/ TARGET	RESPONSIBLE OFFICER	PORTFOLIO
			rollout thereafter through 2022/23		
ENV13	Net Zero Carbon Emissions & resilient to the impacts of Climate Change	1. Partner with Surrey County Council (SCC) to share and support future development of a Surrey wide coordinated scheme for group buying household Solar. 2. Public consultation on the Draft Surrey Heath Local Plan policies to support climate change mitigation and adaptation in the first quarter of 2022/23 3. Undertake feasibility work to investigate options to identify and allocate more sites for Gypsy and Travellers in the Draft Surrey Heath Local Plan by December 2022	1. New scheme expected by March 2023 depending on SCC timescale. 2. Publish Draft Local Plan first quarter 2022/23 3. Identify further site allocation options by December 2022	Strategic Director – Environment & Community / Planning Policy and Conservation Manager	Planning and People
ENV14	Respond promptly to Environmental and planning enforcement matters	Deliver three joint days with Surrey Police of planned activities to include scrap metal, anti-social behaviour and fly tipping. Work with police to check waste carrier licenses.	March 2023	Corporate Enforcement Manager	Planning and People
ENV15	Increase recycling rates	Joint Waste Solutions – work programme for 2022/23*:* Initiatives will focus on the priority areas of food waste prevention, food waste recycling and dry mixed recycling contamination (further details will be developed in January 2022)	*Target dates to follow*	Joint Waste Solutions Partnership Director	Environment and Health
ENV16	Improve air quality / Air 'inequality'	Profile options for Electric Vehicles / alternate fuels for each vehicle under Council ownership and business	By December 2022 and reported to	Strategic Director – Environment & Community	Environment and Health

REF	FIVE YEAR STRATEGY AIM	2022/23 TARGET/PROJECT	MILESTONES/ TARGET	RESPONSIBLE OFFICER	PORTFOLIO
		case developed for transitioning vehicles (subject to budget/funding).	Climate Change Working Group		
ENV17	Improve air quality / Air 'inequality'	Appoint provider for installation and maintenance of electric vehicle charging points in Council owned car parks (Installation dependent on On-Street Residential Chargepoint Scheme - ORCS funding).	By March 2023	Strategic Director – Environment & Community	Environment and Health

INDICATOR	DESCRIPTION	PROPOSED TARGET 2022/23	RESPONSIBLE OFFICER
Household waste recycled and composted	Cumulative year-to-date figure, calculated by comparing the amount of waste sent for recycling, reuse and composting against the total waste collected. This figure includes street sweepings.	61%	Joint Waste Solutions Partnership Director
Residual Waste Per Household (kg)	Rolling 12-month total of the number of kilograms of residual household waste collected per household, using the Defra definition of residual household waste (incl. street cleaning etc.).	360kg	Joint Waste Solutions Partnership Director
Percentage of streets falling below a grade B cleaning standard	The percentage of streets reviewed as part of the regular survey falling below a 'Grade B' standard of litter (Predominately free of litter and refuse apart from some small items)	4%	Joint Waste Solutions Partnership Director
Number of 'missed' bins.	Number of 'missed' residential kerbside collections per 100,000 collections.	80 (per 100,000 collections)	Joint Waste Solutions Partnership Director
Dry Mixed Recycling (DMR) Contamination	Measuring the quality of recycling - average percentage of recycling contaminated	8% (lower is better)	Joint Waste Solutions Partnership Director
Processing of 'Major' Applications	Percentage calculated as the number of major applications processed within timescales (13 weeks) against total received. As per national guidelines, this includes applications where there is an agreement for an extension. Government target is 60%	80%	Development Manager

INDICATOR	DESCRIPTION	PROPOSED TARGET 2022/23	RESPONSIBLE OFFICER
Processing of 'Non-Major' Applications	Percentage calculated the number of minor and 'other' applications processed within timescales (8 weeks) against total received. As per national guidelines, this includes applications where there is an agreement for an extension. Government target is 70%	84%	Development Manager
Appeals dismissed against the Council's refusal of planning permission	Percentage of appeals dismissed against the Council's refusal of planning permission.	65% (Higher is better)	Development Manager
Planning Enforcement Breaches - Referrals	Percentage of planning enforcement referrals where the initial action (e.g. a site visit) takes place within the target timescales set out in the Local Enforcement Plan.	80%	Corporate Enforcement Manager

Health & Quality of Life

REF	Five Year Strategy Aim	TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	PORTFOLIO
HQL01	Strong Community Identity	Support and deliver a programme of events for all ages across the Borough reflecting the priorities of the 5 year strategy and to strengthen community relationships. An example of events for 2022/23 include the Queen's Jubilee event in June 2022.	March 2023	Communications & Engagement Manager	Business and Transformation
HQL02	Strong Community Identity	Define what a Council event is and review the 2020 and pre-Covid programmes with recommendations to repeat or change activities. Increase the number of events delivered by 20% with clear objectives for each event.	March 2023	Communications & Engagement Manager/ Recreation & Leisure Services Manager	Business and Transformation
HQL03	Strong Community Identity	Hold Community Support seminar with partners in October 2022 with a focus on housing and homelessness The Community Support Working Group will work to address poverty in the participating wards of Old Dean, St Michaels, Watchetts, Frimley, Frimley Green, Deepcut & Mytchett and any additional wards that come forward.	October 2022	Community Development Officer	Support and Safeguarding

REF	Five Year Strategy Aim	TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	PORTFOLIO
HQL04	Strong Community Identity	Respond and start to assess 'community trigger' (need definition) anti-social behaviour complaints with 5 working days. Send updated information about responding to anti-social behaviour to Councillors annually	From April 2022	Community Development Officer	Support and Safeguarding
HQL05	Improving Health & Well Being	To deliver our Physical Activity Strategy Action Plan: 1. To support clubs and communities to 'Recover and Reinvent' from the pandemic through funding applications, guidance and support, and deliver a rebranded physical activity awards as outlined in the Physical Activity Strategy. 2. To 'Connect Communities' by delivering a detailed engagement programme with at least 5 community groups, identifying at least 2 new champions from underrepresented communities who can promote physical activity and engaging at least 2 refugee families in local activity programmes, as outlined in the Physical Activity Strategy. 3. To 'Make Activity Accessible' by supporting at least one new modified sport/activity that better suits people with reduced levels of mobility e.g. Walking Netball, working with partners to audit local walk routes and creating an accessible walks webpage, and promote new “Low-cost ways to be active”, as outlined in the Physical Activity Strategy. 4. To 'strengthen connections with health and wellbeing' partners, using their knowledge to identify gaps in local provision and delivering	Outlined in Physical Activity Strategy Action Plan	Engagement, Wellbeing & Events Manager	Places and Strategy

REF	Five Year Strategy Aim	TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	PORTFOLIO
		at least one new initiative to address that gap, by increasing the number of referral partners by 60% and by working closer with social prescribers to easily track referrals to physical activity projects, as outlined in the Physical Activity Strategy. 5. To create 'Active Environments' for local residents by supporting at least 2 Surrey Heath Schools to sign up to School Travel Plans, delivering Phase 2 of the Watchetts & St Michaels bike recycling project and hosting a recreational bike event that encourages people to use their bikes for short journeys, as outlined in the Physical Activity Strategy. 6. Support positive early experiences of physical activity for 'Children and Young People' by entering a team into every activity as part of the revamped Surrey Youth Games programme, relaunching the 'Friday Night Project' (or similar) giving young people a safe place to be active in the evenings, and supporting special schools to implement at least 2 new opportunities for students, as outlined in the Physical Activity Strategy.			
HQL06	Improving Health & Well Being	To work with partners to implement year 1 objectives from Surrey Heath Healthy Weight Action Plan	*To be agreed following a second partnership obesity workshop in February 2022*	Engagement, Wellbeing & Events Manager	Environment and Health

REF	Five Year Strategy Aim	TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	PORTFOLIO
HQL07	Improving Health & Well Being	We will promote a rich programme of cultural and community events across the Borough. Focus on delivering activities at not just Council-owned parks but also cricket grounds, sports areas, etc. Discuss with the Villages Working Group how to work with partners to deliver shows in villages.	August 2022	Venue and Operations Manager	Business and Transformation
HQL08	A safe place to live and work	1. Deliver four Serious Organised Crime Joint Action Groups (SOCJAGs) with the Police and Partner groups each year (to meet Five Year Strategy target of 20) 2. Continue to hold Community Harm And Risk Management meetings (CHARM) and Surrey Heath Partnership meetings to work effectively with public and voluntary partners to keep the borough a safe place to live and support vulnerable residents. 3. Explore opportunities for collaboration with other Local Authorities on CCTV	March 2023	Community Development Officer	Support and Safeguarding
HQL09	A safe place to live and work	Review safeguarding training across the organisation to maintain the target of all staff having completed safeguarding awareness training within the last three years. Roll out domestic abuse training to all front-line staff and agree an appropriate refresher period.	December 2022	Organisational Development Manager	Support and Safeguarding
HQL10	Housing & Homelessness	Delivering partnerships that aims to eradicate homelessness across the whole Borough. (Reliant on external funding) Homelessness forum/summit by October 2022 - Joint with community support working group	April 2022: following successful bid for Rough Sleeper Initiative Funding set up three year programmes for Housing First and Floating Housing Support, and recruit to	Housing Services & Family Support Manager	Support and Safeguarding

REF	Five Year Strategy Aim	TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	PORTFOLIO
			Rough Sleeper Co-Ordinator role By October 2022 hold a local homelessness forum/summit jointly with the Community Support Working Group		
HQL11	Housing & Homelessness	(With the overall Five Year Strategy aim to build at least 49 homes through a joint venture to support people receiving housing benefit or being paid minimum wages): Identify sites with potential and progress discussions with appropriate Joint Venture partners, with a focus on commencing the build.	March 23	Head of Investment & Development	Planning and People
HQL12	Housing & Homelessness	Undertake feasibility work to investigate options to identify and allocate more sites for Gypsy and Travellers in the Draft Surrey Heath Local Plan by December 2022	December 2022	Planning Policy and Conservation Manager	Planning and People
HQL13	Safeguard and Support	To work in partnership with the Surrey Heath Alliance to identify opportunities for the Council to support prevention of hospital admissions and to assist in the facilitation of hospital discharge – subject to securing partnership funding	July 2022	Head of Community Services (Runnymede Borough Council)	Environment and Health
HQL14	Safeguard and Support	Undertake an independent review of our aids and adaptation service, funded with Better Care Fund grant and authorised by the Local Joint Commissioning Group (jointly chaired by SHCCG and SCC ASC).	Review to be completed by March 2023	Housing Services & Family Support Manager	Environment and Health

REF	Five Year Strategy Aim	TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	PORTFOLIO
		The review is to look at improving joint working with health, social care, and housing to ensure effective delivery of services that keep residents independent in the community, reduce hospital admissions and, where they do occur, support timely discharge and reablement.			
HQL15	Safeguard and support	Through the Council's Family Support programme work together with families and children with complex needs or in crisis to help them get back on their feet, offering the right help at the right time to prevent things escalating. Over 5 years will support a minimum of 100 families in crisis.	70 families supported by March 2023	Family Support Team Manager	Support and Safeguarding
HQL16		Schedule regular meetings with the Business Improvement District to maintain good relationships and deliver best outcomes for local businesses.	Quarterly meetings April 2022, July 2022, September 2022 and January 2023	Revenues and Benefits Manager	Finance
HQL17		Review the impact of the first 6 months of the Local Council Tax Support Scheme on residents, and capacity within the team and report to the Community Support Working Group.	Report to Community Support Working Group in October 2022	Revenues and Benefits Manager	Finance
HQL18	Safeguard and Support	Continue to support families resettled in Surrey Heath to have the resources to thrive in the community, and respond to any further requests from the Government to assist in humanitarian programmes appropriately when considering local resources.	May 2022 – all Afghani families moved on from temporary accommodation and being supported in the community	Family Support Team Manager	Support and safeguarding

INDICATOR	DESCRIPTION	PROPOSED TARGET 2022/23	RESPONSIBLE OFFICER
People Reached by the Heritage Service	Includes visitors to the Surrey Heath Museum, pupils taking part in sessions delivered in schools, elderly people taking part in reminiscence sessions and other enquires including historical research.	6,500 (Annual target)	Recreation and Leisure Services Manager
Reduction in the Percentage of Surrey Heath Residents who say they do less than 30 minutes physical activity a week	A reduction in the % of 'inactive' (taking part in less than 30 minutes physical activity a week) Surrey Heath residents according to Sport England's Active Lives survey. Sports England's Active Lives Survey is sent to randomly selected households with the results published twice a year in April and October for the covering a rolling years' worth of data.	23% (Lower is better)	Engagement, Wellbeing & Events Manager
Participation at the Leisure centre - usage	NEW PROPOSED INDICATOR % increase in usage compared to previous quarter	*To follow*	Recreation and Leisure Services Manager
Participation at the Leisure centre - memberships	NEW PROPOSED INDICATOR Number of current memberships (split by type)	*To follow*	Recreation and Leisure Services Manager
People Attending Events at Camberley Theatre	The number of people attending theatre and community events at Camberley Theatre.	55,000 (Annual target)	Venue and Operations Manager
Food Businesses with a 'Food Hygiene Rating' of 3 or Over	Percentage of establishments with a rating of 3 (generally satisfactory) or better under the Food Hygiene Rating Scheme.	95%	Environmental Health and Licensing Manager
Food Premises that are Inspected Within 28 Days of Being Due	Percentage of inspections due each quarter that were carried out within 28 days of the due date	100%	Environmental Health and Licensing Manager
Environmental Health Nuisance Complaints	The number of noise, bonfire (domestic & commercial), and light complaints received during each quarter and the number closed each quarter expressed as a percentage	80%	Environmental Health and Licensing Manager

INDICATOR	DESCRIPTION	PROPOSED TARGET 2022/23	RESPONSIBLE OFFICER
Number of Meals at Home products served in the Year	Number of “meals at home” products served in the year including both lunch and tea.	37,000 (Annual target)	Head of Community Services (Runnymede Borough Council)
Number of residents supported by Community Alarms	Number of residents supported by the community alarm service (could include two service users at the same address)	1,100 (Target based on a ‘snapshot’ at the end of each quarter)	Head of Community Services (Runnymede Borough Council)
Number of referrals to social prescribing service	Number of referrals to Social Prescribing service across whole of Surrey Heath partnership project.	900 (Annual target)	Head of Community Services (Runnymede Borough Council)
Handyperson service referrals	Number of referrals to the Handyperson service.	235 (Annual target)	Head of Community Services (Runnymede Borough Council)
Benefits Processing – New	a) Number of days taken to process new housing benefits claims	20 days	Revenues and Benefits Manager
Benefits processing - Changes	b) Number of days taken to process changes to benefits	10 days	Revenues and Benefits Manager
Number of households living in temporary accommodation	Number of all households in temporary accommodation at the end of the quarter. These are only the households who are accommodated following an acceptance of a homelessness duty. Other households may be placed in temporary accommodation without us accepting a duty but by using our prevention powers.	30 (Target based on a ‘snapshot’ at the end of each quarter)	Housing Services and Family Support Manager

INDICATOR	DESCRIPTION	PROPOSED TARGET 2022/23	RESPONSIBLE OFFICER
Housing advice – homelessness prevented	A count of the number of households who approached the Council as homeless or threatened with homelessness within 56 days who had their homelessness prevented (i.e. were able to remain in their current home) or relived (i.e. were found a move to an alternative home) by the work of the Council's Housing Solutions Team	120 (Annual target)	Housing Services and Family Support Manager
Home Improvement Agency Activity	The number of homes adapted or improved for older and vulnerable residents to promote their independence, and keep them safe and well in the community.	80 (Annual target)	Housing Services and Family Support Manager
Family Support Feedback	Proportion of children and young people (and/or parent carers) who feedback that they have made positive progress in relation to identified outcomes.	70%	Family Support Manager

Economy

REF		TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	PORTFOLIO
ECON01	Invest in our urban and rural areas	1. Undertake consultation with borough parishes to identify and establish five sites and development needs across the borough. 2. Establish and progress the Council's long term strategy for the House of Fraser building 3. Establish and progress the Council's long term strategy for the former Alders site 4. Secure planning consent for housing development at 63a High St, Bagshot	March 23	Head of Investment and Development	Leader
ECON02	Invest in our urban and rural areas.	Update the London Road Block feasibility and options as Covid recovery progresses.	October 2022	Head of Investment and Development	Leader
ECON03	Invest in our urban and rural areas / Deliver a new Local Plan for Surrey Heath	1. Publish a Draft Infrastructure Delivery Plan in the first quarter of 2022/23. 2. Undertake a whole plan viability assessment by December 2022 3. Public consultation on Draft Surrey Heath Local Plan policies, including site allocations, to support the delivery of new homes to address local housing needs	1. Publish first quarter 2022/23 2. Publish assessment by December 2022 *3.* Publish Draft Local Plan first quarter 2022/23	Planning Policy and Conservation Manager	Leader / Planning and People
ECON04	Deliver a new Local Plan for Surrey Heath	Publish a SANG (Suitable Alternative Natural Green Space) topic paper to set out options for SANG provision to enable development for new homes.	Publish topic paper in first quarter of 2022/23	Planning Policy and Conservation Manager	Planning and People

REF		TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	PORTFOLIO
ECON05	Pro-business approach / Support our businesses / Attract more inward investment into the borough as a whole	1. Complete Town Centre strategy. 2. Undertake borough engagement. 3. Establish phasing plan and approach for early quick wins.	March 23	Head of Investment and Development	Business and Transformation
ECON06	Investment in Infrastructure	Publish a Draft Infrastructure Delivery Plan in the first quarter of 2022/23.	Publish in the first quarter 2022/23	Planning Policy and Conservation Manager	Planning and People
ECON07	Pro-business approach / Support our businesses / Attract more inward investment into the borough as a whole	1. Create and action a 'meanwhile strategy' for town centre units. 2. Promote the opportunity 3. Create a State of the Borough brochure to promote the borough opportunities 4. Establish a Surrey Heath Independent Network	1. May 2022 2. on-going 3. June 2022 4. June 2022	Economic Development Manager	Business and Transformation
ECON08	Pro-business approach	Create and roll out pro-business guidance to all departments within Surrey Heath Borough Council	May 2022	Economic Development Manager	Business and Transformation
ECON09	Pro-business approach / Support our businesses / Attract more inward	Increase the amount of Council procurement spent locally: 1. Benchmark current amount of procurement spent locally 2. Review and agree new procurement strategy maximising local procurement	March 2023	Procurement Officer / Strategic Director – Finance & Customer Services	Finance

REF		TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	PORTFOLIO
	investment into the borough as a whole	where possible and getting the most cost-effective outcome for the Council and residents 3. Ensure transparency information published is up to date (e.g. end dates of current contracts) to make available to local businesses			
ECON10	Help young people into employment	Continue to deliver the Youth Hub with DWP 2. Investigate further needs of the community and identify projects which can support further employment (subject to securing funding through DWP)	July 2022	Head of Investment and Development	Business and Transformation
ECON11	Pro-business approach / Support our businesses / Attract more inward investment into the borough as a whole	Deliver a Business engagement strategy to incorporate the statutory business consultation on budget	November 2022	Economic Development Manager	Business and Transformation
ECON12	Pro-business approach / Support our businesses / Attract more inward investment into the borough as a whole	Deliver a robust economic development strategy supporting economic recovery and sustainable growth in the borough. Align actions with the Climate Change Strategy and Action Plan.	Consult on new strategy February 2022. Launch new strategy April 2022	Economic Development Manager	Business and Transformation

INDICATOR	DESCRIPTION	PROPOSED TARGET 2022/23	RESPONSIBLE OFFICER
The number of people Parking	'Parking events' compared to pre-Covid numbers in 2019/20.	90%	Parking Services Manager

Effective & Responsive Council

REF	Five Year Strategy Aim	TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	Portfolio
ERC01	To listen and engage with our communities.	1. Agree a best-in-class framework for all consultations delivered by the Council and ensure officers have access to the tools and training required. 2. Agree when consultation or engagement with the public/businesses should take place and which policies are considered key. 3. Review best practice in consultation with external providers and other public bodies and make recommendations for a future approach. 4. Ensure plain English is used in Council documents and when communicating with residents.	1) December 2022 2) From April 2022 3) September 2022 4) Ongoing	Communications & Engagement Manager	Business and Transformation / Leader
ERC02	To deliver customer friendly and responsive services	1. Agree the current opening hours of the Council, and regularly review to ensure an accessible service. 2. Investigate the possibility of service reviews in some departments, dependent on resources, to improve customer processes and service. 3. Implement customer service objectives in all staff appraisals. 4. Refresh the Council's values and behaviours to ensure a strong emphasis on	1. October 2022 2. March 2023 3. July 2022 *4.* May 2022	Customer Relations Manager / Organisational Development Manager	Leader

REF	Five Year Strategy Aim	TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	Portfolio
		customer service which is ingrained into the culture of the organisation.			
ERC03	To deliver customer friendly and responsive services	Consider partnership working when first implementing a service. Look at partnerships outside of Surrey for procurement purposes. Consider skill shortages in certain departments and look at opportunities for sharing information and learning across Councils.	March 2023	Head of HR, Performance, and Communications	Leader
ERC04	To deliver customer friendly and responsive services	Implement the actions from the 2021 Planning Advisory Service review of the Development Management Service.	December 2022	Development Manager	Leader
ERC06	Work towards financial autonomy and fully sustainable services	Following the approval of the Council's new Medium Term Finance Strategy in February 2022, carry out a rolling annual update of the Strategy alongside the annual budget every year, to reflect the priorities in the Five Year Strategy. Ensure agreed savings targets in Strategy and the annual budget are achieved through regular budget management.	Review to Council in February 2023	Strategic Director – Finance & Customer Services	Finance
ERC06	Work towards financial autonomy and fully sustainable services	Identify opportunities to bring down costs and/or increase income through the annual Revenue and Capital Bid process.	October 2022	Chief Accountant and Wider Management Team	Finance
ERC07	Continue to deliver Digital Transformation	Upgrade the Council's website, making it easier to access a wider range of Council services on-line.	November 2022	Communications & Engagement Manager	Business and Transformation

REF	Five Year Strategy Aim	TARGET/PROJECT	MILESTONES/TARGET	RESPONSIBLE OFFICER	Portfolio
ERC08	Continue to deliver Digital Transformation	Implement Citizens Access packages for Revenues, Benefits and Landlords to enable our residents, businesses and landlords to manage their council tax and business rates accounts online.	CLL (Landlord portal): to go live April 2022 CAB (Benefits): to go live May 2022	Revenues and Benefits Manager / ICT Manager	Business and Transformation
ERC09	Continue to deliver Digital Transformation	Continue to search for opportunities to re-furbish and re-use our old PC stock and deliver them to charitable causes. Specifically we will aim to deliver 15 PCs to the Youth Hub for re-distribution.	December 2022	ICT Manager	Business and Transformation
ERC10	Making the Council a more agile and responsive organisation	Ensure Uniform software (supporting a number of key frontline services) is upgraded to be supported by laptops for all users. Ensure all PC users are migrated onto laptops.	May 2022	ICT Manager	Business and Transformation
ERC11	Making the Council a more agile and responsive organisation	Increased income in 2022/23 and better partnership working through increased space in Surrey Heath House for the Police.	From April 2022	Head of HR, Performance, and Communications	Business and Transformation

INDICATOR	DESCRIPTION	PROPOSED TARGET 2022/23	RESPONSIBLE OFFICER
Percentage of Complaints Responded to Within Target	Percentage of 'formal' complaints (stage 2-3) responded to within target 2 days to acknowledge and 10 days to reply)	90%	Customer Relations Manager
Customer Satisfaction Rating of Good/Excellent to Exceed 90%	Contact centre and wider organization. Customer satisfaction rating of good/excellent to exceed 90%	90%	Customer Relations Manager

INDICATOR	DESCRIPTION	PROPOSED TARGET 2022/23	RESPONSIBLE OFFICER
Council Tax Collected	Percentage calculated, as a cumulative year-to-date figure, from the total council tax payments received compared to the total amounts payable in that year	99% (Year-end target – measured cumulatively through the year)	Revenues and Benefits Manager
Non-Domestic (Business) Rates Collected	Percentage calculated, as a cumulative year-to-date figure, from the total business rates payments received compared to the total amounts payable in that year	99% (Year-end target – measured cumulatively through the year)	Revenues and Benefits Manager
Invoices Paid On Time	Percentage of invoices paid on time.	97%	Chief Accountant

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Surrey Heath Borough Council
Performance & Finance Scrutiny Committee
19 January 2022

ISO 9001

Strategic Director: Damian Roberts, Chief Executive
Report Author: Damian Roberts, Chief Executive
Key Decision: Not Appplicable
Wards Affected: All

Summary and purpose

Following a motion agreed by full Council on 27 October, this report explores the applicability of the ISO 9001 standard to services being delivered by Surrey Heath Borough Council and recommends a way forward.

Recommendation

The Committee is advised to recommend to full Council that the Council adopt and embed the key principles that underpin the ISO 9001 and related quality and customer service standards, and use these to help drive improved performance and customer focus across the organisation.

1. Background and Supporting Information

1.1 A report was considered by the Performance and Finance Scrutiny Committee on 17 March 2021, which reported that the Council's Building Control service, which operates in competition with the private sector, were in the process of working to secure ISO 9001 accreditation as part of a country-wide Building Control initiative. It also reported that the standard had limited take-up across Local Government with particularly few examples of District/Borough services (other than Building Control), and that the standard could not be delivered widely across Surrey Heath without significant additional resources.

1.2 At the Full Council meeting on 27 October 2021, Councillors considered a motion submitted by Councillor Cliff Betton and seconded by Councillor Graham Alleway relating to ISO 9001:2015. Following the debate on the motion, the Council resolved that:

(i) this Council needs a quality management system which:

a. needs to demonstrate its ability to consistently provide products and services that meet customer and applicable statutory and regulatory requirements; and

b. aims to enhance customer satisfaction through the effective application of the system, including processes for improvement of the system and the assurance

of conformity to customer and applicable statutory and regulatory requirements; and

(ii) the Chief Executive be asked to review the findings of the Performance & Finance Scrutiny Committee and further review how applicable the standards of ISO 9001 are and could be applied to each service function, with this to be reviewed by the appropriate committee and a full report to be brought to the Full Council within the first quarter of 2022.

Background to the ISO 9001 Standard

1.3 ISO (International Organization for Standardization) is an independent, organisation established in 1947. It has had an important role in establishing common documented standards across countries and markets to facilitate international trade and collaboration. Since its inception, ISO are responsible for publishing more than 24,000 standards globally.

1.1 One of the standards published by ISO is ISO 9001:2015. This sets out their definition of a Quality Management System. The key principles are set out below.

Context of the organisation • Understanding the organisation and its context • Understanding the needs and expectations of interested parties • Determining the scope of the quality management system • Quality management system and its processes
Leadership • Leadership and commitment • Policy • Organisational roles, responsibilities and authorities
Planning • Actions to address risks and opportunities • Quality objectives and planning to achieve them • Planning of changes
Support • Resources • Competence • Awareness • Communication • Documented Information
Operation • Operational planning and control • Requirements for products and services • Design and development of products and services • Control of externally provided processes, products and services • Production and service provision • Release of products and services • Control of nonconforming outputs
Performance evaluation • Monitoring, measurement, analysis and evaluation • Internal audit • Management Review
Improvement • General • Nonconformity and corrective action

- Continual improvement

How popular is the ISO Standard?

1.4 The ISO publish annual statistics covering the estimated number of accreditations globally by country and sector. A review of these shows that the number of companies in the UK with current ISO 9001 certificates has fallen considerably in recent years – this is mirrored by a drop in the number of certificates in the Europe and North America regions.

	2000	2010	2020
Estimated Number of ISO 9000/1 certificates in UK	63,725	43,293	25,995

1.5 Just 0.4% of accreditations are estimated by ISO to be in the 'public administration' sector globally. This reflects the long-standing focus of the ISO 9001 standard in the commercial, manufacturing, and health and safety industry.

Limited take up of ISO 9001 Standard in Local Government

1.6 Officers have carried out research into other Local Authorities to find examples that may be certified under the ISO 9001 standard. No examples of Councils being certified across all services were found.

1.7 Where the ISO 9001 standard had been applied across Local Government, this related to Building Control reflecting the recent national initiative which follows on from the Grenfell Tower fire. Other ISO certifications found tended to be large scale County or Unitary Council services with a commercial element trading with or alongside private sector organisations. Examples include:

- School Catering Services Hartlepool Borough Council
- Commercial Cleaning Services Hull Borough Council
- Print Services Torbay Unitary Council
- Passenger Transport Services London Borough of Redbridge
- Security Solutions Coventry City Council
- CCTV services Royal Borough of Greenwich
- Gas Services (for Council Housing Stock) Royal Borough of Greenwich
- Library and Information Services Royal Borough of Greenwich

1.8 It is possible that the size and commercial nature of these services has made it easier to justify the cost and effort required to secure the ISO 9001 accreditation.

1.9 A review by officers found there was not widespread use of the standard demonstrated amongst Central Government departments.

Link between the ISO 9001 standard and performance in Councils

1.10 Unfortunately, there was no evidence found of a causal link between ISO accreditation and performance in Local Government. This is an important consideration given the time, staffing and financial resources involved in working towards and maintaining ISO 9001 accreditation, and the Council would want to be satisfied there was a clear business case for doing so. It is possible however, that some of the key principles behind the ISO 9001 standard could have some relevance and applicability to Local Government services, without the time and cost burden of necessarily having to go down the accreditation route.

1.11 Attempts have been made in the past at developing a single quality standard, and one specifically designed for the public sector services in the UK. This was launched in 1992 and was strongly promoted by the then Prime Minister, John Major. It was called the Charter Mark. Ultimately this was dropped when accreditation did not deliver the outcomes that were hoped for, and take-up plateaued at just 7%.

Experience of the ISO 9001 in Surrey Heath Borough Council

1.12 As previously reported to the Performance and Finance Scrutiny Committee, Surrey Heath Borough Council Building Control service undertook all the work necessary over the past year for accreditation against the ISO 9001 standard. This was part of a national building control initiative in the wake of the Grenfell Tower Fire and aimed at ensuring consistent standards across these functions that operate in both the public and private sectors. Unfortunately, despite the huge effort made to complete all the paperwork, accreditation has been delayed as certificating bodies have a significant backlog due to Covid and are prioritising re-certification submissions only.

1.13 Surrey Heath Borough Council is a member of LABC (Local Authority Building Control). As part of this membership the Council has benefited from full access to all the relevant templates, guidance and audits materials for Building Control. This has strongly supported the work required for the ISO 9001 standard, although the Building Control Manager reported that significant officer time was still required.

1.14 The business case for Building control was supported by accreditation being part of a national initiative, and therefore much of the work and support on the administration and documentation etc taking place at a national level. It also recognises the unique role of Building Control in being required to operate on a level playing field with private sector Building Control providers. It is also not a service where the local authority is able to exercise any discretion about its core standards and operational policies as this again is determined at a national level.

1.15 Unlike most private-sector companies, Local Authorities deliver a broad variety of different statutory and discretionary functions totalling more than 100 that differ greatly from each other. In a small Local District-level local authority like Surrey Heath Borough Council this can mean that some functions are delivered by two or fewer staff members – examples include Licensing and Information Governance/Data Protection. ISO 9001 accreditation would represent a disproportionate burden on such small functions and would divert staff time away from essential work.

Are other quality frameworks already in use in Surrey Heath?

1.16 The quality of Surrey Heath's services are already subject to statutory standards and frameworks overseen by external bodies. This includes:

- Electoral Services – The Electoral Commission
- Information Governance – the Information Commissioners Officer (ICO)
- ICT Security - Public Services Network (PSN) Compliance process
- Environmental Health – Food Standards Agency, Environment Agency
- Health and Safety – Health and Safety Executive
- Housing & Homelessness - Department for Levelling Up, Housing and Communities
- Business Grants – Dept for Business, Energy & Industrial Strategy
- Family Support Function – Surrey County Council
- Planning Function – Planning Advisory Service
- Local Plans – Planning Inspectorate
- Finance function - CIPFA

- Complaints management – Local Government Ombudsman

1.17 There are also other sector-specific routes for Surrey Heath Borough Council to externally review and improve its services, such as the national sector led improvement programmes an example of which was the recent operational review of the Planning Development Management service by the Planning Advisory Service (PAS). The recommendations from this review are now being implemented and will improve processes, services and customer experience.

1.18 Council functions are already subject to a range of specific quality systems. For example, democratic services already operate to a detailed Council Constitution and set of Procedure Rules that determine how decisions are taken, how meeting are run, the milestones that need to be adhered to, and the storage and access to reports. Another example is the elections function that work within a comprehensive set of statutory procedures, standards, performance measures and reporting arrangements that determine every aspect of how this activity is carried out. Adding a further layer of administrative requirements through ISO 9001 is unlikely to see any tangible benefit.

A wide range of different competing quality standards and methodologies

1.19 A number of national and international Quality or 'Best Practice' standards or methodologies also exist as alternatives to IS0 9001, each attracting enthusiastic support from their proponents and each believing that their particular approach is best. For example:

- Total Quality Management (TQM)
- Customer Services Excellence (CSE)
- EFQM (European Foundation for Quality Management) Model
- COPC (Customer Operations Performance Centre)
- Six Sigma
- Lean
- Agile / Scrum
- Investors in People
- Kaizen
- ITIL
- Vanguard Method - Systems Thinking
- PRINCE 2

1.20 Each of these standards bring their own particular emphasis and approach, with some providing a greater focus on the customer, while others looking more closely at controls, service improvement, staff or project delivery. While none are inherently better than any other, they all require additional time and resources to implement and attract some risk if too rigidly applied.

1.21 While the evidence does not point to an effective "one size fits all" standard for all activities and functions, some of the key principles arising from these different national and international standards could be valuable in helping to inform the design of the Council's own improvement and customer service journey.

2. Conclusion

2.1 The Chief Executive has been asked by full Council to review the findings of the Performance and Finance Scrutiny Committee and further review how applicable the standards of ISO 9001 are and could be applied to each Council function.

2.2 It is positive that the Council's Building Control function has progressed the implementation of ISO 9001 as part of the nationally funded initiative, as it has provided up to date first-hand insight into the applicability or otherwise of this methodology within the Council. Even with the nationally funded assistance provided in this case, it has led to additional work without delivering either tangible service improvements or cost reductions. It has however, helped to confirm compliance with national building control standards which is important following the Grenfell Tower Fire.

2.3 It has also been helpful to explore the level of take-up across Local Government that has taken place since the inception of the original ISO quality standard more than 30 years ago which has been very limited and the potential costs that would be associated with large scale implementation.

2.4 The Council does have the option to implement ISO 9001 accreditation across all Council functions. However, if it chose to do this, it would be necessary to set aside adequate funding to support this (consultancy support, training, audit, certification and re-certification etc), and reprioritise staffing capacity away from other priorities to accommodate the additional work involved.

2.5 While a clear benefit could be derived for functions operating within a commercial or contracted environment where there is a prerequisite requirement for common standards to operate across organisations. – as is the case with Building Control, it is difficult to see the business case for other Council delivered services where the upfront and on-going costs of ISO 9001 are likely to significantly outweigh the potential benefit.

2.6 The principles that underpin all quality management systems, including the principles of ISO 9001 and the others referenced in this report, can be helpful in informing the development of a positive performance and improvement culture within an organisation. Almost all of this benefit can be achieved without having to incur the costs of going down a formal certification route, or having to adopt one fixed methodology over any other.

2.7 The diversity of Council functions and services and their relatively small scale, which is a particular characteristic of local government at a borough and district level, means that there is unlikely to be one single approach that works best in all circumstances and all services, and experience across Local Government over many years, including the extremely limited take-up of the standard in the functions within borough and district Councils, has not demonstrated that ISO 9001 provides any significant advantage over any other management approach, other than the very specific circumstances that apply in the case of Building Control.

2.8 The Council's approved new senior management structure and recent successful appointments to that structure does provide a strong platform for delivering the performance and customer service improvements that the Council is looking for together with the greater efficiencies that will be needed going forward. In the unlikely event that the improvements delivered by

these new arrangements are not deemed to be sufficient, the Council has the option to relook at ISO9001 or any of the other methodologies or frameworks in the future.

2.9 The outcome of this review is to be considered by the appropriate Committee, in this case, the Performance and Finance Scrutiny Committee, before being reported to full Council in the first quarter of 2022

3. Proposal and Alternative Options

3.1 Option 1 – that the Council adopt and embed the key principles that underpin the ISO 9001 and related quality and customer service frameworks and use these to help drive improved performance and customer focus across the organisation.

3.2 Option 2 – that the Council agree that all functions work towards accreditation of ISO 9001 at a cost estimated at between £225,000 - £265,000 (in additional staffing, training, consultants, documentation and external accreditation/audit costs), not including the cost of time from existing staff. In addition, while this approach could contribute towards improved customer service, it would not in itself generate cost savings or increased income.

3.3 Option 3 –that the Council could agree that in the absence of a clear business case, not to proceed with the implementation of ISO 9001 at this time but instead focus on delivering service improvements and efficiencies through a range of existing mechanisms including through the Council's new senior management structure.

4. Contribution to the Council's Five Year Strategy

4.1 There is a risk that the implementation of the ISO 9001 standard across Surrey Heath Borough Council would divert staff time and financial resources away from the delivery of the Council's Five Year Strategy 2022 -27 which was set following a significant public consultation exercise.

5. Resource Implications

5.1 **Option 1** – within existing resources where possible

5.2 **Option 2** – initial estimates are that this would require a growth within the budget for 2022/23 of at between £225,000 - £265,000 services identified to work towards ISO 9001 accreditation. This cost is made up as follows:

Resource required	**Estimated cost**
Additional staffing resources to deliver standard and audit internally	£45,000
Staff training – assume training needed across all functions	£20,000
External consultant costs – indicative costs for each separate audit multiplied by an estimate of 40 to 50 functions to cover the whole Council	£160,000 - £200,000
Total (not including staff time)	**£225,000 - £265,000**

5.3 Once accredited with the standard, there is an on-going additional requirement to resource an annual audit and management fee, and for internal auditing. Full re-certification is needed every three years.

5.4 **Option 3** – within existing resources

6. Legal and Governance Issues

No specific legal or governance issues.

7. Other Considerations and Impacts

Environment and Climate Change

7.1 No direct impacts.

Equalities and Human Rights

7.2 No direct impacts.

Risk Management

7.3 Given the limited resources and staff capacity available in District Councils after a decade of austerity measures, diverting officer time and resources into the implementation of ISO 9001, could have a detrimental impact on the delivery of core statutory responsibilities and on the delivery of the Council's policy ambitions as set out in the Five Year Strategy 2022 -27 and annual service plans.

Community Engagement

7.4 During the course of the current financial year, the Council undertook one of its largest ever public engagement exercises to identify the priorities for the Council going forward. This was a hugely valuable exercise and directly informed the contents of the Council's Five Year Strategy. It is important to note that neither residents, businesses or partners in the private, voluntary or statutory sector, asked the Council to direct its resources on to the implementation of ISO 9001.

Annexes:
None
Background Papers:
Report to Performance & Finance Scrutiny Committee – 17 March 2021 – ISO 9001.

Performance and Finance Scrutiny Committee
Work Programme 2021/22

9th March 2022

1. 3rd Quarter Finance Report
2. Executive Portfolio Update: Support & Safeguarding
3. Executive Portfolio Update: Places & Strategy
4. Committee Work Programme

To be confirmed: Update on the review of planning processes

2022/23 Municipal Year

July 2022

1. Annual Performance Report
2. End of Year Finance Report
3. Committee Work Programme

September 2022

1. Annual Complaints Monitoring Report
2. Committee Work Programme

November 2022

1. Report on Treasury Management
2. Half Year Finance Report
3. Surrey Heath Local Plan Authority Monitoring Report
4. Half Year Performance Report

January 2023

1. Corporate Risk Register
2. Air Quality Annual Review
3. Climate Change Working Group Update
4. Local Plan Local Authority Monitoring Report
5. Draft Annual Plan
6. Committee Work Programme

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