



Please reply to:

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Date: 25 November 2024

Notice of meeting

Environment and Sustainability Committee

Date: Tuesday, 3 December 2024

Time: 7.00 pm

Place: Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames TW18 1XB

To the members of the Environment and Sustainability Committee

Councillors:

M. Beecher (Chair)

K.M. Grant (Vice-Chair)

S.N. Beatty

M. Bing Dong

L.H. Brennan

T. Burrell

J.P. Caplin

S.M. Doran

N. Islam

A. Mathur

O. Rybinski

J.R. Sexton

J.A. Turner

H.R.D. Williams

P.N. Woodward

Substitute Members: Councillors M. Arnold, C. Bateson, D.C. Clarke, J.T.F. Doran, A. Gale, R.V. Geach, K. Howkins and L. E. Nichols

Councillors are reminded that the Gifts and Hospitality Declaration book will be available outside the meeting room for you to record any gifts or hospitality offered to you since the last Committee meeting.

Spelthorne Borough Council, Council Offices, Knowle Green

Staines-upon-Thames TW18 1XB

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Agenda

Page nos.

- 1. Apologies and Substitutes**

To receive any apologies for absence and notification of substitutions.
- 2. Minutes** **5 - 8**

To confirm as a correct record the minutes of the Environment and Sustainability Committee meeting held on 17 September 2024.
- 3. Disclosures of Interest**

To receive any disclosures of interest from councillors in accordance with the Council's Code of Conduct for members.
- 4. Questions from members of the Public**

The Chair, or their nominee, to answer any questions raised by members of the public in accordance with Standing Order 40.

At the time of publication of this agenda no questions were received.
- 5. Environment & Sustainability - Budget, Fees and Charges, Capital bids, Revenue Growth and Savings for 2025/26** **9 - 44**

To review and approve the 2025/26 Budget, Fees and Charges, Capital Bids, Revenue Growth and Savings proposals for this Committee and recommend to Corporate Policy and Resources Committee that they approve the proposed Budget, Fees and Charges, Capital Bids, Revenue Growth and Savings for 2025/26.
- 6. Local Planning Enforcement Policy Updates** **45 - 108**

To consider adoption of the Local Planning Enforcement Policy.
- 7. Annual Planning Development Management Performance Report 2023** **109 - 152**

To receive the Annual Planning Development Management Performance Report 2023.
- 8. Draft Air Quality Action Plan** **153 - 380**

To receive the Air Quality Action Plan consultation report and consider approval of the final Air Quality Action Plan for adoption.
- 9. Update to Local Development Scheme** **To Follow**

To consider the updated Local Development Scheme.

10. Updates from Task and Finish and/or Working Groups

To receive an update on the following task and finish and/or working groups:

Community Infrastructure Levy Task Groups (written update) – To Follow

Climate Change Working Group (verbal update)

Spelthorne Design Code Task Group (verbal update)

11. Forward Plan

381 - 384

A copy of the Environment & Sustainability Committee Forward Plan is attached.

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**Minutes of the Environment and Sustainability Committee
17 September 2024**

Present:

Councillor M. Beecher (Chair)
Councillor K.M. Grant (Vice-Chair)

Councillors:

S.N. Beatty	S.M. Doran	J.A. Turner
L.H. Brennan	O. Rybinski	H.R.D. Williams
T. Burrell	J.R. Sexton	

Substitutions: Councillors C. Bateson (In place of J.P. Caplin)
K. Howkins (In place of A. Mathur)

Apologies: Councillors J.P. Caplin, A. Mathur and P.N. Woodward

38/24 Minutes

The minutes of the meeting held on 18 June 2024 were agreed as a correct record.

39/24 Disclosures of Interest

There were none.

40/24 Questions from members of the Public

There were none.

41/24 Refurbishment of the Lammas Play Area

The Committee considered a request to refurbish the older children's play area in Lammas Park. The Deputy Group Head Neighbourhood Services confirmed Section 106 funding had been provided for the refurbishment.

The Committee noted the popularity of the current play area and queried how extensive the refurbishment would be. The Committee were assured that views from park users on the current play area had been sought, and only outdated equipment would be removed or replaced. The rest of the play area would be enhanced.

The Committee **resolved** to

- 1) Authorise the Group Head of Neighbourhood Services to commence a tender for the procurement of play area equipment;
- 2) Delegate authority to the Group Head Neighbourhood Services to appoint the chosen supplier/s;
- 3) Authorise the Group Head of Corporate Governance to enter the contract with the selected supplier.

42/24 National Planning Policy Framework Consultation Response

The Committee considered the Council's response to the National Planning Policy Framework consultation. The Senior Planning Officer highlighted key proposed changes to the policy which included a new standard method for calculating housing need, demonstration of a five year housing land supply, approach to green belt release, and provision of affordable housing.

Councillor Rybinski proposed that wording be added to emphasise protection of the green belt and supporting the climate change agenda. This was seconded by Councillor Howkins. The Committee agreed by majority that the response be amended as suggested. The Committee noted that the reservoirs in the borough were calculated as highly performing green belt, and felt this added constraints to areas with large amounts of water. Councillor Williams proposed that further wording be added to request this be taken into account. This was seconded by Councillor Sexton and agreed by the Committee.

The Committee noted the suggestion for local authorities to assess for modernised economies and explored what this may mean. The Committee acknowledged the suggestion for local nature recovery strategies and confirmed that ecological surveys were undertaken, and if adopted, the Local Plan would require all development to provide at least 10% biodiversity net gain.

The Committee **resolved** to

- 1) Approve the submission of Spelthorne Borough Council's response to the Government's open consultation of changes to the National Planning Policy Framework and the planning system;
- 2) Give delegated authority to the Group Head Place Protection and Prosperity in consultation with the Chair of the Environment & Sustainability Committee to make any final amendments to the consultation response before it is submitted.

43/24 Green Initiatives Fund Bid - Electric Vehicle Charging

The Committee considered a request for funding from the Green Initiatives Fund for the reallocation of funds towards Electric Vehicle Charging at Knowle Green, the Depot, and the Council's nursery. The previous back-end operator was not meeting the requirements for the operational use of the Council's electric vehicles, so the software required replacement.

The Committee noted that all charging sites had been upgraded. The charging sites were also available for staff use, but staff were charged a fee for personal use.

The Committee **resolved** to

- 1) Authorise funding of £7,787.38 from the Green Initiatives Fund to offset the already spent cost of the provision sufficient electric vehicle charging.

44/24 Green Initiatives Fund Bid - Carbon Literacy Accreditation

The Committee considered a request for funding from the Green Initiatives Fund to apply for bronze and silver Carbon Literacy Accreditation for the Council. The Sustainability and Flood Risk Officer confirmed that the Council had met bronze accreditation and would shortly be able to apply for silver accreditation. The request also met one of the Council's corporate objectives to become a certified carbon literate organisation.

The Committee noted that further Carbon Literacy training would be offered for councillors in the coming months.

The Committee **resolved** to:

- 1) Approve the bid for funding of £2,500 from the Green Initiatives Fund towards the application for Carbon Literacy Accreditation.

45/24 Climate Change Strategy Progress Update

The Committee received a progress report on the Climate Change Strategy from the Sustainability and Flood Risk Officer. Following a declaration of a Climate Emergency by the Council in 2020, a Climate Change Strategy was developed and adopted in September 2022. Though there were many positive and completed actions to report, the Council's emissions had increased.

The Committee **resolved** to

- 1) Agree to the publication of the Climate Change Strategy Progress Report, and
- 2) Approve the changes to the Climate Change Strategy Action Plan.

46/24 Strategic Priorities for 2024/2025

The Committee received the strategic priorities that fell within the Committee's remit as part of the Corporate Plan.

The Committee **resolved** to note the strategic priorities.

47/24 Appointment of Environment and Sustainability Committee Chair to the Design Code Task Group

The Committee considered a request to amend the membership of the Design Code Task Group.

It was proposed by Councillor Burrell and seconded by Councillor Williams that the Chair of the Environment and Sustainability Committee be added to the Design Code Task Group.

The Committee **resolved** to amend the membership of the Design Code Task Group to include the Chair of the Environment and Sustainability Committee.

48/24 Updates from Task and Finish and/or Working Groups

The Committee received an update on the work of the Community Infrastructure Levy (CIL) Task Groups, and a verbal update on the work of the Climate Change Working Group and the Design Code Task Group.

The Chair provided a summary of topics and reports discussed at the last meetings of the Climate Change Working Group and encouraged members to take part in upcoming Carbon Literacy Training.

The Chair of the Design Code Task Group provided a summary of the work of the Design Code Task Group since the Committee last met. The Committee requested that the Design Code definition be circulated to them after the meeting.

The Committee **resolved** to note the updates.

49/24 Forward Plan

The Committee received the forward plan.

The Committee **resolved** to note the forward plan for future Committee business.

Environment and Sustainability Committee

3rd December 2024



Title	<i>Environment & Sustainability - Budget, Fees and Charges, Capital bids, Revenue Growth and Savings for 2025/26</i>
Purpose of the report	To make a decision and recommendation to the Corporate Policy and Resources Committee
Report Author	<i>Mahmud Rogers Joint Financial Services Manager</i>
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	<i>n/a</i>
Corporate Priority	Environment Resilience Service Delivery
Recommendations	Committee is asked to: 1. Review the 2025/26 Budget, Fees and Charges, Capital Bids, Revenue Growth and Savings proposals for Environment and Sustainability Committee. 2. Approve the 2025/26 Budget, Fees and Charges, Capital Bids, Revenue Growth and Savings proposals for Environment and Sustainability Committee. 3. Recommend to Corporate Policy and Resources Committee that they approve the proposed 2025/26 Budget, Fees and Charges, Capital Bids, Revenue Growth and Savings proposals for Environment and Sustainability Committee.
Reason for Recommendation	<i>Councils have a statutory duty to balance their budgets. It is important that we take a medium-term approach in ensuring that we can take action sufficiently early to ensure the Council's Revenue Budget remains financially sustainable.</i>

1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> A robust budget planning process helps organisations to manage their resources with economy, efficiency and effectiveness Once the Outline Budget has been considered by Corporate Policy and Resources Committee in December it is anticipated that further savings across 	<ul style="list-style-type: none"> To have a robust and sustainable 2025/26 budget that meets the needs of the service and provides a resilient financial position to the Council as a whole. The 2025/26 Budget planning process commenced in May

<p>the Committee will need to be identified and that Committees will be asked to address this in the January/February cycle</p>	<p>2024 and must be completed and approved by Council in February 2025.</p>
<p>This is what we want to do about it</p>	<p>These are the next steps</p>
<ul style="list-style-type: none"> • Committee reviews and agrees revenue and capital growth & savings bids, fees & charges 	<ul style="list-style-type: none"> • That this Committee review the proposed Budget, Fees and Charges, Capital Bids, Revenue Growth and Savings proposals • Approve the proposed Budget, Fees and Charges, Capital Bids, Revenue Growth and Savings proposals • Recommend that Corporate Policy & Resources Committee approve at this stage the proposed Budget, Fees and Charges, Capital Bids, Revenue Growth and Savings proposals • Subject to review of the outline budget by Corporate Policy and Resources Committee, it is anticipated that further savings across this Committee will need to be identified and that Committee will be asked to address this in 2025.

1.1 This report seeks to present the Budget, Fees and charges, Capital, and Savings plan for Environment & Sustainability. The purpose is give the Committee an early opportunity to comment and shape the Budget before it is further refined after Christmas

2. Key issues

2.1 See the attached appendixes. The Committee has the opportunity to comment on any of the fees and charges, savings or growth items.

Fees and Charges

2.2 A general uplift in discretionary fees and charges of 4% has been applied as the default, except where managers have undertaken benchmarking and provided a rationale for a different uplift, with figures rounded as per the direction from February 2023 Corporate Policy and Resources. Some

discretionary fees are increasing but parking charges are not showing an increase, although the possibility exists to increase them mid-year.

Revenue Growth and Savings Bids

- 2.3 Revenue savings include new lettings and increased use of the Garden Waste service. Major revenue growth items relate to the expected early review of the Local Plan (assuming it is agreed by the inspector and adopted) £315k is required in 25/26 with £210k required in 26/27 to ensure we have an up to date evidence base. There is also £110k to upgrade and make full use of GeoEnviron, plus staff time and training for the Pollution Control Team funded from reserves, and £180.2k maintenance costs for Refuse lease vehicles.

Capital

- 2.4 Of particular note is £248k replacement machinery for parks maintenance, and £70k for two electric vans for the Joint Enforcement Team.

3. Options analysis and proposal

- 3.1 The Committee has the opportunity to comment on any of the fees and charges, savings or growth items

4. Financial management comments

- 4.1 The higher the proportion of growth items accepted at this stage and the lower the proportion of savings items accepted at this initial stage of the Budget the more savings are likely to be asked of the Committee in the January cycle. Equally if the proposed fees and charges are trimmed back more income or savings will need to be found elsewhere.

5. Risk management comments

- 5.1 When considering savings proposals, we need to consider the risk of any adverse impact on service delivery capacity.

6. Procurement comments

- 6.1 n/a

7. Legal comments

- 7.1 n/a

8. Other considerations

- 8.1 Changes to parking fees are implemented by way of an amendment to the current parking order, the process includes the need to carry out a public consultation exercise before reporting back to committee. In setting charges, we are required to have regard to the need to cover the costs of providing the service.

9. Equality and Diversity

- 9.1 When savings involve reductions to service appropriate Equality Impact Assessments need to be undertaken

10. Sustainability/Climate Change Implications

- 10.1 n/a

11. Timetable for implementation

- 11.1 An aggregated report of all the Committees approved Budget, Fees and Charges, Capital bids, Revenue Growth and Savings for 2025/26 will be sent to Corporate Policy and Resources Committee for final approval before a report recommending the 2025-26 Budget, Fees and Charges, Revenue Growth and Savings is sent to Council for their approval at the 27 February 2025 Council meeting.
- 11.2 Once agreed by Council, the fees and charges are to be implemented from 1 April 2025.

12. Contact

- 12.1 Mahmud Rogers, Joint Financial Services Manager
m.rogers@spelthorne.gov.uk

Background papers: There are none.

Appendices:

- Appendix 1 – E&S - Fees and Charges 8.11.24
- Appendix 2 - E&S - Revenue Growth at 15.11.24
- Appendix 3 - E&S – Revenue Savings 15.11.24
- Appendix 4 - E&S - Capital Growths Bids 15.11.24

Fees and Charges

2025/26



Printed Date: 08/11/2024

Last modified: 08/11/2024

A full schedule of the fees and charges for all Council services for the coming year

Environment & Sustainability

Abandoned Vehicles

Abandoned Vehicles

Collection Fee

Collection And Disposal From Private Property

Record	2024/25 Charge	2025/26 Charge	VAT	Statute
106	£143.00	£150.00	0	Discretionary

Miscellaneous

Collection Fee

Supermarket Trolleys - Collection Charge Per Trolley

Record	2024/25 Charge	2025/26 Charge	VAT	Statute
750	£88.00	£90.00	S	Discretionary

Allotments

Allotments

Rental

Gate Key Deposit

Record	2024/25 Charge	2025/26 Charge	VAT	Statute
39	£24.50	£25.00	0	Discretionary

With Piped Water (Per 25.29Sq Meter Per Annum)

37	£17.90	£20.00	0	Discretionary
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Without Piped Water (Per 25.29Sq Meter Per Annum)

38	£14.10	£15.00	0	Discretionary
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Car Parks

Fees and Charges

Appendix 1

Printed Date: 08/11/2024

Last modified: 08/11/2024

VATII

Dumsey Meadow, Abbey Drive, The Broadway Laleham

Pay And Display

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
a) Up to 1 hour	88	£0.00	£0.00	S	Discretionary
b) Up to 2 hours	89	£2.00	£2.00	S	Discretionary
c) Over 2 hours	90	£4.00	£4.00	S	Discretionary

Green Street & Old Bathing Station, Sunbury

Pay And Display

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
a) Up to 1 hour	1,466	£0.00	£0.00	S	Discretionary
b) Up to 2 hours	1,467	£2.00	£2.00	S	Discretionary
c) Over 2 hours	1,468	£4.00	£4.00	S	Discretionary

Laleham Park/Thameside Car Parks

Pay And Display

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
a) Up to 1 hour	1,229	£0.00	£0.00	S	Discretionary
b) Up to 2 hours	1,228	£2.00	£2.00	S	Discretionary
c) Up to 4 hours	1,230	£4.00	£4.00	S	Discretionary
d) Over 4 hours	1,231	£8.00	£8.00	S	Discretionary
e) 3 consecutive days	1,465	£15.00	£15.00	S	Discretionary

Lammas Park

Pay And Display

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
a) Up to 1 hour	72	£0.00	£0.00	S	Discretionary
b) Up to 2 hours	71	£2.00	£2.00	S	Discretionary
c) Up to 4 hours	73	£4.00	£4.00	S	Discretionary
d) Over 4 hours	74	£8.00	£8.00	S	Discretionary

Fees and Charges

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VATII

Manor Park

Local Season Tickets

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
a) 3 Months	953	£100.00	£100.00	S	Discretionary
b) 6 months	954	£150.00	£150.00	S	Discretionary
c) 12 months	955	£200.00	£200.00	S	Discretionary

Pay and Display

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
a) Up to 1 hour	947	£0.00	£0.00	S	Discretionary
b) Up to 2 hours	948	£2.00	£2.00	S	Discretionary
c) Over 2 hours	949	£4.00	£4.00	S	Discretionary

Orchard Meadow, Walled Garden & Thames Street Sunbury

Local Season Tickets

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
a) 3 Months	85	£100.00	£100.00	S	Discretionary
b) 6 Months	86	£150.00	£150.00	S	Discretionary
c) 12 Months	87	£200.00	£200.00	S	Discretionary

Pay And Display

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
a) Up to 1 hour	79	£0.00	£0.00	S	Discretionary
b) Up to 2 hours	80	£2.00	£2.00	S	Discretionary
c) Over 2 hours	81	£4.00	£4.00	S	Discretionary

Other

Off Street Suspensions

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Suspensions - reserved parking (one off admin fee)	98	£30.00	£30.00	S	Discretionary
Suspensions - Vehicle Charge Per Day	1,426	£15.00	£15.00	S	Discretionary

Other

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Film Concessions (£15-£25 per vehicle per day - Price on application)	99	£15.00	£15.00	S	Discretionary

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Lost Or Replacement Tickets & Entry/Exit Cards	100	£14.00	£14.00	VATII S	Discretionary
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Penalties

Penalty Bands

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Full Band 1	56	£70.00	£70.00	S	Discretionary
Full Band 2	57	£50.00	£50.00	S	Discretionary
Mitigated Band 1	58	£35.00	£35.00	S	Discretionary
Mitigated Band 2	59	£25.00	£25.00	S	Discretionary

Shepperton Village Hall

Local Season Tickets

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
a) 3 Months	1,471	£100.00	£100.00	S	Discretionary
b) 6 Months	1,472	£150.00	£150.00	S	Discretionary
c) 12 Months	1,473	£200.00	£200.00	S	Discretionary

Pay and Display

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
a) Up to 1 hour	950	£0.50	£0.50	S	Discretionary
b) Up to 2 hours	951	£2.00	£2.00	S	Discretionary
c) Over 2 hours	952	£4.00	£4.00	S	Discretionary

Staines Long-Stay - Monday to Sunday 8am to 7pm

Pay And Display

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
a) Up to 1 hour	46	£1.50	£1.50	S	Discretionary
b) Up to 2 hours	47	£2.50	£2.50	S	Discretionary
c) Up to 3 hours	48	£3.50	£3.50	S	Discretionary
d) Up to 4 hours	1,427	£4.50	£4.50	S	Discretionary
e) Up to 5 Hours	49	£5.50	£5.50	S	Discretionary
f) Over 5 Hours	50	£8.00	£8.00	S	Discretionary

Fees and Charges

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	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
g) 7pm to 12 midnight	1,753	£2.00	£2.00	S	Discretionary

Staines Long-Stay - Monday to Sunday Evening Charge

Staines - Town centre car parks

Sunday Charge (excludes Lammas Park)

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
	1,311	£2.00	£2.00	S	Discretionary

Staines Pay and Display

Contract Parking - Elmsleigh Road, South Street West & Bridge Street

Up to 12 Months

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
	991	£950.00	£950.00	S	Discretionary

Season Tickets - Kingston Road CP only - Railway Users

a) 3 Months

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
	993	£275.00	£275.00	S	Discretionary

b) 12 Months

	994	£900.00	£900.00	S	Discretionary
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Season Tickets - Staines (working in Staines)

a) 3 Months

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
	52	£250.00	£250.00	S	Discretionary

b) 6 Months

	53	£450.00	£450.00	S	Discretionary
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c) 12 Months

	54	£850.00	£850.00	S	Discretionary
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Staines Short-Stay

Pay And Display

a) Up to 1 hour

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
	40	£1.30	£1.30	S	Discretionary

b) Up to 2 hours

	41	£2.40	£2.40	S	Discretionary
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c) Up to 3 hours

	42	£3.60	£3.60	S	Discretionary
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d) Up to 4 hours

	43	£4.80	£4.80	S	Discretionary
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e) Up to 5 Hours

	44	£6.00	£6.00	S	Discretionary
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f) Over 5 Hours

	45	£12.20	£12.20	S	Discretionary
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g) 7pm to 12 midnight

	1,005	£2.00	£2.00	S	Discretionary
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Fees and Charges

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VATII

The Broadway, Laleham Village

Local Season Tickets

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
a) 3 Months	94	£100.00	£100.00	S	Discretionary
b) 6 Months	95	£150.00	£150.00	S	Discretionary
c) 12 Months	96	£200.00	£200.00	S	Discretionary

Cemeteries

Interment

Adult Grave

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Adult Grave 24 Hour Burial for one only (5 foot)	1,245	£2,358.00	£2,450.00	O	Discretionary
Adult Grave For 1 Interment	725	£1,679.00	£1,745.00	O	Discretionary
Adult Grave For 1 Interment - Casket	726	£1,868.00	£1,945.00	O	Discretionary
Adult Grave For 2 Interments	727	£1,746.00	£1,815.00	O	Discretionary
Adult Grave For 2 Interments - Casket	728	£1,996.00	£2,075.00	O	Discretionary
Brick Vault (Inter only) Include brick vault fee and loss of 1 x grave space	1,305	£3,492.00	£3,630.00	O	Discretionary

Advance Purchase

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Cremated Remains PIA*	1,684	£1,848.00	£1,920.00	O	Discretionary
Cremated Remains PIA* Ashford Old Section GOR	1,685	£2,128.00	£2,215.00	O	Discretionary
Purchase in advance of additional earthen grave	785	£4,300.00	£4,470.00	O	Discretionary

Child Grave

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Child Grave For 1 Interment	729	£549.00	£570.00	O	Discretionary
Child Interment within 24 hours	1,414	£671.00	£700.00	O	Discretionary
Child plot within 24 hours	1,413	£770.00	£800.00	O	Discretionary
Stillborn Interment	731	£447.00	£465.00	O	Discretionary

Cremated Remains

Record	2024/25 Charge	2025/26 Charge	VAT	Statute
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Fees and Charges

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				VAT	
Cremated Remains	732	£599.00	£625.00	○	Discretionary
Secondary Interment	1,722	£87.00	£90.00	○	Discretionary

Non Residents/Parishioners Charge

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Treble Fees For Residents out of Borough (Price on Application)	744			○	Discretionary

Memorial Garden

Ashford

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Plot Fee - Cremated remains (old garden of remembrance - Ashford) only	1,001	£1,121.00	£1,165.00	E	Discretionary

Miscellaneous Fees

Exclusive Right - Purchase of

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Issue of duplicate deed of grant (Transfer of ownership)	1,321	£127.00	£130.00	E	Discretionary

Other

Exclusive Right - Purchase of

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Burial in a Vault	1,416	£2,454.00	£2,550.00	E	Discretionary
Child Grave	735	£627.00	£650.00	E	Discretionary
Cremated Remains	734	£991.00	£1,030.00	E	Discretionary
Earthen Grave	733	£2,241.00	£2,330.00	E	Discretionary
Earthen Grave within 24 hours (Adult)	1,301	£2,727.00	£2,835.00	E	Discretionary

Exhumation

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Exhumation of ashes (Price on Application)	784			E	Discretionary
Exhumation of body (Price on Application)	1,246			E	Discretionary

Miscellaneous Fees

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Late Arrival for Service - (TBC, Depending on circumstances)	1,686				Discretionary
Registration Of Assignment (Transfer of ownership)	749	£174.00	£180.00	○	Discretionary

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VATII

Right to Erect Memorial Bench

Memorial Bench

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Supply & Installation of Memorial Bench -Price on application (Prices are charged depending upon the size and type of bench being provided and installed)	967	£1,694.00	£0.00	S	Discretionary

Right to Erect Memorial Plaque

Memorial Tower Plaque

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
10 Yrs	998	£414.00	£430.00	E	Discretionary
15 Yrs	999	£583.00	£605.00	E	Discretionary
25 Yrs	1,000	£777.00	£810.00	E	Discretionary

Right To Erect Monument

1. Traditional Graves

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Additional Inscription	742	£228.00	£235.00	E	Discretionary
Headstone	739	£440.00	£460.00	E	Discretionary
Headstones And Kerbstones	736	£671.00	£700.00	E	Discretionary
Kerbs Only	741	£425.00	£440.00	E	Discretionary
Monument Over 91.5cm (3')	737	£1,166.00	£1,215.00	E	Discretionary
Tablet Or New (New & Additional)	738	£298.00	£310.00	E	Discretionary

2. Garden Of Remembrance Tablet

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Garden of Remembrance Tablet	743	£245.00	£255.00	E	Discretionary

Right to erect Monuments

Installation of Memorials

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Service Permit (Repair, Clean, Replace)	1,723	£60.00	£60.00	E	Discretionary
Temporary wooden cross for one year	1,613	£90.00	£95.00	S	Discretionary

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VATII

Use Of Chapel

Location

Ashford And Staines

Record	2024/25 Charge	2025/26 Charge	VAT	Statute
724	£349.00	£365.00	E	Discretionary

Environmental Protection Act

Environmental Information Regulations 2004

Contaminated Land Enquiries

General Inquiries - Hourly Rate

Record	2024/25 Charge	2025/26 Charge	VAT	Statute
324	£67.00	£70.00	S	Discretionary

Pollution Prevention & Control Act

Additional fee for operating mobile plant without a permit

Record	2024/25 Charge	2025/26 Charge	VAT	Statute
1,609	£1,188.00	£1,188.00	O	Statutory

Additional fee where Operation subject to reporting obligation of the EC Regulation

Record	2024/25 Charge	2025/26 Charge	VAT	Statute
1,608	£104.00	£104.00	O	Statutory

LAPPC & LAIPPC subsistence charges

Where paid quarterly the total amount payable will be increased by

Record	2024/25 Charge	2025/26 Charge	VAT	Statute
908	£38.00	£38.00	O	Statutory

LAPPC Annual Subsistence Charge

1.a) Standard process Low

Record	2024/25 Charge	2025/26 Charge	VAT	Statute
807	£772.00	£772.00	O	Statutory

1.a) Standard process Low (where permit is for a combined Part B and waste installation)

1,235	£876.00	£876.00	O	Statutory
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1.b) Standard process Medium

809	£1,161.00	£1,161.00	O	Statutory
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1.b) Standard process Medium (where permit is for a combined Part B and waste installation)

1,236	£1,317.00	£1,317.00	O	Statutory
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1.c) Standard process High

811	£1,747.00	£1,747.00	O	Statutory
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1.c) Standard process High (where permit is for a combined Part B and waste installation)

1,237	£1,954.00	£1,954.00	O	Statutory
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				VATII	
2.a) Reduced fee activities (Low)	813	£79.00	£79.00	<input type="radio"/>	Statutory
2.b) Reduced fee activities (Med)	814	£158.00	£158.00	<input type="radio"/>	Statutory
2.c) Reduced fee activities (High)	815	£237.00	£237.00	<input type="radio"/>	Statutory
3.a) PVR I & II combined (Low)	1,234	£113.00	£113.00	<input type="radio"/>	Statutory
3.b) PVR I & II combined (High)	821	£341.00	£341.00	<input type="radio"/>	Statutory
3.c) PVR I & II combined (Med)	820	£226.00	£226.00	<input type="radio"/>	Statutory
4.a) Other reduced fee activities (Low)	825	£228.00	£228.00	<input type="radio"/>	Statutory
4.b) Other reduced fee activities (Med)	826	£365.00	£365.00	<input type="radio"/>	Statutory
4.c) Other reduced fee activities (High)	827	£548.00	£548.00	<input type="radio"/>	Statutory
6.a) Standard mobile plant, for first and second permits (Low)	837	£626.00	£626.00	<input type="radio"/>	Statutory
6.b) Standard mobile plant, for first and second permits (Medium)	838	£1,034.00	£1,034.00	<input type="radio"/>	Statutory
6.c) Standard mobile plant, for first and second permits (High)	839	£1,551.00	£1,551.00	<input type="radio"/>	Statutory
7.a) For the third to seventh permits (Low)	843	£385.00	£385.00	<input type="radio"/>	Statutory
7.b) For the third to seventh permits (Medium)	844	£617.00	£617.00	<input type="radio"/>	Statutory
7.c) For the third to seventh permits (High)	845	£924.00	£924.00	<input type="radio"/>	Statutory
8.a) Eighth and subsequent permits (Low)	849	£198.00	£198.00	<input type="radio"/>	Statutory
8.b) Eighth and subsequent permits (Medium)	850	£314.00	£314.00	<input type="radio"/>	Statutory
8.c) Eighth and subsequent permits (High)	851	£473.00	£473.00	<input type="radio"/>	Statutory

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LAPPC charges - Application Fee

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Additional fee for operating without a permit	1,217	£1,188.00	£1,188.00	<input type="radio"/>	Statutory
Additional fee where a LAPPC application for any of the above is for a combined Part B and waste application	806	£279.00	£279.00	<input type="radio"/>	Statutory
Other Reduced Fee Activities	801	£362.00	£362.00	<input type="radio"/>	Statutory
PVR I & II combined	800	£257.00	£257.00	<input type="radio"/>	Statutory
PVRI, SWOBs, and Dry Cleaners Reduced Fee Activities	799	£155.00	£155.00	<input type="radio"/>	Statutory
Reduced fee activities: Additional fee for operating without a permit	802	£0.00	£0.00	<input type="radio"/>	Statutory

LAPPC mobile plant charges - Application fees

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Number of permits = 1	867	£1,650.00	£1,650.00	<input type="radio"/>	Statutory
Number of permits = 2	868	£1,650.00	£1,650.00	<input type="radio"/>	Statutory

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				VAT	Statute
Number of permits = 3 through to 8	869	£985.00	£985.00	○	Statutory
Number of permits = 8 and over	874	£498.00	£498.00	○	Statutory

LAPPC subsistence fees

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Late Payment Fees	1,233	£52.00	£52.00	○	Statutory

LAPPC Substantial change

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Reduced fee activities	866	£102.00	£102.00	○	Statutory
Standard process	864	£1,050.00	£1,050.00	○	Statutory
Standard process where the substantial change results in a new PPC activity	865	£1,650.00	£1,650.00	○	Statutory

LAPPC Temporary transfer for mobiles

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
First transfer	861	£53.00	£53.00	○	Statutory
Repeat following enforcement or warning	863	£53.00	£53.00	○	Statutory

LAPPC Transfer and Surrender

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
New operator at low risk reduced fee activity	857	£0.00	£0.00	○	Statutory
Reduced fee activities: partial transfer	860	£47.00	£47.00	○	Statutory
Reduced fee activities: transfer - Price on application	859	£0.00	£0.00	○	Statutory
Standard process partial transfer	856	£497.00	£497.00	○	Statutory
Standard process transfer	855	£169.00	£169.00	○	Statutory
Surrender: all Part B activities	858	£0.00	£0.00	○	Statutory

Reduced fee activity(low)change of operator. additional inspection fee

Record	2024/25 Charge	2025/26 Charge	VAT	Statute
1,607	£78.00	£78.00	○	Statutory

Funerals

Welfare Funerals

Record	2024/25 Charge	2025/26 Charge	VAT	Statute
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Recovery of officer time - hourly rate £70.00	1,453	£70.00	£75.00	VATII S	Discretionary
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Grounds Maintenance

Spelthorne In Bloom

Spelthorne In Bloom

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
a) Hanging Basket - Winter	962	£44.00	£44.00	O	Discretionary
b) Window Box - Winter	966	£67.00	£67.00	O	Discretionary
c) Hanging Basket - Summer	961	£71.00	£71.00	O	Discretionary
d) Window Box - Summer	965	£111.00	£111.00	O	Discretionary
e) Round Basket - Winter	1,507	£52.00	£52.00	O	Discretionary
f) Round Basket - Summer	1,508	£79.00	£79.00	O	Discretionary

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Housing

Housing Enforcement

Housing Act 1985 - Section 265 Demolition order

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Hourly Rate	1,628	£74.00	£80.00	O	Discretionary

Housing Act 2004 - Section 11,12,20,21,28,29,40 & 43 - Enforcement Notices

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Hourly Rate	356	£74.00	£80.00	O	Discretionary

Immigration Housing Inspection

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Cancellation of booked appointment (no fee applies if notification of cancellation is given more that 24 hours in advance)	1,486	£31.00	£35.00	S	Discretionary
Housing Inspection	915	£197.00	£205.00	O	Discretionary

Parks Strategy

Fees and Charges

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VATII

All Recreation Grounds

Filming Rights

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Still Photography Per Hour (Price on Application)	142			S	Discretionary
TV or Films (Per Day Or Part Of) (Price on Application)	141			S	Discretionary

Fitness & Personal Training Fees & Licences

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Details of fees & charges available at www.spelthorne.gov.uk/fitnesstrainingfees	1,417			S	Discretionary

Football

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Adult booking (per 1/2 season)	1,479	£1,250.00	£1,300.00	O	Discretionary
Adult booking (per season, payable in 3 instalments)	1,478	£2,500.00	£2,600.00	O	Discretionary
Adult Booking without pavilion (casual)	1,721	£100.00	£105.00	O	Discretionary
Adult individual bookings	621	£118.00	£125.00	O	Discretionary
Junior booking (per 1/2 season) No pavilion	1,483	£392.00	£410.00	O	Discretionary
Junior booking (per 1/2 season) with pavilion use	1,481	£550.00	£570.00	O	Discretionary
Junior booking (per season, payable in 3 instalments) No pavilion	1,482	£784.00	£815.00	O	Discretionary
Junior booking (per season, payable in 3 instalments) with pavilion use	1,480	£1,110.00	£1,155.00	O	Discretionary
Junior individual bookings No pavilion	639	£37.00	£40.00	O	Discretionary
Junior individual bookings with pavilion use	638	£55.00	£55.00	O	Discretionary

Funfairs

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Daily Hire Charge	145	£880.00	£915.00	E	Discretionary
Deposit Against Damage	144	£1,760.00	£1,830.00	O	Discretionary

Outdoor Group Fitness Training fees

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
3 Monthly Licence Charge - up to 15 people per session, 5-7 times a week	1,797		£180.00	S	Discretionary
3 Monthly Licence Charge- up to 15 people per session, 2-4 times a week	1,793		£120.00	S	Discretionary
3 Monthly Licence Charge up to 15 people per session, once a week	1,789		£60.00	S	Discretionary
6 Monthly Licence Charge - up to 15 people per session, 5-7 times a week	1,796		£324.00	S	Discretionary
6 Monthly Licence Charge- up to 15 people per session, 2-4 times a week	1,792		£216.00	S	Discretionary

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			VAT	
6 Monthly Licence Charge up to 15 people per session, one session a week	1,788	£108.00	s	Discretionary
Annual Licence Charge - up to 15 people per session, 5-7 times a week	1,794	£540.00	S	Discretionary
Annual Licence Charge - up to 15 people per session, one session a week	1,786	£180.00	s	Discretionary
Annual Licence Charge - up to 15 people per sessions , 2-4 times a week	1,790	£360.00	S	Discretionary
Annual Licence Charge 16-35 people per session, 2-4 times a week	1,791	£600.00	S	Discretionary
Annual Licence Charge 16-35 people per session,once a week	1,787	£300.00	s	Discretionary
Annual Licence Charge 16-35 people per session, 5-7 times a week	1,795	£900.00	S	Discretionary

Tennis (Price on Application)

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Hire of court for private coaching (per hour per court)	792			O	Discretionary

Usage of Parks

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Hire of park for non-charity events	1,329	£665.00	£690.00	E	Discretionary

Planning Development Control

A) Pre-Application Charges

a) Householder Applications - Advice (Written)

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Householder advice on acceptability of a proposal	1,249	£105.00	£125.00	S	Discretionary

b) Householder Applications - Other

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Site Visit and advice on historic buildings	1,251	£199.00	£250.00	S	Discretionary

bb) Trees

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Site visit and advice on trees - development site	1,673	£386.00	£405.00	S	Discretionary
Site visit and advice on trees - householder	1,250	£122.00	£130.00	S	Discretionary

c) Planning Investigation/Research - Commercial Organisations Only

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Investigation/ Research Requiring Both Office And Site Based Work Per Hr	667	£331.00	£400.00	S	Discretionary
Investigation/ Research Requiring Office Based Work Only Per Hr	666	£265.00	£330.00	S	Discretionary

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d) Planning Investigation/Research - Service Fees

High Hedge Legislation

Record	2024/25 Charge	2025/26 Charge	VAT	Statute
665	£725.00	£755.00	S	Discretionary

e) Written Advice (Initial advice plus one additional response)

01) Single New Dwelling/Replacement Dwelling

Record	2024/25 Charge	2025/26 Charge	VAT	Statute
1,303	£342.00	£380.00	S	Discretionary

02) Minor Proposals - 2 - 3 dwellings)

780	£523.00	£545.00	S	Discretionary
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02b) Larger Minor Proposal (4-9 dwellings) or up to 1000 sq m commercial/other new build

1,672	£1,045.00	£1,500.00	S	Discretionary
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05) Dropped kerbs - confirmation whether planning permission required

1,322	£76.00	£80.00	S	Discretionary
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06) Advertisements, per advertisement

1,422	£149.00	£160.00	S	Discretionary
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07) Other Miscellaneous developments (as agreed by the Planning Development Management)

1,423	£160.00	£170.00	S	Discretionary
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08) Large miscellaneous developments (as agreed by the Planning Development Management)

1,778		£420.00	S	Discretionary
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f) Meetings (charge per meeting)

01) Single New Dwelling/Replacement Dwelling

Record	2024/25 Charge	2025/26 Charge	VAT	Statute
1,304	£418.00	£490.00	S	Discretionary

02) Minor Proposal (2-3 dwellings)

777	£716.00	£810.00	S	Discretionary
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02b) Large Minor Proposal (4-9 dwellings) or up to 1000 sq m commercial/other new build

1,671	£1,394.00	£1,750.00	S	Discretionary
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03) Major Proposal 10 - 24 dwellings or 1,000 - 2,000 sq m commercial floor space

776	£2,552.00	£3,425.00	S	Discretionary
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05) Strategic Proposals (25 -49 dwellings or 2,000- 10,000sq m commercial floor space)

774	£3,906.00	£4,725.00	S	Discretionary
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06) Strategic Proposals (50 -99 dwellings or +10,000 sq m commercial)

775	£6,006.00	£7,200.00	S	Discretionary
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07) Advertisements

1,424	£415.00	£435.00	S	Discretionary
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08) Planning Performance Agreements for major/complex proposals (Terms to be agreed)

1,454	£0.00	£0.00	S	Discretionary
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B) Planning Application Fees * Statutory planning application fees are set down by Central Government and will increase in April 2025 resulting in higher fees than shown. Also, the Government is consulting on additional fees changes which may come into effect in 2025/26.

a) Household Development

Alteration/Addition To Existing Dwelling

Record	2024/25 Charge	2025/26 Charge	VAT	Statute
669	£258.00	£258.00	S	Statutory

Alteration/Addition To Two Or More Existing Dwellings

670	£509.00	£509.00	S	Statutory
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Erection Of Outbuildings, Fenc258.00es Etc Within Curtilage Of A Dwelling

671	£258.00	£258.00	S	Statutory
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VATII

b) Outline Applications

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
The site area does not exceed 0.5 hectares: fee for each 0.1 hectare (or part thereof)	1,726	£578.00	£578.00	s	Statutory
The site area exceeds 2.5 hectares (and an additional £186 for each 0.1 hectare (or part thereof) in excess of 2 hectares, subject to a maximum in total of £202,500	672	£15,433.00	£15,433.00	S	Statutory
The site area is between 0.5 and 2.5 hectares: for each 0.1 hectare of the site area (or part thereof)	673	£624.00	£624.00	S	Statutory

d) Full Applications - The erection of dwellinghouses

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Erection Of Dwellings (10 To 50 Dwellings): fee for each dwellinghouse	674	£624.00	£624.00	S	Statutory
Where the number of dwellinghouses to be created by the development exceeds 50 (and £186 for each additional dwelling house in excess of 50 up to a maximum fee of £405,000)	675	£30,860.00	£30,860.00	S	Statutory

e) Erection Of Buildings Other Than Dwellings, Agricultural Buildings, Glasshouses Or Plant And Machinery

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
No new floor space	680	£293.00	£293.00	S	Statutory
Where floor space does not exceed 40m ²	678	£293.00	£293.00	S	Statutory
Where the floor space created is between 40m ² and 1000m ² : fee for each 75m ² (or part thereof)	679	£578.00	£578.00	S	Statutory
Where the floor space created is more than 3750m ² (with £186 for each additional 75m ² in excess of 3750m ² subject to a maximum fee of £405,000)	676	£30,860.00	£30,860.00	S	Statutory

e) Erection Of Buildings Other Than Dwellings, Agricultural Buildings, Glasshouses Or Plant And Machinery

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Where the floor space created is between 1000m ² and 3750m ² ; fee for each 75m ² (or part thereof)	677	£624.00	£624.00	S	Statutory

f) Erection Of Other Agricultural Buildings On Land Used For Purposes Of Agriculture (Other Than Glasshouses)

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Where the gross floor space does not exceed 465m ²	686	£120.00	£120.00	S	Statutory
Where the gross floor space exceeds 540m ² but does not exceed 4215m ² £385 for the first 540m ² and an additional £385 for each 75m ² in excess of 540m ²	685	£578.00	£578.00	S	Statutory
Where the gross floor space exceeds 4215m ² £19,049 (and an additional £115 for each 75m ² in excess of 4215 up to a maximum fee of £250,000)	683	£30,860.00	£30,860.00	S	Statutory
Where the gross floor space exceeds 465m ² but does not exceed 540m ²	684	£578.00	£578.00	S	Statutory

g) Erection Of Glasshouses Used For Purposes In Agriculture

Record	2024/25 Charge	2025/26 Charge	VAT	Statute
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				VAT	Statute
Where the gross floor space does not exceed 465m ²	681	£120.00	£120.00	S	Statutory
Where the gross floor space exceeds 1000m ²	1,731	£3,483.00	£3,483.00	S	Statutory
Where the gross floor space exceeds 465m ² but not more than 1000m ²	682	£3,225.00	£3,225.00	S	Statutory

h) Erection, Alteration Or Replacement Of Plant And Machinery

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Where the site area does not exceed 5 hectares, £385 for each 0.1 hectare of the site area	688	£578.00	£624.00	S	Statutory
Where the site area exceeds 5 hectares £19,049 (an additional £115 for each 0.1 hectares in excess of 5 hectares subject to a maximum of £405,000)	687	£30,860.00	£30,860.00	S	Statutory
Where the site area is less than 1 hectare	1,780		£578.00	S	Statutory
Where the site area is mote than 1 hectare but does not exceed 5 hectares: fee for each 0.1 hectare (or part thereof)	1,735	£624.00	£624.00	s	Statutory

i) Applications other than Building Works

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Car Parks, Service Roads Or Other Accesses (Existing Uses Only)	704	£293.00	£293.00	S	Statutory

j) Exploratory Drilling For Oil Or Natural Gas

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Where the site area does not exceed 7.5 hectares: fee for each 0.1 hectare (or part thereof)	699	£686.00	£686.00	S	Statutory
Where the site area exceeds 7.5 hectares (and £204 for each additional 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a maximum fee of £405,000)	1,273	£51,395.00	£51,395.00	S	Statutory

k) Operations (other than exploratory drilling) for the winning And working Of Minerals of oil or natural gas

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Where the site area does not exceed 15 hectares: fee for each 0.1 hectare (or part thereof)	1,736	£347.00	£347.00	S	Statutory
Where the site area exceeds 15 hectares (and additional £204 for each 0.1 hectare in excess of 15 hectares up to a maximum fee of £105,300)	1,737	£52,002.00	£52,002.00	S	Statutory

l) Other operations (Winning And Working Of Minerals) excluding oil and natural gas

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Where the site area does not exceed 15 hectares: fee for each 0.1 hectare (or part thereof)	701	£316.00	£316.00	S	Statutory
Where the site area exceed 15 hectares and an additional £186 for each 0.1 hectares in excess of 15 hectares to a maxiimum of £105,000)	1,274	£47,161.00	£47,161.00	S	Statutory

m) The carrying out of any operations not coming within any of the above categories

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
£293 for each 0.1 hectare of the site area, subject to a maximum of £2,535	703	£293.00	£293.00	S	Statutory

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	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
For Non-Compliance With Conditions , Including Retention Of Temporary Building (If Not As A Revision)	705	£293.00	£293.00	<u>VAT</u> S	Statutory
n) Change of Use of a building to use as one or more separate dwellinghouses, or other cases:					
Not more than 10 dwellinghouses: fee for each dwellinghouse	1,762		£578.00	S	Statutory
o) Change Of Use Of Building To Use As One Or More Separate Dwellings - change of use is from a previous use as a single dwelling house to use as two or more single dwelling houses:					
Not more than 10 dwellinghouses: fee for each dwellinghouse	1,733	£578.00	£578.00	S	Statutory
Where the change of use is to use as between 10 and 50 dwelling houses £385 per new dwelling	1,275	£624.00	£624.00	S	Statutory
where the change of use is to use as more than 50 dwelling houses, £19,049 (and an additional £115 for each dwelling house in excess of 50, up to a maximum fee of £405,000)	1,276	£30,860.00	£30,860.00	S	Statutory
p) The use of land for: a) the disposal of refuse or waste materials; b) the deposit of material VAT remaining after minerals have been extracted from land; or c) the storage of minerals in the open					
Where the site area does not exceed 15 hectares, £195 for each 0.1 hectares of the site area	1,279	£316.00	£316.00	S	Statutory
Where the site area exceeds 15 hectares, £29,112 (and an additional £115 for each 0.1 hectare in excess of 15 hectares, subject to a maximum fee of £65,000)	1,280	£47,161.00	£47,161.00	S	Statutory
q) Other Changes Of Use					
Other Changes Of Use of a building or land	710	£578.00	£578.00	S	Statutory
r) Concessionary Fees and Exemptions					
01) Works To Improve The Disabled Person Access To A Public House, Or To Improve His Access, Safety, Health Or Comfort At His Dwelling House	689	£0.00	£0.00	S	Statutory
02) Applications By Parish etc. Councils (Advertisement Applications Also) - Half the normal fee	690	£0.00	£0.00	S	Statutory
03) If the application relates to an alternate use of buildings or land within the same Use Class that requires permissions only by the requirements of a condition imposed on a permission granted or deemed to be granted under Part 3 of the	691	£0.00	£0.00	S	Statutory
04) Playing Fields (For non-profit making sports clubs and not involving buildings)	692	£578.00	£578.00	S	Statutory
05) Applications for Listed Building Consent; Demolition in a Conservation Area; Works to Trees covered by a Tree Preservation Order or in a Conservation Area; Hedgerow Removal Notice; Certificate of Lawfulness for Proposed Works to a Listed Building	723	£0.00	£0.00	S	Statutory

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06) If the application is an alternative proposal being submitted on the same site by the same on the same day, where the application of lesser costs then the fee is 50%	695	£0.00	£0.00	S	Statutory
07) Alternative Applications For One Site. Highest Of Fees Applicable For Each Alternative And A Sum Equal To Half The Rest.	696	£0.00	£0.00	S	Statutory
8) Development Crossing Planning Authority Boundaries, Requiring Several Applications - Only 1 Fee Is Paid To The Authority Having The Larger Site, But Calculated For The Whole Scheme And Subject To Special Ceiling.	697	£0.00	£0.00	S	Statutory
9) Reserved Matters Where The Applicants Earlier Reserved Matters Applications Have Incurred Total Fees Equalling That For A Full Application For Entire Scheme	698	£578.00	£578.00	S	Statutory

s) Applications In Relation To Permission In Principle

Fee for each 0.1 hectare of the site area (or part thereof)

Record	2024/25 Charge	2025/26 Charge	VAT	Statute
1,219	£503.00	£503.00	S	Statutory

t) Advertisements

Advance Signs Directing The Public To A Business

Record	2024/25 Charge	2025/26 Charge	VAT	Statute
718	£165.00	£165.00	S	Statutory

Advertisements Relating To The Business On The Premises

717	£165.00	£165.00	S	Statutory
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Other Advertisements

719	£578.00	£578.00	S	Statutory
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u) Fees For Applications For Certificates Of Lawful Use Or Development

For existing use or operation - lawful not to comply with any condition or limitation

Record	2024/25 Charge	2025/26 Charge	VAT	Statute
1,428	£293.00	£293.00	S	Statutory

For existing use or operation - The amount that would be payable In respect of an application for full planning permission

720			S	Statutory
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For proposed use or operation - Half the amount that would be payable in respect of the normal planning fee

722			S	Statutory
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v) Miscellaneous Applications

Notification of Agricultural Or Forestry Development Or Demolition Under The General Development Order

Record	2024/25 Charge	2025/26 Charge	VAT	Statute
712	£120.00	£120.00	S	Statutory

Notification of Demolition under the General Development Order

1,281	£120.00	£120.00	S	Statutory
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Notification of Telecommunication Development Under The General Development Order

713	£578.00	£578.00	S	Statutory
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w) Confirmation of Compliance with planning condition attached to Planning Permission

Application or removal or variation of a condition following grant of planning permission

Record	2024/25 Charge	2025/26 Charge	VAT	Statute
1,429	£293.00	£293.00	S	Statutory

Approval of details and/or confirmation that one or more planning conditions have been complied with - all other permissions

979	£145.00	£145.00	S	Statutory
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Approval of details and/or confirmation that one or more planning conditions have been complied with - householder permission	978	£43.00	£43.00	S	Statutory

x) Requests for Non Material Amendments

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Householder	783	£43.00	£43.00	S	Statutory
Others	782	£293.00	£293.00	S	Statutory

y) Hazardous Substances Consent

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Applications For Removal Of Conditions And Continuation Of An Existing Consent	716	£250.00	£250.00	S	Statutory
Applications Where Twice The Controlled Quantity Of Substance Is Not Exceeded	714	£313.00	£313.00	S	Statutory
Applications Where Twice The Controlled Quantity Of Substances Will Be Exceeded	715	£500.00	£500.00	S	Statutory

z) Fees For Certain Applications Under The General Permitted Development Order

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
01) Part 4 Class CA (Provision of a temporary state-funded school on "vacant commercial land")	1,509	£120.00	£120.00	S	Statutory
02) Part 4 Class E (temporary use of land or building for the purposes of "commercial film making")	1,510	£120.00	£120.00	S	Statutory
03) Part 7 Class C (erection of a "collection facility" within the curtilage of a shop)	1,511	£120.00	£120.00	S	Statutory
04) Part 14 Class J (Installation of solar panels on a non-domestic building)	1,512	£120.00	£120.00	S	Statutory
05) Larger Home Extensions	1,738	£120.00	£120.00	S	Statutory
06) Additional storeys on a home	1,739	£120.00	£120.00	S	Statutory
07) Change of Use from Commercial/Business/Service (Class E) or Betting Office or Pay Day Loan Shop to mixed use including two flats (C3)	1,740	£120.00	£120.00	S	Statutory
08) Change of Use of a building or land from Commercial/Business/Service (Class E), Hotels (C1), Residential Institutions (C2), Secure Residential Institutions (C2A) to a State Funded School	1,741	£120.00	£120.00	S	Statutory
09) Change of Use of a building or land within its curtilage from an Agricultural Building to a State Funded School	1,742	£120.00	£120.00	S	Statutory
10) Change of Use of a building and any land within its curtilage from an Agricultural Building to a flexible commercial use within Commercial/Business/Service (E3), Storage or Distribution (B8) or Hotels (C1)	1,743	£120.00	£120.00	S	Statutory
11) Change of Use of a building or land within its curtilage from Commercial/Business/Service (Class E) to dwellinghouses (C3): fee for each dwellinghouse	1,744	£125.00	£125.00	S	Statutory
12) Change of Use of a building or land within its curtilage from an Agricultural Building to Dwellinghouses (C3): fee for change of use or £258 if it includes building operations in connection with the change of use)	1,745	£120.00	£120.00	S	Statutory
13) Change of Use of a building from Betting Office, Pay Day Loan Shop, Launderette, a mixed use combining one of these uses and use as dwellinghouse(s);or Hot Food Takeaways to Dwellinghouses (C3): fee for change use or £258 if it includes building operations in connection with the change of use	1,746	£120.00	£120.00	S	Statutory

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				VAT	Statute
14) Change of Use of a building or land within its curtilage from Amusement Arcades/Centres and Casinos to Dwellinghouses (C3): fee for change of use or £258 if it includes building operations in connection with the change of use)	1,747	£120.00	£120.00	S	Statutory
15) Moveable structure within the curtilage of a historic visitor attraction or listed pub/restaurant/etc.	1,748	£120.00	£120.00	S	Statutory
16) Construction of not more than 10 new dwellinghouses: fee for each dwellinghouse	1,749	£418.00	£418.00	S	Statutory
17) Construction of between 10 and 50 new dwellinghouses: fee for each dwellinghouse	1,750	£451.00	£451.00	S	Statutory
18) Construction of more than 50 new dwellinghouses: fee plus £135 for each dwellinghouse in excess of 50 up to a maximum fee of £405,000	1,751	£22,309.00	£22,309.00	S	Statutory
Construction of between 10 and 50 new dwellinghouses: fee for each dwellinghouse	1,776		£451.00	S	Statutory

C) Planning Miscellaneous Fees

a) Photocopying Charges For Current Applications

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
01) A4 - First Sheet	654	£4.00	£5.00	S	Discretionary
02) A4 - Each Subsequent Sheet	655	£1.20	£2.00	S	Discretionary
03) A3 - First Sheet	656	£5.10	£6.00	S	Discretionary
04) A3 - Each Subsequent Sheet	657	£1.40	£2.00	S	Discretionary
05) A2 - First Sheet	658	£23.20	£25.00	S	Discretionary
06) A2 - Each Subsequent Sheet	659	£3.50	£4.00	S	Discretionary
07) A1 - First Sheet	660	£23.20	£25.00	S	Discretionary
08) A1 - Each Subsequent Sheet	661	£4.60	£5.00	S	Discretionary
09) A0 - First Sheet	662	£23.20	£25.00	S	Discretionary
10) A0 - Each Subsequent Sheet	663	£6.30	£7.00	S	Discretionary

b) Other Charges

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
01) Additional payment to submit an application by email	1,781		£60.00	S	Discretionary
02) Additional payment to submit an application on paper	1,782		£100.00	S	Discretionary
03) Enforcement Officer Charges Per Hour: Team Leader £185ph,.	1,783		£185.00	S	Discretionary
04) Enforcement Officer Charges Per Hour: Enforcement Officers: £140 ph	1,784		£140.00	S	Discretionary

b) Service Fees

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Planning Decision Notice and copies of TPO's (Each)	651	£36.00	£40.00	S	Discretionary

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c) Publicity Schedule Of Planning Proposals

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
By email	1,282	£0.00	£0.00	S	Discretionary
Paper Copy	664	£122.00	£130.00	S	Discretionary

Refuse Collection

Collection of Contaminated bins

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Initial charge	1,675	£237.00	£245.00	0	Discretionary
Per Bin lift	1,676	£23.10	£24.00	0	Discretionary

Collection of contaminated waste bins

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Excess waste per bin lift	1,677	£23.10	£24.00	0	Discretionary

Collection of contaminated communal 140 ltr food textile WEEE bins

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Initial charge	1,689	£33.00	£35.00	0	Discretionary

Collection of contaminated communal 140ltr food textile WEEE bins

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Per Bin lift	1,690	£11.00	£12.00	0	Discretionary

Domestic

Purchase of Bins for New Development

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
1100L - Plastic Recycle With Aperture	1,687	£382.00	£395.00	0	Discretionary
140L- Food Waste	1,674	£70.00	£75.00	0	Discretionary

Purchase of bins for New Developments

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
a) 140L - Plastic	793	£70.00	£75.00	0	Discretionary

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b) 240L - Plastic	794	£73.00	£75.00	<input type="radio"/>	Discretionary
c) 660L - Plastic	795	£314.00	£325.00	<input type="radio"/>	Discretionary
d) 1100L - Plastic	796	£374.00	£390.00	<input type="radio"/>	Discretionary
e) 1100L - Metal	1,455	£501.00	£520.00	<input type="radio"/>	Discretionary

Service Fees

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Annual Charge for 240 ltr Green Waste Bin	756	£67.00	£70.00	<input type="radio"/>	Discretionary
Annual Charge for 660 ltr Green Waste Bin	1,314	£175.00	£180.00	<input type="radio"/>	Discretionary
Annual charge for emptying of 2nd & 3rd 240L garden bin	1,513	£38.00	£40.00	<input type="radio"/>	Discretionary
Annual Charge for Green Waste Sack	757	£46.00	£50.00	<input type="radio"/>	Discretionary
Bulky Items (Excess) And Other Items By Arrangement	755	£205.00	£215.00	<input type="radio"/>	Discretionary
Provision of a waste skip - on private land	1,312	£302.00	£315.00	<input type="radio"/>	Discretionary
Replacement AWC Bin	751	£70.00	£75.00	<input type="radio"/>	Discretionary
Sale of new 240 ltr Green Waste Bin to new scheme members	1,309	£29.00	£30.00	<input type="radio"/>	Discretionary
Sale of second hand 240 ltr Green waste bin (if available)	1,457	£17.90	£19.00	<input type="radio"/>	Discretionary

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Non - Domestic

Non - Domestic Properties only, not commercial waste (charge for the emptying of each individual bin per occasion)

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
a) Rubbish 240 ltr bin	787	£13.20	£14.00	<input type="radio"/>	Discretionary
b) Rubbish 660 ltr bin	788	£16.10	£17.00	<input type="radio"/>	Discretionary
c) Rubbish - Large 1100 ltr bin	937	£16.10	£17.00	<input type="radio"/>	Discretionary
d) Recycling 240 ltr bin	938	£4.90	£5.00	<input type="radio"/>	Discretionary
e) Recycling 660 ltr bin	939	£6.10	£7.00	<input type="radio"/>	Discretionary
f) Recycling - Large 1100 ltr bin	940	£7.40	£8.00	<input type="radio"/>	Discretionary
g) Food Waste - up to 240 ltr bin	1,306	£5.00	£5.00	<input type="radio"/>	Discretionary

Non - Domestic Properties only, not commercial waste (disposal cost of each individual bin per occasion)

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
a) Rubbish 240 ltr bin	1,458	£1.90	£2.00	<input type="radio"/>	Discretionary

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b) Rubbish 660 ltr bin	1,459	£4.90	£5.00	<input type="radio"/>	Discretionary
c) Rubbish - Large 1100 ltr bin	1,460	£8.60	£9.00	<input type="radio"/>	Discretionary
d) Recycling 240 ltr bin	1,461	£1.40	£2.00	<input type="radio"/>	Discretionary
e) Recycling 660 ltr bin	1,462	£3.70	£4.00	<input type="radio"/>	Discretionary
f) Recycling - Large 1100 ltr bin	1,463	£6.10	£7.00	<input type="radio"/>	Discretionary
g) Food Waste - up to 140 ltr bin	1,464	£3.70	£4.00	<input type="radio"/>	Discretionary

Strategic Planning

Custom and Self Build Register

a) Joining Fees

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Joining fee for Part 1 of the register (association)	1,799		£130.00	<input type="radio"/>	Discretionary
Joining fee for Part 1 of the register (individual)	1,798		£80.00	<input type="radio"/>	Discretionary
Joining fee for Part 2 of the register (association)	1,801		£130.00	<input type="radio"/>	Discretionary
Joining fee for Part 2 of the register (individual)	1,800		£80.00	<input type="radio"/>	Discretionary

b) Annual Fees

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
Annual fee for Part 1 of the register (association)	1,803		£35.00	<input type="radio"/>	Discretionary
Annual fee for Part 1 of the register (individual)	1,802	£0.00	£35.00	<input type="radio"/>	Discretionary
Annual fee for Part 2 of the register (association)	1,805		£0.00	<input type="radio"/>	Discretionary
Annual fee for Part 2 of the register (individual)	1,804		£0.00	<input type="radio"/>	Discretionary

S106 Monitoring Fees

Financial Obligation (Fee per Obligation)

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
5% of Financial Obligation (Capped at £10,000)	1,806		£0.00	<input type="radio"/>	Discretionary

Non- Financial Obligation (Fee per Obligation)

	Record	2024/25 Charge	2025/26 Charge	VAT	Statute
	1,807		£600.00	<input type="radio"/>	Discretionary

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Works in Default

Works in Default

Works in Default

30% administration fee applied to cost of any works that are carried out in default by Environmental Health

Record	2024/25 Charge	2025/26 Charge	VAT	Statute
1,752	£0.00	£0.00	S	Discretionary

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Details of Growth Bid	FTE	FTE / Statutory / Discretionary / Funding	Reason for Growth Bid	Service Area	Committee	Amount £	Funding £	Full / Part Year	Ongoing or one off	General Fund Net Cost 2025/26 £	General Fund Net Cost 2026/27 £	General Fund Net Cost 2027/28 £	General Fund Net Cost 2028/29 £
Flood Risk Management. Ditch/river clearance and maintenance		Discretionary	Flood Risk Management. Ditch/river clearance and maintenance.	Water Courses & Land Drainage	Environment & Sustainability	20,000		Full	Ongoing	20,000	20,000	20,000	20,000
Transition from Diesel to HVO (Hydrogenerated Vegetable Oil)		Discretionary	Transition from Diesel to HVO (Hydrogenerated Vegetable Oil)	Street Scene	Environment & Sustainability	40,000		Full	Ongoing	40,000	50,000	60,000	60,000
Reduced income for Non-domestic waste.		Discretionary	Reduced income for Non domestic waste service due to being provided by SDS Ltd.	Refuse Collection	Environment & Sustainability	20,000		Full	Ongoing	20,000	20,000	20,000	20,000
Maintenance costs for Refuse lease vehicles		Discretionary	Maintenance costs for Refuse lease vehicles due to change in accounting standards for IFRS16 (lease accounting)	Refuse Collection	Environment & Sustainability	180,200		Full	Ongoing	180,200	180,200	180,200	180,200
Maintenance costs for Street Cleansing lease vehicles		Discretionary	Maintenance costs for Street Cleansing lease vehicles due to change in accounting standards for IFRS16 (lease accounting)	Street Cleaning	Environment & Sustainability	34,500		Full	Ongoing	34,500	34,500	34,500	34,500
Legal fees		Discretionary	Legal fees for planning enforcement and planning Inquiries/Hearings	Planning Development Management	Environment & Sustainability	70,000		Full	Ongoing	70,000	70,000	70,000	70,000
Use of Expert Advisors for complex planning appeals		Discretionary	Use of Expert Advisors for complex planning appeals	Planning Development Management	Environment & Sustainability	50,000		Full	Ongoing	50,000	50,000	50,000	50,000
New Local Plan Evidence Base		Discretionary	The emerging Local Plan (currently at Examination) relies on an evidence base that is, with the exception of the Strategic Flood Risk Assessment, at the end of its life span. In light of the proposed changes to the NPPF it is highly likely that, regardless of if the Plan currently under Examination is found sound and adopted, the Council will need to begin an immediate review and as such a new evidence base will be required. It will be necessary to carry out this work in parallel, rather than sequentially over a normal five year Local Plan review period. This will consist of the following: Housing and Economic Development Needs Assessment £70K; Gypsy and Travelling Show People Accommodation Assessment £30K; Retail and Leisure Study £40K; Habitat and Regulations Assessment £60K; Open Space Assessment and Playing Pitch Strategy £75K; Green Infrastructure Strategy £50K; Infrastructure Plan £50K; Transport Assessment £100K; Viability Assessment £50K; Green Belt Assessment £100K.	Strategic Planning	Environment & Sustainability	315,000	315,000	Full	One off	0			
New Local Plan Evidence Base		Discretionary	As per above - showing growth relating to 2627 as it was agreed the above growth bid could be split over 2 financial years. Funded via Green Belt Fighting Fund.	Strategic Planning	Environment & Sustainability	210,000	210,000	Full	One off	0			
Flooding Supplementary Planning Document		Discretionary	As part of the work with the Environment Agency (a statutory consultee) the Council has committed to the delivery of a Flooding Supplementary Planning Document as part of a number of measures necessary to overcome their objections to the emerging Spelthorne Local Plan.	Strategic Planning	Environment & Sustainability	50,000	50,000	Full	One off	0			
Digitisation of Design Code		Discretionary	Digitisation of Spelthorne Design Code – The Council has, from the outset of the DC project intended to produce a digital Design Code. Procurement for this element of the project was undertaken as part of the SDC procurement process but requires funding and implementation.	Strategic Planning	Environment & Sustainability	30,000		Full	One off	30,000			
Marketing		Discretionary	As set out in the Service Plan, the SP Team will be required to carry out a minimum of three, but probably four statutory consultations. Beginning work on a review of the new Local Plan will also require significant levels of community engagement. While the team does not have the resources or expertise to deliver the communications aspects of the consultations and engagement required, previously the budget of the Comms Team has not been sufficient to deliver the level of support required. For example, there was no marketing budget for the Design Code Project and this has led to overspend on this project. It is intended that this budget would not be spent directly by the SP team, but rather be made available to the Comms Team for SP work.	Strategic Planning	Environment & Sustainability	40,000		Full	One off	40,000			
Software Budget		Discretionary	Since 2021/22 spending on the software budget has consistently been significantly higher than the budget allocated. The software required for the delivery of the service includes Exacom (S106/CIL); Consultation Software (Currently iNovem for LP, but may be reviewed as set out in service plan); Digital Policies map (Currently PlanVu for emerging LP and Cartgold for current LP)	Strategic Planning	Environment & Sustainability	25,000		Full	Ongoing	25,000	25,000	25,000	25,000
Local Plan Manager	0.20	Discretionary	Permanent increase in hours from 0.6 fte to 0.8 fte - The post-holder has been working these increased hours (from 22.5 hours per week to 27.5 hours) on a temporary basis for around 2 years, with the cost offset for the 24/25 year by appointing the Planning Officer post at 0.8 fte. With the continuing additional workload, as a result of the current workstreams and those that will be required by changes in national planning policy, a growth bid is sought to continue with the increased hours on a permanent basis. These additional hours are required to deliver the Local Plan through to adoption and for other related work programmed concurrently and beyond adoption, e.g. beginning an Immediate review of the Local Plan, completing the design code project and other supplementary guidance.	Strategic Planning	Environment & Sustainability	15,600		Full	Ongoing	15,600	15,600	15,600	15,600

Details of Growth Bid	FTE	FTE / Statutory / Discretionary / Funding	Reason for Growth Bid	Service Area	Committee	Amount £	Funding £	Full / Part Year	Ongoing or one off	General Fund Net Cost 2025/26 £	General Fund Net Cost 2026/27 £	General Fund Net Cost 2027/28 £	General Fund Net Cost 2028/29 £
Security Costs from external provider to replace 2 part-time care takers posts		Discretionary	Security Costs from external contractor to replace 2 part-time care takers posts for Fordbridge (0.31 FTE) and Greeno Centre (0.33 FTE). Saving for giving up x2 posts £18k. Equivalent net saving of £6k.	Neighbourhood Services Management Support	Environment & Sustainability	12,000		Full	Ongoing	12,000	12,000	12,000	12,000
Senior Planning Officer regrade		Discretionary	SPO post (M1/M2)re-graded to PPO (M3/SM1) on a permanent basis due to the grade that post will need to continue to work at, and in recognition of the significantly higher levels of responsibility, skills and experience required for that role moving forwards. Agreed by MAT on 09/10/2024.	Strategic Planning	Environment & Sustainability	10,700		Full	Ongoing	10,700	10,700	10,700	10,700
GeoEnviron Training, Importation of data files, Officer Time, Uniform.		Discretionary	GeoEnviron Training for the Pollution Control Team:- Training is needed for all four officers in the team. Estimated cost £1,200. Importation of data files into GeoEnviron:- Transfer of some 1000 site investigation report (held electronically and in paper file format) into GeoEnviron. £45,000 to £60,000 (~£50,000). The £45,000 is the estimate provided by the manufacture, but the cost could be higher depending on whether STM Environmental (the software manufacturer of GeoEnviron) also reviewed the files and prioritise them, or whether they just link the reports to the database and digitised in the GIS. Officer Time:- Pollution Control Officer resources will be needed to carry out this work. The Pollution Control team does not have the available officer resources to carry out this work in addition to their existing duties. 25/26 £27,355 (yr1), £28,100 (yr 2), Total £55,455 Uniform:- Progression on the updating of Environmental Health's property database Uniform has not progressed in line with the corporate plan. Training is therefore needed for all the Business Support officers, so that they can help the Business Support Manager improve and develop the Uniform system and ensure that templates for the generation of letters and notices are kept up to date. £2,750. The Licensing module withing Uniform has never been fully and effectively set-up to ensure that efficient and effective collection of data and the use of the system. The Principal Licensing Officer would take the lead on this, with help from the Business Support Officer for Licensing, and the Business Support Manager. The PCO needs to be training in the licensing module. £550	Environmental Health	Environment & Sustainability	110,000	110,000	Full	One off	0			
	0.20					1,208,000	685,000			523,000	488,000	498,000	498,000

Details of Savings Offered	Explanation of proposed saving	Service Area	Committee	Full / Part Year	Ongoing / one off	General fund 2025/26 £	General fund 2026/27 £	General fund 2027/28 £	General fund 2028/29 £
Additional income	Secure new letting at Tothill Car Park to reduce property holding costs - Floors 3&4	Car Parks	Environment & Sustainability	Full Year	Ongoing	50,000	50,000	50,000	50,000
Additional income	Secure new letting at Tothill Car Park to reduce property holding costs - Floors 1&2	Car Parks	Environment & Sustainability	Full Year	Ongoing	55,000	55,000	55,000	55,000
Additional income from Bus Shelters	Advertising revenue income from Bus Shelters in Borough due to new maintenance contract with Clear Channel. Committee report already approved.	Neighbourhood Services Management Support	Environment & Sustainability	Full Year	Ongoing	25,000	25,000	25,000	25,000
Building Control car mileage allowance	Less inspections has resulted in a drop in car mileage	Building Control	Environment & Sustainability	Full Year	Ongoing	1,900	1,900	1,900	1,900
Regrade of post No. 6110	Current vacant post is being regraded on lower grade. Previous post holder's duties are being fulfilled by current staff.	Grounds Maintenance	Environment & Sustainability	Full Year	Ongoing	2,000	2,000	2,000	2,000
Inflationary increases not applied	Agreed with Department Head to not to apply inflationary increases to 'Supplies & Services' & 'third part contracts' budget as this can be met by existing budget	Emergency Planning	Environment & Sustainability	Full Year	One-off	1,900			
Increase in Garden Waste Income	Volume increases in customers for Garden Waste Services	Refuse collection	Environment & Sustainability	Full Year	Ongoing	70,000	70,000	70,000	70,000
Salary savings	Reduction in Principal Planning Officer hours from 36hrs to 21.6hrs, offset by increase in Local Plan Manager from 21.6hrs to 28.8 hrs. See Growth bid	Strategic Planning	Environment & Sustainability	Full Year	Ongoing	29,000	29,000	29,000	29,000
Salary savings by deleting 2 part-time caretakers posts	Security Costs from external contractor to replace 2 part-time care takers posts for Fordbridge (0.31 FTE) and Greeno Centre (0.33 FTE) Growth bid showing cost of new security required of £12k. Net saving £6k.	Neighbourhood Services Management Support	Environment & Sustainability	Full Year	Ongoing	18,000	18,000	18,000	18,000
One off contribution to SSSP not required.	Council contributes £10k toward Spelthorne Safer Strong Partnership. On reviewing current in year spend a one off saving of £10k can be put forward for 25/26.	Neighbourhood Services Management Support	Environment & Sustainability	Full Year	One off	10,000			
						262,800	250,900	250,900	250,900

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2025/26 Capital Growth bids								15/11/2024			
Committee	Project	Requested By	Date	Explanation	2025-26 £	2026-27 £	2027-28 £	2028-29 £	2029-30 £	To be approved Amount £	
Environment & Sustainability	Garden Waste Bins	Jackie Taylor	12/09/2024	Garden Waste Bins	60,000	60,000	60,000	60,000	60,000	300,000	
Environment & Sustainability	Electric vans for JET	Jackie Taylor	12/09/2024	Electric vans for JET (Joint Enforcement Team) (2 vehicles)	70,000					70,000	
Environment & Sustainability	Market stalls	Jackie Taylor	12/09/2024	Market stalls for Staines upon Thames	-	60,000				60,000	
Environment & Sustainability	Spelride Buses	Jackie Taylor	12/09/2024	Purchase of Spelride Buses x5	-	500,000				500,000	
Environment & Sustainability	Tractor for parks	Jackie Taylor	12/09/2024	Tractor for parks grass cutting	-			100,000		100,000	
Environment & Sustainability	Replace machinery for parks	Jackie Taylor	12/09/2024	Replacement machinery for parks maintenance (8 ride on mowers)	248,000					248,000	
Environment & Sustainability	Increase power supply & fast chargers	Jackie Taylor	12/09/2024	Increase power supply & fast chargers to depot & nursery		500,000				500,000	
Environment & Sustainability	Replacement vans for Car parks	Jackie Taylor	12/09/2024	Replacement vans for car parks officer use	-		70,000			70,000	
Environment & Sustainability	Replacement play are equipment	Jackie Taylor	12/09/2024	Replacement play area equipment	-	150,000				150,000	
Environment & Sustainability	Replacement electric vans	Jackie Taylor	12/09/2024	Replacement electric vans for grounds maintenance (3 vans)	105,000					105,000	
Environment & Sustainability	Replacement recovery & service vehicle	Jackie Taylor	12/09/2024	Replacement recovery & service vehicle for parks	38,000					38,000	
Environment & Sustainability	Replacement service vehicles	Jackie Taylor	12/09/2024	Replacement service vehicles for parks (3 in 28/29)	-			360,000		360,000	
Environment & Sustainability	Replacement van	Jackie Taylor	12/09/2024	Replacement Luton Van (electric)	-		75,000			75,000	
Environment & Sustainability	HVO/ Diesel tanks	Jackie Taylor	12/09/2024	HVO/Diesel tanks Depot & Nursery	90,000					90,000	
Environment & Sustainability	Sweepers Vehicle replacement	Jackie Taylor	12/09/2024	Vehicle change mid contract term 4 sweepers HVO/ diesel	-	80,000	80,000	80,000	80,000	320,000	
					611,000	1,350,000	285,000	600,000	140,000	2,986,000	

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Environment and Sustainability Committee

03 December 2024

Title	Local Planning Enforcement Policy Updates
Purpose of the report	To make a decision.
Report Author	Liz McNulty - Planning Enforcement Officer Richard Jones – Planning Enforcement Team Leader
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	N/A
Corporate Priority	Community Environment Services
Recommendations	Committee is asked to: 1. Adopt the updated Local Planning Enforcement Policy
Reason for Recommendation	The current adopted Local Planning Enforcement Policy is dated 21 March 2024. The Policy document has been reviewed, amended and updated mainly to include new legislation which has come into force this year.

1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> The current adopted Local Planning Enforcement Policy is dated 21 March 2024. The Policy document has been reviewed, amended and updated to include new enforcement legislation which came into effect this year and other minor changes. 	<ul style="list-style-type: none"> The LPA has a <u>duty</u> to investigate planning breaches. Planning Enforcement ultimately preserves the integrity of, and public confidence in, the planning system by ensuring that development accords with the rules.
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> To agree the Enforcement Plan which sets out priorities and enforcement action which may be taken. 	<ul style="list-style-type: none"> Adopt the updated Local Planning Enforcement Policy

- 1.1. The Local Planning Enforcement Policy was updated in March 2024 following consideration by the former Neighbourhood Services and Enforcement Committee. The Committee agreed that the Plan should be amended to include the new enforcement legislation which was due by virtue of the Levelling-up and Regeneration Act but had not come into effect. These regulations which are reflected in this updated policy has strengthened the ability of councils to take enforcement action and is to be welcomed. The new regulations are now in force and the Plan has been updated. A copy of the Committee report and adopted enforcement policy are attached as **Appendices 1 and 2.**
- 1.2. Planning enforcement is not statutory but the failure to take action can, and has, led to successful ombudsman complaints in other LPAs. We have a duty to investigate planning breaches, and it is only the taking of further action that is discretionary. The purpose of planning enforcement is to uphold the integrity of the planning system and therefore it plays a very important role. However, it generates very little income (only the submission of retrospective applications generates a planning fee). Therefore, the inevitable increase in workload associated with the Levelling-up and Regeneration Act 2023 (the LURA) is likely to lead to only a very modest increase in planning application fees. The adequacy of resources in the planning enforcement team will be kept under review.

2. Key issues

- 2.1. Para. 6.6 of the Policy –The time limit for enforcement against unlawful building operations or structure is updated from 4 years to 10 years.
- 2.2. Sections 11.2, 11.3, 11.4, 11.5 of the Policy – The monetary amount of the various fines are recommended to be removed as these figures quickly become out of date and they are a matter for the courts and not for the LPA to determine or confirm.
- 2.3. Section 11.6 of the Policy – The period of time that a Temporary Stop Notice can be applied is updated from 28 days to 56 days for both listed and non-listed buildings.
- 2.4. Section 11.8 of the Policy – There is the addition of the new Enforcement Warning Notice which ‘stops the clock’ on immunity from enforcement.
- 2.5. Section 11.9 of the Policy – This adds the Development Commencement Notice where developers must give notice to the LPA specifying the commencement date for the development.
- 2.6. Section 11.10 of the Policy – This adds the Completion Notice which allows the LPA to have more control over the completion of developments as planning permissions become invalid once the Completion Notice deadline has passed.
- 2.7. Section 16 – The addition of allowing minor amendments to the Local Planning Enforcement Policy to be approved by the Planning Development Manager in consultation with the Chair of the Environment and Sustainability Committee.

3. Options analysis and proposal

- 3.1. Option 1 – To agree the revised Local Planning Enforcement Policy. All updates (both additions and deletions) are highlighted in red in Appendix 3.

This option would lead to the approval of the amended and updated Local Planning Enforcement policy and is recommended.

- 3.2. Option 2 – Not to agree the revised Policy’. This option would result in an out-of-date Local Planning Enforcement Policy. It does not make reference to the various legislation changes to planning enforcement such as the increased time limit for enforcement of unlawful building operations from 4 to 10 years. This option is not recommended.
- 3.3. Option 3 - To make further recommendations to revise or amend the policy. There is an option for members of the committee to revise or amend the policy further if there is a view that certain matters require changes. It will be

for councillors to determine what those changes are should be reasonable, capable of being dealt within existing resources and based on evidence.

- 3.4. The Local Planning Enforcement Policy (**Appendix 3**) outlines the Council's approach to dealing with unauthorised development in the borough. It explains the role of the Planning Enforcement function within the Development Management service and how that role is fulfilled. It defines what the priorities are and the various types of breaches of planning control. The policy explains how alleged breaches of planning control are investigated and the enforcement actions available to the LPA. It details the process to be followed when determining whether or not it is expedient to take further enforcement action, and the limitations of the law imposed on the Planning Enforcement function. It is a current adopted policy and no changes are proposed to the majority of the document, including the Council's approach to dealing with enforcement.

4. Financial management comments

- 4.1. In taking enforcement action the Local Planning Authority (LPA) must consider the financial implications in doing so. The LPA must first determine that there is a specific breach of planning control and that it is expedient to take action.
- 4.2. The changes to planning enforcement legislation provisions in the LURA provides greater powers to Planning Enforcement which is to be welcomed. However, there will also be a commensurate increase in workload pressures on the Enforcement Team, particularly the work associated with the change to the time limits for taking enforcement action from 4 years to 10 years, as it will capture a number of sites which, under the current legislation, would be time expired for action to be taken. This matter will be monitored following the introduction of the legislation.

5. Risk management comments

- 5.1. The purpose of planning enforcement is to uphold the integrity of the planning system the risks associated with not taking action when necessary are high. Whilst enforcement action is not a statutory process the failure to take action can, and has, led to successful ombudsman complaints in other LPAs. We have a duty to investigate planning breaches, and it is only the taking of further action that is discretionary.

6. Procurement comments

- 6.1. This is not applicable.

7. Legal comments

- 7.1. Policies do not create legal rights but often serve useful functions in promoting good administration and providing clarity as to how a public authority can exercise their powers. It is essential for the Council to ensure that its services operate within up-to-date Local Plan Enforcement Policy. The policy should remain up to date with the latest legislation and in accordance

with other internal policies to reduce any potential legal challenge and provide compliance with legal requirements.

- 7.2. An up-to-date policy is critical to the ongoing success of planning enforcement, assists in the performance of public duties and helps increase trust and transparency with the community.

8. Other considerations

- 8.1. The Local Planning Enforcement Policy advises under section 6 how to make a complaint or enquiry concerning a suspected breach of planning control using the standard form on our website, or by email, or letter.
- 8.2. It should be noted that the resourcing of the planning enforcement team is matched to meet the current enforcement policy. However, in view of the increasing workload, this is under review. If there is to be a change in the enforcement policy, this would impact on our resources and could potentially require additional officers or require a further review of the Council's Enforcement Policy and the prioritisation process in particular. This will be kept under active review.
- 8.3. There was a short article on Planning Enforcement in the Borough's Spring Borough Bulletin and a longer article was included in the Summer Bulletin which advised the local community on the work of the enforcement team, the enforcement process and how enforcement complaints are prioritised.

9. Equality and Diversity

- 9.1. Human Rights Act 1998
 - 9.1.1. The LPA should:
 - 9.1.1.1. pay due regard to the Human Rights Act 1998. In particular, the requirement not to act in a way which is incompatible with any relevant Convention rights which include the right to a fair trial, the right to respect for private and family life, the prohibition of discrimination and protection of property.
- 9.2. Public Sector Equality Duty (Equality Act 2010)
 - 9.2.1. The Council should:
 - 9.2.1.1. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act.
 - 9.2.1.2. advance equality of opportunity
 - 9.2.1.3. foster good relations
- 9.3. The addition of these considerations ensures the provision of more robust reasoning and justification for all enforcement action, which in turn strengthens our arguments on appeal or prosecution and will lead to more successful legal outcomes for the Council.

10. Sustainability/Climate Change Implications

10.1. With the introduction of BNG – Biodiversity Net Gain conditions on development, there will be a need to confirm compliance, and this will have a positive impact on sustainability.

11. Timetable for implementation

11.1. It is recommended:

11.1.1. the updated Local Planning Enforcement Policy be adopted with immediate effect,

11.1.2. a review of the Policy to reflect the legislative changes will be brought to Committee within six months of the changes coming into effect and,

11.1.3. member training be undertaken following the introduction of the legislative training.

12. Contact

12.1. For any queries regarding the Local Planning Enforcement Policy, please contact:

- Richard Jones, Planning Enforcement Team Leader on r.jones@spelthorne.gov.uk
- Liz McNulty, Planning Enforcement Officer on l.mcnulty@spelthorne.gov.uk
- Lynsey Tracey, Planning Enforcement Officer on l.tracey@spelthorne.gov.uk
- Colin Butcher, Planning Enforcement Officer on c.butcher@spelthorne.gov.uk

13. Appendices:

Appendix 1 – Neighbourhood Services and Enforcement Committee Report - 21 March 2024

Appendix 2 – Local Planning Enforcement Policy V11 – Adopted April 2024

Appendix 3 - LocalPlanningEnforcementPolicy V12 – Updated October 2024

Neighbourhood Services and Enforcement Committee



21 March 2024

Title	Local Planning Enforcement Policy Updates
Purpose of the report	To make a recommendation to Neighbourhood Services and Enforcement Committee to adopt the updated Local Planning Enforcement Policy.
Report Author	Liz McNulty – Planning Enforcement Officer
Report Owners	Esme Spinks – Planning Development Manager Richard Jones – Planning Enforcement Team Leader
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	N/A
Corporate Priority	Community Environment
Recommendations	Committee is asked to: 1. Adopt the updated Local Planning Enforcement Policy
Reason for Recommendation	The current adopted Local Planning Enforcement Policy is dated 03 March 2022. The Policy document has been reviewed, amended and updated.

1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> The current adopted Local Planning Enforcement Policy is dated 03 March 2022. The Policy document has been reviewed, amended and updated. 	<ul style="list-style-type: none"> The LPA has a <u>duty</u> to investigate planning breaches. Planning Enforcement ultimately preserves the integrity of, and public confidence in, the planning system by ensuring that development accords with the rules.
This is what we want to do about it	These are the next steps

<ul style="list-style-type: none"> To agree the Enforcement Plan which sets out priorities and enforcement action which may be taken. 	<ul style="list-style-type: none"> Adopt the updated Local Planning Enforcement Policy
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- 1.1 This report seeks approval for the adoption of the updated Local Planning Enforcement Policy. More detail is set out below reflecting officer changes which are being suggested to the policy as a result of learning from the outcome of past investigations. The team regularly looks at the results of taking action to see how they can continuously improve service delivery.
- 1.2 Planning enforcement is not statutory but the failure to take action can, and has, led to successful ombudsman complaints in other LPAs. We have a duty to investigate planning breaches and it is only the taking of further action that is discretionary. Labelling it a 'discretionary service' is therefore a misnomer. The purpose of planning enforcement is to uphold the integrity of the planning system and therefore it plays a very important role. However, it generates very little income (only the submission of retrospective applications generates a planning fee). Therefore, the inevitable increase in workload associated with the Levelling-up and Regeneration Act 2023 (the LURA) is likely to lead to only a very modest increase in planning application fees. The adequacy of resources in the planning enforcement team will be kept under review.

2. Key issues

- 2.1 Section 4 of the Local Planning Enforcement Policy - In consideration of taking enforcement action, reference is now made to any breach of planning policy.
- 2.2 Section 5 of the Policy - A further explanation of case priorities that the priority may change after initial investigation.
- 2.3 Section 5 of the Policy - Addition of categorisation of BNG – Biodiversity Net Gain pre commencement conditions as Category 1.
- 2.4 Section 5 of the Policy – Category 3 clarification of 'Other changes of use' to 'Other changes of use including HMOs'.
- 2.5 Section 6 of the Policy - Change the order of the ways of making a complaint, by placing the online form first in the list.
- 2.6 Section 10 of the Policy – Updated the Corporate Priorities and Values for the 2024 – 2028 Corporate Plan.

3. Options analysis and proposal

- 3.1 Option 1 – To agree the revised Enforcement Policy. This option would lead to the approval of the amended and updated Enforcement policy and is recommended.
- 3.2 Option 2 – To retain the existing policy. This option would result in an **out-of-date** enforcement policy. It does not reflect an update to the priorities and

does not make reference to the various legislation changes to planning enforcement such as the addition and enforcement of pre-commencement BNG – Biodiversity Net Gain conditions. This option is not recommended.

- 3.3 Option 3 - To make further recommendations to revise or amend the policy. There is an option for members of the committee to revise or amend the policy further if there is a view that certain matters require more resource to deal with it. It will be for councillors to determine what those changes are based on evidence and intelligence.
- 3.4 The Local Planning Enforcement Policy (**Appendix 1**) outlines the Council's approach to dealing with unauthorised development in the borough. It explains the role of the Planning Enforcement function within the Development Management service and how that role is fulfilled. It defines what the priorities are and the various types of breaches of planning control. The policy explains how alleged breaches of planning control are investigated and the enforcement actions available to the LPA. It details the process to be followed when determining whether or not it is expedient to take further enforcement action and the limitations of the law imposed on the Planning Enforcement function.
- 3.5 To manage resources effectively, all reports of suspected breaches of planning control will be investigated and progressed in accordance with the priority rating below. The priority rating is given at the initial stage following the receipt of a complaint. However, depending on the outcome of that initial response, the priority rating may be changed. If a reported breach of unlawful change of use or unlawful development turns out to be temporary in nature (for e.g. a weekend marquee) then the priority would be lowered. On the other hand, if a reported breach turns out to be causing more harm than initially reported then the priority level would be increased (unlawful development of a listed building that was initially reported as a neighbouring unlisted building).
- 3.6 This is not an exhaustive list, and there may be exceptions.
- 3.7 The policy document sets out 3 categories of priority:
 - (a) Category 1: Serious harm (High Priority)
 - Unauthorised demolition of Listed Buildings, ancient monuments and locally Listed Buildings.
 - Felling or lopping of a preserved tree or tree in a Conservation Area.
 - Where development has started and is subject to planning conditions which are required to be agreed before commencement (e.g. contamination, archaeology, nature conservation or trees).
 - Development or breach of conditions likely to cause serious harm/danger to people or amenity.
 - Harmful unauthorised development which is about to become immune from any action being taken against it because of the passage of time periods set in legislation.
 - Failure to discharge BNG – Biodiversity Net Gain pre-commencement conditions.

- (b) Category 2: Significant and widespread harm to local amenity (Medium Priority)
 - Unauthorised development causing significant or widespread harm.
 - Breaches of planning conditions causing serious nuisance to adjoining residents.
 - Breaches that are contrary to well established planning policies such as Green Belt
 - Unsightly buildings or untidy land that is causing serious harm to the amenity of neighbours.
- (c) Category 3: Other
 - Breaches of a technical nature and not in significant conflict with planning policy
 - Breaches which are temporary and unlikely to result in any long-term harm.
 - Advertisements not included above
 - Breaches of other planning conditions
 - Other changes of use including HMOs (which are not permitted development)
 - High hedges
 - Unauthorised pitching of caravans
 - Businesses being operated from home
 - Development not in accordance with the plans during the build process

3.8 Individual cases may be re-prioritised as the investigation progresses.

3.9 To ensure that a good overall service is provided, resource allocation will be periodically reviewed. The quality of evidence and support provided by complainants can also impact on the outcome of an investigation, and where such support is likely to increase the chances of a successful outcome, the matter will be prioritised.

3.10 The Planning Enforcement function falls under the Planning Development Management service. The table below sets out statistics of case workload for the last four years.

3.11 The enforcement case types received by the Planning Enforcement Team for the last four years are set out in the table below. The case type is a means officers use to categorise the nature of the complaint as perceived and submitted by the resident or complainant. It is worth noting that in many instances after investigation, the alleged breach turns out to be a mixture of breaches, a different breach all together or not a planning breach. Therefore, the initial categorisation type is not a confirmation of the number and type of actual breach types, but rather an indication of the perceived nature of the complaint. For example, in 2023, 25 complaints or enquiries were received regarding HMOs. Of these:

- 7 were confirmed as permitted development as there were a maximum of 6 occupants
- 12 are currently under ongoing investigation
- 4 were not HMOs and no breach was found
- 1 was for EH to check the licensing only
- 1 was an 8 person HMO and planning permission was granted

Enforcement Case Types	2020	2021	2022	2023
PLNCON - Breach of Planning Conditions	38	41	47	72
COURTB & BUSRES - Change of Use from Residential to Business	15	24	5	28
COU - Change of Use (Other)	34	35	28	39
CONSRV - Conservation Area	0	1	1	1
HMO - Houses in Multiple Occupancy	18	24	6	25 (see 3.11)
LBCOM - Listed Buildings	2	2	0	2
MISC - Miscellaneous	29	40	13	21
HIGHH – High Hedges	N/A(a)	1	0	1
S215 – Untidy Land	3	7	4	3
TCAEN - Unauthorised Work to Trees in a Conservation Area	2	0	0	0
TPO - Tree Preservation Orders	7	16	8	5
UNADV - Unauthorised Adverts	6	10	6	14
UNDEV - Unauthorised Development	172	188	111	124
UNOUT - Unauthorised Residential Use of Outbuilding	N/A(b)	N/A(b)	3	15
Uncategorised	6	0	3	0
Totals	332	389	235	350

3.12 Legend for the above table:

- (a) No stats available for this type of breach (HIGHH) pre 2021 as the type did not exist in our database and was added to give more granularity. Prior to this new breach type HIGHH breaches were recorded as MISC.
- (b) No stats available for this type of breach (UNOUT) pre 2022 as the type did not exist in our database and was added to give more granularity. Prior to this new breach type UNOUT breaches were recorded as COUOTH.

3.13 Overall, there has been an increase in planning enforcement complaints by 49% from 2022 to 2023.

3.14 There can be large variations in timescales regarding the length of time a case remains open. Some cases are simple to resolve and are open and closed very quickly, for e.g., the breach is a minor technical issue, there isn't a breach or planning permission has already been granted. However, other cases can take years to complete the investigation and can involve enforcement and stop notices, planning and enforcement appeals and prosecution proceedings for non-compliance with an enforcement notice. In

such instances, the case will remain open until there is a satisfactory resolution.

- 3.15 Notices - When enforcement action has been deemed expedient and formal notices have been served, the statistics are listed in the table below:

Enforcement Notices	2020	2021	2022	2023
BCN - Breach of Condition Notices	0	1	0	1
ENF - Enforcement Notices	3	1	4	16
PCN - Planning Contravention Notice	4	5	5	3
STOP - Stop Notices	0	0	1	0
TEMP - Temporary Stop Notices	2	0	1	0
ENF Appeals Started	7	1	1	9
Totals	9	7	11	20

- 3.16 The number of notices served as expected dropped 2020-2021 and started increasing in 2022 again with an 82% increase in notices served in 2023 compared with the preceding year.
- 3.17 In particular, Enforcement Notices have jumped to double digits in 2023. With a 300% increase from 2022 to 2023.
- 3.18 The number of Enforcement Appeals is the highest recorded over the past 6 years. The number of appeals has increased by 800% over the same period. During this time, resources in planning enforcement have actually decreased due to the loss of one member of staff in April 2023. However the enforcement team have remained focussed and effective in working through the increased workload.
- 3.19 The more notices served the more resource heavy these cases are, as evidence must be gathered, statements, reports and often appeal documentation compiled. If the notices are not complied with, then resources must be allocated to potential prosecution.

Levelling-up and Regeneration Act 2023 (LURA)

- 3.20 On 26 October 2023, the Levelling-up and Regeneration Bill became law. The Act has introduced a number of changes which impact on planning enforcement. The provisions are not yet in force and this will occur when the Regulations are issued by Parliament. Overall, the proposals will strengthen the LPAs powers in taking action against unauthorised development and are welcomed, although the changes are highly likely to lead to additional resource implications associated with the additional work.

In summary the changes are:

- A new power to issue Temporary Stop Notices (TSN) in respect of works to Listed Buildings. This can be in force for up to 56 days.
- A new provision for Development Commencement Notices. Following the grant of planning permission and before work has begun, the person proposing to carry it out must give notice (a 'commencement notice') to the LPA, specifying when they propose to commence the

work. Where it appears to the LPA that a person has failed to comply with the requirements set out above, they may serve a notice on any relevant person, requiring the relevant information to be submitted to the LPA. This change has positive connotations as far as the commencement of developments should be recorded formally. The failure to provide the LPA with the information requested introduces an offence for which the planning enforcement would likely be responsible for pursuing.

- The Planning Act has been amended to include reference to 'termination of planning permission'. This applies where a planning permission has been granted for development and is subject to the 'commence within 3 years' condition, and this condition was complied with, but the development has not been completed. If the LPA are of the opinion that the development will not be completed within a reasonable time period, then they may serve a notice ('completion notice') stating that the planning permission will cease to have effect at a specified time ('the completion notice deadline').
- A change to the time limits for taking enforcement action to 10 years. At present, a change of use of a building to residential and operational development (i.e., constructing a building) can only be enforced against within a period of four years, other changes of use are subject to 10 years. This change to the time limits will mean that all breaches of planning control can only become immune from enforcement action after 10 years.
- A change to the duration of temporary stop notices (TSNs) from 28 days to 56. This change means that LPAs can have more time to consider next steps. LPAs may set shorter TSNs if necessary.
- Introduction of Enforcement Warning Notices (EWNs). Under this provision, LPAs can issue an EWN where it appears to them that there has been a breach of planning control and that there is a reasonable prospect that, if an application is made, permission would be granted. Issuing an EWN 'stops the clock' on immunity and can reduce the number of appeals for 'acceptable' developments when an enforcement notice has been issued.
- Restrictions on appeals against enforcement notices. This change means that if planning permission for what is alleged in an enforcement notice has been refused by the LPA and that refusal was appealed and dismissed, an appellant in an enforcement appeal **cannot** appeal under ground (a) (i.e., planning permission should have been granted). This change effectively removes the possibility of a '3rd' bite at the cherry. Whereas previously an applicant could apply for planning permission, appeal a refusal, then receive an enforcement notice and have 'another go' at obtaining planning permission through ground (a), this is now barred at the 3rd attempt.
- Undue delays in appeals. There is a new power for the Secretary of State to dismiss appeals where it appears to them that the appellant is responsible for undue delays in the progress of the appeal. This

change applies to both s176 enforcement appeals and s195 certificate of lawfulness appeals.

- Penalties for non-compliance. The level of fine has been increased for breach of condition notices and for non-compliance with a S215 notice. This means that, on conviction, the fine for breaching a breach of condition notice is now unlimited in theory on conviction, the fine for breaching a S215 notice can now be higher than previously (amounts vary).
- Power to provide relief from enforcement of planning conditions. The Secretary of State may provide that an LPA may not take or is subject to specified restrictions in how it may take relevant enforcement measures in relation to any actual or apparent failure to comply with a relevant planning condition.

3.21 The release of the Regulations (secondary legislation) by Parliament will provide detailed guidance on how these changes will work and when they will commence. The Government has not provided the likely date for this although speculation amongst the Planning profession is that the date could be April 2024. The provisions will provide greater powers to the LPA Planning Enforcement, which is to be welcomed, although there will also be a commensurate increase in workload pressures on the Team, particularly the change to the time limits for taking enforcement action from 4 years to 10 years, as it will capture a number of sites which under the current legislation would be time expired for action to be taken. This matter will be kept under review.

3.22 Following the release of the Regulations, the Enforcement Policy will be updated to reflect the changes, and come back to committee.

4. Financial management comments

4.1 The revised Local Planning Enforcement Policy includes the financial considerations outlined below. This demonstrates a strong and thorough argument for the expediency of any enforcement action taken.

4.2 In taking enforcement action the Local Planning Authority (LPA) must consider the financial implications in doing so. The LPA must first determine that there is a specific breach of planning control and that the harm caused far outweighs the cost of rectifying the breach.

4.3 The Council must also consider the likelihood of recuperating costs from the recipient of the enforcement action. The LPA has been successful under the specific provisions of the Town and Country Planning Act 1990 and the Proceeds of Crime Act (POCA) if a criminal offence has been committed.

4.4 The Council must exhaust all means of negotiation for a resolution to the breach prior to commencing any costly enforcement action.

4.5 The forthcoming changes to planning enforcement legislation provisions in the LURA will provide greater powers to Planning Enforcement which is to be welcomed. However, there will also be a commensurate increase in workload pressures on the Enforcement Team, particularly the work associated with the

change to the time limits for taking enforcement action from 4 years to 10 years, as it will capture a number of sites which, under the current legislation, would be time expired for action to be taken. This matter will be monitored following the introduction of the legislation.

5. Risk management comments

- 5.1 The purpose of planning enforcement is to uphold the integrity of the planning system the risks associated with not taking action when necessary are high . Whilst enforcement action is not a statutory process the failure to take action can, and has, led to successful ombudsman complaints in other LPAs. We have a duty to investigate planning breaches and it is only the taking of further action that is discretionary.

6. Procurement comments

- 6.1 This is not applicable.

7. Legal comments

Policies do not create legal rights but often serve useful functions in promoting good administration. It is essential for the Council to ensure that its services operate within up to date Local Plan Enforcement Policy. The policy should remain up to date with the latest legislation and in accordance with other internal policies to reduce any potential legal challenge and provide compliance with legal requirements.

An up-to-date policy is critical to the ongoing success of planning enforcement, assists in the performance of public duties and helps increase trust and transparency with the community.

8. Other considerations

- 8.1 The Local Planning Enforcement Policy advises under section 6 how to make a complaint or enquiry concerning a suspected breach of planning control using the standard form on our website, or by email, or letter.
- 8.2 It should be noted that the resourcing of the planning enforcement team is matched to meet the current enforcement policy. However, in view of the increasing workload, this is under review. If there is to be a change in the enforcement policy, this would impact on our resources and could potentially require additional officers or require a further review of the Councils Enforcement Policy and the prioritisation process in particular.
- 8.3 Planning enforcement training for members has been undertaken in 2023 and further training will be undertaken once the legislative changes outlined in this report have been confirmed. Furthermore, there is a short article on Planning Enforcement in the Borough's Spring Borough Bulletin and a longer article is planned for the Summer Bulletin to advise the local community on the work of the enforcement team, the enforcement process and how enforcement complaints are prioritised.

9. Equality and Diversity

9.1 Human Rights Act 1998

- (a) the LPA should pay due regard to the Human Rights Act 1998. In particular, the requirement not to act in a way which is incompatible with any relevant Convention rights which include the right to a fair trial, the right to respect for private and family life, the prohibition of discrimination and protection of property.

9.2 Public Sector Equality Duty (Equality Act 2010)

- (a) The Council should:
 - i) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act.
 - ii) advance equality of opportunity
 - iii) foster good relations

9.3 The addition of these considerations ensures the provision of more robust reasoning and justification for all enforcement action, which in turn strengthens our arguments on appeal or prosecution and will lead to more successful legal outcomes for the Council.

10. Sustainability/Climate Change Implications

10.1 There are no sustainability/climate change issues.

11. Timetable for implementation

11.1 It is recommended:

- i) the updated Local Planning Enforcement Policy be adopted with immediate effect,
- ii) a review of the Policy to reflect the legislative changes will be brought to Committee within six months of the changes coming into effect and,
- iii) member training be undertaken following the introduction of the legislative training.

12. Contact

12.1 For any queries regarding the Local Planning Enforcement Policy, please contact:

Richard Jones, Planning Enforcement Team Leader on
r.jones@spelthorne.gov.uk,

Liz McNulty, Planning Enforcement Officer on l.mcnulty@spelthorne.gov.uk or

Lynsey Tracey, Planning Enforcement Officer, on l.tracey@spelthorne.gov.uk

13. Background papers:

- i) The currently adopted Local Planning Enforcement Policy – version 9 – located under ‘Downloads’ - <https://www.spelthorne.gov.uk/enforcement>

14. Appendices: Local Planning Enforcement Policy 2024.

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LOCAL PLANNING ENFORCEMENT POLICY

The Council's policy towards dealing with unauthorised development.

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1 Introduction

This document sets out the main Planning Enforcement service areas and explains how the Council carries out its enforcement activities. In order to provide the best possible service, the Council must give clear guidance on what it can and can't do, and how the demands on our services are balanced against available resources.

The Council has also published a separate list of frequently asked questions which cover other matters related to Planning Enforcement. This can be viewed on our web site at <https://www.spelthorne.gov.uk/article/17706/Planning-enforcement-FAQs> It should also be noted that the Council has enforcement powers and responsibilities relating to Building Control and Environmental Health matters, Those are not detailed in this Enforcement Plan.

2 What you can expect from the Planning Enforcement Service

- A proactive and efficient service for customers seeking advice and information.
- A full range of available powers when conducting investigations (including negotiations and retrospective planning applications) and, where appropriate, immediate action.
- Minimising compliance costs by ensuring that action taken is proportionate to the risks.
- Care taken to work with small businesses and voluntary and community organisations to assist them in meeting their legal obligations without unnecessary expense, where practicable.
- Where appropriate, prosecute individuals or organisations who fail to comply with any formal notice served on them.
- Take direct action having regard to the degree of harm and public safety.
- Carry out our duties in a fair, equitable and consistent manner.
- Consider each matter on its merits and ensure a consistent approach to enforcement resolution.
- Ensure we follow principles of consistency and high standards in each and every case.
- Provide information and advice on the rules applied and publish this as widely as possible.

3 Definition of unauthorised development

Planning permission is required for the erection of many types of buildings and for a material change in use of land or buildings, and to erect some forms of advertisement. There are controls to protect Listed Buildings and trees covered by a Tree Preservation Order. Unauthorised development generally constitutes the following: -

- The erection of buildings or a material change of use without the necessary planning permission.
- The carrying out of development at variance to that given planning permission (and shown on the approved plans)
- The carrying out of development not in accordance with the conditions on the planning permission.
- The display of advertisements without the necessary advertisement consent.
- Felling of, and works to, trees included in a Tree Preservation Order, or in a Conservation Area.
- Demolition of, and alterations to, Listed Buildings and certain buildings in Conservation Areas without the necessary consent.

4 The Council's approach to unauthorised development

The purpose of planning enforcement is to investigate and resolve breaches of planning control and unauthorised development which cause harm to public amenity and the environment.

Enforcing against unauthorised development is a discretionary power and the Council is not legally bound to act. However, the Council consider it essential, where unauthorised development occurs which has harmful consequences either to the environment or to people living nearby or is contrary to planning policy that swift action is taken to prevent it continuing. The nature of the harm arising from unauthorised development will be the primary factor which influences the course of action taken to deal with an issue. Those cases which cause most harm will be prioritised.

The Council will respond sympathetically to those situations where a breach of planning control has genuinely occurred unintentionally (particularly in relation to household development) but will take the necessary steps to resolve any harm arising from the work.

In all, but the most serious of cases, the Council will first seek to resolve the matter through discussion with the owner/person carrying out the work and to avoid any unnecessary formal legal action.

The Council will generally seek to prosecute those people who have felled or damaged a preserved tree or demolished or damaged a listed building.

The Council wishes to support activities which contribute to economic growth and will have regard to the impact of any enforcement action on businesses. It will ensure that the time periods for compliance in any Notice are sufficient to minimise disruption to the business and if possible, avoid any permanent loss of employment.

5 Priorities

To manage resources effectively, all reports of suspected breaches of planning control will be investigated and progressed in accordance with the priority rating below. The priority rating determines the initial response. Dependent on the outcome of that initial response the priority rating may be changed. This is not an exhaustive list, and there may be exceptions.

5.1 Category 1: Serious harm (High Priority)

- Unauthorised demolition of Listed Buildings, ancient monuments and locally Listed Buildings.
- Felling or lopping of a preserved tree or tree in a Conservation Area.
- Where development has started and is subject to planning conditions which are required to be agreed before commencement (e.g. contamination, archaeology, nature conservation or trees).
- Development or breach of conditions likely to cause serious harm/danger to people or amenity.
- Harmful unauthorised development which is about to become immune from any action being taken against it because of the passage of time periods set in legislation.
- Failure to discharge BNG – Biodiversity Net Gain pre-commencement conditions.

5.2 Category 2: Significant and widespread harm to local amenity (Medium Priority)

- Unauthorised development causing significant or widespread harm.
- Breaches of planning conditions causing serious nuisance to adjoining residents.

- Breaches that are contrary to well established planning policies such as Green Belt.
- Unsightly buildings or untidy land that is causing serious harm to the amenity of neighbours.

5.3 **Category 3: Other**

- Breaches of a technical nature and not in significant conflict with planning policy
- Breaches which are temporary and unlikely to result in any long-term harm.
- Advertisements not included above.
- Breaches of other planning conditions.
- Other changes of use including HMOs (which are not permitted development)
- High hedges.
- Unauthorised pitching of caravans.
- Businesses being operated from home.
- Development not in accordance with the plans during the build process.

Individual cases may be re-prioritised as the investigation progresses.

To ensure that an adequate overall service is provided resource allocation will be periodically reviewed. The quality of evidence and support provided by complainants can also impact on the outcome of an investigation, and where such support is likely to increase the chances of a successful outcome, the matter will be prioritised.

6 Investigation of suspected breaches of planning control

6.1 **Making a complaint or an enquiry**

To start a planning enforcement investigation, you can contact us by any of the following methods: -

- Completing the standard form on our web site:
<http://www.spelthorne.gov.uk/planningenforcementcomplaintform>
- Email at planningdm@spelthorne.gov.uk

- By letter to Planning Enforcement, Spelthorne Borough Council, Council Offices, Knowle Green, Staines Upon Thames, Surrey, KT18 1XB.

When complaints are received, they are recorded on our database with a unique reference number so they can be monitored, and the complainant updated on progress.

So that your enquiry can be processed efficiently the following information should be provided: -

- Name and contact details of complainant.
- Full address of the alleged breach of planning control.
- Nature of the breach and the harm it may be causing.

To avoid unnecessary use of resources, anonymous reports of suspected breaches of planning control will not normally be pursued unless other evidence suggests that the breach is causing serious harm to the environment or the amenities of residents. Confidentiality of a complainant's identity will be safeguarded unless it is necessary for the complainant to give evidence at an appeal.

We will aim to acknowledge receipt of any complaint within 5 working days and to provide an initial response on the actions we are taking within 10 working days

After receipt of a complaint initial research will be carried out, and a site visit may be required to establish whether or not a breach of planning control has occurred.

The initial site visit (where necessary) will be conducted within the following timescales:

- High priority cases – within two working days
- Medium priority cases – within five working days
- Low priority cases – within ten working days

There will be exceptions to this, particularly in very urgent matters.

These timescales allow officers to carry out research before visiting a site. If carrying out the initial site visit within these time frames is problematic on a specific case the officer will notify the complainant.

On completion of the initial site visit, the findings will be assessed by the Officer, and a view taken as to how the investigation will proceed, which may include taking legal advice.

6.2 Cross Service Enforcement

In the event of an issue being reported to multiple services, for e.g. Environmental Health and Planning Enforcement, the other service is then consulted to determine the most efficient and expedient action to take to resolve the issue. Usually this will mean after initial investigation, one service takes the lead and carries out enforcement action as and when it is expedient to do so. For example, it may mean that one service has more effective powers in legislation than the other and so takes the enforcement lead.

In certain instances, it is recommended to carry out a joint investigation. However, resourcing will be taken into consideration to ensure it is essential and effective.

6.3 Right of Entry

The Planning Enforcement Officers are authorised to act on the Council's behalf and have a right to enter land and buildings without warrant for the purposes of making inspections, surveys and examinations as required, pursuant to any statutory planning related powers of the Council.

Section 196A and section 324 of The Town and Country Planning Act 1990 and section 88 of The Planning (Listed Buildings and Conservations Areas) Act 1990 identify those powers giving rights of access.

6.4 If no breach of planning control is established

A significant number of investigations are closed as there is no breach of planning control established. For example:

- There is no evidence to substantiate the allegation.
- Development has taken place but planning permission is not required (usually because it is permitted development)
- Planning permission has been granted or an application is in progress.

Where this is the case, the complainant will be notified that no further action will be taken, either verbally or in writing, within 10 working days of the initial site visit

6.5 Where further investigation is required

There are cases where the initial site visit does not provide sufficient evidence to prove whether a breach of planning control has taken place such as business operating from home and breaches of hours conditions, and further investigation is required. In these cases, the complainant will be notified within 10 working days of the initial site visit that further investigation is required. If they are unwilling to help, it may not be possible to take further action due to insufficient evidence.

A Planning Contravention Notice can be served to obtain information relating to the suspected breach, which can take time.

A person on whom notice is served has 21 days to respond. Therefore, it may be several weeks until the appropriate evidence can be collected.

6.6 Where there is a breach of planning control

When a complaint is received the case officer will check to see if there is a breach of planning control and that legislation allows us to take action. Each case is judged on its individual merits. In some cases, although a breach of planning control has been identified it is not possible for the Council to take action because it has been occurring, or in existence, for a long period of time and is immune from Enforcement action.

In most cases it is not possible to take action against buildings and structures which have been erected without consent if they have been in existence for more than four years. Similarly, a change of use of a building or land without permission, or the breach of a planning condition imposed on a permission, will be immune from enforcement action if it has occurred for more than 10 years.

6.7 Negotiation

Where it is considered that the breach of planning control is unacceptable Officers will initially attempt to negotiate a solution without going straight to formal action unless the breach is causing significant harm. Negotiations may involve scaling down or stopping an unauthorised use or activity or changing or removing the unauthorised development.

Where negotiation is not an acceptable solution, or it is clear at the outset that the breach is not capable of being resolved, formal enforcement action will proceed where it is expedient to do so. Service of a temporary stop notice may be appropriate to prevent the breach becoming worse.

6.8 Not expedient to pursue formal action

There are cases where it would not be 'expedient' or worthwhile for the Council to take enforcement action. Expediency is a test of whether the unauthorised activities are causing serious harm, and the officer investigating the case will consider this. The outcome of this consideration will generally inform the course of the investigation. Taking formal enforcement action is only one option with other courses open to the Council. Examples of where it may not be expedient to take action are as follows:

- A technical breach of planning control is so minor that it has no, or very little, impact on amenity.
- The work carried out is only marginally in excess of that allowed under permitted development and the increase causes no harm ie. a fence

has been erected and is only a few centimetres above the normal allowance of 2m (where it does not front a road).

- Where building work or a change of use has taken place, but it is clear that retrospective planning permission is likely to be granted.

Although development should not be carried out without first getting planning permission, an enforcement notice should not be issued solely to regularise development which is acceptable in planning terms, but for which permission has not been sought. In these cases, the Council will ask for an application.

It is generally regarded as unreasonable for a Council to issue an enforcement notice solely to remedy the absence of a valid planning permission if there is no significant planning objection to the building works/use.

Where officers conclude that it is not expedient to take action the case will be closed (with a reasoned justification).

Action taken should be proportionate to the breach. Many technical breaches of planning control are investigated (e.g. a fence or a rear extension slightly higher than permitted development). In such cases it would be unreasonable to require the removal of an entire building or fence where a slightly lower structure could be put up without planning permission.

We will work with owners to resolve situations, but ultimately it is unlikely that formal action could be warranted in the case of a technical breach.

7 Retrospective planning applications

In some cases, unauthorised development may be rendered acceptable by the imposition of appropriate conditions on a planning permission. For example, a change of use to a restaurant may be acceptable in principle but give rise to concerns about late opening hours. Rather than take formal action against the use, it would be appropriate to request a retrospective application which if, having assessed the detail and taken into account the views of consultees, was found to be acceptable, could be granted permission subject to a condition restricting hours of use.

A retrospective application is processed in the same way as a standard planning application. This allows third parties to be formally consulted and make their views known. In addition to those adjoining the site, the Council notify anyone who originally complained about the unauthorised work. The fact that the development has already been carried out in part or full can have no bearing on the Council's decision on the application.

The Council will specify a time period in which a retrospective application must be submitted. The period given will vary from case to case but will reflect the complexity in preparing such a submission. Periods of 28 or 56 days are often given. If no application is submitted the Council will consider the expediency of taking further action, taking into account any harm arising from the breach (and

lack of conditions imposed on a planning permission to control it). It may become necessary to serve an Enforcement Notice.

If the development is unlikely to receive permission the Council will not encourage the submission of a retrospective application, although there remains a right to make such an application. Unless the Council has served an enforcement notice prior to the submission of the retrospective application (which relates to those matters sought permission in the application) the Council is duty bound to consider it.

The Council will, generally, refuse to process retrospective applications which are submitted after serving of an enforcement notice unless entertaining the application is likely to result in an amended proposal which overcomes the reason for serving the notice.

8 Material and non-material amendments to planning permissions

Development should be completed strictly in accordance with the approved plans, which form part of the planning permission. Following the grant of permission applicants often wish to make variations. Sometimes, because of problems during the construction process or a change in the client's wishes. The Council's approval is required for any changes from the approved plans, and this should be sought before work is carried out. Sometimes, however, changes occur without the Council's prior approval.

Where these alterations are materially different from the permission a new application for the whole development will be required

Where the scale and nature of the alterations results in a development that is not substantially different from the one that has been approved, a "minor material amendment application" will be invited which, in effect, seeks permission for the changes proposed rather than the whole scheme again. The Council will consult adjoining properties in the consideration of these types of application and take into account any representations submitted.

Where the changes proposed are extremely minor (such as the omission of a window or reduction in the size of an extension) the Council will request the submission of a "non-material amendment". This is also subject to a fee but will usually be considered by exchange of letter and without notification to neighbouring properties.

9 Monitoring of planning permissions

It is not practical or proportionate to monitor all planning permissions granted by the Council, and all development carried out as permitted development. Most development occurring in the Borough is in built up areas close to adjoining properties and the majority of alleged breaches of planning control

are reported by people living close to development. Most of the Council's planning enforcement officers time is spent resolving reported breaches.

Compliance with pre commencement conditions is also checked. In addition, planning officers will, as resources allow, check sensitive development at key stages of construction and on completion of the development.

With the advent of the new Biodiversity Net Gain (BNG) legislation, applicants will be required to deliver 10% "Biodiversity Net Gain" when building new housing, industrial or commercial developments. This commenced on 12 February 2024 for major development and from 3 April 2024 for minor developments. Documents will need to be submitted as part of a planning application, including a metric detailing how a 10% net gain will be achieved. Developers are required to achieve all of their BNG on site. If this cannot be achieved on-site, they can deliver through a mixture of on-site and off-site. Developers can either make gains on their own land outside the development site or buy off-site biodiversity units on the market. If developers cannot achieve on-site or off-site BNG, they must buy statutory biodiversity credits from the government. This should be a last resort. There will be a pre commencement condition on any granted planning permission. This means that before any development begins, applicants need to provide a biodiversity net gain plan to show the existing and proposed biodiversity values of their sites. A strategy of monitoring compliance of BNG is currently being formulated within the Council, however, checking that a pre commencement condition has been discharged before development is implemented will fall to the Planning Enforcement Team.

10 Considerations prior to taking enforcement action

Several factors must be taken into consideration prior to any enforcement action.

10.1 Human Rights Act 1998

When deciding whether or not to take enforcement action, the Council will pay due regard to the Human Rights Act 1998 and, in particular, to the requirement not to act in a way which is incompatible with any relevant Convention rights which are the right to a fair trial, right to respect for private and family life, prohibition of discrimination and protection of property. These rights are qualified rights which means that, when considering enforcement action, the Council will balance the rights of those who may be in breach of the planning legislation against those affected by the breach, including the community at large.

10.2 Public Sector Equality Duty (Equality Act 2010)

10.2.1 A public authority must, in the exercise of its functions, have due regard to the need to—

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act.

- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

10.2.2 For the purposes of the provisions of this Section, pregnancy and maternity, age, gender reassignment, disability, race, religion or belief, sex and sexual orientation are all protected characteristics. That question in every case is whether the decision maker has in substance had due regard to the relevant statutory need, to see whether the duty has been performed.

10.2.3 The Council's obligation is to have due regard to the need to achieve these goals in making its decisions. Due regard means to have such regard as is appropriate in all the circumstances.

10.2.4 The Council must consider if formal enforcement action to remedy harm is wholly appropriate and proportionate. If a breach of planning control has occurred and requires further investigation, then the subsequent investigation must be proportionate.

In any event, if human rights or public sector equality rights are potentially affected, the Council must consider that the public interest factors outweigh any potential interference.

10.3 **Corporate Priorities and Values**

The Council takes the following corporate priorities and values into consideration when determining the expediency of enforcement action against unauthorised development and changes of use.

The priorities for the 2024 - 2028 focus on:

- C** - Community
- A** - Addressing housing need
- R** - Resilience
- E** - Environment
- S** - Services

Our values, ethos and ways of working will inform and underpin everything that we do:

- P** - Pride in our Council, communities, and Borough
- R** - Responsive and respectful
- O** - Open and accountable
- V** - Value for money
- I** - Integrity
- D** - Dependable
- E** - Empowering and inclusive

The Environment priority now includes the implementation of Biodiversity Net Gain (BNG) obligations, which in turn means the Planning Enforcement team will now investigate and enforce against non-compliance with BNG planning conditions.

Our priorities and values are outlined in more detail in the Corporate Plan 2024 – 2028 which can be found here:

<https://www.spelthorne.gov.uk/corporateplan>

10.4 **Financial Implications**

In taking enforcement action the Council must consider the financial implications in doing so. The Council must first determine that there is a specific breach of planning control and that the harm caused far outweighs the cost of rectifying the breach.

The Council must also consider the likelihood of recuperating costs from the recipient of the enforcement action. Could POCA (Proceeds of Crime Act) be applied?

The Council must exhaust all means of negotiation for a resolution to the breach prior to commencing any costly enforcement action.

Planning enforcement is not statutory. However, we have a duty to investigate planning breaches and it is only the taking of further action that is discretionary.

11 **Taking formal enforcement action**

11.1 **Enforcement Notice**

Enforcement Notices can be served where development or a change of use has taken place without permission, and it is considered expedient to do so. They are served on the owner, occupier and any other person with an interest in the land and must set out what is expected to happen (for example demolishing a building or stopping a car repair workshop) in order to:

- Ensure development complies with the terms of any planning permission granted
- Stop the use of the land or restore it to the condition it was in before the breach took place
- Ensure that development does not have an adverse impact on amenity

A notice will specify a timescale for works to be carried out, and it comes into effect a minimum of 28 days after it is served. There is a statutory right of

appeal to the Planning Inspectorate against the notice during this period. Once the Planning Inspectorate has received a valid appeal, the enforcement notice has no effect until the appeal has been determined.

Any appeal may include one or all of these grounds:

- a) Planning permission ought to be granted
- b) The development or change of use has not taken place
- c) The development or change of use does not need permission
- d) The development or change of use is immune from action (e.g. been in place or operating too long)
- e) The enforcement notice(s) were not served correctly
- f) The works/action to be carried out are excessive
- g) Not enough time has been allowed for the works/action to be carried out

Given these rights of appeal it is important that all relevant matters are taken into account before serving an enforcement notice. This includes being clear about:

- What the specific breach is (e.g. building is too high, in the wrong place, agricultural building being used for industrial purposes)
- What must be done to set it right (e.g. reduced height, demolish and re-build, stop the use)
- How long is given for the works/actions to be carried out (e.g. three months, 12 months).

If the breach of planning control relates to a listed building or unauthorised demolition within a conservation area, the expediency of serving a listed building enforcement notice or a conservation area enforcement notice will be considered. Where appropriate prosecution in the Courts will be commenced.

All enforcement notices are placed on the Council's enforcement register which is available to view on the Council's website.

11.2 Planning contravention notice (PCN)

This is often served prior to serving an enforcement notice. It can be served on the owner or occupier of the land in question, or a person who is carrying out operations or using the land. The PCN gives those people 21 days to provide the information which the Council has asked for. If they do not give the information they can be prosecuted (maximum fine of £1,000). To knowingly provide false information on a PCN can result in a fine of up to £5,000.

11.3 Other requisition for information notices

The Council can require anyone who receives a requisition for information notice to supply, in writing, details of their interest in a property and details of anyone else having an interest in the property. A reply must be supplied within 14 days. Failure to comply with the requirements of a notice or makes a false statement in a reply is an offence punishable by a fine of up to £5,000.

The Council can also require those individuals to state in writing the nature of their interest in a property and the name and address of any other person known to them as having an interest in the property, such as a freeholder, mortgagee, lessee or otherwise. Failure to return the form or to provide an untrue statement is an offence punishable by a fine up to £1,000.

11.4 Breach of condition notice (BCN)

This can be served where a planning condition has not been complied with. The type of condition which has been breached has to be taken into account (e.g. windows are not obscure glazed or contaminated land conditions have not been complied with), and what should be done to correct the situation. Once issued the notice does not take effect for 28 days.

A BCN has to set out what is required to ensure compliance with the condition and by when. There is no appeal against a BCN and therefore it can be more expedient than issuing an enforcement notice. Failure to comply with the notice is dealt with by a prosecution in the Magistrates Court (maximum fine is currently £2,500). The BCN is ideal for matters where the steps to be taken are relatively simple and can be readily achieved.

11.5 Stop notice

A stop notice may be served where urgent action is necessary to stop a relevant activity before the end date of the related enforcement notice.

A stop notice must be served at the same time or after the service of an enforcement notice.

The stop notice must refer to the enforcement notice, specify the activity or activities that have to stop and set the date when it comes into effect. Failure to comply with the notice is an offence (maximum fine on summary conviction is £20,000). The Council must consider the use of stop notices carefully as they carry with them significant statutory compensation provisions.

11.6 Temporary Stop Notice (TSN)

A TSN can be issued without an enforcement notice and is designed to halt breaches of planning control for a period of up to 28 days. This comes into immediate effect and is used to stop work and to see if issues can be resolved within a limited timescale. These are most often served where a development has started but conditions on the planning information requiring further action

before commencement have not been complied with (e.g. a contaminated land investigation and mitigation measures have not been agreed).

Whilst TSNs also carry some compensation provisions these are significantly lower than with a stop notice and therefore the risk to the Council is reduced.

11.7 Section 215 notice

In cases where the amenity of an area is adversely affected by the condition of land or buildings a Section 215 Notice (untidy land) may be served. This will set out what is expected to happen (e.g. remove building materials/shrubs/board up windows), when it needs to be done by, and the date the notice takes effect.

A Section 215 notice takes effect after 28 days service during which time an appeal can be made in the Magistrates Court.

12 Time limits for taking formal action

Where a breach of planning control involves building operations and has been ongoing for more than four years the Council cannot serve a notice. For example:

- Extensions to dwellings
- New buildings
- Laying hardstanding
- Change of use of any building to a single dwelling.

Unauthorised changes of use and breaches of conditions are subject to a 10 year time limit (e.g. use of an agricultural building for industrial warehousing).

The Council are not able to take action on anything beyond the four or ten years, and the use becomes lawful. The landowner can apply for a Certificate of Lawful Existing Use or Development (CLEUD) and, if the evidence is clear, they can 'regularise' the situation. However it should be noted that even if a use is lawful, it does not mean that the Council would have granted planning permission if this has been applied for before the development/change of use had taken place.

Serving an enforcement notice in respect of a particular development 'stops the clock' in relation to these four and ten year time limits. Therefore where the Council consider a breach may be close to the four or ten year time limit it may seek to take urgent enforcement action to prevent such a development or use becoming lawful

The Localism Act 2011 introduced a new enforcement power in relation to time limits which allows Councils the possibility to act against concealed breaches of planning control even after the usual time limit for enforcement has expired.

13 Failure to comply with formal notices

Where a notice has been served and has not been complied with there are three main options available to the Council.

13.1 Prosecution

Prosecution proceedings can be instigated against any person who has not carried out the works expected of them and where the end date for compliance/action has passed. This may be in relation to any of the following Notices:

- enforcement notice
- listed building enforcement notice
- conservation area enforcement notice
- breach of condition notice
- section 215 notice
- stop notice

Cases involving unauthorised works carried out to a Listed Building and unauthorised demolition in a Conservation Area also constitute an offence in their own right. Consideration of whether it would be expedient to prosecute for these works rather than issuing a notice will be given on a case by case basis.

Before commencing any legal proceedings, the Council needs to be satisfied that there is sufficient evidence to offer a realistic prospect of conviction and that the action taken is in the public interest.

13.2 Direct action

Where any works/actions required by an enforcement notice or section 215 notice have not been completed within the time period (other than stopping the use of a piece of land), consideration will be given whether it is expedient to enter the land and undertake the works (e.g. Demolish the building and recover from the owner of the land, any expenses reasonably incurred by them in doing so).

In most cases the Council will seek to prosecute the failure to comply with a notice before seeking to initiate direct action.

13.3 Injunction

Where an enforcement notice has not been complied with and, because of the special circumstances of the case, either direct action or prosecution would not be an effective remedy, we will consider applying to the Court for an Injunction.

An injunction can also be applied for where there is clear evidence that a breach of planning control is anticipated but has not actually occurred. Such action will only be considered if the breach, actual or anticipated, is particularly serious and is causing or likely to cause exceptional harm (e.g. materials for hard standing being put on a site and services being laid).

13.4 POCA – Proceeds of Crime Act

The Proceeds of Crime Act 2002 (“POCA”) sets out the legislative scheme for the recovery of criminal assets with criminal confiscation being the most commonly used power. Confiscation occurs after a conviction has taken place.

The aim of the asset recovery schemes in POCA is to deny criminals the use of their assets, recover the proceeds of crime (planning and non-planning related) and disrupt and deter criminality.

With regard to planning enforcement the Council will consider requesting a confiscation order if it is considered expedient to do so.

The Crown Court must consider making a confiscation order against a defendant under Part 2 POCA if:

- a) the defendant is convicted of an offence or offences in the Crown Court, or has been committed to the Crown Court for sentence or to be considered for a confiscation order; and
- b) the prosecutor requests that the court consider making a confiscation order, or the court believes that it is appropriate to consider making a confiscation order.

14 Other Types of Enforcement

14.1 Advertisements

The display of advertisements without consent is an offence the Council can prosecute against without the need to issue a notice. Where it has been considered that an advertisement should be removed an offender will normally be given one written opportunity to remove the advertisement voluntarily. Failure to do so may result in further action being taken without further correspondence.

The Council is also able to remove or obliterate posters and placards and will consider using these powers as appropriate

The Localism Act 2011 has introduced new provisions in respect of dealing with advertisements. These are Removal Notices, Action Notices and the powers to remedy the defacement of property. Each provision includes rights of appeal to the Magistrates Court.

14.2 Removal notices

The Council can seek removal of any structure used to display an advertisement and where the notice is not complied with can remove the structure and recover the cost of doing so.

14.3 Action notices

Where there is a persistent problem with unauthorised advertisements an Action Notice can be issued specifying measures to prevent or reduce the frequency of the display of advertisements. Where the notice is not complied with the Council may remove the structure and recover the cost of doing so.

14.4 Power to remedy defacement of premises

Where a sign is readily visible from an area where there is public access and is considered to be offensive or damaging the amenity of the area, a Notice may be issued requiring the removal or obliteration of the sign. As with the above provisions failure to comply with the notice will allow the Council to undertake the works in default and recover costs (except where it relates to a flat or house or is within the curtilage of a house).

14.5 Trees

Legislation protects trees, which are the subject of Tree Preservation Orders (TPOs) or are within a Conservation Area, from felling or other works without permission. Such works are an offence and prosecution without a notice can take place. However, such action would not remedy the harm caused.

Where a tree covered by a TPO has been removed a notice requiring an appropriate replacement tree to be planted can be issued.

14.6 High hedges

From 1 June 2005 Councils have had the power to deal with disputes over high hedges where all reasonable steps to resolve the issue have been taken by the relevant parties. In cases where we find in favour of the complainant we will ensure, through enforcement action, if necessary, that any specified schedule of remedial works is carried out.

15 Complaints about the Planning Enforcement Service

If you feel that there is unreasonable delay with an enforcement investigation, or you believe there is an error in the way an investigation is being carried out, please inform the Planning Enforcement Officer dealing with your case so that they may respond or take the necessary action.

If you remain dissatisfied with the service, it is open to you to make a formal complaint. Please remember that the complaints procedure does not apply to matters that are directly related to a Council or Panel decision. You can, of course, contact your local Councillor at any time.

If you remain dissatisfied, you may write to the Local Government Ombudsman and information on how to do this will be given to you by the Head of Corporate Governance. The Ombudsman will not normally deal with a complaint unless it has first been through the Council's own complaint procedures and will deal only with matters relating to the conduct of the investigation.

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LOCAL PLANNING ENFORCEMENT POLICY

The Council's policy towards dealing with unauthorised development.

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1 Introduction

This document sets out the main Planning Enforcement service areas and explains how the Council carries out its enforcement activities. In order to provide the best possible service, the Council must give clear guidance on what it can and can't do, and how the demands on our services are balanced against available resources.

The Council has also published a separate list of frequently asked questions which cover other matters related to Planning Enforcement. This can be viewed on our web site at <https://www.spelthorne.gov.uk/article/17706/Planning-enforcement-FAQs> It should also be noted that the Council has enforcement powers and responsibilities relating to Building Control and Environmental Health matters, Those are not detailed in this Local Planning Enforcement Policy.

2 What you can expect from the Planning Enforcement Service

- A proactive and efficient service for customers seeking advice and information.
- A full range of available powers when conducting investigations (including negotiations and retrospective planning applications) and, where appropriate, immediate action.
- Minimising compliance costs by ensuring that action taken is proportionate to the risks.
- Care taken to work with small businesses and voluntary and community organisations to assist them in meeting their legal obligations without unnecessary expense, where practicable.
- Where appropriate, prosecute individuals or organisations who fail to comply with any formal notice served on them.
- Take direct action having regard to the degree of harm and public safety.
- Carry out our duties in a fair, equitable and consistent manner.
- Consider each matter on its merits and ensure a consistent approach to enforcement resolution.
- Ensure we follow principles of consistency and high standards in each and every case.
- Provide information and advice on the rules applied and publish this as widely as possible.

3 Definition of unauthorised development

Planning permission is required for the erection of many types of buildings and for a material change in use of land or buildings, and to erect some forms of advertisement. There are controls to protect Listed Buildings and trees covered by a Tree Preservation Order. Unauthorised development generally constitutes the following: -

- The erection of buildings or a material change of use without the necessary planning permission.
- The carrying out of development at variance to that given planning permission (and shown on the approved plans)
- The carrying out of development not in accordance with the conditions on the planning permission.
- The display of advertisements without the necessary advertisement consent.
- Felling of, and works to, trees included in a Tree Preservation Order, or in a Conservation Area.
- Demolition of, and alterations to, Listed Buildings and certain buildings in Conservation Areas without the necessary consent.

4 The Council's approach to unauthorised development

The purpose of planning enforcement is to investigate and resolve breaches of planning control and unauthorised development which cause harm to public amenity and the environment.

Enforcing against unauthorised development is a discretionary power and the Council is not legally bound to act. However, the Council consider it essential, where unauthorised development occurs which has harmful consequences either to the environment or to people living nearby or is contrary to planning policy that swift action is taken to prevent it continuing. The nature of the harm arising from unauthorised development will be the primary factor which influences the course of action taken to deal with an issue. Those cases which cause most harm will be prioritised.

The Council will respond sympathetically to those situations where a breach of planning control has genuinely occurred unintentionally (particularly in relation to household development) but will take the necessary steps to resolve any harm arising from the work.

In all, but the most serious of cases, the Council will first seek to resolve the matter through discussion with the owner/person carrying out the work and to avoid any unnecessary formal legal action.

The Council will generally seek to prosecute those people who have felled or damaged a preserved tree or demolished or damaged a listed building.

The Council wishes to support activities which contribute to economic growth and will have regard to the impact of any enforcement action on businesses. It will ensure that the time periods for compliance in any Notice are sufficient to minimise disruption to the business and if possible, avoid any permanent loss of employment.

5 Priorities

To manage resources effectively, all reports of suspected breaches of planning control will be investigated and progressed in accordance with the priority rating below. The priority rating determines the initial response. Dependent on the outcome of that initial response the priority rating may be changed. This is not an exhaustive list, and there may be exceptions.

5.1 Category 1: Serious harm (High Priority)

- Unauthorised demolition of Listed Buildings, ancient monuments and locally Listed Buildings.
- Felling or lopping of a preserved tree or tree in a Conservation Area.
- Where development has started and is subject to planning conditions which are required to be agreed before commencement (e.g. contamination, archaeology, nature conservation or trees).
- Development or breach of conditions likely to cause serious harm/danger to people or amenity.
- Harmful unauthorised development which is about to become immune from any action being taken against it because of the passage of time periods set in legislation.
- Failure to discharge BNG – Biodiversity Net Gain pre-commencement conditions.

5.2 Category 2: Significant and widespread harm to local amenity (Medium Priority)

- Unauthorised development causing significant or widespread harm.
- Breaches of planning conditions causing serious nuisance to adjoining residents.

- Breaches that are contrary to well established planning policies such as Green Belt.
- Unsightly buildings or untidy land that is causing serious harm to the amenity of neighbours.

5.3 **Category 3: Other**

- Breaches of a technical nature and not in significant conflict with planning policy
- Breaches which are temporary and unlikely to result in any long-term harm.
- Advertisements not included above.
- Breaches of other planning conditions.
- Other changes of use including HMOs (which are not permitted development)
- High hedges.
- Unauthorised pitching of caravans.
- Businesses being operated from home.
- Development not in accordance with the plans during the build process.

Individual cases may be re-prioritised as the investigation progresses.

To ensure that an adequate overall service is provided resource allocation will be periodically reviewed. The quality of evidence and support provided by complainants can also impact on the outcome of an investigation, and where such support is likely to increase the chances of a successful outcome, the matter will be prioritised.

6 Investigation of suspected breaches of planning control

6.1 **Making a complaint or an enquiry**

To start a planning enforcement investigation, you can contact us by any of the following methods: -

- Completing the standard form on our web site:
<http://www.spelthorne.gov.uk/planningenforcementcomplaintform>
- Email at planningdm@spelthorne.gov.uk

- By letter to Planning Enforcement, Spelthorne Borough Council, Council Offices, Knowle Green, Staines Upon Thames, Surrey, KT18 1XB.

When complaints are received, they are recorded on our database with a unique reference number so they can be monitored, and the complainant updated on progress.

So that your enquiry can be processed efficiently the following information should be provided: -

- Name and contact details of complainant.
- Full address of the alleged breach of planning control.
- Nature of the breach and the harm it may be causing.

To avoid unnecessary use of resources, anonymous reports of suspected breaches of planning control will not normally be pursued unless other evidence suggests that the breach is causing serious harm to the environment or the amenities of residents. Confidentiality of a complainant's identity will be safeguarded unless it is necessary for the complainant to give evidence at an appeal.

We will aim to acknowledge receipt of any complaint within 5 working days and to provide an initial response on the actions we are taking within 10 working days

After receipt of a complaint initial research will be carried out, and a site visit may be required to establish whether or not a breach of planning control has occurred.

The initial site visit (where necessary) will be conducted within the following timescales:

- High priority cases – within two working days
- Medium priority cases – within five working days
- Low priority cases – within ten working days

There will be exceptions to this, particularly in very urgent matters.

These timescales allow officers to carry out research before visiting a site. If carrying out the initial site visit within these time frames is problematic on a specific case the officer will notify the complainant.

On completion of the initial site visit, the findings will be assessed by the Officer, and a view taken as to how the investigation will proceed, which may include taking legal advice.

6.2 Cross Service Enforcement

In the event of an issue being reported to multiple services, for e.g. Environmental Health and Planning Enforcement, the other service is then consulted to determine the most efficient and expedient action to take to resolve the issue. Usually this will mean after initial investigation, one service takes the lead and carries out enforcement action as and when it is expedient to do so. For example, it may mean that one service has more effective powers in legislation than the other and so takes the enforcement lead.

In certain instances, it is recommended to carry out a joint investigation. However, resourcing will be taken into consideration to ensure it is essential and effective.

6.3 Right of Entry

The Planning Enforcement Officers are authorised to act on the Council's behalf and have a right to enter land and buildings without warrant for the purposes of making inspections, surveys and examinations as required, pursuant to any statutory planning related powers of the Council.

Section 196A and section 324 of The Town and Country Planning Act 1990 and section 88 of The Planning (Listed Buildings and Conservations Areas) Act 1990 identify those powers giving rights of access.

6.4 If no breach of planning control is established

A significant number of investigations are closed as there is no breach of planning control established. For example:

- There is no evidence to substantiate the allegation.
- Development has taken place but planning permission is not required (usually because it is permitted development)
- Planning permission has been granted or an application is in progress.

Where this is the case, the complainant will be notified that no further action will be taken, either verbally or in writing, within 10 working days of the initial site visit

6.5 Where further investigation is required

There are cases where the initial site visit does not provide sufficient evidence to prove whether a breach of planning control has taken place such as business operating from home and breaches of hours conditions, and further investigation is required. In these cases, the complainant will be notified within 10 working days of the initial site visit that further investigation is required. If they are unwilling to help, it may not be possible to take further action due to insufficient evidence.

A Planning Contravention Notice can be served to obtain information relating to the suspected breach, which can take time.

A person on whom notice is served has 21 days to respond. Therefore, it may be several weeks until the appropriate evidence can be collected.

6.6 Where there is a breach of planning control

When a complaint is received the case officer will check to see if there is a breach of planning control and that legislation allows us to take action. Each case is judged on its individual merits. In some cases, although a breach of planning control has been identified it is not possible for the Council to take action because it has been occurring, or in existence, for a long period of time and is immune from Enforcement action.

In most cases it is not possible to take action against buildings and structures which have been erected without consent if they have been in existence for more than **10 years (or 4 years prior to 25 April 2024)**. Similarly, a change of use of a building or land without permission, or the breach of a planning condition imposed on a permission, will be immune from enforcement action if it has occurred for more than 10 years.

6.7 Negotiation

Where it is considered that the breach of planning control is unacceptable Officers will initially attempt to negotiate a solution without going straight to formal action unless the breach is causing significant harm. Negotiations may involve scaling down or stopping an unauthorised use or activity or changing or removing the unauthorised development.

Where negotiation is not an acceptable solution, or it is clear at the outset that the breach is not capable of being resolved, formal enforcement action will proceed where it is expedient to do so. Service of a temporary stop notice may be appropriate to prevent the breach becoming worse.

6.8 Not expedient to pursue formal action

There are cases where it would not be 'expedient' or worthwhile for the Council to take enforcement action. Expediency is a test of whether the unauthorised activities are causing serious harm, and the officer investigating the case will consider this. The outcome of this consideration will generally inform the course of the investigation. Taking formal enforcement action is only one option with other courses open to the Council. Examples of where it may not be expedient to take action are as follows:

- A technical breach of planning control is so minor that it has no, or very little, impact on amenity.
- The work carried out is only marginally in excess of that allowed under permitted development and the increase causes no harm ie. a fence

has been erected and is only a few centimetres above the normal allowance of 2m (where it does not front a road).

- Where building work or a change of use has taken place, but it is clear that retrospective planning permission is likely to be granted.

Although development should not be carried out without first getting planning permission, an enforcement notice should not be issued solely to regularise development which is acceptable in planning terms, but for which permission has not been sought. In these cases, the Council will ask for an application.

It is generally regarded as unreasonable for a Council to issue an enforcement notice solely to remedy the absence of a valid planning permission if there is no significant planning objection to the building works/use.

Where officers conclude that it is not expedient to take action the case will be closed (with a reasoned justification).

Action taken should be proportionate to the breach. Many technical breaches of planning control are investigated (e.g. a fence or a rear extension slightly higher than permitted development). In such cases it would be unreasonable to require the removal of an entire building or fence where a slightly lower structure could be put up without planning permission.

We will work with owners to resolve situations, but ultimately it is unlikely that formal action could be warranted in the case of a technical breach.

7 Retrospective planning applications

In some cases, unauthorised development may be rendered acceptable by the imposition of appropriate conditions on a planning permission. For example, a change of use to a restaurant may be acceptable in principle but give rise to concerns about late opening hours. Rather than take formal action against the use, it would be appropriate to request a retrospective application which, having assessed the detail and taken into account the views of consultees, was found to be acceptable, could be granted permission subject to a condition restricting hours of use.

A retrospective application is processed in the same way as a standard planning application. This allows third parties to be formally consulted and make their views known. In addition to those adjoining the site, the Council notify anyone who originally complained about the unauthorised work. The fact that the development has already been carried out in part or full can have no bearing on the Council's decision on the application.

The Council will specify a time period in which a retrospective application must be submitted. The period given will vary from case to case but will reflect the complexity in preparing such a submission. Periods of 28 or 56 days are often given. If no application is submitted the Council will consider the expediency of taking further action, taking into account any harm arising from the breach (and

lack of conditions imposed on a planning permission to control it). It may become necessary to serve an Enforcement Notice.

If the development is unlikely to receive permission the Council will not encourage the submission of a retrospective application, although there remains a right to make such an application. Unless the Council has served an enforcement notice prior to the submission of the retrospective application (which relates to those matters sought permission in the application) the Council is duty bound to consider it.

The Council will, generally, refuse to process retrospective applications which are submitted after serving of an enforcement notice unless entertaining the application is likely to result in an amended proposal which overcomes the reason for serving the notice.

8 Material and non-material amendments to planning permissions

Development should be completed strictly in accordance with the approved plans, which form part of the planning permission. Following the grant of permission applicants often wish to make variations. Sometimes, because of problems during the construction process or a change in the client's wishes. The Council's approval is required for any changes from the approved plans, and this should be sought before work is carried out. Sometimes, however, changes occur without the Council's prior approval.

Where these alterations are materially different from the permission a new application for the whole development will be required

Where the scale and nature of the alterations results in a development that is not substantially different from the one that has been approved, a "minor material amendment application" will be invited which, in effect, seeks permission for the changes proposed rather than the whole scheme again. The Council will consult adjoining properties in the consideration of these types of application and take into account any representations submitted.

Where the changes proposed are extremely minor (such as the omission of a window or reduction in the size of an extension) the Council will request the submission of a "non-material amendment". This is also subject to a fee but will usually be considered by exchange of letter and without notification to neighbouring properties.

9 Monitoring of planning permissions

It is not practical or proportionate to monitor all planning permissions granted by the Council, and all development carried out as permitted development. Most development occurring in the Borough is in built up areas close to adjoining properties and the majority of alleged breaches of planning control

are reported by people living close to development. Most of the Council's planning enforcement officers time is spent resolving reported breaches.

Compliance with pre commencement conditions is also checked. In addition, planning officers will, as resources allow, check sensitive development at key stages of construction and on completion of the development.

With the advent of the new Biodiversity Net Gain (BNG) legislation, applicants will be required to deliver 10% "Biodiversity Net Gain" when building new housing, industrial or commercial developments. This commenced on 12 February 2024 for major development and from 3 April 2024 for minor developments. Documents will need to be submitted as part of a planning application, including a metric detailing how a 10% net gain will be achieved. Developers are required to achieve all of their BNG on site. If this cannot be achieved on-site, they can deliver through a mixture of on-site and off-site. Developers can either make gains on their own land outside the development site or buy off-site biodiversity units on the market. If developers cannot achieve on-site or off-site BNG, they must buy statutory biodiversity credits from the government. This should be a last resort. There will be a pre commencement condition on any granted planning permission. This means that before any development begins, applicants need to provide a biodiversity net gain plan to show the existing and proposed biodiversity values of their sites. A strategy of monitoring compliance of BNG is currently being formulated within the Council, however, checking that a pre commencement condition has been discharged before development is implemented will fall to the Planning Enforcement Team.

10 Considerations prior to taking enforcement action

Several factors must be taken into consideration prior to any enforcement action.

10.1 Human Rights Act 1998

When deciding whether or not to take enforcement action, the Council will pay due regard to the Human Rights Act 1998 and, in particular, to the requirement not to act in a way which is incompatible with any relevant Convention rights which are the right to a fair trial, right to respect for private and family life, prohibition of discrimination and protection of property. These rights are qualified rights which means that, when considering enforcement action, the Council will balance the rights of those who may be in breach of the planning legislation against those affected by the breach, including the community at large.

10.2 Public Sector Equality Duty (Equality Act 2010)

10.2.1 A public authority must, in the exercise of its functions, have due regard to the need to—

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act.

- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

10.2.2 For the purposes of the provisions of this Section, pregnancy and maternity, age, gender reassignment, disability, race, religion or belief, sex and sexual orientation are all protected characteristics. That question in every case is whether the decision maker has in substance had due regard to the relevant statutory need, to see whether the duty has been performed.

10.2.3 The Council's obligation is to have due regard to the need to achieve these goals in making its decisions. Due regard means to have such regard as is appropriate in all the circumstances.

10.2.4 The Council must consider if formal enforcement action to remedy harm is wholly appropriate and proportionate. If a breach of planning control has occurred and requires further investigation, then the subsequent investigation must be proportionate.

In any event, if human rights or public sector equality rights are potentially affected, the Council must consider that the public interest factors outweigh any potential interference.

10.3 Corporate Priorities and Values

The Council takes the following corporate priorities and values into consideration when determining the expediency of enforcement action against unauthorised development and changes of use.

The priorities for the 2024 - 2028 focus on:

- C** - Community
- A** - Addressing housing need
- R** - Resilience
- E** - Environment
- S** - Services

Our values, ethos and ways of working will inform and underpin everything that we do:

- P** - Pride in our Council, communities, and Borough
- R** - Responsive and respectful
- O** - Open and accountable
- V** - Value for money
- I** - Integrity
- D** - Dependable
- E** - Empowering and inclusive

The Environment priority now includes the implementation of Biodiversity Net Gain (BNG) obligations, which in turn means the Planning Enforcement team will now investigate and enforce against non-compliance with BNG planning conditions.

Our priorities and values are outlined in more detail in the Corporate Plan 2024 – 2028 which can be found here:

<https://www.spelthorne.gov.uk/corporateplan>

10.4 **Financial Implications**

In taking enforcement action the Council must consider the financial implications in doing so. The Council must first determine that there is a specific breach of planning control and that the harm caused far outweighs the cost of rectifying the breach.

The Council must also consider the likelihood of recuperating costs from the recipient of the enforcement action. Could POCA (Proceeds of Crime Act) be applied?

The Council must exhaust all means of negotiation for a resolution to the breach prior to commencing any costly enforcement action.

Planning enforcement is not statutory. However, we have a duty to investigate planning breaches, and it is only the taking of further action that is discretionary.

11 **Taking formal enforcement action**

11.1 **Enforcement Notice**

Enforcement Notices can be served where development or a change of use has taken place without permission, and it is considered expedient to do so. They are served on the owner, occupier and any other person with an interest in the land and must set out what is expected to happen (for example demolishing a building or stopping a car repair workshop) in order to:

- Ensure development complies with the terms of any planning permission granted
- Stop the use of the land or restore it to the condition it was in before the breach took place
- Ensure that development does not have an adverse impact on amenity

A notice will specify a timescale for works to be carried out, and it comes into effect a minimum of 28 days after it is served. There is a statutory right of

appeal to the Planning Inspectorate against the notice during this period. Once the Planning Inspectorate has received a valid appeal, the enforcement notice has no effect until the appeal has been determined.

Any appeal may include one or all of these grounds:

- a) Planning permission ought to be granted
- b) The development or change of use has not taken place
- c) The development or change of use does not need permission
- d) The development or change of use is immune from action (e.g. been in place or operating too long)
- e) The enforcement notice(s) were not served correctly
- f) The works/action to be carried out are excessive
- g) Not enough time has been allowed for the works/action to be carried out

Given these rights of appeal it is important that all relevant matters are taken into account before serving an enforcement notice. This includes being clear about:

- What the specific breach is (e.g. building is too high, in the wrong place, agricultural building being used for industrial purposes)
- What must be done to set it right (e.g. reduced height, demolish and re-build, stop the use)
- How long is given for the works/actions to be carried out (e.g. three months, 12 months).

If the breach of planning control relates to a listed building or unauthorised demolition within a conservation area, the expediency of serving a listed building enforcement notice or a conservation area enforcement notice will be considered. Where appropriate prosecution in the Courts will be commenced.

All enforcement notices are placed on the Council's enforcement register which is available to view on the Council's website.

11.2 **Planning contravention notice (PCN)**

This is often served prior to serving an enforcement notice. It can be served on the owner or occupier of the land in question, or a person who is carrying out operations or using the land. The PCN gives those people 21 days to provide the information which the Council has asked for. If they do not give the information they can be prosecuted (~~maximum fine of £1,000~~). ~~To knowingly provide false information on a PCN can result in a fine of up to £5,000.~~

11.3 Other requisition for information notices

The Council can require anyone who receives a requisition for information notice to supply, in writing, details of their interest in a property and details of anyone else having an interest in the property. A reply must be supplied within 14 days. Failure to comply with the requirements of a notice or makes a false statement in a reply is an offence punishable by a fine ~~of up to £5,000.~~

The Council can also require those individuals to state in writing the nature of their interest in a property and the name and address of any other person known to them as having an interest in the property, such as a freeholder, mortgagee, lessee or otherwise. Failure to return the form or to provide an untrue statement is an offence punishable by a fine ~~of up to £1,000.~~

11.4 Breach of condition notice (BCN)

This can be served where a planning condition has not been complied with. The type of condition which has been breached has to be taken into account (e.g. windows are not obscure glazed or contaminated land conditions have not been complied with), and what should be done to correct the situation. Once issued the notice does not take effect for 28 days.

A BCN has to set out what is required to ensure compliance with the condition and by when. There is no appeal against a BCN and therefore it can be more expedient than issuing an enforcement notice. Failure to comply with the notice is dealt with by a prosecution in the Magistrates Court (~~maximum fine is currently £2,500~~). The BCN is ideal for matters where the steps to be taken are relatively simple and can be readily achieved.

11.5 Stop notice

A stop notice may be served where urgent action is necessary to stop a relevant activity before the end date of the related enforcement notice.

A stop notice must be served at the same time or after the service of an enforcement notice.

The stop notice must refer to the enforcement notice, specify the activity or activities that have to stop and set the date when it comes into effect. Failure to comply with the notice is an ~~offence (maximum fine on summary conviction is £20,000)~~. The Council must consider the use of stop notices carefully as they carry with them significant statutory compensation provisions.

11.6 Temporary Stop Notice (TSN)

A TSN can be issued without an enforcement notice and is designed to halt breaches of planning control for a period of up to **56 days for both listed and non-listed buildings and uses**. This comes into immediate effect and is used to

stop work and to see if issues can be resolved within a limited timescale. These are most often served where a development has started but conditions on the planning information requiring further action before commencement have not been complied with (e.g. a contaminated land investigation and mitigation measures have not been agreed).

Whilst TSNs also carry some compensation provisions these are significantly lower than with a stop notice and therefore the risk to the Council is reduced.

11.7 Section 215 notice

In cases where the amenity of an area is adversely affected by the condition of land or buildings a Section 215 Notice (untidy land) may be served. This will set out what is expected to happen (e.g. remove building materials/shrubs/board up windows), when it needs to be done by, and the date the notice takes effect.

A Section 215 notice takes effect after 28 days service during which time an appeal can be made in the Magistrates Court.

11.8 Enforcement Warning Notice

From 25 April 2024 Local planning authorities have been able to issue Enforcement Warning Notices (EWN). This is a procedure for an authority to request a planning application, where it appears there has been a breach of planning control and there is a reasonable prospect that planning permission relating to the breach would be granted. Such requests are routinely made at present, but can now be given a more formal footing.

Issuing an EWN 'stops the clock' on immunity and can reduce the number of appeals for 'acceptable' developments when an enforcement notice has been issued.

11.9 Development Commencement Notice

From 25 April 2024 s93G of the Town and Country Planning Act 1990 introduced Commencement Notices. Before the development has begun, the person proposing to carry it out must give notice (a 'commencement notice') to the LPA, specifying when they propose to commence the work.

Where it appears to the LPA that a person has failed to comply with the requirements set out above, they may serve a notice on any relevant person, requiring the relevant information to be submitted to the LPA.

If a notice is served by the LPA, requiring the information to be provided to it, and the relevant person fails to give that information within 21 days, they shall be guilty of an offence.

This allows the LPA to formally record the commencement of developments.

11.10 Completion Notice

From 25 April 2024 s93H of the Town and Country Planning Act 1990 introduced the Completion Notice.

This applies where a planning permission has been granted for development and is subject to the 'commence within 3 years' condition, and this condition was complied with, but the development has not been completed.

If the LPA are of the opinion that the development will not be completed with a reasonable time period, then they may serve a notice ('completion notice') stating that the planning permission will cease to have effect at a specified time ('the completion notice deadline').

S93I deals with the criteria for appeals against a Completion Notice.

The effect of a completion notice is that the planning permission to which the notice related becomes invalid at the completion notice deadline (whether as originally specified or substituted on appeal under section 93J).

12 Time limits for taking formal action

Where a breach of planning control involves building operations and has been ongoing for more than 10 years the Council cannot serve a notice. For example:

- Extensions to dwellings
- New buildings
- Laying hardstanding
- Change of use of any building to a single dwelling
- Unauthorised changes of use and breaches of conditions

The Council are not able to take action on anything beyond the 10 years period, and the use becomes lawful. The landowner can apply for a Certificate of Lawful Existing Use or Development (CLEUD) and, if the evidence is clear, they can 'regularise' the situation. However, it should be noted that even if a use is lawful, it does not mean that the Council would have granted planning permission if this has been applied for before the development/change of use had taken place.

Serving an enforcement notice in respect of a particular development 'stops the clock' in relation to the time limit. Therefore, where the Council consider a breach may be close to the 10 year time limit, it may seek to take urgent enforcement action to prevent such a development or use becoming lawful

The Localism Act 2011 introduced enforcement powers in relation to time limits which allows Councils the possibility to act against concealed breaches of planning control even after the usual time limit for enforcement has expired.

13 Failure to comply with formal notices

Where a notice has been served and has not been complied with there are three main options available to the Council.

13.1 Prosecution

Prosecution proceedings can be instigated against any person who has not carried out the works expected of them and where the end date for compliance/action has passed. This may be in relation to any of the following Notices:

- enforcement notice
- listed building enforcement notice
- conservation area enforcement notice
- breach of condition notice
- section 215 notice
- stop notice

Cases involving unauthorised works carried out to a Listed Building and unauthorised demolition in a Conservation Area also constitute an offence in their own right. Consideration of whether it would be expedient to prosecute for these works rather than issuing a notice will be given on a case-by-case basis.

Before commencing any legal proceedings, the Council needs to be satisfied that there is sufficient evidence to offer a realistic prospect of conviction and that the action taken is in the public interest.

13.2 Direct action

Where any works/actions required by an enforcement notice or section 215 notice have not been completed within the time period (other than stopping the use of a piece of land), consideration will be given whether it is expedient to enter the land and undertake the works (e.g. Demolish the building and recover from the owner of the land, any expenses reasonably incurred by them in doing so).

In most cases the Council will seek to prosecute the failure to comply with a notice before seeking to initiate direct action.

13.3 Injunction

Where an enforcement notice has not been complied with and, because of the special circumstances of the case, either direct action or prosecution would not be an effective remedy, we will consider applying to the Court for an Injunction.

An injunction can also be applied for where there is clear evidence that a breach of planning control is anticipated but has not actually occurred. Such action will only be considered if the breach, actual or anticipated, is particularly serious and is causing or likely to cause exceptional harm (e.g. materials for hard standing being put on a site and services being laid).

13.4 POCA – Proceeds of Crime Act

The Proceeds of Crime Act 2002 (“POCA”) sets out the legislative scheme for the recovery of criminal assets with criminal confiscation being the most commonly used power. Confiscation occurs after a conviction has taken place.

The aim of the asset recovery schemes in POCA is to deny criminals the use of their assets, recover the proceeds of crime (planning and non-planning related) and disrupt and deter criminality.

With regard to planning enforcement the Council will consider requesting a confiscation order if it is considered expedient to do so.

The Crown Court must consider making a confiscation order against a defendant under Part 2 POCA if:

- a) the defendant is convicted of an offence or offences in the Crown Court, or has been committed to the Crown Court for sentence or to be considered for a confiscation order; and
- b) the prosecutor requests that the court consider making a confiscation order, or the court believes that it is appropriate to consider making a confiscation order.

14 Other Types of Enforcement

14.1 Advertisements

The display of advertisements without consent is an offence the Council can prosecute against without the need to issue a notice. Where it has been considered that an advertisement should be removed an offender will normally be given one written opportunity to remove the advertisement voluntarily. Failure to do so may result in further action being taken without further correspondence.

The Council is also able to remove or obliterate posters and placards and will consider using these powers as appropriate

The Localism Act 2011 introduced provisions in respect of dealing with advertisements. These are Removal Notices, Action Notices and the powers to remedy the defacement of property. Each provision includes rights of appeal to the Magistrates Court.

14.2 Removal notices

The Council can seek removal of any structure used to display an advertisement and where the notice is not complied with can remove the structure and recover the cost of doing so.

14.3 Action notices

Where there is a persistent problem with unauthorised advertisements an Action Notice can be issued specifying measures to prevent or reduce the frequency of the display of advertisements. Where the notice is not complied with the Council may remove the structure and recover the cost of doing so.

14.4 Power to remedy defacement of premises

Where a sign is readily visible from an area where there is public access and is considered to be offensive or damaging the amenity of the area, a Notice may be issued requiring the removal or obliteration of the sign. As with the above provisions failure to comply with the notice will allow the Council to undertake the works in default and recover costs (except where it relates to a flat or house or is within the curtilage of a house).

14.5 Trees

Legislation protects trees, which are the subject of Tree Preservation Orders (TPOs) or are within a Conservation Area, from felling or other works without permission. Such works are an offence and prosecution without a notice can take place. However, such action would not remedy the harm caused.

Where a tree covered by a TPO has been removed a notice requiring an appropriate replacement tree to be planted can be issued.

14.6 High hedges

From 1 June 2005 Councils have had the power to deal with disputes over high hedges where all reasonable steps to resolve the issue have been taken by the relevant parties. In cases where we find in favour of the complainant we will ensure, through enforcement action, if necessary, that any specified schedule of remedial works is carried out.

15 Complaints about the Planning Enforcement Service

If you feel that there is unreasonable delay with an enforcement investigation, or you believe there is an error in the way an investigation is being carried out, please inform the Planning Enforcement Officer dealing with your case so that they may respond or take the necessary action.

If you remain dissatisfied with the service, it is open to you to make a formal complaint. Please remember that the complaints procedure does not apply to matters that are directly related to a Council or Panel decision. You can, of course, contact your local Councillor at any time.

If you remain dissatisfied, you may write to the Local Government Ombudsman and information on how to do this will be given to you by the Group Head of Corporate Governance. The Ombudsman will not normally deal with a complaint unless it has first been through the Council's own complaint procedures and will deal only with matters relating to the conduct of the investigation.

16 Minor Amendments

Minor amendments to the Local Planning Enforcement Policy shall be approved by the Planning Development Manager in consultation with the Chairman of the Environment and Sustainability Committee.

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Environment and Sustainability Committee



3 December 2024

Title	Annual Planning Development Management Performance Report 2023
Purpose of the report	To note
Report Author	Esmé Spinks, Planning Development Manager
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	N/A
Corporate Priority	Addressing housing need Environment Services
Recommendations	Committee is asked to: 1. Note the report
Reason for Recommendation	N/A

1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> This is the annual a review of the performance of the Planning Development (PDM) Management service over the past year. 	<ul style="list-style-type: none"> In order for Members to be informed of the processes, targets performance and risks.
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> The PDM review will assist Members in understanding the complex work of the service and the effectiveness of the Council's planning service. 	<ul style="list-style-type: none"> For the Planning Committee to note the Planning Development Management service over the past year.

- 1.1 This report seeks to provide a review of the performance of the Planning Development (PDM) Management service over the past year. The report follows on from those produced on an annual basis to the Environment and Sustainability Committee.
- 2. Key issues**
- 2.1 Successive governments have assessed Local Planning Authorities (LPA) performance on the speed and quality with which they determine planning applications. The Government has introduced tough measures for LPAs which fail to perform. Over the years, Spelthorne's performance has surpassed the Government's performance targets. However, there is a risk that the Council's performance in respect of the quality of major developments may come under greater scrutiny and could result in Government sanctions.
- 2.2 It is imperative the Council has sound reasons to refuse an application, and that these are capable of being defended successfully at appeal. Failure to do so could expose the Council to the real risk of "designation". The speed and quality of non-major applications are targets which are less problematic to meet due to the significantly higher numbers received overall, but nonetheless are still closely monitored.
- 2.3 An up-to-date development plan gives greater certainty to all those involved in the development process and the local community. Decisions based on an up-to-date plan and supplementary guidance which are consistent with the NPPF are more easily defended at appeal. It is important to ensure that reasons for refusal can be defended on appeal without the risk of an award of costs against the Council. Robust decision making helps to ensure that the risk of the Council being "designated" based on appeals is minimised.
- 2.4 Any request for an application to be called into the Planning Committee should only be made if there is a 'material planning concern' as set out in the Council's Planning Code in the Constitution.
- 2.5 DM Officers are working within a culture of continuous performance throughout the DM process. Further investment in IT software and hardware has been implemented to assist with performance management and the Council's agile working policy and this is an essential continuing process. The Service was awarded a financial grant of £100,000 from the former DLUHC (now MHCLG) in April and work is on-going to further improve the ICT experience for officers and all users.
- 2.6 The Planning DM service was transferred remotely following the Covid 19 lockdown, it successfully met this huge challenge and has continued to do so. Officers continue to work on a hybrid basis. The Service has also exceeded all government performance targets.
- 2.7 Planning training for Members has taken place on decision making, appeals and costs, tree protection, permitted development, Green Belt, county planning matters, Transportation, the Planning Code and Planning Enforcement.
- 2.8 The E&S Committee has recently considered and agreed an updated protocol on the consultation of major applications. Presentations have been undertaken by developers prior to the submission of their planning

applications and will continue to do so. These measures will assist with the quality of decision making. Officers have also attended some on-line training courses as part of their continuous professional development.

- 2.9 Officers in PDM have, with the assistance of specialist Heritage advisors, worked on the re-appraisal of all remaining seven conservation areas (excluding Staines which was undertaken two years ago) and these have been agreed by the E&S Committee and have been subject to consultation. A further report will be presented to the Committee early in 2025.
- 2.10 The service (in conjunction with Legal Services) made an Article 4 Direction in August covering three wards. The Article 4 Direction relates to Houses of Multiple Occupation (HMOs) and its effect is that planning permission is required for a conversion of a dwelling to 3 – 6 occupants which, without the Direction, would not be required. A further report on HMOs will be considered by the Planning Committee on 11 December 2024..
- 2.11 The Government has introduced a raft of planning changes relating to planning enforcement legislation which came into effect earlier this year. It also consulted on an amended performance regime which proposed to introduce a new Accelerated Planning Service for major commercial applications with a decision time in 10 weeks (rather than the current 13 weeks) and a refund of the planning application fee if this is not met. It also proposed to change the use of extensions of time, including ending their use for householder applications and only allowing one extension of time for other developments, which links to a proposed new performance measure for local planning authority speed of decision-making against statutory time limits. It is not yet known whether these proposals will be proceeded with following the change of National Government.
- 2.12 Given all the circumstances over which the LPA has no direct control and an increase in workload, the PDM service has continue to perform to a high standard.

3. Options analysis and proposal

- 3.1 The first section of the report deals with the Designation Regime. Local Planning Authorities are provided with statutory time limits to determine planning applications within a set period of time. These time limits are a way to evaluate a local planning authority's performance and can lead to a Council losing its power to determine planning applications within its jurisdiction if too many applications are determined outside these statutory time limits. The time limits are known as determination periods and are set at 13 weeks for Major planning applications (mainly 10+ dwellings and new floorspace of 1,000 sqm+(16 weeks where subject to Environmental Impact Assessment) and 8 weeks for other planning applications defined as "Minor" and "Other" (non-major proposals).
- 3.2 As part of the Growth Agenda, the Growth and Infrastructure Act 2013 saw an introduction to the "designation regime" which has since been refined and expanded. It measures performance based on the speed and quality of

decisions for major and non-major development over a rolling 2-year period as follows:

- The **speed** of determining applications for **major** development
- The **quality** of decisions made by the authority on applications for **major** development
- The **speed** of determining applications for **non-major** development;
- The **quality** of decisions made by the authority on applications for **non-major** development

The performance of LPAs can be “designated” on the basis of its speed and/or quality performance on major development, on non-major development, or both.

- 3.3 The Secretary of State will decide once a year whether any “designation” should be made or lifted. If an LPA is at risk of designation for one or more categories, the DCLG will write to the LPAs requesting any data corrections or exceptional circumstances that would make a “designation” unreasonable. Where an authority is “designated”, applicants may apply directly to the Planning Inspectorate for the category of applications (major, non-major or both) for which the authority has been “designated”. The exception is where an authority is designated for non-major development, householder applications and retrospective applications. Applicants will not be able to submit these applications to the Planning Inspectorate as these are best dealt with locally. Soon after a designation is made the LPA is expected to prepare an “action plan” addressing areas of weakness that contributed to its under-performance. **Appendix 2** contains a flow chart setting out the designation process.
- 3.4 Table 1 of the main report (reproduced below) provides an overview of the thresholds and assessment period for 2022 and 2023 and details of Spelthorne’s performance.

Table 1

Measure and type of Application	2020-2022 Threshold and assessment period	Spelthorne's Performance 2022	2021-2023 Threshold and assessment period	Spelthorne's Performance 2023
Speed of Major Development	60% (min) (October 2020 to September 2022)	60% N.B. The higher the % the better	60% (min) (October 2021 to September 2023)	100% N.B. The higher the % the better
Quality of Major Development	10% (max) (April 2020 to March 2022)*	4.65% N.B. The lower the % the better	10% (max) (April 2021 to March 2023)*	3.77% N.B. The lower the % the better
Speed of Non-Major Development	70% (min) (October 2020 to September 2022)	96% N.B. The higher the % the better	70% (min) (October 2021 to September 2023)	97% N.B. The higher the % the better
Quality of Non-Major Development	10% (April 2020 to March 2022)*	1.13% N.B. The lower the % the better	10% (min) (April 2021 to March 2023)*	0.84% N.B. The lower the % the better

* an additional 9 months is given to 31 December to allow for the receipt of appeal decisions

Spelthorne Borough Council has met and exceeded all four targets for the threshold periods.

- 3.5 The 'Quality of Major Development' threshold is monitored particularly closely. This is because of the relative few number of majors which we receive compared with other applications. It would only take four or five majors to be allowed on appeal over a two year period (based on 40-50 majors determined in the last few years) to bring the performance over the designation threshold of 10% and the consequences outlined in above. Where an authority is "designated", applicants may apply directly to the Planning Inspectorate for the category of applications (major, non-major or both) for which the authority has been "designated". Where an authority is "designated", applicants may apply directly to the Planning Inspectorate for the category of applications, for which the authority has been "designated (in this case 'major')". Continuous monitoring against this criterion is essential.
- 3.6 The next section of the report deals with performance in terms of numbers of applications. In terms of the 8 week and 13 week speed performance outlined above, Spelthorne Borough Council's performance for decisions made in 2020 – 2023 is set out in table 3 of the main report. Over the past four years, the number of planning applications determined has remained relatively constant, although they did drop in 2023, whilst performance has far exceeded the government targets.

- 3.7 During the same three years ending December 2022, PDM also dealt with a large number of other type of applications not included in the statutory returns, i.e., Certificate of Lawfulness applications, Surrey County Council applications and Tree applications, (Table 4 of the main report). The data shows that there has been an increase in the total number determined since 2020 with the number dropping in 2023, although it was higher than in 2020.
- 3.8 Overall, in 2023 a total of 1270 planning decisions were made by the LPA compared with 1406 in 2022, 1515 in 2021, 1205 in 2020. All planning applications are submitted to PDM and the fluctuation in numbers received each year is normally a reflection of outside factors, e.g., Covid 19 in 2020. Whilst there has been a recent drop in the number of applications received, this mainly related to the straightforward cases, whilst at the same time, officers are having to deal with more complex issues including; Biodiversity Net Gain (BNG), the growing climate change agenda, an increasing number of various 'prior approval' applications, complex flooding issues including surface and fluvial flooding and new planning enforcement legislation and an increase in complaints and enforcement action.
- 3.9 The LPA also deals with several other matters involving appeals, planning enforcement and enquiries. A summary of the last four years is contained in table 5 of the main report.
- 3.10 The planning appeals and enforcement appeals for the past two years are contained in appendices 3 and 4 of the main report. There were 84 appeal decisions received:
- 2 Enforcement appeals
 - 83 Planning appeals
- Of these appeals:
- 60 Planning appeals were dismissed.
 - 23 planning appeals were allowed
 - 1 Planning Enforcement appeal was dismissed
 - 1 Planning Enforcement appeal was withdrawn.
- 3.11 The report also assesses planning applications which were recommended for approval by the Planning Officer but overturned and refused by the Planning Committee. Between January 2022 to December 2023, two planning applications were recommended for approval by the Planning Officer but overturned and refused by the Planning Committee. This compares with 9 in the previous report last year. The details are contained in table 6.
- 3.12 Table nos. 5, 7 and 8 summarise planning enforcement activity. There has been an increase in planning enforcement complaints by nearly 50% from in 2023 compared with 2022. The enforcement team served 17 enforcement notices in 2023 which is more than twice the total served in the three years before this. Whilst the number of enforcement appeals have been low in recent years (table 5), there has been an increase in 2024 (at present six), which no doubt is related to the number of notices serves. The officers are

also currently dealing with a number of complex enforcement cases, some of which have been the subject of appeals. A detailed report on planning enforcement policy was presented to the Neighbourhood Services and Enforcement Committee in March 2024. Recently new planning enforcement legislation has been introduced and a further updated report on planning enforcement policy appears on this current committee agenda.

3.13 Details relating to the Housing Delivery Test are included at table 9. The report concludes with a summary of government papers including consequences of the Housing Delivery Test result of 68% and lack of a 5 year housing land supply leading to the 'titled balance' being applied for most residential development planning applications in Spelthorne. An Action Plan was prepared because the HDT score of 68% fell below the requirement of 95% as the Council's response to the delivery test challenge set out in the NPPF.

3.14 The Government has recently announced a raft of proposed planning changes.

- In December 2023, the Levelling Up and Regeneration Act came into effect which proposed reforms to national planning policy.
- The Environment Act 2021 introduced Biodiversity Net Gain for many planning applications. This has applied for major developments from February 2024 and for minor proposals from April 2024.
- In July 2024, the new Government (following the General Election), issued a draft NPPF and other proposed changes, all for public consultation. None of these have yet to come into effect.

In terms of Spelthorne Policy, PDM has:

- Submitted a report to the E&S Committee for an updated protocol on the consultation of major applications.
- Served an Article 4 Direction on three wards in the borough relating to HMOs
- Worked with heritage advisors to re-appraise seven conservation areas
- Updated the council's Enforcement Policy

4. Financial implications

4.1 Potentially negative financial implications could arise if the planning performance is amended by the new national government resulting in the Local Planning Authority (LPA) being 'Designated' for Major developments. This is because not only would the LPA lose control in decision making of important strategic planning proposals, the LPA would also not receive the pre-application advice fee and statutory planning application fee of the larger schemes which can be significant.

- 4.2 An additional potential implication could arise if new dwellings are not approved (if policy compliant). This would lead to a reduction in the New Homes Bonus (NHB) which is secured for every new home completed in the borough. The NHB for 2024/245 is £ 101,530.
- 4.3 The statutory planning application fees increased in April 2024 (between 25% and 35%) and there will be an annual increase from April 2025. This should bring resilience to the Planning Development Management service, although there has been a decrease in the high fee earners in recent times. The new government has undertaken consultation of further planning fee increases, although the final outcome is awaited.

5. Risk management comments

- 5.1 The Local Planning Authority is required to meet statutory targets. Failure to do so could result in the Local Planning Authority being 'Designated' for major applications. This would have serious implications for the LPA as it would lose control in decision making of important strategic planning proposals, the LPA would also not receive the pre-application advice fee and statutory planning application fee of the larger schemes, which can be significant.

6. Procurement Comments

- 6.1 There are no procurement comments.

7. Legal Comments

- 7.1 There are no direct legal implications arising from this report.

8. Other considerations

- 8.1 There are no further considerations to be taken into account other than those in this report and the attached documents.

9. Equality and Diversity

- 9.1 This does not have any direct equality and diversity impacts.

10. Sustainability/Climate Change Implications

- 10.1 There are no sustainability/climate change issues although these issues are a material planning consideration in decision making.

11. Timetable for implementation

- 11.1 The Planning DM performance is monitored on a constant basis. It is intended to continue to provide an annual performance report to the Committee.

12. Contact

- 12.1 For further details please contact Esmé Spinks at e.spinks@spelthorne.gov.uk

Background papers: There are none.

Appendices:

Appendix 1 – Main Report

Appendix 2 – Designation process

Appendix 3 - Planning Appeals Received & Decided January 2022 – December 2023

Appendix 4 - Planning Enforcement Appeals Decided January 2022 – December 2023

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Appendix 1

Title	Annual Development Management Performance Report 2023
Purpose of the report	The purpose of this report is to advise the Members of the Planning Development Management (PDM) performance over the past year.
Report Author	Esmé Spinks, Planning Development Manager
Recommendations	It is recommended that the Environment and Sustainability Committee notes the report.
Executive Summary	<p>Successive governments have assessed Local Planning Authorities (LPA) performance on the speed and quality with which they determine planning applications. The Government has introduced tough measures for LPAs which fail to perform. Over the years, Spelthorne's performance has surpassed the Government's performance targets. However, there is a risk that the Council's performance in respect of the quality of major developments may come under greater scrutiny and could result in Government sanctions.</p> <p>Government policy announcements have aimed to boost the supply of housing, enable homes to be built faster and encourage higher housing densities within urban locations. These have been encapsulated in the National Planning Policy Framework, July 2021 where a presumption in favour of sustainable development lies at its heart.</p> <p>At present the LPA does not have the required five year supply of housing (it currently stands at 3.8 years) which has triggered a presumption in favour of sustainable development. In addition, the Housing Delivery Test, which compares the number of new homes delivered over the previous three years with the authority's housing requirement, is currently 69%. As this is less than the required 75%, the NPPF's presumption in favour of sustainable development is also triggered for Spelthorne.</p> <p>It is imperative the Council has sound reasons to refuse an application, and that these are capable of being defended successfully at appeal. Failure to do so could expose the Council to the real risk of "designation". The speed and quality of non-major applications are targets which are less problematic to meet due to the significantly higher numbers received overall, but nonetheless are still closely monitored.</p> <p>An up-to-date development plan gives greater certainty to all those involved in the development process and the local community. Decisions based on an up-to-date plan and supplementary guidance which are consistent with the NPPF are</p>

more easily defended at appeal. It is important to ensure that reasons for refusal can be defended on appeal without the risk of an award of costs against the Council. Robust decision making helps to ensure that the risk of the Council being “designated” based on appeals is minimised.

Any request for an application to be called into the Planning Committee should only be made if there is a ‘material planning concern’ as set out in the Council’s Planning Code, 2021.

DM Officers are working within a culture of continuous performance throughout the DM process. Further investment in IT software and hardware has been implemented to assist with performance management and the Council’s agile working policy and this is an essential continuing process. The Service was awarded a financial grant from the former DLUCH (now MHCLG) in April and work is on-going to further improve the ICT experience for officers and all users.

The Planning DM service was transferred remotely following the Covid 19 lockdown, it successfully met this huge challenge and has continued to do so. Officers continue to work on a hybrid basis. The Service has also exceeded all government performance targets.

Planning training for Members has taken place on decision making, appeals and costs, tree protection, permitted development, Green Belt, county planning matters, Transportation, the Planning Code and Planning Enforcement.

The E&S Committee has recently considered and agreed an updated protocol on the consultation of major applications. Presentations have been undertaken by developers prior to the submission of their planning applications and will continue to do so. These measures will assist with the quality of decision making. Officers have also attended some on-line training courses as part of their continuous professional development.

Officers in PDM have, with the assistance of specialist Heritage advisors, worked on the re-appraisal of all remaining seven conservation areas (excluding Staines which was undertaken two years ago) and these have been agreed by the E&S and have been subject to consultation. A further report will be presented to the Committee early in 2025.

Following a resolution by the Corporate Policy and Resources Committee (CP&RC) the service (in conjunction with Legal Services) made an Article 4 Direction in August covering three wards. The Article 4 Direction relates to Houses of Multiple Occupation (HMOs) and its effect is that planning permission is

	<p>required for a conversion of a dwelling to 3 – 6 occupants which, without the Direction, would not be required. A further report on HMOs will be considered by the CP&R on 09/12/2024.</p> <p>The Government has introduced a raft of planning changes relating to planning enforcement legislation which came into effect earlier this year. It also consulted on an amended performance regime although it is not yet known whether this will be proceeded with following the change of National Government.</p> <p>Given all the circumstances over which the LPA has no direct control and an increase in workload, the PDM service has continue to perform to a high standard.</p>
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1. Purpose

- 1.1 To advise Members on Planning Development Management (PDM) performance over the past year.

2. Background

- 2.1 Successive governments have sought to streamline the planning process by setting targets nationally for the speed that Local Planning Authorities (LPAs) determine planning applications. LPAs are required to work to the national “designation regime” which measures performance based on the speed and quality of decisions for major and non-major development over a rolling 2-year period. The emphasis is on identifying persistent poor performers, designating them as under performers and then intervening. The Government recently increased the performance targets and introduced a housing delivery test in 2018 which required Spelthorne to produce an Action Plan. The Housing Delivery Test Action Plan identifies actions to address under delivery against the housing requirement in the Borough. The plan looks at the reasons for under delivery and the steps to be taken to drive up housing delivery. In Spelthorne’s case, this is set against of increasing workloads.

3. Designation Regime

- 3.1 Local Planning Authorities are provided with statutory time limits within which planning applications should be determined. These time limits are a way to evaluate a LPA’s performance and can lead to a Council losing its power to determine planning applications within its jurisdiction if too many applications are determined outside these statutory time limits. The time limits are known as determination periods and are set at 13 weeks for Major Planning

applications (16 weeks where subject to Environmental Impact Assessment) and 8 weeks for other planning applications defined as “Non- Major.

3.2 Major development is defined as:

Major – 10 or more residential units, dwellings on a site with an area of 0.5 hectares or more, 1,000 sq. m or more of new commercial floorspace or sites with an area of more than 1 hectare.

3.3 The Government introduced a ‘Designation’ regime in 2013 which has since been expanded. This measures the performance of LPAs over a rolling two year continuous period. The performance of LPAs is assessed separately against:

- The **speed** of determining applications for **major** development
- The **quality** of decisions made by the authority on applications for **major** development;
- The **speed** of determining applications for **non-major** development;
- The **quality** of decisions made by the authority on applications for **non-major** development.

3.4 The Secretary of State will decide once a year whether any “designation” should be made or lifted. If a LPA is at risk of designation for one or more categories, the Department for Levelling Up, Housing and Communities (DLUHC) will write to the LPA requesting any data corrections or exceptional circumstances that would make a “designation” unreasonable. Where an authority is “designated”, applicants have an option to ask the Planning Inspectorate as opposed to the LPA to determine any applications within the designated category(ies) (major, non-major or both) for which the authority has been “designated”. The exception is where an authority is designated for non-major development, householder applications and retrospective applications. Applicants will not be able to submit these applications to the Planning Inspectorate as these are best dealt with locally. Soon after a designation is made, the LPA is expected to prepare an “action plan” addressing areas of weakness that contributed to its under-performance. Appendix 1 contains a flow chart setting out the designation process. The consequences for an LPA to be designated for ‘major’ applications is that developers will be able to bypass the LPA on large schemes and apply directly to the Planning Inspectorate. There will also be a significant loss for the LPA in income from planning application fees and pre-application advice.

3.5 The following table provides an overview of the thresholds and assessment periods for 2021 - 2023 and details of Spelthorne’s performance. The speed of determination is referred to in para. 3.1 and the threshold is expressed as a minimum. The quality measures the total number of decisions overturned at

appeal as a % of the total decisions made. The threshold of 10% is expressed as a maximum. The lower the figure, the better the performance.

Table 1

Measure and type of Application	2020-2022 Threshold and assessment period	Spelthorne's Performance 2022	2021-2023 Threshold and assessment period	Spelthorne's Performance 2023
Speed of Major Development	60% (min) (October 2020 to September 2022)	60% N.B. The higher the % the better	60% (min) (October 2021 to September 2023)	x100% N.B. The higher the % the better
Quality of Major Development	10% (max) (April 2020 to March 2022)*	3.44% N.B. The lower the % the better	10% (max) (April 2021 to March 2023)*	0% N.B. The lower the % the better
Speed of Non-Major Development	70% (min) (October 2020 to September 2022)	96% N.B. The higher the % the better	70% (min) (October 2021 to September 2023)	97% N.B. The higher the % the better
Quality of Non-Major Development	10% (April 2020 to March 2022)*	1.13% N.B. The lower the % the better	10% (max) (April 2021 to March 2023)*	0.84% N.B. The lower the % the better

Spelthorne has met and exceeded all four targets for the threshold periods.

- 3.6 The assessment of the quality of decision making by LPA's is measured by the proportion of decisions on applications that are subsequently overturned at appeal. The assessment for 2023 is based on planning applications decided between April 2021 to March 2023. A period of 9 months is given following the end of the assessment period (31 March) to allow time for an appeal to be lodged and decided. The 'Quality of Major Development' threshold is monitored particularly closely. This is because of the relative few major applications which Spelthorne receives compared with other applications. The details of these for the last two years are set out in tables 2 a, b and c below:

Table 2 a - 2022

Total no of majors determined	Nos of appeals allowed	Details of appeals allowed	Quality of Majors*
29	1	Ref 22/00483/OUT Land at Manor Farm, Charlton Road, Shepperton Outline permission for residential development of up to 30 residential units (with all matters reserved for future consideration except for means of access)	3.44%

*The lower the figure, the better

Table 2 b - 2023

Total no of majors determined	Nos of appeals allowed	Details of appeals allowed	Quality of Majors*
21	0	N/A	0%

*The lower the figure, the better

It is clear from the above information that the performance on the quality of majors is sound. However, in view of the relatively low number of majors, continuous monitoring is essential.

- 3.7 In terms of the 8 week and 13 week speed performance outlined in para. 3.2 above, Spelthorne performance for decisions made in 2020 – 2023 is set out in table 3 below:

Table 3

	<u>Majors</u>			<u>Non-Majors</u>			<u>Total Nos.</u>
	Total	On Target (13 weeks)	% on Target	Total	On Target (8 weeks)	% on Target	
2020	14	14	100%	662	604	91%	676
2021	28	27	96%	792	766	97%	820
2022	29	29	100%	728	706	97%	757
2023	21	21	100%	610	605	99%	631

- 3.8 During the four years; 2020 - 2023, the following decisions (table 4 below) were made on other types of applications which are not included in statutory performance targets but, nonetheless, represent a significant workload for the PDM service.

Table 4

Application Type	Total No. Determined			
	2020	2021	2022	2023
Certificate of Lawful Development (Proposed)	153	237	172	145
Certificate of Lawful Development (Existing)	6	11	7	8
Prior Notifications	93	152	112	88
Discharge of Conditions	80	91	153	133
Amended Applications	37	42	33	35
Consultations from adjoining Boroughs	29	14	28	13
SCC Applications	19	13	9	13
SCC Discharge of Conditions	2	4	7	2
TPO Applications	66	78	68	67
TCA Applications (Trees in Conservation Areas)	37	37	42	42
Telecom applications	7	16	18	9
New TPOs*	4	6	8	13
TOTAL	529	695	649	568

Note: TPO making moved from Strategic Planning to Planning Development Management.

The data shows that there has been an increase in the total number determined since 2020 and then a fall back in 2022 and again in 2023.

- 3.9 A combination of the data in tables 3 and 4 provides the total number of planning decisions for the last four years. The figures are:

2020 – 1205

2021 – 1515

2022 - 1406
2023 - 1270

Therefore, in 2023 a total of 1270 planning decisions were made by the LPA compared with 1406 in 2022, 1515 in 2021 and 1205 in 2020.

3.10 The LPA also deals with several other matters involving appeals, planning enforcement and enquiries. A summary of the last five years is contained in table 5 below. The most noticeable change is the increase in the number of representations received in 2023 which was a 64% increase on 2022 which itself had been an increase on the previous year. This demonstrates a growing interest of participation in planning across the borough.

Table 5

	2019	2020	2021	2022	2023
Planning Appeals	35	32	36	66	38
Enforcement Appeals	8	6	0	1	1
Planning Enquiries (meetings/written response)	351	288	365	310	296
No. of representations on planning applications received	1809	2404	1791	2366	3886
Planning Enforcement Cases	365	345	396	246	368

3.11 The planning appeals relating to Spelthorne for the three-year period to December 2023 are attached as Appendix 3. Also attached as Appendix 4, are the appeal decisions relating to enforcement cases for the three year period to Dec 2023. It should be noted that the latter are not currently used by Government to measure the Council's performance. In summary:

There were 84 appeal decisions received:

2 Enforcement appeals
83 Planning appeals

Of these appeals:

- 60 Planning appeals were dismissed.
- 23 planning appeals were allowed
- 1 Planning Enforcement appeal was dismissed

- 1 Planning Enforcement appeal was withdrawn.

3.12 The appeal performance overall for these latest stats in 2023 show that 73% of appeals were dismissed which compares with 75%, 75.8% 80%, 75% and 69% for each of the previous four years. This data represents a consistent pattern of sound decision making.

Planning Committee Overturns

3.13 Between January 2022 to December 2023, two planning applications and proposals were overturned by the Planning Committee. This compares with 9, 9 and 11 in the previous three years report last year. Of these neither were the subject of an appeal.

These are summarised in the following table:

Table 6

Planning Application no.	Site	Proposal	Officer Rec	Committee Decision	Appeal Decision and Date
22/01707/FUL	31 Worples Road, Staines-upon-Thames	Erection of a single storey rear infill extension and change of use of existing dwelling (C3) to 7 bedroom House of Multiple Occupancy (HMO) (Sui Generis) with shared kitchen and dining room, associated parking and amenity space.	Approve	Refused 19/10/22	No appeal
23/00185/FUL	10 Chestnut Grove, Staines-upon-Thames	Demolition of converted garage and erection of new build part single storey, part two storey dwelling house with integral garage, including single storey rear extension to existing dwelling	Approve	Refused 01/06/2023	No appeal

3.14 The Planning Enforcement function falls under the Planning DM service. The table below (no. 7) sets out statistics of workload for the last four years.

Table 7

Enforcement Case Types & Notices	2020	2021	2022	2023
BCN - Breach of Condition Notices	0	1	0	2
PLNCON - Breach of Planning Conditions	38	41	47	71
COURTB & BUSRES - Change of Use from Residential to Business	15	24	14	28
COUOTH - Change of Use (Other)	34	35	28	39
CONSRV - Conservation Area	0	1	1	1
ENF - Enforcement Notices	3	1	4	17
HMO - Houses in Multiple Occupancy	18	24	6	26
LBCOM - Listed Building Complaint	2	2	0	2
MISCOM - Miscellaneous	29	40	13	21
HIGH – High Hedges	n/a	1	0	1
PCN - Planning Contravention Notice	4	5	5	3
S215 – Untidy Land	3	7	4	3
STOP - Stop Notices	0	0	1	0
TCAEN - Unauthorised Work to Trees in a Conservation Area	2	0	0	0
TEMP - Temporary Stop Notices	2	0	1	1
TPO - Tree Preservation Orders	7	16	8	5
UNADV - Unauthorised Adverts	6	10	6	14
UNDEV - Unauthorised Development	172	188	111	125
UNOUT - Unauthorised Residential Use of Outbuilding	n/a	n/a	3	15
Uncategorised	6	0	3	0
Totals	335	396	246	368

- 3.15 Overall there has been an increase in planning enforcement complaints by 24% from 2018 to 2021 and a drop in 2022. However, in 2023 there was a rise again by nearly 50%--The enforcement team has dealt with a number of complex enforcement cases and was, until recently, operating with just two full time members of staff due to a vacancy in the team. A detailed report on planning enforcement policy was reported to the former Neighbourhood Services and Enforcement Committee on 21 March 2024. Recently new planning enforcement legislation has been introduced and a further updated report on planning enforcement policy appears on the same agenda.
- 3.16 Below show the number of prosecution cases over the last five years and this shows an increase in activity during 2022.

Table 8

Prosecutions/Court Cases	2019	2020	2021	2022	2023
Non-Compliance with Enforcement Notice	1	1	0	1	1
Non-Compliance with a Breach of Condition notice	0	0	0	1	0
Non-Compliance with a TPO – Tree Protection order	0	0	0	1	0
Non-Compliance with a TSN – Temporary Stop Notice	0	0	0	0	0
Non-Compliance with an injunction order	0	0	0	1	0
Judicial Review	0	0	0	1	0
Totals	1	1	0	5	1

Other Issues affecting Planning Development Management

National Policy

- 4.1 In December 2023, the Levelling Up and Regeneration Act came into effect which proposed reforms to national planning policy. The Act is wide ranging and has undergone many changes since the first publication of the changes were published. There will be a number of implications for PDM including:
- changes to reflect the role of National Development Management Policies in decision-making (final details are awaited),
 - enhanced enforcement powers (as referred to above) which came into effect early in 2024.
 - The introduction of a ‘Street Votes’ system which will allow residents to propose development on their street and hold a vote on whether planning permission should be given (final details on how this will operate are awaited).

- Local Planning Authorities will be required to have a design code in place covering their entire areas. The area-wide codes will act as a framework for subsequent detailed design codes to be prepared for specific sites or areas. (Spelthorne is in the process of preparing a design code for the borough).
- 4.2 The Environment Act 2021 introduced Biodiversity Net Gain for many planning applications. This has applied for major developments from February 2024 and for minor proposals from April 2024. It is too early to assess the implications of this as there have been very few applications received with BNG so far. This will be updated in next year's annual report.
- 4.3 In July 2024, the new Government (following the General Election), issued a draft NPPF and other proposed changes, all for public consultation. Consultation concluded on 24 September 2024 and the Council's response was considered by the Environment and Sustainability Committee on 17 September. The proposals comprise a combination of proposals that either accept or reverse changes made to the December 2023 version of the NPPF and an introduction of new policies. The key changes are ultimately focused on a strengthening of the drive to meet housing and other development needs, based around the following:
- Updating the presumption in favour of sustainable development
 - Strengthening obligations on cross-boundary working and hence strategic planning in national policy.
 - Changes to housing need including proposing a new Standard Method and changes to housing mix.
 - Housing land supply - restores at para 76 the requirements for LPAs to demonstrate a five year housing land supply.
 - Green Belt - the biggest policy initiative is reform of Green Belt policy and the introduction of the 'Grey Belt', first mooted in October 2023 as a description of land use and landscape quality. There is also the introduction of 'Golden Rules and changes to proposals on previously developed land.
 - Changes to planning application fees.
- 4.4 Given that the matter has already been discussed previously by the E&S Committee it is not intended to narrate further here, but the proposals are referenced to set the context for decision making in planning.
- 4.5 The Government's focus on the importance of housing delivery and growth remains and has strengthened following the General Election. On a local scale, the Council's Housing Delivery Test Action Plan was updated in 2023. This measures the housing delivered in Spelthorne compare with the number

of homes that are required. The housing test results for the last five years are set out in the following table:

Table 9

Measurement Year	Total Homes Required	Total Homes Delivered	HDT score (%)	Consequence
2023	1,566	1,072	68%	Presumption + Action Plan + 20% buffer
2022	1,554	1,073	69%	Presumption + Action Plan + 20% buffer
2021	1,574	785	50%	Action Plan + 20% buffer
2020	1,509	904	60%	Action Plan + 20% buffer
2019	1,394	876	63%	Action Plan + 20% buffer

- 4.6 Spelthorne was required to produce a HDT Action Plan because the HDT score of 68% fell below the requirement of 95%. This means that 68% of its identified housing needs were delivered in the last three years and places the Local Planning Authority (LPA) into the “Presumption” in favour of development category. It should be noted, however, that the LPA is already in this category as there is not a 5-year housing land supply, the current figure is 3.8 years. The consequences of the HDT and lack of a 5 year housing land supply is that the ‘tilted balance’ (which changes the ‘balancing exercise’ in favour of approve in many parts of the borough) is applied to the majority of residential development planning applications in Spelthorne. The Action Plan was the Council’s response to the challenge set out in the NPPF to significantly boost the supply of homes.

Spelthorne Policy

- 4.7 Following a resolution by the Corporate Policy and Resources Committee in April 2024 the PDM service (in conjunction with Legal Services) made an Article 4 Direction in August which covers three wards. The Article 4 Direction relates to Houses of Multiple Occupation (HMOs) and its effect is planning permission is required for a conversion of a dwelling to 3 – 6 occupants which, without the Direction, would be ‘permitted development’ and could be undertaken without any planning controls. The Direction will come into effect a year later, August 2025. A further updated report on HMOs will
- 4.8 In addition, officers in PDM have, with the assistance of specialist Heritage advisors, worked on the re-appraisal of all remaining seven conservation

areas (excluding Staines which was undertaken two years ago) and these have been agreed by the E&S Committee and have been subject to consultation. The results and final recommendations are also being reported to this same Committee meeting.

- 4.9 The Enforcement Policy has been updated following agreement by the former Neighbourhood Services and Enforcement Committee. An updated report, which sets out the recent legislation changes, is included on the agenda for this E&S Committee.
- 4.10 The E&S Committee has recently considered and agreed an updated protocol on the consultation of major applications.

5 Implications, Risks and Actions for Spelthorne LPA

- 5.1 The Planning DM officers have continued to successfully meet and exceed the statutory government targets when measuring the quality and quantity of planning applications. However, the quality of major development is a target which officers are monitoring very closely because of the relatively few numbers of major applications the Council receives. There is a risk of performance, in terms of major applications, coming close to or possibly exceeding the 10% threshold because of the relatively low number of major applications received.
- 5.2 Where an authority is “designated”, applicants may apply directly to the Planning Inspectorate for the category of applications (major, non-major or both) for which the authority has been “designated”. Where an authority is “designated”, applicants may apply directly to the Planning Inspectorate for the category of applications, for which the authority has been “designated (in this case ‘major’)”. If this was to occur, not only could the LPA lose control in decision making of major planning proposals, the LPA would also not receive the pre-application advice fee and statutory planning application fee of the larger schemes which can be significant sums. In 2023/24, Planning DM received over £600,000 in income from planning application fees and pre-application advice given by officers. An additional potential implication could arise if new dwellings are not approved (if policy compliant). This would lead to a reduction in the New Homes Bonus (NHB) which is secured for every new home completed in the borough. The NHB for 2023/24 is £101,000. Continuous monitoring against this criterion to avoid a risk of designation and therefore LPA control is essential. The Government proposals to change the performance regime are still awaited following the General Election and Members will be updated on this in due course.
- 5.2 The DM Service uses Idox Uniform for its computer software to manage the planning application process. It has invested in a software management package (Idox Enterprise) to act as a processing and management tool for officers. A large amount of technical work has been undertaken to improve the application process and management system and this is a continuous process to further enhance the process and improve efficiency. Following the

award of a government grant in April, the service is working on further improving the IT for its officers and the community.

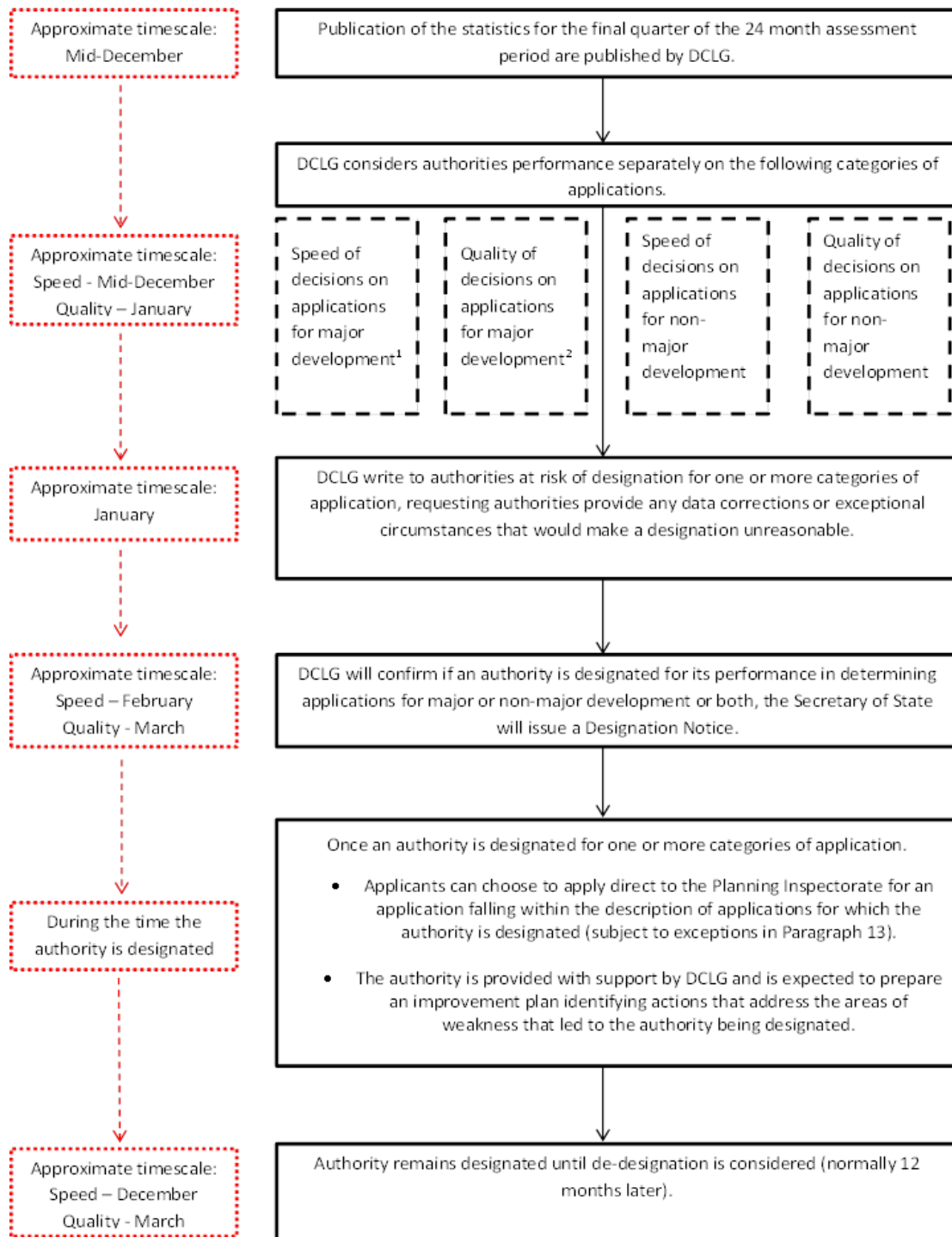
- 5.3 Officers have attended several on-line training courses as part of their continuous professional development. This is an on-going requirement. In addition training has taken place for Members during 2024.
- 5.4 When refusing a planning application, it is imperative that the Council has sound reasons that are capable of being defended successfully at appeal. Failure to do so could expose the Council to an award of costs at appeal and the real risk of “designation”. The rigorous defence of appeals will continue to require appropriate resources.
- 5.5 An up-to-date development plan gives greater certainty to all those involved in the development process and the local community. The local plan is currently at the Examination stage which has been paused. However, on 24/11/24, Council agreed to write to the Planning Inspectorate to request modifications to the local plan and a resumption of the examination. Planning decisions based on an up to date plan and supplementary guidance which is consistent with the NPPF, are more easily defended at appeal. This in turn ensures that the risk of designation based on appeal decisions is minimised.
- 5.6 DM Officers will continue to closely monitor committee overturns. The number of these has been relatively small and although the figure increased 2021, it slipped back slightly the following year. All Members have been advised of the requirements of the Planning Code which was revised in 2021 and in particular, the “call in” procedure. The guiding principle of a “call-in” is that there is a “material planning concern” in the application being considered by the Committee. The Planning Code was updated in 2021.
- 5.9 It is proposed to continue providing PDM performance reports in the future.

6 Recommendation

- 6.1 It is recommended that the Committee notes the contents of this report.

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Designation Process



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Appeal Allowed	21	
Appeal Dismissed	63	
Part Allowed/Part Dismissed	0	
Appeal Withdrawn	2	
Appeal lapsed	2	
Total Number of Appeals	88	

Planning Appeal Decisions Made 01 January 2022 to 31 December 2023

Case Ref & Address	Procedure	Appeal Ref & Nature	Decision	Decision Date
20/01199/FUL The Old Telephone Exchange, Masonic Hall and adjoining Land, Elmsleigh Road Staines-upon-Thames	Public Inquiry	APP/Z3635/W/21/3280090 Demolition of the former Masonic Hall and redevelopment of site to provide 206 dwellings together with car and cycle parking, hard and soft landscaping and other associated works.	Appeal Allowed	17.01.2022
21/00754/HOU 55 Chertsey Road Ashford TW15 1SR	Fast Track Appeal	APP/Z3635/D/21/3281886 Erection of a part single storey, part two storey flank extension	Appeal Dismissed	24.01.2022
21/00903/HOU 74 Park Road Ashford TW15 1EU	Fast Track Appeal	APP/Z3635/D/21/3284730 Erection of a part two storey part single storey side extension and single storey rear extension. Proposed hip to gable roof extension with raised ridge height and the installation of a rear facing dormer with Juliet balconies and 3 no rooflights to the front.	Appeal Dismissed	24.01.2022
20/01217/FUL Land to rear of 54 Bruce Avenue Shepperton TW17 9DW	Written Representation	APP/Z3635/W/21/3282159 Erection of 2 bungalows following demolition of garages as shown on drawings numbered SLP-01, BLP-01, 02, ELV-01, 02, FLP-01, 02 and SEC-01 received on 20/10/2020.	Appeal Allowed	26.01.2022
21/00680/HOU 5 Guildford Street Staines-upon-Thames TW18 2EQ	Fast Track Appeal	APP/Z3635/D/21/3278987 Proposed roof alterations that would include raising the ridge height and the installation of an eastern flank facing dormer with additional rooflights on the western flank elevation to create additional habitable space.	Appeal Dismissed	23.02.2022

Appendix 3

Case Ref & Address	Procedure	Appeal Ref & Nature	Decision	Decision Date
21/01142/HOU 29 Saxonbury Avenue, Sunbury-on-Thames TW16 5EY	Fast Track Appeal	APP/Z3635/D/21/3287894 Erection of part two storey, part single storey side and front extension, two storey rear extension following demolition of garage and car port.	Appeal Dismissed	03.03.2022
21/01688/HOU 2 Lois Drive Shepperton TW17 8BQ	Fast Track Appeal	APP/Z3635/D/22/3290857 Erection of a rear extension, extension to the existing garage, loft conversion with balcony, roof alterations to include crown roof, roof lights and roof pitch increase to 45 degrees.	Appeal Dismissed	07.03.2022
21/01365/HOU 28B High Street Stanwell, Staines-upon-Thames	Fast Track Appeal	APP/Z3635/D/21/3288823 Construction of a dropped kerb following demolition of front boundary wall and installation of an electric car charging point to front of house	Appeal Allowed	22.03.2022
21/01418/HOU 10 Fontmell Close, Ashford TW15 2NN	Fast Track Appeal	APP/Z3635/D/21/3287723 Erection of double storey side extension, single storey rear extension and addition of velux windows in roof to create habitable roofspace.	Appeal Allowed	23.03.2022
21/01657/HOU 59 Kingsmead Avenue, Sunbury-on-Thames TW16 5HL	Fast Track Appeal	APP/Z3635/D/22/3291635 Erection of a part single part two storey front extension	Appeal Dismissed	23.03.2022
20/01452/FUL Development Site at 5 Station Road, Ashford	Written Representation	APP/Z3635/W/21/3279747 Erection of additional third and fourth storeys to create a two bedroom flat.	Appeal Allowed	05.04.2022
20/00736/FUL	Written Representation	APP/Z3635/W/21/3282205 The erection of a two-storey detached building comprising 2 x 1 bedroom flats (Amended Plans)	Appeal Allowed	06.04.2022

Appendix 3

Case Ref & Address	Procedure	Appeal Ref & Nature	Decision	Decision Date
96 Cavendish Road, Sunbury on Thames TW16 7PL				
21/00652/T56 Land at Woodlands Parade Ashford	Written Representation	APP/Z3635/W/21/3279081 Prior approval application for the proposed development comprises the installation of 1no. 18m Phase 8 Monopole C/W wrapround Cabinet at base and ancillary works thereto.	Appeal Allowed	27.04.2022
20/00643/FUL Riverbank, The Creek Sunbury on Thames	Written Representation	APP/Z3635/W/21/3268858 Retrospective application for the retention of a replacement 4 bedroom detached dwelling to allow the undertaken alterations to footprint, roof design and fenestration of the dwelling, and also alterations to the flood voids, additional walls and steps which vary from the approved planning permission ref. 17/01464/FUL. Retention of a boathouse and other alterations.	Appeal Dismissed	03.05.2022
21/00054/FUL The Boatyard Clarks Wharf Thames Street	Written Representation	APP/Z3635/W/21/3283432 Retention of Part change of use of an existing building to provide a flood protected raised external work platform and secure internal workshop on the same level to include an office, store and washroom facilities for Wharf Craft an established boatyard operating on this site as shown on drawings numbered PWS 20/01- 8 received on 07/01/2021	Appeal Dismissed	25.05.2022
21/00588/FUL 8 Celia Crescent Ashford TW15 3NW	Written Representation	APP/Z3635/W/21/3287914 Retrospective application for the retention of a single storey self-contained unit at the rear of existing property.	Appeal Dismissed	26.05.2022
21/00678/FUL 74 Stanley Road Ashford TW15 2LQ	Written Representation	APP/Z3635/W/21/3288997 Erection of new detached dwelling following demolition of existing outbuildings	Appeal Dismissed	26.05.2022
21/00874/FUL 241 Woodthorpe Road	Written Representation	APP/Z3635/W/21/3284714 The erection of a single storey rear extension and single storey side extension to allow the conversion of existing house to form 2 no flats, together with associated bin and cycle storage (allocated amenity space only for the ground floor flat).	Appeal Dismissed	26.05.2022

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Case Ref & Address	Procedure	Appeal Ref & Nature	Decision	Decision Date
Ashford TW15 3NJ				
21/00626/FUL Land Rear of 40 Hetherington Road, Shepperton	Written Representation	APP/Z3635/W/21/3288718 Retrospective application for the siting of a water filling station	Appeal Dismissed	31.05.2022
21/00887/FUL Land at Station Road, Shepperton TW17 8AU	Written Representation	APP/Z3635/W/21/3287111 Erection of 2 no. Semi-Detached Dwellings (in place of approved detached dwelling) as shown on drawings numbered CCL01-MAA-MB-ZZ-DR-A-00001 P02, 00002 P02, 01001 P5, 02001 P05, 04001 P05, 05001 P03 and 08001 P01 received on 26 May 2021.	Appeal Dismissed	14.07.2022
21/00984/FUL 59 Staines Road West, Sunbury- on-Thames TW16 7AG	Written Representation	APP/Z3635/W/21/3288384 Proposed development of rear car park to provide a new Nursery School.	Appeal Dismissed	08.08.2022
21/00134/FUL 115 Feltham Hill Road & Land at the Rear Of 113- 127 Feltham Hill Road, Ashford	Written Representation	APP/Z3635/W/21/3284411 Proposed redevelopment of site for the erection of 5 no residential units, following demolition of existing buildings as shown on drawings numbered 2020/P0091 LP B, 105 A, 110 B and 111 B received on 26 January 2021 and amended plan numbered C100 B, 100 F and 112 C received on 16 March 2021	Appeal Allowed	22.08.2022
21/01065/FUL 12 Thames Meadow, Shepperton TW17 8LT	Written Representation	APP/Z3635/W/21/3284482 Replacement dwelling following demolition of the existing house and annex	Appeal Dismissed	30.08.2022
21/01570/PST 12 Thames Meadow, Shepperton TW17 8LT	Fast Track Appeal	APP/Z3635/D/22/3290184 Prior Approval Notification for an additional storey above an existing detached bungalow measuring a maximum height of 6.15 metres (As shown on plans: 12TM/1/01; 02; 12TM/PD1/ 06 and location plan received 06.10.2021)	Appeal Dismissed	30.08.2022

Appendix 3

Case Ref & Address	Procedure	Appeal Ref & Nature	Decision	Decision Date
21/01933/HOU 28 Ensign Way Stanwell	Fast Track Appeal	APP/Z3635/D/22/3299564 The erection of a single storey side extension and a detached outbuilding to the front (following demolition of existing detached garage with existing storage structure). Reposition and amended high boundary treatment fronting the highway on the northern side comprising 1.85 metres high timber fence with concrete posts (partially retrospective).	Appeal Dismissed	21.09.2022
22/00310/HOU 3 Reedsfield Road, Ashford TW15 2HE	Fast Track Appeal	APP/Z3635/D/22/3301977 Erection of a single storey rear extension, two storey side extension and conversion of existing garage into a habitable room (revised scheme to planning application: 21/01614/HOU)	Appeal Allowed	22.09.2022
21/01959/HOU 51 Penton Avenue, Staines-upon-Thames TW18 2NA	Fast Track Appeal	APP/Z3635/D/22/3295296 Proposed loft conversion that would include hip to gable extensions, the installation of a rear facing dormer with Juliet Balcony and 3 no rooflights within the front roof slope.	Appeal Allowed	30.09.2022
21/01962/HOU 20 Florence Gardens, Staines-upon-Thames TW18 1HG	Fast Track Appeal	APP/Z3635/D/22/3297987 Construction of a double storey side extension, single storey side and rear extension and loft conversion comprising of side dormer and Velux skylights.	Appeal Dismissed	30.09.2022
21/01872/HOU 10 Avon Road, Sunbury-on-Thames TW16 7TB	Fast Track Appeal	APP/Z3635/D/22/3295167 Erection of a first floor side/rear extension and part single storey rear extension.	Appeal Dismissed	04.10.2022
21/01205/PCO Elizabeth House 56 - 60 London Road, Staines-upon-Thames	Written Representation	APP/Z3635/W/21/3288533 Prior approval notification for 2 additional storeys above the existing office building, comprising 12 residential units as shown on drawings numbered 1100, 1200B, 1201B, 1202A 1203,1221A, 1222A, 1223A, 1224A, 1225, 1300A and 1320A received on 22 July 2021 and amended plan number 1220B received on 7 September 2021.	Appeal Dismissed	04.10.2022
21/01828/HOU 96B Windmill Road, Sunbury-	Fast Track Appeal	APP/Z3635/D/22/3297258 Creation of hip to gable roof extension, conversion of loft to habitable room and erection of rear facing dormer window	Appeal Dismissed	04.10.2022

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Case Ref & Address	Procedure	Appeal Ref & Nature	Decision	Decision Date
on-Thames TW16 7HB				
21/01785/HOU 10 Rosewood Drive, Shepperton TW17 0HT	Fast Track Appeal	APP/Z3635/D/22/3294416 Erection of a part single part two storey front extension, a two-storey side extension, a single storey rear extension and changes to materials on front elevation	Appeal Dismissed	07.10.2022
21/01117/FUL 74 Stanley Road, Ashford TW15 2LQ	Written Representation	APP/Z3635/W/22/3297303 Creation of new attached dwelling with associated parking and amenity space.	Appeal Dismissed	07.10.2022
21/01290/FUL 97 Feltham Road, Ashford TW15 1BS	Written Representation	APP/Z3635/W/22/3291285 Roof alterations to create a new one-bedroom flat including two side dormer windows, a rear rooflight and a front gable extension.	Appeal Dismissed	07.10.2022
21/00614/OUT 36 - 38 Minsterley Avenue Shepperton TW17 8QT	Written Representation	APP/Z3635/W/21/3288513 Outline planning permission with appearance and landscaping reserved for the erection of 5 detached dwellings, comprising 4 x 4 bedroom dwellings and 1 x 5 bedroom dwelling, with associated parking and amenity space following the demolition of 36 Minsterley Avenue.	Appeal Dismissed	25.10.2022
20/00237/FUL Osmanstead Condor Road, Laleham	Written Representation	APP/Z3635/W/21/3285042 Erection of six detached dwellings, 2 fronting Thames Side and 4 fronting Condor Road, with associated access, parking areas and amenity following demolition of existing house and outbuildings.	Appeal Dismissed	03.11.2022
21/00223/CPD 28 Ash Road, Shepperton TW17 0DN	Written Representation	APP/Z3635/X/21/3275492 Certificate of Lawfulness development for proposed erection of a single storey detached outbuilding at the rear.	Appeal Dismissed	07.11.2022
22/00436/HOU 74 Park Road, Ashford TW15 1EU	Fast Track Appeal	APP/Z3635/D/22/3301762 Proposed two storey side extension, single storey rear extension, loft conversion and rear dormer.	Appeal Allowed	07.11.2022

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Case Ref & Address	Procedure	Appeal Ref & Nature	Decision	Decision Date
20/01438/OUT 5 Marlborough Road, Ashford TW15 3PZ	Written Representation	APP/Z3635/W/21/3282635 Outline Planning Permission with appearance and landscaping reserved for the erection of a 3-storey block comprising 4 flats with associated parking and amenity space, following demolition of the existing dwelling.	Appeal Dismissed	09.11.2022
20/01579/FUL 5 Marlborough Road, Ashford TW15 3PZ	Written Representation	APP/Z3635/W/21/3282639 The erection of a 3-storey building comprising 4 self-contained flats (comprising 2 x 1 bedroom _ 2 x 2 bedroom units with associated parking and amenity space, following the demolition of the existing dwelling.	Appeal Dismissed	09.11.2022
21/01487/FUL 19 Sidney Road, Staines-upon-Thames TW18 4LP	Written Representation	APP/Z3635/W/22/3290169 Erection of a new 2 bedroom-3 persons single dwelling house at the rear of 19 Sidney Road (Proposed No.21 New Street) with associated parking, cycle store, waste storage and amenity space.	Appeal Dismissed	10.11.2022
20/01506/FUL Sunbury Cross ex Services Association Club, Crossways, Sunbury On Thames	Written Representation	APP/Z3635/W/21/3285212 The demolition of existing Sunbury Ex-Servicemen's Association Club and re-development of the site including the erection of three residential buildings of 4-storey, 6-storey and 9-storey comprising 69 flats with associated car-parking, cycle storage, landscaping and other associated works.	Appeal Dismissed	18.11.2022
21/00610/FUL Land at Vineries Nurseries Site, Spout Lane, Stanwell Moor	Written Representation	APP/Z3635/W/21/3287743 Retention of existing hardstanding (retrospective)	Appeal Dismissed	18.11.2022
21/01392/RVC 5 Marlborough Road, Ashford TW15 3PZ	Written Representation	APP/Z3635/W/21/3287804 Variation of Condition 2 (Approved Plans) imposed upon planning permission 21/00804/FUL to allow for changes to the elevations, including the proposed roof, and floor layout.	Appeal Allowed	25.11.2022

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Case Ref & Address	Procedure	Appeal Ref & Nature	Decision	Decision Date
22/00069/HOU 72 Thames Street Sunbury-on-Thames TW16 6AF	Written Representation	APP/Z3635/W/22/3298205 Erection of an extension to rear along with the creation of a new floor and rooms within the roof.	Appeal Dismissed	25.11.2022
21/01706/FUL Glenmore, Green Street, Sunbury-on-Thames	Written Representation	APP/Z3635/W/22/3291625 Conversion of House of multiple occupation (HMO) to 9 residential flats involving extension and alteration to front and rear with associated parking, refuse storage and amenity space as shown on drawings numbered 19_1183/002 C, 008 A, and 015 C received on 24 Nov 2021 and 009 C, 010 B, 014 D, 105 B, 110 B and Proposed Site Plan and Proposed First Floor Plan received on 01 Nov 2021.	Appeal Dismissed	29.11.2022
22/00492/RVC Glenmore, Green Street, Sunbury-on-Thames	Written Representation	APP/Z3635/W/22/3301717 Variation of plan number condition of PA ref 20/00052/FUL for the extension and alterations of the building to form 8 flats, to allow for the floorspace at second floor level to be used as extra bedrooms and bathrooms for the approved first floor flats, thereby creating 3 duplex flats. As shown on drawings numbered 19.1183/009 proposed site plan, 009A proposed GF plan, 111 A proposed FF plan and 112A proposed 2nd F plan received on 04/04/2022.	Appeal Dismissed	29.11.2022
22/00369/HOU 16 Sandhills Meadow, Shepperton TW17 9HY	Fast Track Appeal	APP/Z3635/D/22/3304749 Loft conversion including raising of the ridge height and a balcony. Side porch extension.	Appeal Withdrawn	29.11.2022
21/01848/HOU 163 Staines Road, Laleham Staines-upon-Thames		Construction of a vehicle access with a crossover	Appeal Lapsed	29.11.2022
22/00467/HOU 54 Thames Meadow, Shepperton TW17 8LT	Fast Track Appeal	APP/Z3635/D/22/3303222 New roof to create accommodation in the roof space, incorporating balconies to front and rear and alterations to external appearance of building.	Appeal Dismissed	10.01.2023

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Case Ref & Address	Procedure	Appeal Ref & Nature	Decision	Decision Date
21/01813/HOU 29 Saxonbury Avenue, Sunbury-on-Thames TW16 5EY	Fast Track Appeal	APP/Z3635/D/22/3300639 Single storey front extension, single storey side extension, two storey side extension and two storey rear extension following demolition of garage and store.	Appeal Allowed	11.01.2023
22/00796/HOU 22 Windmill Terrace, Walton Bridge Road Shepperton	Fast Track Appeal	APP/Z3635/D/22/3304576 Erection of a two storey front and side extension and a part single part two storey rear extension.	Appeal Dismissed	11.01.2023
22/01107/HOU 22 Windmill Terrace, Walton Bridge Road, Shepperton	Fast Track Appeal	APP/Z3635/D/22/3312587 Erection of a single storey front extension, a two storey side extension and a part single part two storey rear extension (following refusal of planning application 22/00796/HOU).	Appeal Dismissed	11.01.2023
21/01956/HOU 10 Hawkewood Road, Sunbury-on-Thames TW16 6HH	Fast Track Appeal	APP/Z3635/D/22/3297553 Erection of a two storey side extension with the incorporation of front facing dormer and erection of single rear extension. The erection of a single storey front extension to form porch. Proposed extension to the existing rear facing dormer.	Appeal Dismissed	12.01.2023
21/01299/FUL Kantara, Pharaohs Island, Shepperton	Written Representation	APP/Z3635/W/22/3296881 Erection of replacement dwelling following demolition of existing dwelling and outbuildings.	Appeal Dismissed	18.01.2023
21/01272/PDR 15 Station Road, Ashford TW15 2UP		APP/Z3635/W/21/3285112 Prior approval notification for the part Change of Use of the First Floor Rear from Retail (Class A1) to three self-contained flats (Class C3).	Appeal Allowed	20.01.2023

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Case Ref & Address	Procedure	Appeal Ref & Nature	Decision	Decision Date
22/00540/FUL Reedsfield Court, Reedsfield Road, Ashford	Written Representation	APP/Z3635/W/22/3303976 Formation of new roof to create 2 no. flats, new external staircase, associated parking, amenity and cycle/ waste storage.	Appeal Dismissed	27.01.2023
22/00905/HOU 80 Thames Side, Staines-upon-Thames TW18 2HF	Fast Track Appeal	APP/Z3635/D/22/3308024 New roof extension over existing single storey side extension and extension to an existing rear facing dormer to create further accommodation in roof space.	Appeal Dismissed	27.01.2023
22/00056/T56 Thames Street, Sunbury-on-Thames, Surrey	Written Representation	APP/Z3635/W/22/3299732 Prior approval for the installation of a 19-metre phase 8 street pole and associated cabinets and equipment.	Appeal Dismissed	30.01.2023
21/01609/T56 Verge opposite 3 and 4 Powell Cottages, Long Lane, Stanwell	Written Representation	APP/Z3635/W/22/3298392 Proposed 5G telecoms installation: H3G Phase 8 16m high street pole c/w wrap-around cabinet and 3 further additional equipment cabinets.	Appeal Allowed	02.02.2023
22/00285/FUL 45 Metcalf Road, Ashford TW15 1HB	Written Representation	APP/Z3635/W/22/3304397 Erection of an attached two storey dwelling house (following demolition of existing detached garage) together with associated parking and amenity space. The creation of a new vehicular access onto Metcalf Road.	Appeal Dismissed	06.02.2023
22/00451/FUL 82 Village Way, Ashford TW15 2JU	Written Representation	APP/Z3635/W/22/3303412 Erection of a detached bungalow to rear of the site with associated amenity space and parking.	Appeal Dismissed	14.02.2023
22/01010/HOU 2 Ripston Road, Ashford TW15 1PQ	Fast Track Appeal	APP/Z3635/D/22/3309327 Erection of part two storey part single storey rear extension.	Appeal Dismissed	15.02.2023

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Case Ref & Address	Procedure	Appeal Ref & Nature	Decision	Decision Date
22/01113/HOU 62 Briar Road, Shepperton TW17 0HY	Fast Track Appeal	APP/Z3635/D/22/3312265 Construction of a vehicle crossover.	Appeal Dismissed	01.03.2023
20/01112/FUL Phase 1C Charter Square, High Street, Staines-Upon- Thames	Written Representation	APP/Z3635/W/22/3291661 Redevelopment of the site to provide 64 new residential units (Use Class C3) with flexible commercial, business and service floorspace (Use Class E) and drinking establishment floorspace (Sui Generis) at ground floor, rooftop amenity space; landscaping and enhancements to the central public square, associated highway works, and other ancillary and enabling works.	Appeal Dismissed	24.03.2023
22/01174/HOU 62 Desford Way, Ashford TW15 3AT	Fast Track Appeal	APP/Z3635/D/22/3312972 Extension of existing outbuilding with a new pitched roof	Appeal Allowed	20.04.2023
22/01432/HOU 91 Maryland Way, Sunbury- on-Thames TW16 6HP	Fast Track Appeal	APP/Z3635/D/23/3315542 Erection of a two-storey rear extension (demolition of single storey rear extension). Erection of single storey front extension and single storey side/rear extension. Proposed conversion of garage into a habitable space. The installation of three front facing dormers.	Appeal Allowed	15.05.2023
22/01189/FUL 9 Arlington Road, Ashford TW15 2LS	Written Representation	APP/Z3635/W/23/3314007 Erection of 2 no. detached single storey dwellings	Appeal Withdrawn	16.06.2023
21/00633/FUL 484 London Road, Ashford TW15 3AD	Written Representation	APP/Z3635/W/22/3307008 Replacement of the existing bungalow with an apartment building comprising 8 dwellings (3 x 2 bed; 4 x 1 bed; 1 x studio)	Appeal Allowed	29.06.2023
22/01589/HOU 8 Celia Crescent, Ashford TW15 3NW	Fast Track Appeal	APP/Z3635/D/23/3318530 Erection of single storey side and rear extension (following demolition of existing single storey structure and conservatory) and erection of single storey front extension.	Appeal Dismissed	29.06.2023

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Case Ref & Address	Procedure	Appeal Ref & Nature	Decision	Decision Date
21/01772/FUL 37 - 45 High Street, Staines-upon-Thames TW18 4QU	Public Inquiry	APP/Z3635/W/22/3312440 Demolition of the former Debenhams Store and redevelopment of site to provide 226 Build-to Rent dwellings (Use Class C3) and commercial units (Use Class E) together with car and cycle parking, hard and soft landscaping, amenity space and other associated infrastructure and works	Appeal Dismissed	13.07.2023
22/01159/HOU 23 Chalmers Road, Ashford TW15 1DT		Erection of a detached building as self-contained accommodation at the back of the garden. As shown on unnumbered drawings: Site Location plan received 14.11.2022; Site Layout and Floor Plans received 25.10.2022 and elevations received 17.08.2022.	Appeal Lapsed	13.07.2023
22/00666/FUL 192 Feltham Hill Road, Ashford TW15 1LJ	Written Representation	APP/Z3635/W/22/3311716 Retrospective application for the erection of wooden canopy to the front of the coffee shop to allow for sheltered seating and installation of new extraction fan unit	Appeal Dismissed	10.08.2023
22/00418/FUL Stanwell Farm, Bedfont Road, Stanwell	Written Representation	APP/Z3635/W/22/3307473 Change of use to a builders merchants yard (Sui Generis) with associated ancillary office and sales area.	Appeal Dismissed	16.08.2023
22/00899/FUL Stanwell Farm, Bedfont Road, Stanwell	Written Representation	APP/Z3635/W/22/3307480 Erection of a storage unit in connection with Builders Yard (retrospective)	Appeal Dismissed	16.08.2023
22/01264/HOU 24 Jordans Close, Staines-upon-Thames	Fast Track Appeal	APP/Z3635/D/23/3324703 Proposed erection of single storey outbuilding for use as annexe	Appeal Allowed	22.08.2023
21/00469/FUL 128 Staines Road East, Sunbury On Thames TW16 5BB	Written Representation	APP/Z3635/W/22/3300724 Construction of a two-storey detached, one bedroom dwelling with associated parking and landscaping.	Appeal Dismissed	30.08.2023

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Case Ref & Address	Procedure	Appeal Ref & Nature	Decision	Decision Date
22/00974/FUL 2 Witheygate Avenue, Staines-upon-Thames TW18 2RA	Written Representation	APP/Z3635/W/22/3312109 Conversion and extension of existing building, including the installation of a new roof with west facing dormer, and partial demotion, to create 2 Bedroom Residential Dwelling with associated parking and amenity space.	Appeal Dismissed	15.09.2023
22/01520/FUL Land Rear of 31 To 33 Vicarage Road, Sunbury On Thames TW16 7QF	Written Representation	APP/Z3635/W/23/3315903 Subdivision of plots to allow the construction of a detached bungalow with associated car parking, boundary treatment, cycle store and amenity space. Erection of outbuildings within the rear gardens of no 31 and 33 Vicarage Road (following demolition of existing garage and sheds).	Appeal Dismissed	15.09.2023
23/00443/HOU 4 Burgoyne Road, Sunbury-on-Thames TW16 7PW	Fast Track Appeal	APP/Z3635/D/23/3326719 Construction of a part two, part single storey side extension with raised eaves to provide accommodation in the roof space including a front dormer window and front porch with associated parking and amenity space following demolition of existing garage and single storey lean to (As shown on plans: L.201; B.201; P.201; 202; 203; 204; 205; 206; 207; 208; 209 received 04.04.2023)	Appeal Allowed	07.11.2023
22/00580/FUL 10 Squires Road, Shepperton TW17 0LQ	Written Representation	APP/Z3635/W/23/3314395 Replacement of single dwelling with three dwellings as shown on drawings numbered JMRP/1/LOC, X1 and X3 received on 22 April 2022 and amended drawings numbered JMRP/1/OD12, 13, 20, 21, 24 and 25 all Rev C received on 28 September 2022.	Appeal Dismissed	08.11.2023
22/01653/HOU 36 Kenton Avenue, Sunbury-on-Thames TW16 5AR	Fast Track Appeal	APP/Z3635/D/23/3321019 Proposed loft conversion that would include the installation of L-shaped rear facing dormer with two rooflights at the front. Erection of a single storey outbuilding at the rear of site and erection of a single storey front extension to form a porch.	Appeal Dismissed	13.11.2023
23/00110/FUL Glenhaven Yard, Stanwell Moor, Staines-upon-Thames	Written Representation	APP/Z3635/W/23/3327773 Redevelopment of Glenhaven Yard - removal of existing outbuildings to allow erection of a single storey structure to be used as a minibus depot for a holiday firm as per Certificate of Lawfulness (18/00941/CLD) with associated parking area, delivery/service collection point, realigning the kerb line, reduction of existing hardstanding and improvement to grassed area / paddock.	Appeal Dismissed	23.11.2023

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Case Ref & Address	Procedure	Appeal Ref & Nature	Decision	Decision Date
23/00637/HOU 48 Knightsbridge Crescent, Staines-upon-Thames TW18 2QR	Fast Track Appeal	APP/Z3635/D/23/3326072 Erection of a two-storey side extension (following demolition of existing garage and single storey side extension)	Appeal Allowed	30.11.2023
22/01620/FUL Land to the Rear of No. 46 and 46A and adjacent to no. 50-58 Reedsfield Road, Ashford TW15 2HE	Written Representation	APP/Z3635/W/23/3321949 Installation of a shipping container (retrospective) to be used as a dwelling and the provision of hardstanding (retrospective) as shown on amended drawings numbered 'Site location and Block Plan' received on 14/12/2022, Proposed Plan Rev A and Existing container Version FB received on 16/12/2022.	Appeal Dismissed	14.12.2023
22/00470/OUT Land at 1-12 New Road, Shepperton TW17 0QQ	Written Representation	APP/Z3635/W/22/3311540 Erection of 9 no. two storey dwelling houses with associated amenity space, car-parking and accesses (Outline). As shown on drawings numbered LP; 203; HW1; HW2; HW3; HW4; HW5; HW6; HW7; HW8; Site Survey drawings 01 and 02 received 29 March 2022.	Appeal Dismissed	18.12.2023
22/01615/OUT Bugle Nurseries, Upper Halliford Road, Shepperton	Public Inquiry	APP/Z3635/W/23/3325635 Outline application with approval sought for scale, access and siting, with details of appearance and landscaping reserved, for the demolition of existing buildings and structures, removal of waste transfer facility and the redevelopment of the site for up to 80 residential units and the provision of open space and a play area, plus associated works for landscaping, parking areas, pedestrian, cycle and vehicular routes.	Appeal Dismissed	18.12.2023

Appeal Dismissed	1	
Appeal Withdrawn	1	
Total Appeals	2	

Planning Enforcement Appeal Decisions Made 01 January 2021 to 31 December 2023

Case Ref & Address	Procedure	Appeal Ref & Nature	Decision	Decision Date
18/00116/ENF Plot 10 Las Palmas Estate Las Palmas Estate Road	Written Representation	APP/Z3635/C/21/3270987 Appeal against serving of an enforcement notice for the unauthorised operational development of gates, fencing and posts.	Appeal Dismissed	08.11.2022
00231/ENF Land South East of The Ranges (addressed As 1A Priory Stables) Chertsey Road	Written Representation	APP/Z3635/C/23/3331752 Appeal against serving of an Enforcement Notice. The carrying out on the land of building, engineering, mining or other operations in particular the laying of an area of hardstanding and a roadway on Green Belt land. Marked in blue on the attached plan and a change of use of the use of the land to the commercial storage of vehicles.	Appeal Withdrawn	07.11.2023

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Environment and Sustainability Committee



03 December 2024

Title	Adoption of Spelthorne’s Air Quality Action Plan
Purpose of the report	To make a Key Decision
Report Author	Dr Eliane Foteu, Pollution Control Team/Air Quality Tracey Willmott-French, Senior Environmental Health Manager
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	<i>Not applicable</i>
Corporate Priority	Environment
Recommendations	Committee is asked to: 1. Note the Air Quality Action Plan (AQAP) consultation report and 2. Approve the final AQAP for adoption by the council.
Reason for Recommendation	<ul style="list-style-type: none"> Spelthorne Borough Council recognises the health impacts of poor air quality and is committed to working to safeguard improvements in local air quality. The Council recognises its statutory air quality management duties and the value AQAPs have in controlling and improving air pollution. To ensure the Council’s compliance with its statutory obligations under Environment Act 1985 (Part IV), thereby ensuring that the Council meets DEFRA’s requirement for the adoption of an agreed AQAP by 2025.

1. Summary of the report

What is the situation	Why we want to do something
As part of its local authority air quality management responsibilities the Council has a statutory duty to produce an AQAP setting out the actions that it and other stakeholders will take to improve and safeguard air quality within the Spelthorne’s Air Quality Management Area (AQMA).	<ul style="list-style-type: none"> Safeguarding public health from poor air quality. Compliance with statutory duties

<p>In August 2023, DEFRA reminded the Council of its duty to revise its AQAP and for the Council to submit this to DEFRA for its approval.</p> <p>An AQAP was drafted in association with specialist consultants and with the engagement of key stakeholders including the Transport Authorities, National Highways, and Surrey County Council.</p> <p>In May 2024, the Environment and Sustainability Committee (E&S) approved the 1st draft of the AQAP and agreed for it to go forward for statutory and public consultation.</p> <p>The draft AQAP has been subject to a six-week statutory and public consultation (between 20 May 2024 to 30 June 2024) to capture the views of Spelthorne residents and businesses, as well as those of DEFRA and other statutory consultees including Surrey County Council (Highways Authority and Director of Public Health), National Highways, and neighbouring local authorities.</p> <p>The draft AQAP has subsequently been revised considering comments received through the consultation, including those from DEFRA.</p>	
<p>This is what we want to do about it</p>	<p>These are the next steps</p>
<p>The Council needs to finalise and adopt Spelthorne’s draft AQAP.</p>	<p>Committee to note the consultation report attached to this note.</p> <p>If in agreement, that Committee approves the adoption of the final AQAP, subject to receiving final approval from DEFRA.</p>

2. Key issues

- 2.1 The Environment Act 1985 places a legal duty on local authorities to regularly review both the current and future air quality within their areas. Where the air quality objective limit levels are not being met, the local authority must develop an AQAP setting out what they will do to improve air quality in their area with a view of achieving compliance. Without viable AQAP in place local authorities risk impacting their communities by not proactively working to reduce air pollution in the area.
- 2.2 An AQAP provides the mechanism by which local authorities, in collaboration with national agencies and key stakeholder, state their intentions for working towards the air quality objectives using the powers they have available. The key criteria for action plans, as set down within statutory guidance are: -

- (a) they set out the measures to be taken to achieve and maintain the air quality standards and objectives.
 - (b) specify the date by when each measure will be carried out.
 - (c) action plans are to be revised as a minimum every five years.
- 2.3 Spelthorne has experienced widespread improvement in air quality measured against the annual mean National Air Quality Objective for nitrogen dioxide (NO₂) that is primarily attributable to pollutant emissions from traffic since the Council's AQAP was published in 2005.
- 2.4 DEFRA wrote to the Council on the 31 of August 2023 specifying that the AQAP must be updated by May 2024 (**Appendix D** refers). DEFRA has subsequently agreed an extension to the end of 2024.
- 2.5 A draft AQAP has been developed in accordance with statutory guidance. In May, E&S agreed the draft AQAP and that it could go out for statutory and public consultation.
- 2.6 The consultation has been concluded and the draft AQAP has subsequently been reviewed taking onboard the comments received. The revised draft AQAP can be found at **Appendix A**, and the specific changes made to the draft AQAP are outlined on page 6 of the AQAO Consultation Report of **Appendix B**.
- 2.7 As required by DEFRA, the draft was submitted to them at the start of statutory consultation period for their initial appraisal. DEFRA suggested some technical changes be made, which have been carried out.
- DEFRA has now stated that it is satisfied with the revised draft AQAP. The final draft AQAP is now sitting with DEFRA awaiting their 'formal' approval (**Appendix C** refers).
- 2.8 The final draft of the AQAP now needs to be approved and adopted by the E&S Committee.
- 2.9 Upon final approval by Spelthorne Borough Council and DEFRA, the AQAP must be published on the Council's website.
- 3. Options analysis and proposal**
- 3.1 The Final AQAP outlining the actions for Spelthorne Borough Council and other stakeholders (such as Heathrow Airport Ltd, National Highways, and Surrey County Council) that are to be pursued from 2024 to 2029 subject to resources and funding (**Appendix A** refers).
- 3.2 Some key SBC measures from the draft AQAP include: -
- Undertaking the statutory process required to increase the cover of the borough's Smoke Control Areas to give borough wide coverage.
 - Supporting the Spelthorne in the Zone campaign for inclusion of Spelthorne in transport Zone 6.
 - Closer working on synergies in policy and projects securing air quality improvement and reductions in greenhouse gas emissions such as through the Climate Change Working Group.
 - Continuing to promote and encourage active travel as an alternative to vehicle use.
 - Continuing to provide an air quality alert service that residents who are vulnerable to episodes of poor air quality can sign up to.

- Continuing to fund and provide comprehensive air quality monitoring in the borough.
- Continuing collaboration with Heathrow Airport Ltd to reduce emissions arising from the operation of Heathrow Airport.
- Continuing to work with the Surrey Air Alliance including neighbouring boroughs, Surrey County Council and National Highways to bring about air quality improvements across Surrey. Public Health, Safer Travel and the Transport Planning teams from Surrey County Council and Surrey Heartlands NHS Trust all participate in the Surrey Air Alliance.
- Working on supplementary planning guidance for applicants on air quality with Development Planning.

3.3 The Committee is asked to make a decision on the adoption of the Draft AQAP, and the options are as follows: -

3.4 **Option 1:** To note the AQAP consultation response report and approve the AQAP for adoption. **The preferred option.**

The Final AQAP and the accompanying consultation report including the associated equalities and diversity impacts assessment are attached.

This draft AQAP was formulated by professional technical experts in the field of air quality management and equalities and diversity impacts assessment, in consultation with stakeholders in LAQM. The AQAP has been written in line with a template and guidance produced by DEFRA. Members were consulted via a dedicated Members Briefing. The results of statutory and non-statutory consultation undertaken were used to shape this final AQAP in accordance with the guidance in vigour.

This option also achieves the timescales imposed by DEFRA for the adoption of a final AQAP.

3.4 **Option 2:** to note the AQAP consultation report and reject the final AQAP.

This option is not recommended as it will mean the Council will not meet its statutory duties by failure to have an AQAP in place.

The E&S Committee approved the draft AQAP in May 2024, this revised AQAP contains no major variation from the May 2024 version but has been amended predominantly in light technical advice issued by DEFRA's Air Quality and Industrial Emissions Team following consultation.

Following DEFRA's initial letter to Spelthorne Borough Council, DEFRA granted the Council an extension for the submission to May 2024. Failure to adopt the plan will mean that the Secretary of State will issue the Final Warning Letter to SBC (See Appendix D for DEFRA AQAP submission process).

4. **Financial management comments**

4.1 Each action proposed in Table 5.1 of the AQAP was put forward based on an initial high level cost benefit analysis. The actions proposed were judged to be able to create a reduction of the concentrations of pollutant in the AQMA's cited, and across the Borough as a whole, whilst being achievable at a reasonable cost

4.2 Although specific costs are yet to be finalised, it is anticipated that financial contributions from the Council for implementing actions will come from various

sources. These include indirectly from the commitment of officer time where actions involve the development of partnerships and policies to drive change to direct cash contributions where procurement of works or services may be required

- 4.3 There is currently no budget specifically set aside for the implementation of the AQAP. Services will need to prioritise officer time to develop and implement solutions in line with existing statutory obligations and the Council's Corporate Strategy priorities. The Council will seek to deliver the AQAP from existing budgets, but will keep under review.
- 4.4 The funding of individual actions within the plan will vary in accordance with which organisation is responsible for the action, and whether the action can be delivered with existing resources or requires additional funding.
- 4.5 Where additional funding may be required for actions within the plan routes to funding include grant applications to the DEFRA Air Quality Fund, corporate social responsibility funding that may be available to the Council, Section 106 funding if appropriate, Green Initiatives reserve funding, and other funds related to emissions reduction, growth bids, actions as part of development schemes, for example the River Thames Scheme is expected to secure active travel infrastructure, and revenue generated by services such as parking where appropriate, for example from EV charging stations if established in Council owned car parks.

5. Risk management comments

- 5.1 Environmental Health's provision of the Council's statutory air quality management duties was subject to an internal audit in winter 2022. The ongoing work on the updated AQAP was noted. Internal Audit's assurance opinion is 'Reasonable Assurance' (there is a generally sound system of governance, risk management and control in place. Some issues, non-compliance or scope for improvement were identified which may put at risk the achievement of objectives in the area audited).
- 5.2 Staffing resource risks: this work has historically been delayed due to staff resourcing pressures caused by competing statutory duties (including the duties of the Pollution Control team to review the impacts on the environment and to the health of people associated with the redevelopment of land and in particular major redevelopments, including Heathrow Airport, the River Thames Scheme Development Consent Order, Shepperton Studios, the Local Plan, etc). Therefore where possible officer resources associated with air quality improvement project work will be considered and factored in during the scoping stage.
- 5.3 Risk of scope creep through the addition of non-statutory requirements to the AQAP process. This was mitigated through rigorous application of the DEFRA guidance and the DEFRA AQAP template with recognition as to the regulatory roles and responsibilities of other government bodies where these are applicable such as the Environment Agency.

6. Procurement comments

- 6.1 Strategic Procurement will work with services to deliver the AQAP to ensure appropriate inclusion within future procurement requirements and policy.

7. Legal comments

7.1 LAQM is a statutory process introduced by the Environment Act 1985 (Part IV), which places a legal duty on all local authorities to regularly review both the current and future air quality within their areas.

7.2 These air quality reviews must follow Government guidance that sets health-based objectives, which are based on what is considered acceptable given the known effects.

8. Other considerations

8.1 There are none.

9. Equality and Diversity

9.1 The AQAP is intended to help secure improvements to local air quality which benefit all members of the community, particularly those who are considered most vulnerable to the health impacts of poor air quality.

9.2 Air pollution is known to disproportionately effect less economically affluent communities, often these communities have lower levels of car ownership and a greater level of poor respiratory health. Actions to improve air quality can benefit these communities.

9.3 Policies within the AQAP have undergone an equalities impact assessment analysis (included in **Appendix B**) to determine whether there is a disadvantage to a particular community. For transport schemes, the delivering Transport Authority will be responsible for ensuring that equality and diversity impacts are considered.

10. Sustainability/Climate Change Implications

10.1 Updating the Borough's AQAP is an important step in seeking to reduce the Borough's emissions in terms of air pollutants. Actions and policies to reduce air pollutant emissions from traffic will also help to reduce traffic related greenhouse gas emissions.

11. Timetable for implementation

11.1 Immediately following approval being granted by the Environment and Sustainability Committee for adoption of the AQAP.

12. Contact

12.1 Tracey Willmott-French, Senior Environmental Health Manager (t.willmott-french@spelthorne.gov.uk)(01784-446271)

Background papers:

There are none.

List of Appendices

Appendix	Title	Brief Description
A	Spelthorne Air Quality Action Plan	The Final AQAP sets out updated information on local air quality, in summary that there is by the most recently available annual dataset no exceedance of air quality objectives with relevant exposure, and a set of actions that the Council will commit to in

safeguarding local air quality.

The new AQAP is formatted in accordance with strict template provided by DEFRA.

- | | | |
|----------|---|---|
| B | AQAP consultation response report included Equality and Diversity Impacts Assessment for the AQAP | The document provides consideration of policies and actions which may impact upon specific groups of people and whether mitigation for such impacts is required. |
| C | DEFRA and SCC approval Letter/email | DEFRA approval Letter (not yet available because the report is yet to be submitted to DEFRA for final review). |
| D | DEFRA Warning Letter | See below. the warning process for missing or invalid AQAPs is presented in the table provided. Failure to adopt this plan will lead to the Final Warning letter from the AQIE Deputy Director to relevant Director at non-compliant Local Authority. |

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Spelthorne Borough Council

Air Quality Action Plan

In fulfilment of Part IV of the Environment Act 1995

Local Air Quality Management

2024

Information	Spelthorne Borough Council Details
Local Authority Officer	Dr Claire Lucas Principal Pollution Control Officer
Department	Environmental Health
Address	Council Offices, Knowle Green, Staines-upon-Thames, TW18 1XB
Telephone	01784 444 213
E-mail	pollution.control@spelthorne.gov.uk
Report Reference Number	24/00901/PROJAQ
Date	September 2024

Executive Summary

This Air Quality Action Plan (AQAP) has been produced as part of our statutory duties required by the Local Air Quality Management (LAQM) framework. It outlines the action we will take to improve air quality in Spelthorne Borough Council (SBC) between 2024 and 2029.

This action plan replaces the previous action plan which ran from 2005. The 2005 AQAP contained 43 actions to reduce NO₂ within Spelthorne, covering a range of topics including:

- Reducing road emissions;
- Reducing emissions from the Council's activities;
- Reducing emissions from Heathrow airport;
- Reducing emissions from land use;
- Reducing emissions from industrial sources;
- Reducing smoke emissions;
- Increasing energy efficiency;
- Increasing Air Quality Monitoring;
- Raising awareness and increasing available information regarding air quality and its improvement; and
- Working in Partnership to control and improve air quality.

Air pollution is associated with a number of adverse health impacts¹. It is recognised as a contributing factor in the onset of heart disease and cancer. Additionally, air pollution particularly affects the most vulnerable in society: children and older people, and those with heart and lung conditions. There is also often a strong correlation with

¹ <https://www.gov.uk/government/publications/health-matters-air-pollution/health-matters-air-pollution>

equalities issues, because areas with poor air quality are also often the less affluent areas^{2,3}.

The annual health cost to society of the impacts of particulate matter alone in the UK is estimated to be around £16 billion⁴. Spelthorne Borough Council is committed to reducing the exposure of people in Spelthorne to poor air quality in order to improve health.

We have developed actions that can be considered under seven broad topics:

- Policy guidance and development control
- Promoting low emission plants
- Promoting low emission transport
- Promoting travel alternatives
- Public information
- Transport planning and infrastructure
- Traffic management

As a result of the source apportionment outlined in the report, the following priorities have been identified:

- **Priority 1** – to maintain air pollutant concentrations below current air quality objectives and where practicable, reduce emissions further to work towards WHO Guideline Values⁵.
- **Priority 2** - to work collaboratively with Surrey County Council (SCC) to ensure that wider transport measures are delivered, in particular to increase the use of active travel and public transport and reduce the use of private

² Environmental equity, air quality, socioeconomic status and respiratory health, 2010

³ Air quality and social deprivation in the UK: an environmental inequalities analysis, 2006

⁴ Defra. Abatement cost guidance for valuing changes in air quality, May 2013

⁵ World Health Organization (WHO, 2021) at <https://www.who.int/news-room/feature-stories/detail/what-are-the-who-air-quality-guidelines>, September 2021

vehicles, and to increase the proportions of low and zero emission vehicles where modal shift is not feasible;

- **Priority 3** – work collaboratively with Heathrow Airport Ltd to address emissions associated with the airport operations;
- **Priority 4** – to work collaboratively within SBC, across Surrey, with neighbouring London Boroughs and with wider stakeholders such as National Highways and the Environment Agency to reduce emissions of particulate matter and NOx from a range of sources within and out with the borough; and
- **Priority 5** – report on an annual basis to Defra the implementation of the measures set out in this report, as well as monitored concentrations within the [Air Quality Management Areas \(AQMAs\)](#).

In this AQAP we outline how we plan to effectively tackle air quality issues within our control. However, we recognise that there are a large number of air quality policy areas that are outside of our influence (such as vehicle emissions standards agreed in Europe), but for which we may have useful evidence, and so we will continue to work with regional and central government on policies and issues beyond Spelthorne Borough Council's direct influence.

Responsibilities and Commitment

This AQAP was prepared by Air Quality Consultants Ltd and Spelthorne Borough Council with the support and agreement of the following departments and wider stakeholders:

- Strategic Planning (SBC);
- Climate Change and Sustainability (SBC);
- Transport (SCC);
- Public Health (SCC);
- Environmental Health (SBC);
- Neighbourhood services / fleet (SBC);
- Leisure (health and wellbeing and active travel) (SBC);

- Heathrow Airport Ltd; and
- National Highways.

This AQAP will be approved by the Environment and Sustainability Committee. Specific measures which need external input, such as that relating to Heathrow Airport and transport measures which require Surrey County Council input have been agreed separately with those stakeholders.

This AQAP has not been signed off by a Director of Public Health.

This AQAP will be subject to an annual review, appraisal of progress and reporting to the Environment and Sustainability Committee. Progress each year will be reported in the Annual Status Reports (ASRs) produced by Spelthorne Borough Council, as part of our statutory Local Air Quality Management duties.

If you have any comments on this AQAP, please send them to Pollution Control at:

Council Offices, Knowle Green, Staines-upon-Thames, TW18 1XB

01784 444 213

pollution.control@spelthorne.gov.uk

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1 Introduction

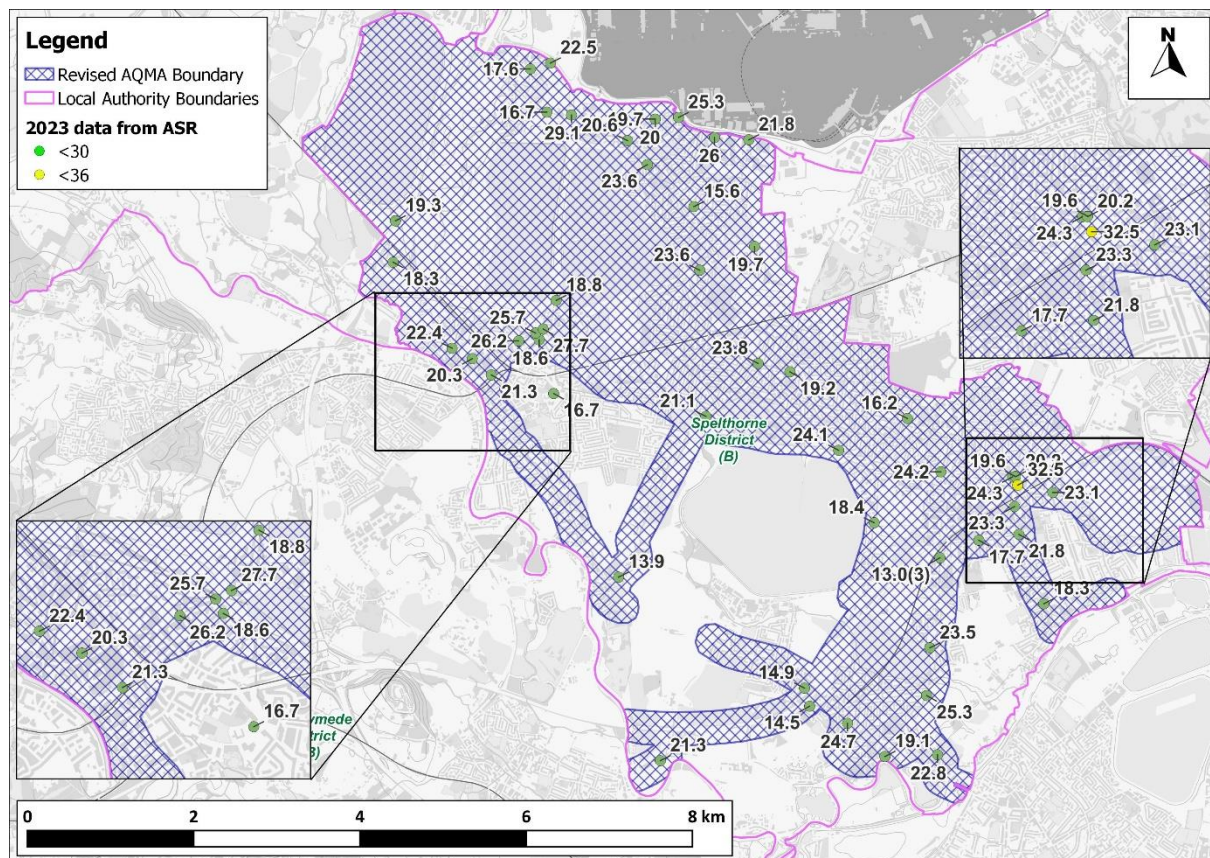
This report outlines the actions that Spelthorne Borough Council will deliver between 2024 and 2029 in order to reduce concentrations of air pollutants and exposure to air pollution; thereby positively impacting on the health and quality of life of residents and visitors to the Spelthorne administrative area.

It has been developed in recognition of the legal requirement on the local authority to work towards Air Quality Strategy (AQS) objectives under Part IV of the Environment Act 1995 and relevant regulations made under that part and to meet the requirements of the Local Air Quality Management (LAQM) statutory process.

This Plan will be reviewed every five years at the latest and progress on measures set out within this Plan will be reported on annually within Spelthorne Borough Council's air quality ASR.

2 Summary of Current Air Quality in Spelthorne

Air quality in Spelthorne is generally good when compared with national air quality objectives⁶ available on the UK government website. A whole borough AQMA was declared in Spelthorne in 2003 for exceedances of the annual mean nitrogen dioxide (NO₂) objective. The AQMA was reduced in size in 2024 because of sustained improvements in local air quality. Figure 1 illustrates annual mean NO₂ monitoring data for 2023 within Spelthorne (as compared to an annual mean air quality objective of 40 µg/m³). These monitoring sites are part of a wider monitoring strategy across the borough, for both NO₂ and PM₁₀.



⁶ https://uk-air.defra.gov.uk/assets/documents/Air_Quality_Objectives_Update_20230403.pdf and https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/69336/pb12654-air-quality-strategy-vol1-070712.pdf

Figure 1 Spelthorne AQMA showing 2023 annual mean monitored NO₂ concentrations, all below the air quality objective

In Spelthorne, there was a marginal exceedance of the annual mean NO₂ objective within the AQMA on Stanwell Moor Road in 2022. This location is adjacent to a heavily trafficked road leading to the Heathrow Southern Perimeter Road, Terminal 5, and the M25.

The monitoring site (diffusion tube) is 2.2 m from the road, and the nearest dwelling is set back over 11 m from the road on the opposite carriageway, and hence would be much lower than the air quality objective where the objective applies. At all other monitoring sites within Spelthorne, concentrations have been below the objective.

In 2023, all monitoring sites are below the annual mean NO₂ objective, with even the highest concentration being below 90% of the objective.

Concentrations of PM₁₀ remained below the annual mean objective of 40 µg/m³ and the 24-hour mean of 50 µg/m³ not to be exceeded more than 35 times a year.

Concentrations of PM_{2.5} were below the UK Limit Value of 20 µg/m³, for all monitoring sites in Spelthorne during 2022. Whilst the requirements of national legislation are met, addressing local sources of particulate pollution remains an important component of air quality management given the health impacts of particulate matter.

All measurements are subject to uncertainty, and data from diffusion tubes are adjusted in relation to the laboratory and preparation method (a process termed bias adjustment) in order to improve the accuracy of annual means. However, Defra in recognition of this inherent uncertainty, recommend that the revocation of an AQMA should only be considered following three consecutive years of annual mean nitrogen dioxide concentrations being lower than 36 µg/m³ (i.e., 10% below the annual mean objective). In addition, pollutant concentrations may vary significantly from one year to the next, due to the influence of meteorological conditions, and Spelthorne Borough Council should be reasonably certain that any future exceedances (that might occur in more adverse meteorological conditions) are unlikely, before revoking an AQMA. This AQAP takes into account these inherent uncertainties, while also taking a proportionate approach.

Spelthorne Borough Council's Annual Status Reports can be found at <https://www.spelthorne.gov.uk/article/17839/Air-quality-reports>.

2.1 Pollutants and Health Effects Relevant to Spelthorne

Poor air quality is associated with several adverse health impacts. Vulnerable members of society, including children, the elderly, and those with preexisting heart and lung conditions, are most at risk to poor impacts from air pollution.

The main pollutants of concern within Spelthorne Borough are NO₂, predominantly from transport emissions, PM₁₀ and PM_{2.5}.

3 Spelthorne's Air Quality Priorities

3.1 Public Health Context

Air pollution is a major public health risk ranking alongside cancer, heart disease and obesity. A review by the World Health Organisation concluded that long-term exposure to air pollution reduces life expectancy by increasing the incidence of lung, heart and circulatory conditions. The Department of Health and Social Care's advisory Committee on the Medical Effects of Air Pollutants (COMEAP) has estimated that long-term exposure to man-made air pollution in the UK has an annual impact on shortening lifespans, [equivalent to 28,000 to 36,000 deaths](#) (COMEAP, 2018). Poor air quality can affect health at all stages of life. Those most affected are the young and old. In the womb, maternal exposure to air pollution can result in low birth weight, premature birth, stillbirth or organ damage. In children, there is evidence of reduced lung capacity, while impacts in adulthood can include diabetes, heart disease and stroke. In old age, a lifetime of exposure to air pollution can result in reduced life-expectancy and reduced wellbeing at end of life. There is also [emerging evidence](#) for a link between air pollution and an acceleration of the decline in cognitive function (Defra, 2019).

Poor air quality disproportionately affects the poorest and most vulnerable in our communities including children. Public health not only aims to improve health, but also reduce health inequalities by using an evidence-based approach to make recommendations on the delivery of health and wellbeing services. As such, this AQAP will support work underway within the public health arena.

This AQAP will complement work underway at County level. Public Health staff have drafted the [Joint Strategic Needs Assessment](#) (JSNA) which is an assessment of the current and future health and social care needs of the local community. The JSNA informs the [Health and Wellbeing Strategy](#) (HWS) which is a strategy for meeting the needs identified in the JSNA. These are needs that could be met by the local authority, Integrated Care Boards or NHS England. Within the JSNA there is a section on air quality.

The [Public Health Outcome Framework](#) (PHOF) for England recognises the burden of ill health resulting from poor air quality. PHOF Indicator D01 reports that 6.8% of deaths in Spelthorne during 2022 were attributable to particulate matter (PM_{2.5}) (undertaken using the 'new method'), which is slightly higher than the Surrey (6.2%) and the England (5.8%) average.

3.2 Planning and Policy Context

3.2.1 Spelthorne's Corporate Plan 2024 - 2028

This plan Corporate Plan ⁷, '*Putting our residents at the heart of everything we do*' sets out the Administration's priorities over the next five years and defines our goals for the Borough. Our strategic priorities are: (1) community (2) addressing housing need (3) resilience, (4) environment and (5) services. This plan will help protect and enhance our environment as noted in priority (4). SBC aims to improve air quality, reducing noise impacts, enhancing biodiversity across the Borough and working with partners to deliver a greener future.

3.2.2 Local Plan

The [Spelthorne Borough Council Core Strategy and Policies Development Plan Document](#) (2009) has a key objective to "secure an improvement in the Borough's air quality", and there are several policies which refer to air quality.

⁷ The Spelthorne's Corporate Plan 2024 – 2028 is available at <https://democracy.spelthorne.gov.uk/documents/s60896/CORPORATE%20PLAN%202024-28-New-v22.pdf>

- Strategic Policy SP6 “Maintaining and Improving the Environment”;
- Strategic Policy EN3: “Air Quality”;
- Strategic Policy SP7: Climate Change and Transport;
- Policy CC1: Renewable Energy, Energy Conservation and Sustainable Construction;
- Policy CC2: Sustainable Travel;

The council is currently working on a new draft [Local Plan for 2022 to 2037](#); however, this has not yet been adopted. Within the new draft local plan, there are several policies which refer to air quality.

- Policy PS1: Responding to the climate emergency;
- Policy PS2: Designing places and spaces;
- Policy SP7: Heathrow Airport;

The main relevant policy is Policy E4: Environmental Protection Air Quality, which states:

“1) The Council will seek to protect and improve the Borough’s air quality and work towards meeting the World Health Organisation Air Quality Guidelines by ensuring all development proposals prevent further deterioration of existing poor air quality and are “air quality neutral” as far as reasonably practicable.

2) An applicant will be required to submit an air quality assessment for development proposals where development... <meets the criteria as set out in Policy E4>:

3) For development proposals that could potentially cause, exacerbate or introduce new exposure to poor air quality, mitigation and compensation measures should be incorporated. Mitigation is required to ensure that all major developments are sustainable from an air quality perspective and for the protection of public health. Where on site measures alone are not possible or are insufficient to reduce the impact on air quality, applicants should consider the scope for mitigating the impact by contributing to funding of other initiatives that improve air quality.

4) Planning permission will not be granted for proposals where adverse effects on air quality for existing receptors and/or future occupiers are of a significant scale, either individually or in combination with other proposals and/or the effects cannot be appropriately and effectively mitigated.”

When referencing air quality neutral, the emerging local plan goes on to say that:

“Individual developments are often shown to have a very small air quality impact. The cumulative impact of many individual schemes, deemed insignificant in themselves, can contribute to a ‘creeping baseline’. Therefore, good practice to reduce emissions and exposure should be incorporated into all developments at the outset, at a scale commensurate with the emissions. Consideration of air quality neutrality should focus on both NO_x, and PM₁₀ emissions, the energy sources used within buildings and emissions from the vehicles associated with use of the development. Mitigation measures to reduce emissions may be applied on-site or off-site however the exposure of residents to poor air quality may still result in refusal without sufficient mitigation in order to protect public health.”*

The new draft local plan, which will fully replace the existing Core Strategy and Policies Development Plan Document, will be accompanied by a Climate Change Supplementary Planning Document (SPD). [The Climate Change SPD went through the committee approval process on Thursday, 25 April 2024 and includes checklists for Minor and Major applications. Council resolved to approve the adoption of the Climate Change SPD.](#) The checklists set out all the potential measures which could be included in development schemes, including checklists for Energy, Transport, Construction and Waste, Green Infrastructure, Water, and Space and Place Design.

3.2.2 Climate Strategy and Action Plan

Spelthorne Borough Council declared a climate emergency in October 2020. The Council plans to be net zero for Scope 1 and 2 emissions by 2030 (in line with Surrey County Council’s Greener Futures Delivery) and has produced a climate change strategy to help achieve this aim. The [Spelthorne Climate Change Strategy and Action Plan 2022-2030](#) was approved and adopted in 2022. The Spelthorne Borough Council Climate Change Strategy identified Council vehicles being the predominant

source of the organisation's emissions. Key actions within the Climate Change Strategy and Action Plan which will also benefit air quality include:

- Reducing emissions from government buildings and operations;
- Reducing emissions from transport within Spelthorne;
- Creating sustainable transport in Spelthorne; and
- Help develop sustainable communities in Spelthorne – where social, environmental, and financial resources meet current needs while ensuring that adequate resources are available for future generations.

Within the Climate Change Strategy and Action Plan, there are numerous Actions which will work towards reducing air pollution. Actions relevant to air quality have been incorporated into Section 5 and are outlined in Table 5.1. Collaborative working across the Climate Change Strategy and Action Plan, and the Air Quality Action Plan will be strengthened.

It should also be noted that the predicted increase in hot dry summers as a result of climate change is likely to increase local air pollutant concentrations. Changes in weather patterns, particularly temperature, rainfall and wind speed, [are expected to have an effect](#) on dispersal and concentrations of Particulate Matter and ozone, with local increases in ozone exacerbated during heatwaves. Therefore, provision of localised alerting and monitoring will become particularly important. This highlights the need for collaborative working across both climate and air quality to reduce emissions of Greenhouse Gases and local air pollutants.

3.2.3 Health and Wellbeing Action Plan

Spelthorne published their [Health and Wellbeing Action Plan 2022-2024](#) in 2022.

Within this, there are two Actions which are relevant to Air Quality:

“Work to reduce air pollution through promoting air alert system, specific campaigns e.g. anti-idling/bonfires/Clean Air Day and write the air quality action plan”

And to:

“Plant more trees to promote biodiversity, air quality, reduce flooding and clean air”

3.2.4 Electric Vehicle Infrastructure Plan

Spelthorne Borough Council has adopted an [Electric Vehicle Infrastructure Strategy 2023 to 2030](#), in response to the Climate Change Strategy which outlined a key action to further improve EV infrastructure throughout the borough and develop an EV infrastructure strategy. One of the strategic objectives within the EV strategy is to:

“Improve the air quality through reducing harmful pollutants attributed to internal combustion vehicles, nitrous oxide [sic], and particulate matter.”

SBC have set a number of objectives to achieve transition to EVs, including as a local authority and employer, as a taxi licensing authority, in accordance with Building Regulations and as a landowner, car park operator and landlord.

3.2.5 Local Transport Plan

Surrey County Council’s fourth [Local Transport Plan](#), (LTP4) sets out plans for transforming Surrey’s transport network from 2022 up to 2032 and beyond, including changes required to achieve net zero emissions by 2050. SCC are committed to significantly transforming transport networks to meet this national target and LTP4 sets out the following key themes:

- Active travel and personal mobility;
- Public and shared transport;
- Promoting zero emission vehicles; and
- Planning for Place.

In the short-term (to 2025), LTP measures will be focused on achieving a 'green' and 'healthy' recovery of transport choices after Covid-19 and taking action and strengthening transport links to deliver the planning, development, design, public space management and digital connectivity aspects of the LTP4. This also includes building on the increased interest in walking and cycling to start a 'shift' away from car dependency, rebuilding trust in public transport, accelerating EV uptake, continuing to build on existing good practice, and delivery of relevant schemes. All of these shifts will reduce local air quality emissions and therefore assist with the delivery of this AQAP.

3.2.6 Surrey Climate Change Strategy

Surrey's [Climate Change Strategy 2020](#) and the more recent [Climate Change Adaptation and Resilience Strategy 2023](#) (known as "Surrey Adapt") set out Surrey's collective approach with the Boroughs and Districts to reducing greenhouse gas emissions and adapting to climate change.

Council Emissions

In relation to Council emissions, Strategic Priority 2 (SP2), that all council-owned vehicles, including SCC-owned bus fleet, to be zero carbon by 2030 or sooner is the most relevant to this AQAP.

Transport

In relation to transport and air quality, the strategy takes a three-pronged approach of reducing journeys, shifting to an increased use of public and active transport modes, and developing zero emission vehicle options. This approach is consistent with the aims of this AQAP, hence collaboration with SCC's transport team in the preparation of this document. There is a target for 60% emission reduction in the Transport sector by 2035 against 'Business as Usual' as a minimum. Strategic priorities are:

- **Strategic Priority 1 (SP1)** - Prioritise investment in place-based development that creates well-connected communities close to high quality places, spaces and services to reduce the number and length of car journeys for all residents.
- **Strategic Priority 2 (SP2)** - Invest in initiatives and infrastructure to increase the uptake of walking, cycling and public transport, alongside schemes to reduce reliance on the car for example ultra-low emission zones, pedestrianisation and car-free zones.
- **Strategic Priority 3 (SP3)** - Invest in and support the development of the infrastructure required to support the move to zero emission vehicles for journeys that cannot be made on foot, by bicycle or public transport.

Housing and Planning

The Strategy focuses on improving the energy efficiency of buildings, which would also reduce NOx emissions from gas boilers. Additionally, Strategic Priority 3 (SP3)

minimises transport emissions by promoting residential development that is sustainably located and allows safe and easy access for residents to existing services and transport hubs.

3.2.7 Surrey Joint Strategic Needs Assessment

The Joint Strategic Needs Assessment (JSNA) is an assessment of the current and future health and social care needs of the population of Surrey. The JSNA informs the Health and Wellbeing Strategy (HWS) which outlines the collective health priorities for all partners across Surrey. The JSNA adopts a 'chapter' structure, where each chapter describes the needs around a specific area of health and social care. There is to be a chapter on air quality within this new structure.

3.2.8 Heathrow 2.0

Heathrow Airport Ltd is the owner and operator of Heathrow Airport, immediately to the north of Spelthorne. Whilst the airport is not within the boundaries of the Council, the operation of the airport, particularly in terms of surface access transportation, does impact on the Borough. Heathrow Airport Ltd is a private company and not a public body, and hence the obligations upon them are not the same as other organisations that Spelthorne collaborates with to improve air quality. Nevertheless, the company is committed to reducing the impact of its operations, and published its Sustainable Growth Strategy – Heathrow 2.0 (Heathrow Ltd, 2022) in 2022.

The strategy sets out goals to achieve by 2030 based around two pillars:

***Net zero aviation** to work towards our vision of sustainable aviation at Heathrow and across our industry.*

***A great place to live and work** to improve the quality of life of our colleagues and our neighbours and make a positive impact in our community.*

Net zero goals will have associated reductions in air pollutants, but the strategy has a specific goal for air quality:

***Clean air at and around the airport.** Goal by 2030: Reduce NOx airside by 18% compared to 2019*

To work towards this Heathrow have set 5 targets:

- At least 45% of passengers using public transport by 2026;
- No more than 57% of colleague single occupancy vehicle trip mode share by 2026;
- By 2026 increase the use of public transport by 25% for the UK population visiting the airport and located within 1.5 hours and by 12% for those living within 3 hours;
- By 2030 all airport vehicles are zero emission or use biofuels; and
- An airside ULEZ in place by 2025.

SBC Officers engage with Heathrow on air quality through membership of the Council for the Independent Scrutiny of Heathrow Airport (CISHA), Air Quality Working Group <https://www.cisha.org/forums>.

3.2.9 Wider actions

There are two actions already underway that have not been included as specific actions in the AQAP. However, they are likely to positively impact on air quality within Spelthorne. These measures are discussed below.

Impacts of the London ULEZ expansion on Spelthorne

Spelthorne borders three London boroughs; Hounslow, Hillingdon, and Richmond upon Thames. As such the expansion of the ULEZ to the London Boundary will potentially affect air quality in Spelthorne, both in terms of re-routing of traffic and fleet changes.

The ULEZ expansion has led to some improvements to transport for staff to and from Heathrow Airport which is now situated within the charging zone, in order that staff with non-compliant vehicles can still get to work without using their vehicles.

These include an improvement in existing coach service⁸, comprising an increased frequency on the 442 service (Staines Bus Station – Ashford Hospital – Stanwell – Stanwell Moor – Terminal 5) and the reintroduction of the X442 service from Staines Railway Station to Terminal 5.

These measures could reduce the volume of non ULEZ compliant vehicles travelling through Spelthorne, by providing an alternative to getting to Heathrow on public transport. However, there has been an increase in airport related taxi and private hire vehicles waiting in Stanwell and Stanwell Moor. This could be because they are non ULEZ compliant vehicles. Spelthorne has recently [consulted on a Public Space Protection Order](#) containing measures to help address this.

In time it is likely that residents and businesses in Spelthorne, by virtue of the proximity of London and the need to travel in and out of the ULEZ charging zone, will upgrade to ULEZ compliant vehicles. This will accelerate the fleet turnover to newer vehicles with lower emissions which will benefit local air quality. Vehicles traveling from London to Spelthorne benefit from the TfL scrappage scheme, which may improve the fleet travelling out of London.

Now that the ULEZ is in place the offset between any re-routing, and fleet improvements can be monitored. It is difficult to isolate the effects of the expanded ULEZ on air quality monitoring data due to many policies to improve air quality being implemented simultaneously, in combination with other elements affecting concentrations such as the weather. However, the [London-wide Ultra Low Emission Zone First Month Report published in October 2023](#) does indicate some improvements to the fleet as a result of the ULEZ. Vehicle compliance in the expanded outer London area is now 95.2%, up from 85.1% in May 2022 when the consultation on proposals to expand the ULEZ London-wide launched, and from 90.9% in June 2023. Generally, London's air quality is improving, as set out in the report [Air Quality in London 2016-2024](#). Preliminary figures indicate that annual average concentrations of NO₂ in London dropped to the lowest levels ever recorded

⁸ <https://sbf.biz/improved-bus-links-from-spelthorne-to-heathrow-airport/>

in 2023, lower even than the first year of COVID-19 lockdowns. 2023 was also the first year since records began when annual mean particulate matter (PM_{2.5}) concentrations did not exceed the latest interim World Health Organization (WHO) air quality target across London's active air quality monitoring sites.

The most recent London-Wide Ultra Low Emission Zone – Six Month Report⁹ published in July 2024 confirms that the combined impact of all phases of the ULEZ has contributed to greater overall air quality improvements in London. Harmful NO₂ concentrations alongside roads across all of London are estimated to be 23 % lower on average than they would have been without the ULEZ and its expansions.

Areas outside London are also seeing the benefits of ULEZ policies, as roadside NO₂ concentrations within 5 km of the Greater London boundary were on average 9% lower in 2023 than an estimated “No ULEZ” scenario. Fuller analysis of both emissions and concentrations will be reported in the One Year Report, however this initial analysis indicates that the London-wide ULEZ expansion has had a positive impact on air quality in London.

The impact in Spelthorne is yet to be estimated.

A3 Guildford scheme to encourage uptake of EV

Guildford Borough Council undertook analysis of the traffic using the Guildford section of the A3 and [proposed initiatives to improve emissions](#). Although the proposed initiatives are targeted at Guildford they will provide useful experience that can be applied across Surrey in the future and the resulting increased number of electric vans on the road is likely to benefit Surrey more widely, both in giving confidence of appropriate charging infrastructure across the county and that vehicles will travel more widely than Guildford.

The work has identified that:

⁹ <https://www.london.gov.uk/sites/default/files/2024-07/London-wide%20ULEZ%20Six%20Month%20Report.pdf>

- most vehicles using the Guildford A3 section are making journeys which do not start or end in Guildford;
- 80% of the NOx emissions are from diesel vans and cars; and
- vans make up 15% of traffic but account for 45% of emissions.

These findings suggest that just targeting local vehicle users will not lead to the required improvements to air quality around the A3. As a result, an [A3 EV grant funding programme is run by Surrey County Council](#).

3.3 Source Apportionment

The AQAP measures presented in this report are intended to be targeted towards the predominant sources of emissions within Spelthorne Borough Council's area. Two source apportionment exercises have been undertaken at different times, the most recent by Ricardo (as summarised in the 2023 ASR pg. 75-78 <https://www.spelthorne.gov.uk/article/17839/Air-quality-reports>), at 7 areas across the borough which were identified as locations most likely to exceed air quality objectives. The second was part of a Surrey wide modelling exercise undertaken by [CERC](#) with a baseline of 2017.

The modelling methods used are available in the reports presented on SBC's website at [Air quality - Spelthorne Borough Council](#). Both studies were completed prior to LAQM Technical Guidance LAQM.TG22¹⁰.

3.3.1 9 Modelling (Ricardo 2022)

Where annual mean pollutant concentrations close to, or in excess of, the air quality objectives were modelled in 2019, source apportionment was undertaken at up to three worst-case receptors in each study area. As there were no modelled exceedances of the PM₁₀ or PM_{2.5} annual mean objectives; source apportionment

¹⁰ <https://laqm.defra.gov.uk/air-quality/featured/uk-regions-exc-london-technical-guidance/>

was undertaken for NO_x only. The outcomes of the source apportionment analysis are summarised below:

In Sunbury

- exceedances of the NO₂ annual mean objective were predicted at ground level receptor locations at Vicarage Road, Staines Road West and Green St in 2019; all of which are located close to junctions where average traffic speeds are likely to be low;
- the largest proportions of NO_x were attributable to background concentrations;
- diesel cars account for the largest proportion of road NO_x concentrations (approximately 33% of total NO_x); and
- at relevant locations, compliance was predicted by 2022.

In Staines

- The maximum ground level concentrations have been predicted along London Road and near the Crooked Billet Roundabout, with compliance predicted by 2022;
- the largest proportions of NO_x were attributable to background concentrations;
- Diesel cars account for the largest proportion of road NO_x concentrations (ranging from 33%-42% of total NO_x) with buses contributing 12%-14% of total NO_x emissions.

In Georgian Close -[Staines](#)

- modelling results indicate that exceedances of the air quality objectives are highly unlikely;
- The largest proportion of NO_x was attributable to background concentrations (68%);
- The highest proportion of road NO_x was attributable to diesel cars (19% of total NO_x).

In Ashford

- No exceedances of the NO₂ annual mean objective were predicted at any receptor location in Ashford;

- Similarly to the other locations, the largest proportion of NO_x is due to background, and diesel cars account for the largest proportion of road NO_x concentrations (7%-13% of total NO_x emissions).

In Lower Halliford – Shepperton

- NO₂ annual means exceedance was predicted at one ground level residential receptor locations on Walton Bridge Road, with compliance predicted by 2021;
- Similarly to the other locations, the largest proportion of NO_x is due to background, and diesel cars account for the largest proportion of road NO_x concentrations (36%-42% of total NO_x emissions);
- LGVs contributed to 9%-16% of NO_x emissions on Walton Bridge Road and the Upper Halliford Bypass.

In Moor Lane – **Staines**

- There was one exceedance of the NO₂ annual mean objective at a first-floor residential property at the junction of Church St and Bridge St in 2019 only;
- Similarly to the other locations, the largest proportion of NO_x is due to background, and diesel cars account for the largest proportion of road NO_x concentrations (24%-26% of total NO_x emissions);
- LGVs contributed to 12-23% of NO_x emissions on the M25 and Bridge St, but only 2% on the A30.

In summary,

- The largest proportions of NO_x were attributable to background concentrations (ranging from 30%-68%), which are not under the control of SBC, but highlight the importance of partnership working, including regionally and more widely;
- diesel cars account for the largest proportion of road NO_x concentrations (ranging from 19%-42%).

3.3.2 Surrey Wide Modelling (CERC 2019)

A source apportionment exercise was carried out by [CERC as part of a wider modelling study across Surrey](#) in 2019 using a base year of 2017. Figure 2 shows the locations where the source apportionment was undertaken. Although the data are

based on 2017 emissions, it is considered that for the purposes of targeting actions, the work presented below will represent the sources of relevance. It should be noted that the AQAP includes a measure to update the Surrey wide modelling of air quality, which will provide an update to the source apportionment work.

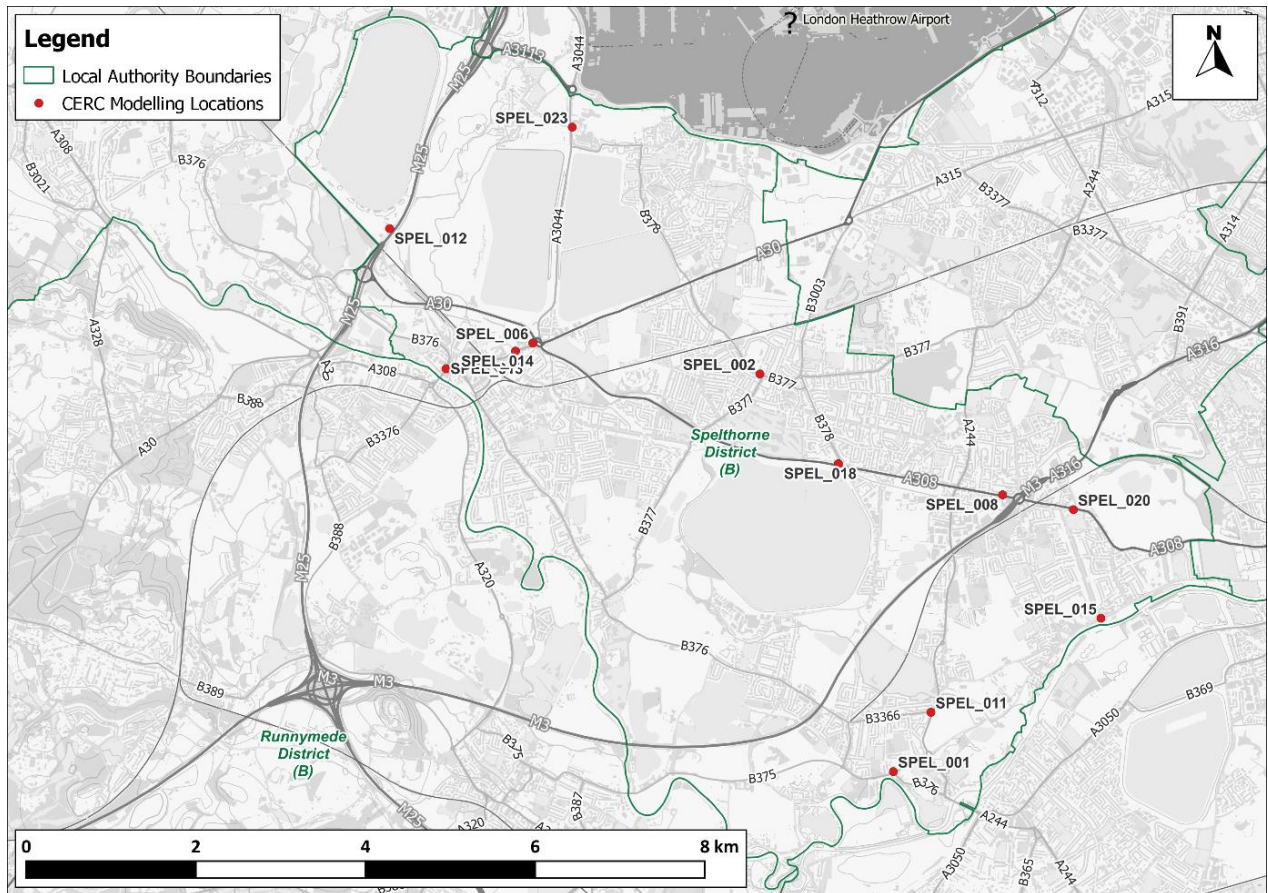


Figure 2 CERC Source Apportionment Locations

NO_x emissions

Figure 3 and Figure 4 show source apportionment at diffusion tube sites in Spelthorne for NO_x in 2017 based on modelling undertaken across Surrey by CERC.

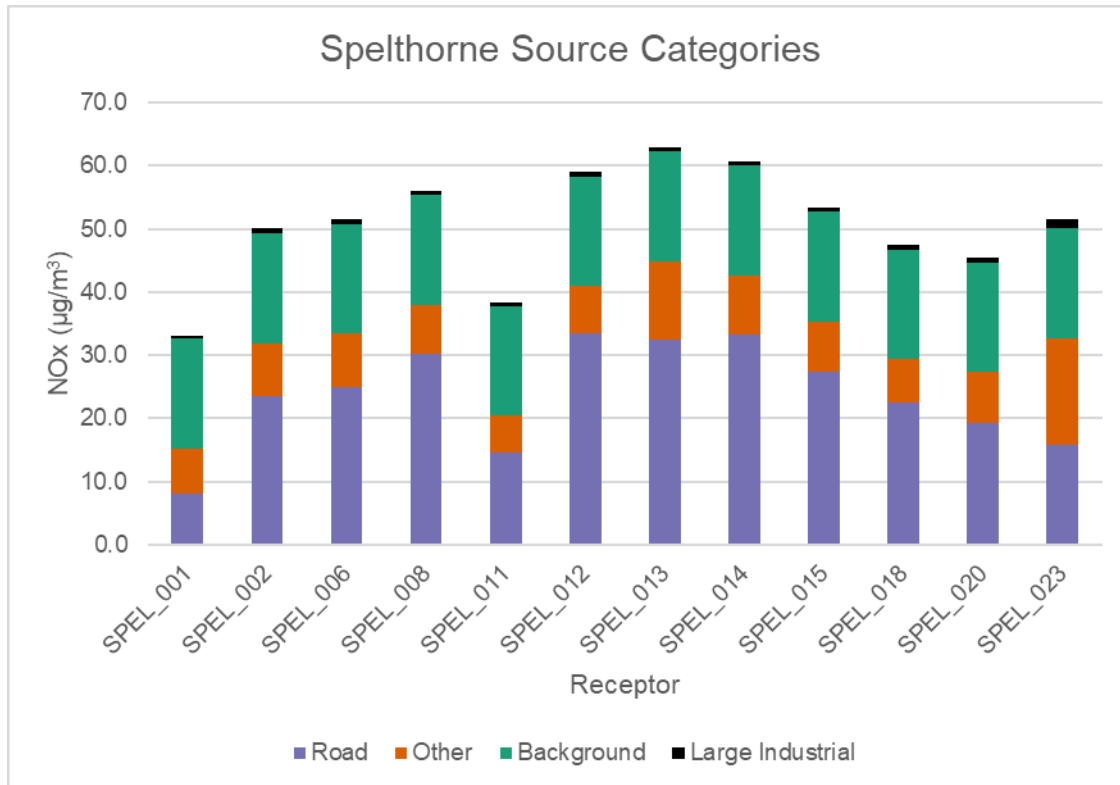


Figure 3 Total NO_x Modelled Source Apportionment (2017)

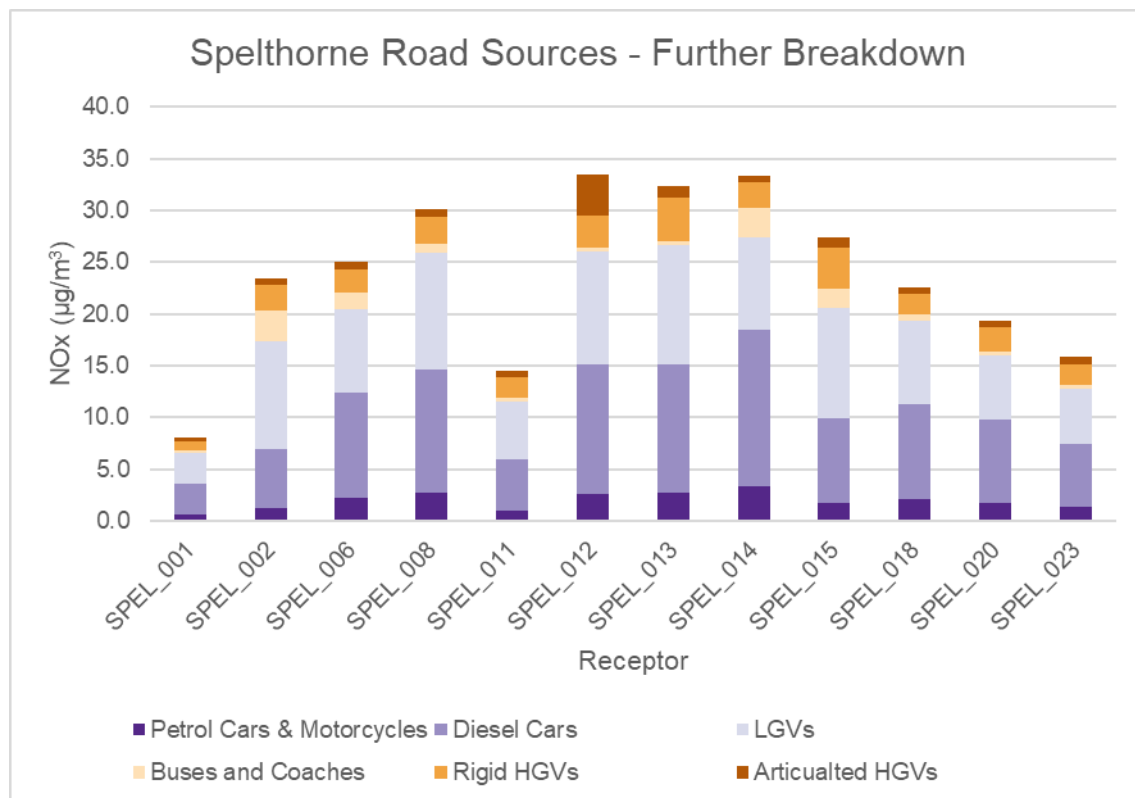


Figure 4 NO_x Road Traffic Breakdown (2017)

Figure 3 shows that, as would be expected at roadside monitoring locations, road traffic was the largest source of NO_x emissions in Spelthorne Borough at the majority of locations. At some sites background emissions were the greatest contributor to NO_x concentrations.

Large industrial sources contributed a very little amount (<1.4%) to NO_x concentrations at measurement locations within Spelthorne.

Although, at the time that this modelling was undertaken, the EcoPark in Shepperton was not in place, it should be noted that regulated industrial installations are required under permit terms to mitigate pollutant emissions to air.

This installation is permitted by the Environment Agency, who have noted in consultation as part of this AQAP that the permit issued to the site is regularly inspected by EA staff and emissions from the gasification process remain within the emission limits set out in the permit and the associated legislation. The Environment Agency currently rate the environmental performance of permitted sites using compliance bands which go from band A for a good site to band F for a poorly performing site.

The EcoPark site currently sits in compliance band B for 2022, and the Environment Agency expect the site to be compliance band A for the year 2023. It is therefore unlikely that this source will give rise to a significant source of emissions.

As noted in Table A.1, the EA was consulted in 2024 and confirmed that they are not aware of any waste facilities in the borough of Spelthorne that are causing or contributing to failures of air quality standards.

From the CERC modelling, 'Other' contributions to NO_x concentrations were on average 18% across Spelthorne. However, this was notably higher at site SPEL_023 on the A3044 close to Heathrow (see Figure 2), where 'other' contributed 33% of NO_x concentrations. This is to be expected as airport emissions are included in the 'other' category.

Figure 4 shows that of the road traffic components contributing to NO_x concentrations within Spelthorne, diesel cars were on average the greatest contributor to road traffic emissions (38%), followed by LGVs (35%). It is likely that since 2017, the proportion of diesel cars has reduced, but LGVs may have increased.

3.3.3 PM_{2.5} emissions

Figures 5 and 6 show source apportionment at the same sites for PM_{2.5} in 2017 based on modelling undertaken across Surrey by CERC

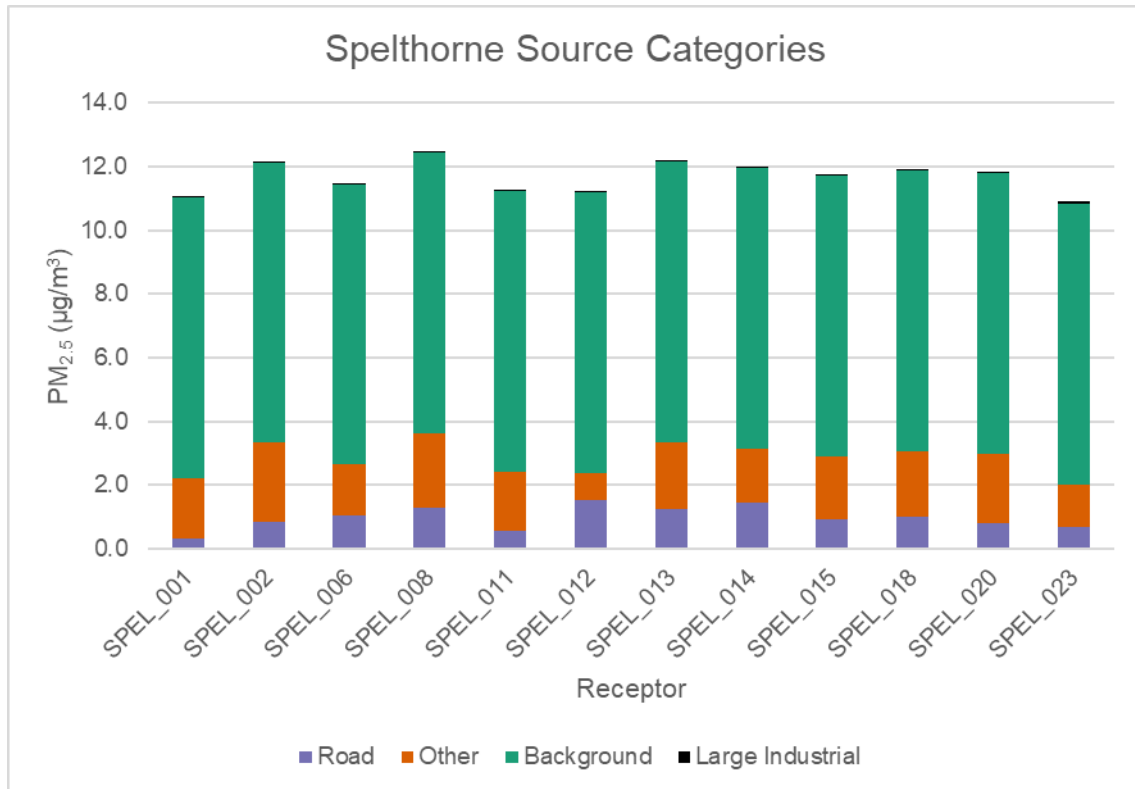


Figure 5 PM_{2.5} Source Apportionment

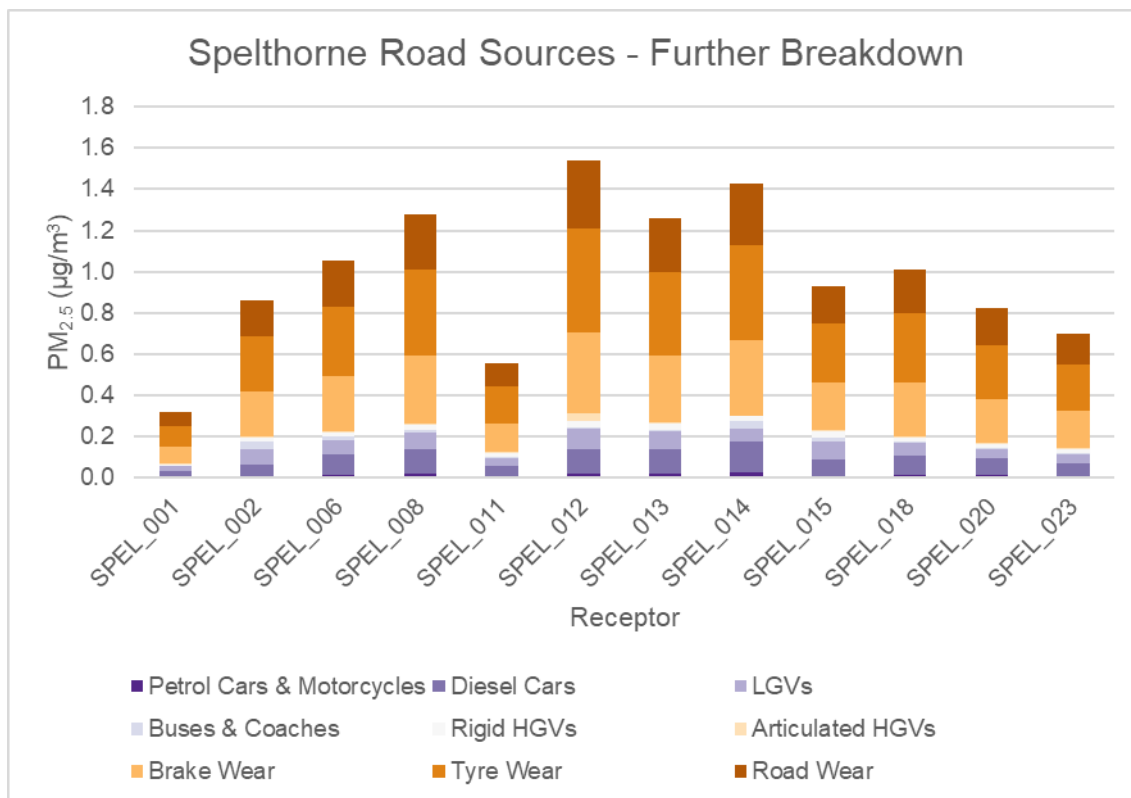


Figure 6 PM_{2.5} Road Traffic Emissions Breakdown

Figure 5 shows that the largest source of PM_{2.5} is 'Background', contributing on average 75% of PM_{2.5} concentrations across Spelthorne and reflecting the transboundary nature of this pollutant. Road sources contribute on average less than 8% to PM_{2.5} concentrations in Spelthorne. Of the road sources Figure 6 shows that the largest contributor to emissions is tyre wear on average (32%), followed by brake wear (26%) and road wear (21%), with tailpipe emissions making up only a small proportion of PM_{2.5} emissions from road sources. Large Industrial sources contribute less than 0.3% on average to PM_{2.5} concentrations in Spelthorne.

3.3.4 Source Apportionment Heathrow

Figure 7 shows the proportion of background NO_x which has been estimated to derive from airports in 2024, taken from the [Defra background maps](#). The map shows the contribution from airport emissions to background concentrations in percentage terms and demonstrates that emissions from Heathrow are relatively low (contributing under 20% of background NO_x) for the vast majority of Spelthorne. In the grid squares adjacent to Heathrow, contributions are marginally higher, with concentrations of about a third.

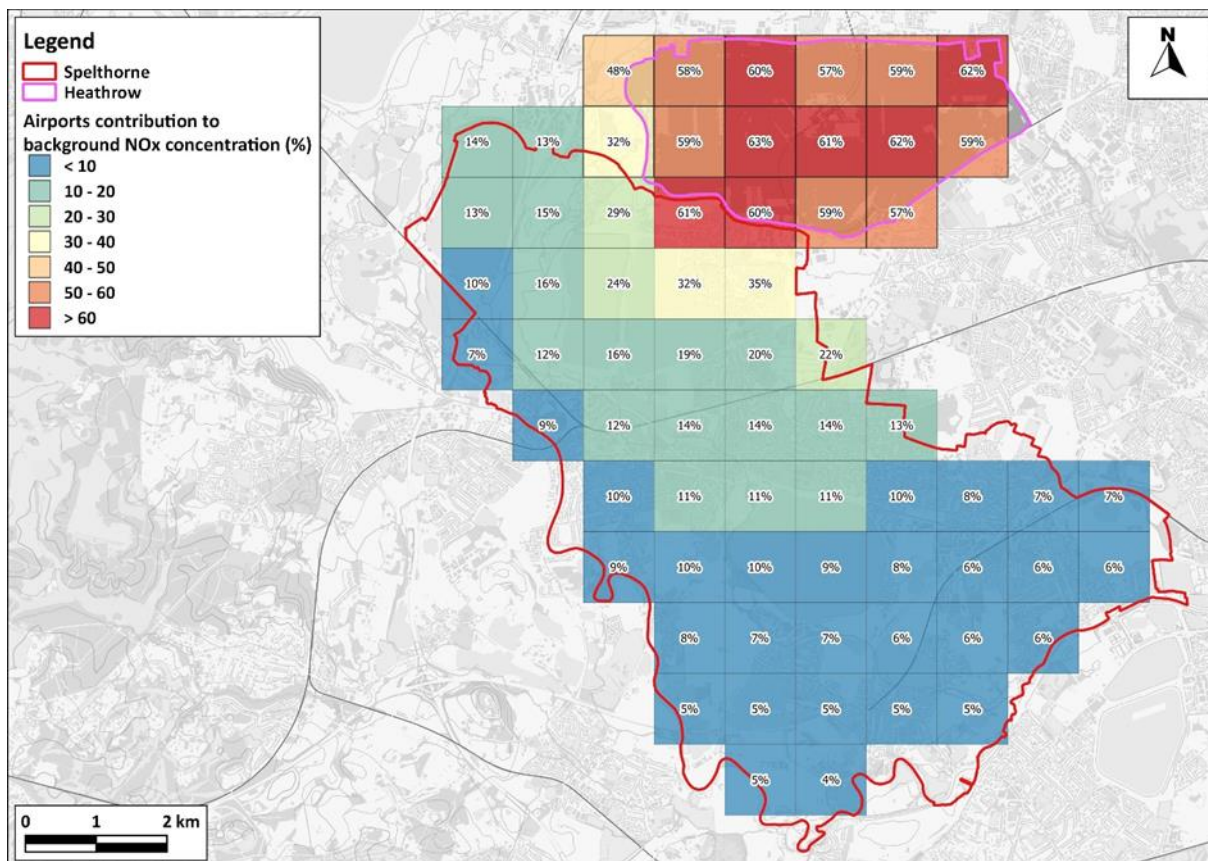


Figure 7 Airport contribution to Background NOx in Spelthorne

3.3.5 Source Apportionment Summary

For 2017 the CERC modelling showed that generally the largest contribution to NOx concentrations at roadside locations was from road traffic. The Ricardo modelling in 2019 showed that generally the largest contribution was from background sources. The differences in modelling methodology may account for some of this difference, but it is also indicative of the national trend towards lower vehicle emissions, with the Ricardo modelling having been undertaken in a later year (and hence with cleaner vehicle fleet). Although background concentrations will also have reduced, proportionally, this will not have been as great a reduction as for vehicle emissions. When looking at the road emissions in more detail, both the CERC and Ricardo assessments showed that diesel vehicles were the largest contributor to NOx emissions.

Analysis of the Defra background maps for 2024 shows that airport contributions to NOx concentrations are very localised and are not a large contributor to the background concentration in Spelthorne.

3.3.6 River Emissions

River emissions have been identified as a potential source of both NO_x, PM₁₀ and PM_{2.5} with regards to diesel pleasure boats. This particular source is not incorporated into the above modelling, and there is a lack of information generally on vessels on inland waterways, and therefore it is difficult to assess what contribution they may be making. It is likely that while individual river boats can be significant sources of air pollutant emissions, mainly due to the age and simplicity of their engines, together their impact on local air quality is likely to be small.

Defra, in 2019, had a Call for Evidence on those vessels operating domestically in the UK, the aim of which, as set out in the Clean Air Strategy, is: “...to collect a body of evidence that will allow us to understand more clearly the extent of emissions from vessels which do not currently fall within the remit of environmental regulations, which are currently mainly based on UK implementation of international conventions.” The outcomes of this Call for Evidence have not been published, and SBC is aware of work within central London with regard to retrofitting inland commercial vessels with an after-exhaust treatment. SBC will investigate the feasibility of extending monitoring to incorporate sites close to the River and will keep abreast of any improvements in evidence with regards to quantifying and reducing emissions from diesel inland boats.

3.4 Required Reduction in Emissions

As the [National](#) air quality objectives are currently ([refer to SBC webpage for the current ASR](#)) being met at relevant locations in Spelthorne, there is no specific reduction in emissions required. However, as noted previously, although compliance with air quality objectives is important, from a health perspective, a general reduction in emissions of the key pollutants (including PM₁₀ and PM_{2.5}) may provide better health outcomes than focussing on hotspot locations. For this reason, wider, more strategic measures have been included and the Council will be working towards ongoing improvements in pollutant concentrations below the current air quality objectives.

The most recent modelling exercise (carried out by Ricardo with modelled concentrations for 2019) concluded that all areas of the Borough that were modelled

were predicted to have concentrations below the objective for NO₂ by 2022 at the latest, which is supported by the monitoring for 2022.

Given the above, while this document is an AQAP required in relation to the declared AQMA, strategic measures are included to improve air quality in the Borough more widely which also reflects the priorities of the Council as outlined below.

3.5 Population within the AQMA

Using address base data and an average number of people per household (2.34 for Spelthorne Borough), the population within the AQMA is estimated to be 86,470.

3.6 Key Priorities

The air quality objectives have been achieved at relevant locations since 2020, however the need to reduce concentrations, even below the current air quality objective level is recognised, in order to maximise health improvements.

In terms of NO₂, road transport is the largest source and therefore in order to reduce NO₂ concentrations, reductions need to focus particularly on diesel vehicles, mainly cars and LGVs, and to a lesser extent HGVs. At some locations, the airport is also a contributor to overall emissions and collaborative working with Heathrow Airport Ltd will continue to reduce this source.

For PM_{2.5} background (i.e. non-road) concentrations are the largest contributor to overall concentrations. This 'background' concentration includes large contributors to primary PM_{2.5} concentrations, such as domestic solid fuel burning, which have not been explicitly modelled. PM_{2.5} has a wide range of sources and in order to assist with reductions in PM_{2.5}, SBC will be introducing measures to reduce greenhouse gas emissions (which should also reduce PM_{2.5} due to a reduction in combustion) and ensure that domestic solid fuel burning is further addressed through information campaigns.

In terms of traffic related PM_{2.5}, Figure 6 shows that the majority of emissions are from brake, tyre and road wear, rather than from the tailpipe. For this reason, the switch to electric vehicles will not reduce particulate matter to the same extent as it does for nitrogen dioxide, although the use of regenerative braking in electric

vehicles will help reduce brake wear. Nevertheless, actions are included to reduce the growth in vehicle use (for example by encouraging active forms of travel).

It is noted that secondary particulate matter (formed by chemical reactions in the atmosphere) is an important source of both PM₁₀ and PM_{2.5}. The Council are mindful that there is likely to be emerging guidance from Government on reducing PM_{2.5} emissions through the planning system, which may also include precursors (chemicals that react in the atmosphere to form secondary particulate matter), which will also be implemented as required.

As a result of the source apportionment outlined above, the following priorities have been identified:

- **Priority 1** – to maintain air pollutant concentrations below current air quality objectives and where practicable, reduce emissions further to work towards WHO Guideline Values;
- **Priority 2** - to work collaboratively with SCC to ensure that wider transport measures are delivered, in particular to increase the use of active travel and public transport and reduce the use of private vehicles, and to increase the proportions of low and zero emission vehicles where modal shift is not feasible;
- **Priority 3** – work collaboratively with Heathrow Airport Ltd to address emissions associated with the airport operations;
- **Priority 4** – to work collaboratively within SBC, across Surrey, with neighbouring London Boroughs and with wider stakeholders such as national Highways and the Environment Agency to reduce emissions of particulates and NO_x from a range of sources within and out with the borough; and
- **Priority 5** – report on an annual basis to Defra the implementation of the measures set out in this report, as well as monitored concentrations within the AQMAs.

4 Development and Implementation of Spelthorne Borough Council AQAP

4.1 Consultation and Stakeholder Engagement

In developing this AQAP, we have worked with Surrey County Council, National Highways, Heathrow Airport Ltd, other local authorities (through the Surrey Air Alliance), and the local community to improve local air quality. Schedule 11 of the Environment Act 1995 requires local authorities to consult the bodies listed in Table 4.1. Consultation based on this document will be undertaken both online and directly with wider stakeholders listed in Table 4.1.

4.2 The response to the consultation stakeholder engagement will be given in Cost Effectiveness of AQAP Actions.

Defra does not expect authorities to undertake detailed cost-benefit analyses in their AQAPs. Most of the measures set out in Table 5.1 are difficult to quantify. This is because the traffic impact of measures is difficult to quantify in relation to changes in traffic numbers, or fleet composition, or in some cases the measure might be designed to reduce stop start traffic, or reduce idling, which cannot be easily quantified. Some measures do not have a direct influence on air quality emissions (such as those aimed at reducing exposure), and some are designed to encourage behaviour change to that of lower emissions, which again can be difficult to quantify. One of the measures (Measure 11 to 'Promote the use of "cleaner technology and fuels" within Spelthorne') has included a high-level quantified analysis of reduction in road – NO_x emissions on a sample road within the AQMA with resulting assumptions about increases in electric cars. The DEFRA Emissions Factors Toolkit (EFT)v11.0 has been run using 2026 fleet, for the A30 within the AQMA (DfT Site Number 17749) and used to assess the reduction in road NO_x assuming an additional 5% of electric cars (i.e. EFT default fleet assumes 7% Electric Cars which has been increased to 12% assuming reductions in conventional diesel and petrol cars (i.e.

half of the reductions from each). The same calculation has been undertaken assuming the 7% electric cars in the fleet increase to 17%. The 5% increase in electric cars would result in a 4.7% reduction in road NO_x on this road, and the 10% increase in EVs would result in an 11.0% reduction in road NO_x. A summary of the consideration of the impact of the measures, and whether they can be quantified is set out in Table 5.2 below, with the criteria used as follows:

Impact: *Very Low* – No indirect or direct impacts on air quality; *Low* – would reduce emissions, but not measurable by air quality monitoring and would be termed ‘negligible’ using industry standard guidance for modelling the impacts of developments; *Medium* - a change could be detected using an air quality model such as ADMS, but unlikely to be measurable by air quality monitoring, for example an improvement of up to 5% of the annual mean objective for NO₂ (2 µg/m³); *High* – a change could potentially be monitored using standard monitoring techniques, i.e. an improvement of more than 5% of the annual mean objective for NO₂ (2 µg/m³). It should be noted that the impact is largely based on NO₂.

Table 5.2 – Assumptions Related to Air Quality Impact in AQMAs

Action No.	Action	Assumptions for Quantification	Assumed air quality impact in AQMAs
1	Work within the structure of the planning system to reduce emissions of pollutants from new development. This will include implementing any new requirements for reducing PM _{2.5} through planning which are likely to be in place within the timeframe of this plan.	Unable to be quantified as impacts on traffic and other sources of pollutants such as domestic emissions unknown at this stage but has the potential to effect relatively large air quality improvements over longer timescales. For example, if significant modal shift to active travel, or an increase in renewable energy is achieved, this will have corresponding benefits in local air pollutant emissions. The amount of pollutant emissions that can be reduced will depend on the size and type of the development and how much of a focus is given to emissions reduction beyond present policy.	Medium to High
2	Establishment of a Climate Change Working Group.	The working group would ensure that a collaborative approach is undertaken, but the outcome of this approach cannot be quantified.	Low
3	Update the Surrey-wide Air Quality Modelling which was completed in 2019 to incorporate up to date input data.	No reduction in emissions due to modelling directly but provides updated source apportionment and concentration data as evidence base for air quality work.	None
4	Lobby for and support any future measures by Transport Authorities to encourage and facilitate the use of low emission buses in Spelthorne.	Cannot be quantified at this stage as baseline bus fleet is unknown and also unknown what proportion of the bus fleet is likely to go low emission.	Low
5	Develop a Green Infrastructure strategy to support the Local Plan.	Air Quality Expert Group (AQEG, 2008) Report on the effects of vegetation on urban pollution provides evidence from selected literature where the papers directly address the quantification of effects of vegetation on dispersion and deposition of pollutants and their effects on ambient concentrations. Overall vegetation and trees in particular are	Low

Action No.	Action	Assumptions for Quantification	Assumed air quality impact in AQMAs
		regarded as beneficial for air quality, but they are not a solution to the air quality problems at a city scale. They are likely to be more beneficial for PM than for NOx.	
6	Promote access to grant funding for renewable energy installations for residents including Solar Together.	Difficult to quantify as unclear at this stage how many solar installations this may cover (and any reduction in domestic gas or solid fuel use as may replace non-renewable electric). Will reduce NOx emissions if reduction in gas boiler use.	Low
7	Incorporate energy efficiency measures and renewables into conversions, refurbishments, and maintenance of Council buildings and housing developments.	As above noted, difficult to quantify as unclear how many refurbishments of Council buildings etc. at this stage, we don't have data on potential gas reduction.	Low
8	Converting 50% of the Council fleet to electric or hydrogen by 2028 as stated in SBC's response to the Climate Emergency.	Data on vehicle number, vehicle types and annual mileage is not available and hence quantification cannot be undertaken. As fleet small and reductions in concentrations in AQMA will be minimal, but Council leading by example could encourage others to switch. There are currently no data available on the size of the Council fleet or on annual mileage which could be used to quantify the emissions reductions.	Low
9	To investigate the feasibility of producing annual emissions data for the Councils fleet vehicles in line with the Council's Climate Change Strategy.	Feasibility stage only – not likely to reduce emissions directly as just provides information on fleet emissions for future policy, but useful for encouraging future reductions.	None
10	Investigate the feasibility of introducing emissions-based parking tariffs.	Feasibility stage only, no data on how much this action would result in residents purchasing electric vehicles – likely to be complementary to other actions around encouraging EVs. Therefore, cannot quantify.	Low
11	Promote the use of “cleaner technology and fuels” within Spelthorne.	There is currently no data on what shift this might entail as will be dependant on level of interventions. However, the EFT has been run using 2026 fleet, for the A30 within the AQMA (DfT Site Number 17749) and used to assess the reduction in road NOx	Medium

Action No.	Action	Assumptions for Quantification	Assumed air quality impact in AQMAs
		<p>assuming an additional 5% of electric cars (i.e. EFT default fleet assumes 7% Electric Cars which has been increased to 12% assuming reductions in conventional diesel and petrol cars (i.e. half of the reductions from each). The same calculation has been undertaken assuming the 7% electric cars in the fleet increase to 17%. The 5% increase will result in a 4.7% reduction in road NOx on this road, and the 10% increase in EVs would result in an 11.0% reduction in road NOx.</p>	
12	<p>Deliver EV taxi programme to encourage taxi companies and drivers to invest in electric fleets.</p>	<p>Taxis are relatively small proportion of the fleet, and the same principles as calculated for Action 11 apply, but absolute reductions will be smaller. Cannot be quantified in detail as unclear as to the proportion of taxis on the road, how many taxis would become electric and how much mileage they would undertake per year.</p>	Low
13	<p>Supporting air quality research and providing public information regarding air quality, including an air alert for vulnerable members of the population.</p>	<p>Providing information on air quality to the public would be with the aim to change behaviour, but difficult to quantify what that change might be (and hence resulting changes in emissions). Air alert designed to change exposure, rather than emissions.</p>	Low
14	<p>Continue to lobby at national /regional level for the legislation changes needed and on the big strategic infrastructure decisions such as Heathrow Airport's third runway and changes to the regulation and operation of UK airspace.</p>	<p>SBC has very little influence over Heathrow operations, but will lobby</p>	Low (will depend on what decisions are taken nationally)
15	<p>Raising awareness of poor air quality and the associated health implications. NHS Ask About Asthma campaign. Engaging with the charity and voluntary sector to align efforts on tackling the climate emergency and improving air quality.</p>	<p>Raising awareness of the health implications of poor air quality would be with the aim to change behaviour, but difficult to quantify what that change might be (and hence resulting changes in emissions).</p>	Low

Action No.	Action	Assumptions for Quantification	Assumed air quality impact in AQMAs
16	Implement further Local Street Improvements (LSIs), or similar schemes.	Much of the work on the evaluation of 'Mini-Holland' Schemes (designed with significant investment to increase cycling and walking rates in 3 outer London Boroughs), including Low Traffic Neighbourhoods specifically, has been undertaken by Rachael Aldred and colleagues at University of Westminster. Research, based on three years of study following the implementation of Transport for London's (TfL) Mini-Holland Programme, indicates that implementing LTNs within these schemes was more likely to result in reduced levels of car ownership, and a reduction in the average minutes of car use in any given week, by residents. Although they may have been implemented in a different context, this provides quantified evidence of the impacts of LTNs, LSIs etc.	Low to Medium
17	Junction improvements to increase capacity and improve road layouts linked to new developments.	Ultimately this is aiming to reduce congestion, and hence emissions, but will, to some extent, be offset by increases in vehicles. No specific schemes have traffic data available for quantification of air quality impacts.	Unknown
18	Promoting Alternative Travel – Delivery of bus priority measures, cycle parking and interchange opportunities.	Further encouragement of modal shift to active travel and public transport. Unclear what behaviour change this could result in, and likely to work in conjunction with other measures within the plan to reduce private vehicle use. See assumptions for actions 24-26.	Low (but potentially medium in conjunction with other measures)
19	The Council will work with Knowle Green Estate and suppliers to promote retrofit, insulation, energy efficiency and adaptation measures.	Difficult to quantify as unclear what impact these measures will have on gas use within properties on Knowle Green Estate – at this stage, data not available on magnitude of gas reductions.	Low
20	To investigate the feasibility of introducing Air Quality Supplementary Planning Guidance.	Feasibility process only. Emissions reductions from Supplementary Planning Document cannot be quantified as difficult to judge the impacts on developments overall. Potentially medium in longer term if successful	Low to Medium

Action No.	Action	Assumptions for Quantification	Assumed air quality impact in AQMAs
21	Increase Spelthorne Smoke Control Area to cover the whole borough.	Will not have any impact on NO _x but could potentially reduce PM _{2.5} if accompanied by information campaign and resulting behaviour change (reduction in wood burning/ switch to seasoned wood)	Low to medium (PM _{2.5})
22	To continue to fund a comprehensive air quality monitoring network including automatic monitoring of PM ₁₀ and PM _{2.5} .	Does not directly reduce emissions but adds to evidence base for air quality work.	None
23	Refresh bonfires and anti-idling campaign.	Likely to be relatively small sources overall, but potentially significant locally. Difficult to quantify as very localised impacts only.	Low
24	Continue to implement Cycling for Health.	Measures to increase cycling and walking could potentially be quantified together, although the impacts on behaviour are difficult to quantify. The Mini-Holland programme is part of the Mayor's Healthy Streets approach. Substantial investment (around £100 million) is helping three Outer London boroughs, transform into cycling hubs, equipped with high specification Dutch-style infrastructure. Changes include redesigned junctions that are safer for cyclists and pedestrians, segregated cycle lanes on busy roads and reductions in the amount of traffic using residential streets. Longer term studies have examined travel behaviour change over three years of major investments in active travel infrastructure. Aldred <i>et al</i> (2021) found that for respondents living close to the Mini-Holland interventions, there was a consistent increase in duration of active travel compared with a control group. Changes in active travel behaviour were stronger in the high dose area (defined based on officer information on where main interventions were implemented) than in the low dose areas. Most of the increase was in walking, with a lesser increase in cycling. Published data do not indicate whether this switch is likely to be from private vehicles, or from public transport, and the detailed air quality impacts of these changes have not been assessed.	Low (but potentially medium in conjunction with other measures)
25	Bikeability School Cycling Proficiency training and Feet First Walking Training.		
26	Continue to implement Walking for Health.		
27	Continue to implement School and Business Travel Plans.	A study published by Cairns and Newson demonstrated that school travel plans can be extremely effective in delivering a number of socially desirable goals, including traffic and congestion reduction, and a range of health gains. Moreover, it seems possible to	Low

Action No.	Action	Assumptions for Quantification	Assumed air quality impact in AQMAs
		achieve significant changes in travel behaviour at all types of school, and in all types of location, although different strategies are likely to be needed for different circumstances. As schools traffic is only a proportion of traffic, judged to be small impact in AQMA overall.	
28	Support work on the Health and Wellbeing Strategy.	Again, difficult to quantify this action specifically, but will add to overall public awareness and resulting behaviour change.	Low
29	Continue to promote sustainable transport/ homeworking with staff to reduce travel and explore schemes offering Council employees alternatives to private vehicle use.	This would be quantified if data were available on council employee travel and changes through these promotions, but at this stage, this data is not held by SBC.	Small
30	Continue collaboration with Heathrow Airport Ltd to reduce emissions arising from the operation of Heathrow Airport.	SBC has very little influence over Heathrow operations, and difficult to quantify the effects of collaborative working	Small
31	Support Traffic Management interventions to reduce road traffic emissions either through smoothing traffic flow or reducing vehicle use.	No specific schemes which could be quantified. Would need to have traffic data from SCC which is resource intensive for SCC, then resource intensive to undertake the AQ modelling.	Small (and localised)
32	Support and help implement the Spelthorne Local Cycling and Walking Infrastructure Plan	See assumptions for measures 24, 25 and 26	Low (but potentially medium in conjunction with other measures)

In order to provide an indication of cost effectiveness, Table 5.3 has been determined using best professional judgement to clearly set out impact from table 5.2 above (i.e., effectiveness) and cost in a qualitative way. Although the impacts for many of the actions is judged to be low individually, as a package, and over a number of years, the impacts of the measures will cumulatively be much larger.

The analysis also accounts for the feasibility of implementing the measures, with those likely to progress given a higher priority than those which are acknowledged to be a challenge to implement. The feasibility score factors in influences such as accessibility to funding, resources being available and political backing.

These three criteria are then combined to provide a priority 'score' by scoring high, medium and low for each parameter on a 1 to 3 basis and multiplying the scores.

Criteria to allow for the analysis of cost and feasibility are included below.

Cost: *Low* - < £50K; *Medium* - £50K-£500K; *High* - >£500K

Feasibility: *High* – measure has already been started, good political will and likely to be sufficient resources. *Medium* – possible to implement, but may require some further feasibility work, and/ or additional support and resources. *Low* – difficult to implement, lack of political will to implement, time and resource intensive.

Table 5.3 – Cost Effectiveness of AQAP Actions

Action No.	Action	Impact on Air Quality	Cost	Feasibility
1	Work within the structure of the planning system to reduce emissions of pollutants from new development. This will include implementing any new requirements for reducing PM _{2.5} through planning which are likely to be in place within the timeframe of this plan.	Medium to High	Medium	High
2	Establishment of a Climate Change Working Group.	Low	n/a	High
3	Update the Surrey-wide Air Quality Modelling which was completed in 2019 to incorporate up to date input data.	None	Low	Medium
4	Lobby for and support any future measures by Transport Authorities to encourage and facilitate the use of low emission buses in Spelthorne.	Low	Unclear	Medium
5	Develop a Green Infrastructure strategy to support the Local Plan.	Low	Low	Medium
6	Promote access to grant funding for renewable energy installations for residents including Solar Together.	Low	Low	Medium
7	Incorporate energy efficiency measures and renewables into conversions, refurbishments, and maintenance of Council buildings and housing developments.	Low	High	Medium

Action No.	Action	Impact on Air Quality	Cost	Feasibility
8	Converting 50% of the Council fleet to electric or hydrogen by 2028 as stated in SBC's response to the Climate Emergency.	Low	High	Medium
9	To investigate the feasibility of producing annual emissions data for the Council's fleet vehicles in line with the Council's Climate Change Strategy.	None	Low (per annum)	Medium
10	Investigate the feasibility of introducing emissions-based parking tariffs.	Low	Low	Medium
11	Promote the use of "cleaner technology and fuels" within Spelthorne.	Medium	Unclear	High
12	Deliver EV taxi programme to encourage taxi companies and drivers to invest in electric fleets.	Low	Medium	Medium
13	Supporting air quality research and providing public information regarding air quality, including an air alert for vulnerable members of the population.	Low	Low	High
14	Continue to lobby at national /regional level for the legislation changes needed and on the big strategic infrastructure decisions such as Heathrow Airport's third runway and changes to the regulation and operation of UK airspace.	Low (will depend on what decisions are taken nationally)	Low	High

Action No.	Action	Impact on Air Quality	Cost	Feasibility
15	Raising awareness of poor air quality and the associated health implications. NHS Ask About Asthma campaign. Engaging with the charity and voluntary sector to align efforts on tackling the climate emergency and improving air quality.	Low	Low	High
16	Implement further Local Street Improvements (LSIs), or similar schemes.	Low to Medium	Unclear	Low
17	Junction improvements to increase capacity and improve road layouts linked to new developments.	Unknown	High	Medium
18	Promoting Alternative Travel – Delivery of bus priority measures, cycle parking and interchange opportunities.	Low (but potentially medium in conjunction with other measures)	High	Medium
19	The Council will work with Knowle Green Estate and suppliers to promote retrofit, insulation, energy efficiency and adaptation measures.	Low	Not costed at present	Medium
20	To investigate the feasibility of introducing Air Quality Supplementary Planning Guidance.	Low to Medium	Low	Medium
21	Increase Spelthorne Smoke Control Area to cover the whole borough.	Low to medium (PM _{2.5})	Low	High

Action No.	Action	Impact on Air Quality	Cost	Feasibility
22	To continue to fund a comprehensive air quality monitoring network including automatic monitoring of PM ₁₀ and PM _{2.5} .	None	Low	High
23	Refresh bonfires and anti-idling campaign.	Low	Low	High
24	Continue to implement Cycling for Health.	Low (but potentially medium in conjunction with other measures)	Low	High
25	Bikeability School Cycling Proficiency training and Feet First Walking Training.		Unknown	High
26	Continue to implement Walking for Health.		Unknown	High
27	Continue to implement School and Business Travel Plans.	Low	Low	High
28	Support work on the Health and Wellbeing Strategy.	Low	Medium	High
29	Continue to promote sustainable transport/ homeworking with staff to reduce travel and explore schemes offering Council employees alternatives to private vehicle use.	Small	Low	High
30	Continue collaboration with Heathrow Airport Ltd to reduce emissions arising from the operation of Heathrow Airport.	Small	Low	High
31	Support Traffic Management interventions to reduce road traffic emissions either through smoothing traffic flow or reducing vehicle use.	Small (and localised)	Depends on scheme	Medium

Action No.	Action	Impact on Air Quality	Cost	Feasibility
32	Support and help implement the Spelthorne Local Cycling and Walking Infrastructure Plan	Low (but potentially medium in conjunction with other measures)	High	Medium

Appendix A: Response to Consultation in future versions of this report.

Table 4.1 – Consultation Undertaken

Consultee	Consultation Undertaken
The Secretary of State	Yes, draft report to be submitted to Defra
The Environment Agency	Yes, invited to Steering Group Meeting, feedback given prior to the meeting
The highways authority	Yes, Surrey County Council transport key member of Air Quality Steering Group
All neighbouring local authorities	Yes, the Surrey Air Alliance and neighbouring London Boroughs will be consulted on as part of the wider public consultation
Other public authorities as appropriate, such as Public Health officials	Yes, through Surrey Air Alliance
Bodies representing local business interests and other organisations as appropriate	Yes, this was undertaken through online consultation and direct emails.

4.3 Steering Group

A Steering Group was set up in order to take this Action Plan revision forward.

A Steering Group meeting was held on 6th March 2024 facilitated by Air Quality Consultants Ltd. Attendees represented a wide range of stakeholders and Council departments. In attendance were representatives of:

- Strategic Planning (SBC);
- Climate Change and Sustainability (SBC);
- Transport (SCC);

- Environmental Health (SBC);
- Neighbourhood services / fleet (SBC);
- Leisure (health and wellbeing and active travel) (SBC);
- National Highways.

A separate meeting was held with representatives from Heathrow Airport Ltd and feedback on measures was also received from the Environment Agency. A members briefing has also been held as part of the consultation process.

Discussions have focused on each of the categories of actions and sought updates on current actions and new actions were also discussed.

It should be noted that as a tiered authority, Spelthorne Borough Council has a limited sphere of control and a wider sphere of influence. Figure 88 sets out the spheres of influence and control, which have been taken on board for measures within the AQAP.

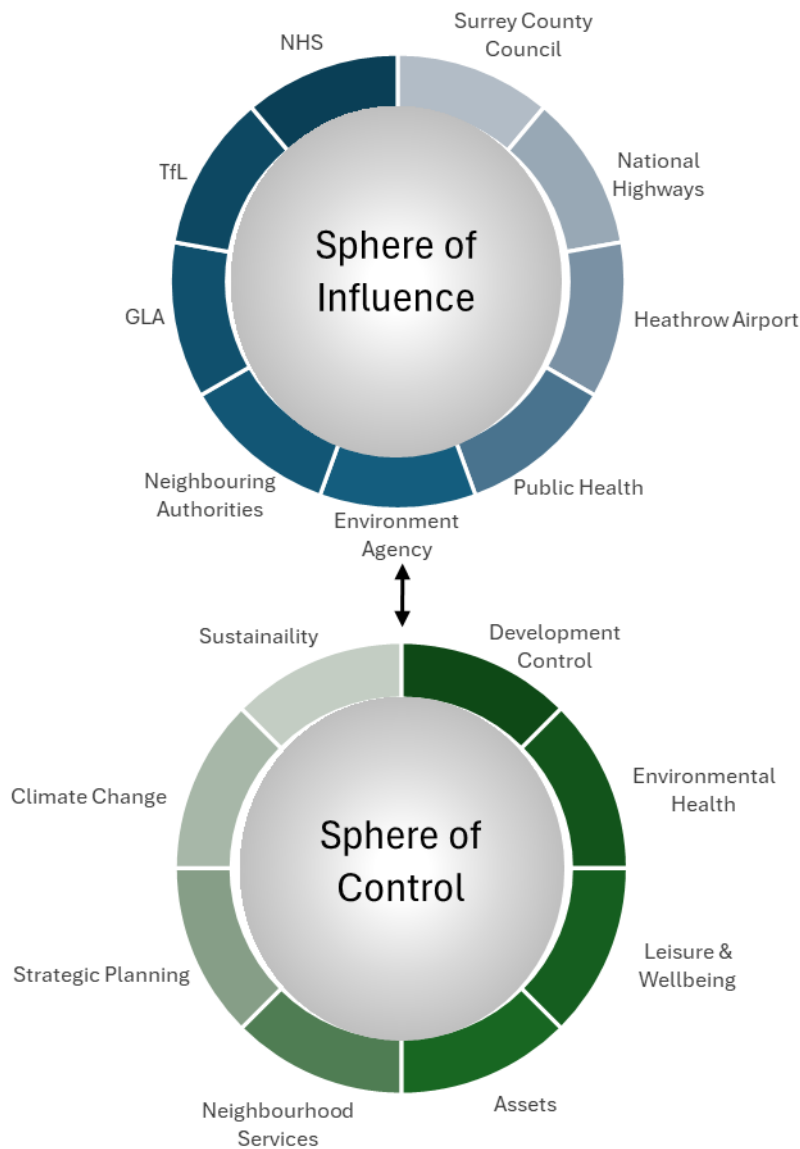


Figure 8 Spheres of Influence and Control

5 AQAP Measures

The measures included in this AQAP reflect the priorities of SBC, which focus primarily on strategic measures, including; those to reduce emissions from traffic through modal shift to active travel, those working in the longer term to reduce the need to travel, delivery of actions to increase low and zero emission vehicles in the fleet, raising awareness and reducing emissions from commercial and domestic heating sources. Many of the actions to reduce a range of sources of emissions are not within the control of SBC and hence a theme of this document is ongoing collaborative working with other organisations including Surrey County Council, Heathrow Airport Ltd, National Highways, and across neighbouring local authorities in Surrey and London, through both improvements in policy and direct actions.

Error! Reference source not found. shows the Spelthorne Borough Council AQAP measures. It contains:

- a list of the actions that form part of the plan
- the responsible individual and departments/organisations who will deliver this action
- estimated cost of implementing each action (overall cost and cost to the local authority)
- expected benefit in terms of pollutant emission and/or concentration reduction
- the timescale for implementation
- how progress will be monitored

NB: Please see future ASRs for regular annual updates on implementation of these measures.

Table 5.1 – Air Quality Action Plan Measures

Measure No.	Measure	Category	Classification	Estimated Year Measure to be Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Target Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Potential Barriers to Implementation
1	Continue work within the structure of the planning system to reduce emissions of pollutants from new development. This will include implementing any new requirements for reducing PM _{2.5} through planning which are likely to be in place within the timeframe of this plan.	Policy Guidance and Development Control	Air Quality Planning and Policy Guidance	2012	2032	SBC Environmental Health, SBC Development Planning, SBC Building Control, SCC Transport Strategic Transport Team	Each department and organisation has officers in post funded by the respective Council budgets	NO	Fully funded	£100k - £500k	Implementation	Reduced vehicle emissions, heat and energy plant emissions and construction dust emissions.	Measured concentration of NO ₂ at monitoring locations.	Ongoing implementation through regulatory and planning and development functions. Required amount of EV charging is now stipulated in Part S of the Building Control Regulations (2022) – conditions no longer required. Both Spelthorne and SCC have new guidance with air quality benefits ¹¹ .	2023 Emerging Local Plan examination hearings are currently paused ¹² . The Emerging Local Plan includes updated planning policy regarding air quality that will not be effective until the Plan is adopted. Planning conditions relating to air quality cannot be applied to some change of use applications and permitted developments.
2	Establishment of a Climate Change Working Group.	Policy Guidance and Development Control	Air Quality Planning and Policy Guidance	2021	2032	SBC	SBC	NO	Funded - within staffing budgets	n/a	Implementation	Ultimate target is reductions in greenhouse gas emissions which have associated air pollutant emissions reductions	To promote sustainable transport amongst the staff. Support residents and businesses to adopt clean vehicles and car-sharing. Promoting	Working Group meets every 2 months to track progress of actions. Establishing funding sources for projects to reduce emissions such as the Green Initiative Fund. Introducing a Climate Change focussed Supplementary Planning Document ¹⁴ . Rolling out Carbon Literacy training for Councillors and	The River Thames Scheme Development Consent Order is a project to create additional flood capacity along the River Thames in Spelthorne and neighbouring boroughs which is required due to climate change. The Environmental Health team are a regulatory consultee to this DCO and the DCO

¹¹ Surrey County Council have updated the Vehicular, electric vehicle and cycle parking guidance for new developments which is now available online here: <https://www.surreycc.gov.uk/roads-and-transport/parking/strategy-and-guidance/development-parking-guidance>. Spelthorne Borough Council have adopted a Supplementary Planning Document which is designed to complement planning policy regarding climate change and emissions reduction. Some of the measures within the document will have co benefits for air quality.

¹² 2023 Emerging Local Plan examination hearings were suspended for 3 months at the request of Councillors. The examination was due to resume in September 2023 however Members voted to extend the pause in the examination timetable until the proposed changes to the National Planning Policy Framework were published in December 2023, before determining the next steps and taking legal advice to confirm the validity of the minister's directive to intervene in the Local Plan process under section 27 of the Planning and Compulsory Purchase Act 2004. On the 29th February 2024 the Spelthorne Environment and Sustainability Committee voted to propose to the Inspector to remove all Green Belt allocations from the Local Plan with the exception of the two allocations that meet the need for Gypsy, Traveller and Travelling Showpeople. The Committee resolved to propose to the Inspector to keep all proposed flood risk sites but remove those at high risk of flooding and move some higher risk sites to later in the Plan period (11-15 years) to allow the River Thames Scheme to be operational and effective, the design code to be completed, and subject to no resolution objection from the Environment Agency and to propose to the Inspector to withdraw the Staines Development Framework as a core document. These decisions will allow the resumption of examination of the Local Plan in due course, subject to consultation with the Inspector and the Environment Agency.

¹⁴ SBC has sought advice from experts within the Association for Public Service Excellence in setting policy.

Measure No.	Measure	Category	Classification	Estimated Year Measure to be Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Target Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Potential Barriers to Implementation
													sustainable travel ¹³ .	Staff ¹⁵ Identifying synergies between achieving GHG emissions and reductions in air pollutant emissions. Spelthorne are an active participant in the Heathrow Strategic Planning Group, a joint partnership of local authorities and Local Enterprise Partnerships (LEPS) responsible for planning the land use, transport, environment, economic development and sustainable development of the sub-region surrounding Heathrow Airport. Spelthorne are also an active participant in the Council for the Independent Scrutiny of Heathrow Airport (CISHA), including within the Air Quality Working Group.	process is expected to take significant resource to respond to from the Pollution Control team, who manage the Councils LAQM duties. Actions are dependent on funding being available.
3	Update the Surrey-wide Air Quality Modelling which was completed in 2019 to incorporate up to date input data.	Policy Guidance and Development Control	Other policy	2026	2027	SCC, Surrey Public Health and SBC (via Surrey Air Alliance)	SCC, Surrey Public Health and SBC (via Surrey Air Alliance)	Possibly	Not Funded	£10-£50k (for Spelthorne)	Planning	N/A	Receipt of updated Surrey-wide air quality modelling of NO _x , PM ₁₀ and PM _{2.5}	No progress	Action depends on suitable traffic data being available from SCC and funding being available from SBC in a timely manner to join in with the wider modelling exercise. At Spelthorne funding needs to clear Committee which is a long process compared with other Surrey Boroughs and can present

¹³ including actively supporting improvements to public transport access to Heathrow and sustainable travel to school.

¹⁵This training supported by the Carbon Literacy Trust requires participants to identify emission reduction actions that they will undertake as part of their role. As of March 2024, 86 employees have undertaken the training.

Measure No.	Measure	Category	Classification	Estimated Year Measure to be Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Target Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Potential Barriers to Implementation
															challenges when joint working.
4	Lobby for and support any future measures by Transport Authorities to encourage and facilitate the use of low emission buses in Spelthorne.	Promoting Low Emission Transport	Public Vehicle Procurement - Prioritising uptake of low emission vehicles	Ongoing	Ongoing	Spelthorne Borough Council, SCC, TfL	Within staff resources for lobbying, funding sources for low emission buses unclear	NO	Not funded	Unclear	Planning	Unclear at this stage	Proportion of Low Emission Buses in Spelthorne	Introduction of electric buses in Sunbury (235 & 290) on both London United routes. First bus ¹⁶ are ISO 14001:2015 certified for Environmental Management and are committed to achieve a 100% zero emission bus fleet by 2035. TfL requires buses on its routes to comply with the LEZ including via retrofitting older vehicles. SCC Bus Service Improvement Plan outlines improvements required to increase patronage, reliability, journey speed and customer satisfaction.	Funding. Bus companies have no requirement to upgrade fleet, so will require collaborative working. Charging is also a challenge.
5	Develop a Green Infrastructure strategy to support the Local Plan.	Policy Guidance and Development Control	Other policy	2025	2026	Senior Strategic Planning Officer/CCT		NO				Very difficult to quantify	Delivery of Green Infrastructure Strategy	Some consultant work being carried out by APSE Plans to develop in 2024.	
6	Promote access to grant funding for renewable energy installations for residents including Solar Together.	Promoting Low Emission Plant	Emission control equipment for small and medium sized stationary combustion sources / replacement	Ongoing	Ongoing	SCC	Solar Together	NO	Funded	£10-£50k (for Spelthorne) for implementation of any future scheme	Implementation	Households with solar energy are likely to utilise generated electricity for heating the home, which can reduce boiler and	Households joining the Solar Together scheme.	Solar Together Surrey is a group-buying scheme that leverages homeowners' collective purchasing power to access quality installations of solar photovoltaic (PV) panels at discounted prices ¹⁷ . Phase 2 of Solar Together Surrey launched in 2023 and is managed by SCC in	This relies on homeowners to sign up for the scheme.

¹⁶ who currently operate the number 8 route through Staines to Slough

¹⁷ The more people that participate, the better the price that can be secured and the more renewable energy generated by Surrey residents. Participants receive support throughout the process, with clear and objective communication at every stage. The offer is a complete solar PV system, including survey, installation, monitoring and warranties. Additionally, the scheme only collaborates with certified solar PV installers to ensure high-quality installations with insurance-backed guarantees.

Measure No.	Measure	Category	Classification	Estimated Year Measure to be Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Target Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Potential Barriers to Implementation
			of combustion sources									domestic solid fuel burning emissions. Very difficult to quantify		partnership with independent experts, iChoosr, who will administer and deliver the scheme. The scheme is currently closed to new applications at the present time ¹⁸ .	
7	Incorporate energy efficiency measures and renewables into conversions, refurbishments, and maintenance of Council buildings and housing developments.	Promoting Low Emission Plant	Low Emission Fuels for stationary and mobile sources in Public Procurement	Ongoing	ongoing	SBC (Assets/Facilities /CCT)	Public Sector Low Carbon Skills Fund	NO	Partially Funded	>£10 million	Implementation	Difficult to quantify in terms of local air pollutant emissions	Delivery of specific Council building schemes - Knowle Green Office LED lighting upgrade. Increase in EPC ratings	Solar PV now on all 3 main operational buildings. Knowle Green Office in line for LED lighting upgrade. Subject to budgets there are plans to increase EPC ratings ¹⁹ . SBC has been awarded £994,883 by the Government and Sport England to decarbonise Sunbury Leisure Centre by adding solar panels to the roof and replacing the old gas boilers with heat pumps. Gas usage at the centre will be reduced to zero as a result of the work.	Budget
8	Converting 50% of the Council fleet to electric or hydrogen by 2028 as stated in SBC's response to the Climate Emergency.	Promoting Low Emission Transport	Company Vehicle Procurement - Prioritising uptake of low emission vehicles	Ongoing	2029	SBC(Neighbours Services/ CCT)	From Council budget (currently no other potential sources of funding)	NO	Partially Funded	£500k-£1 million for vehicles plus £300k to £400k for infrastructure in the depot to increase the power supply	Implementation	Difficult to quantify in terms of overall local air pollutant emissions	50% of the Council fleet to electric or hydrogen by 2028	In 2023 the Council took on an electric minibus as one of the Spelride service vehicles that provide community transport services in Spelthorne. 2 EV pool cars, 2 EV vans, 2 EV mopeds are already utilised in the SBC fleet.	There are some challenges in replacing some specialist Council vehicles such as refuse trucks, the Council has trialled electric vehicles and unfortunately experienced reliability issues to date. Also funding issues for EVs. Power supply to depot locations requires upgrading to facilitate adequate charging facilities.

¹⁸ The 1st Phase in 2021 featured approximately 1,400 installations, with 5.6MW of installed capacity. This will deliver over 28,000 tonnes of carbon savings over 25 years.

¹⁹ Have completed 98% of EPC surveys for all council sites against requirements of the Minimum Energy Efficiency Standards.

Measure No.	Measure	Category	Classification	Estimated Year Measure to be Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Target Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Potential Barriers to Implementation
9	To investigate the feasibility of producing annual emissions data for the Council's fleet vehicles in line with the Council's Climate Change Strategy.	Promoting Low Emission Transport	Other	Ongoing	Early 2024	Pollution Control/ Neighbourhood Services/CCT/ SCC	From Council budget	NO	Partially Funded	£35k per annum	Planning	Emissions savings will be quantified	No KPI set currently	A pilot study of the baseline emissions for the refuse vehicles in the fleet was undertaken in 2023 by the Surrey Environment Partnership. Weekly mileage data is collected by Neighbourhood Services which could be used for further studies.	Funding.
10	Investigate the feasibility of introducing emissions-based parking tariffs.	Promoting Low Emission Transport	Priority parking for LEV's	2025 (for feasibility)	2026	Spelthorne Borough Council/ SCC		NO	Not funded	£10-£50K	Planning	n/a for feasibility work	Feasibility study complete	No progress to date	Funding, staff resource. SBC can no longer enforce on street parking. Potential barrier to implementation of Equalities and Diversity.
11	Continue to promote the use of "cleaner technology and fuels" within Spelthorne.	Promoting Low Emission Transport	Procuring alternative Refuelling infrastructure to promote Low Emission Vehicles, EV recharging, Gas fuel recharging	2019	2025	SCC and SBC (via Surrey Air Alliance), planning applicants and developers	Enterprise M3 Local Enterprise Partnership & SBC (including S.106), Developers via the Planning regime, ORCS and LEVI funding for charge points	NO	Partially Funded	-	Implementation	A reduction in NOx pollution from traffic through the uptake of low emission vehicles and reduced private car ownership	Suitable Charging Locations identified, and Preferred Supplier selected. Provision of car club vehicles at new developments in Spelthorne. Number of charge points delivered.	Location suggestions for EV chargers were submitted to a consultation run by SCC which suggested 82 locations in Spelthorne, 45 on street, 37 off- street. These are being used to guide the installation of further phases. Ten charge points have installed as part of Phase 1 of the Joint Project with SCC. In 2023, SBC produced an EV infrastructure strategy. Planning applicants are asked to commit to electric car clubs through agreed planning conditions. A working group is being established to investigate the provision of Rapid Charging Hubs in Spelthorne. On-street EV trial with SCC. SBC are investigating the business case feasibility of providing initial EV rapid hub charging to two Council owned car parks. SCC has established a contract with Connected Kerb to deliver EV charge points between now and 2030.	Future developments in Staines-upon-Thames may present an opportunity to fund and introduce improvements. There is not suitable SBC owned land in the area of the Borough closest to Heathrow Airport and Stanwell Moor Road where the 2022 NO ² exceedance occurred to facilitate off - road charging. Increasing on road charging facilities in that area requires resource from SCC.

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12	Deliver EV taxi programme to encourage taxi companies and drivers to invest in electric fleets.	Promoting Low Emission Transport	Taxi emission incentives	2020	2026	SBC (CCT)	Pilot scheme funding from DEFRA via a joint project with the Surrey Air Alliance. Match funding from SCC and a small contribution from Environmental Health budget at some of the participating Local Authorities	YES	Partially Funded	£100k - £500k	Planning	A reduction in NOx and particulate pollution from taxi and private hire vehicles.	Increased number of licensed EV taxi and private hire vehicles.	SBC amended the taxi and private hire vehicle licencing policy to accommodate fully electric vehicles in 2022. The policy was also amended to allow electric London Style cabs or those with Euro 6 standard engines to operate in Spelthorne to improve accessibility of the taxi fleet for disabled customers.	Lack of legal resource in local authorities to support the procurement process has led to repeated delays ²⁰ .
13	Supporting air quality research and providing public information regarding air quality, including an air alert for vulnerable members of the population.	Public Information	Other	2021	2023 2029	Spelthorne Borough Council, Surrey Air Alliance and CISHA Air Quality Working Group	Project dependant	NO	Not Funded	-	Implementation	Input to air quality related research	Data available to the Council and other parties in projects	Initial project completed August 2022 ²¹ The Council's Pollution Control Team have in 2023 and 2024 hosted the Environmental Diagnosis and Management Masters students from Royal Holloway University to share knowledge about Local Air Quality	Maintaining a collaborative relationship with the local University helps to train future air quality professionals and scientists, whilst enhancing knowledge about local air quality. Provision of air quality alerts is reliant on the

²⁰ The project was delayed by the impacts of the Covid-19 pandemic upon the taxi and private hire trade and suppliers. Further delays were caused by changes to state subsidy control legislation which required a legal opinion and further Defra approval. Defra approval to continue was granted in March 2023. By this time, the match funding source LoCase had expired. New match funding has been allocated however it is less finance than originally committed (although still meeting the criteria of the original grant) therefore further approval to continue was sought from Defra. Approval to continue with the project was given in Autumn 2023. SCC were unable to provide the services to the project that were originally committed, due to additional funds being required to resource the legal and procurement work needed to start the project procurement, therefore the feasibility of transferring these responsibilities to Guildford Borough Council to deliver it as a project partner is being explored.

²¹ Initial project completed August 2022 co- supervising a student from the Earth Science Department at Royal Holloway University of London. The student project provided mobile vehicle and buggy mounted spot measurements of NO₂, CO₂ and methane around the borough.

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														Management and air quality monitoring ²² . Through membership of CISHA Air Quality Working Group SBC are helping to facilitate research into local air quality and air quality in relation to aviation and related sources of emissions ²³ . The Surrey Air Alliance have produced online materials regarding wood burning stove emissions and SBC have run information campaigns regarding domestic burning and engine idling. SBC will keep up to date with emerging technologies such as hydrogen as a fuel source. SBC will continue to provide an air quality alert service that residents can sign up to aimed at residents with health conditions that are affected by episodes of poor air quality.	funding of the service by multiple Surrey districts and boroughs, and the provision on offer by service providers. It is expected that a new provider may be required for autumn 2024.
14	Continue to lobby at national /regional level for the legislation changes needed and on the big strategic infrastructure decisions such as Heathrow Airport's	Public Information	Other	Ongoing	Ongoing	Spelthorne Borough Council MAT/ SCC	Within staffing budgets (staff time only)	NO	Funded (staff time only)	<£10K	Implementation	Will depend on specific proposals, but potential for sizeable emission reductions in the long term	n/a	SBC is active on Heathrow Strategic Planning Group (HSPG) Environment Group	Competing resource priorities

²² This is to encourage interest in this specialist area of work and associated research. The students then undertake their own monitoring study facilitated by the University having visited both diffusion tube and automatic analyser locations in Spelthorne.

²³ Spelthorne have facilitated a meeting between the CISHA Air Quality Working Group Chair and a local university in autumn 2023 to explore potential synergies in areas of research interest.

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	third runway and changes to the regulation and operation of UK airspace.														
15	Raising awareness of poor air quality and the associated health implications. NHS Ask About Asthma campaign. Engaging with the charity and voluntary sector to align efforts on tackling the climate emergency and improving air quality.	Public Information	Via other mechanisms	2022	2025	Surrey and Heartlands Health and Care partnership, SCC and SBC (via the Surrey Air Alliance)	NHS and Spelthorne Borough Council	NO	Funded	-	Implementation	n/a - measure about reducing exposure not reducing emissions	Training of healthcare professionals including GPs and Pharmacists Support of Clean Air Day and Clean Air Night established by the charity Global Action Plan	Ask About Asthma initiative: Surrey Heartlands Health and Care Partnership have worked with the Surrey Air Alliance to understand where there are schools located in areas of potential poor air quality and to understand how the air pollution forecasts can help asthma patients prepare for deteriorating air quality to help best manage their health condition. Healthy Surrey have produced an online asthma toolkit which gives advice for parent/carers, schools, and medical professionals. In June 2023 SBC attended NHS training to provide information about air pollution alert services ²⁴ . SBC supports Clean Air Day and Clean Air Night, a bid has been made to the Defra Air Quality Fund by Surrey Trading Standards and the Surrey Air Alliance in cooperation with a wider group of Local Authorities for funding to carry out activities	The project has highlighted that rehousing requirements do not capture individuals who have respiratory conditions very well. Due to the common nature of asthma as a health condition it would not be possible to rehouse patients to new accommodation in areas of better air quality in Surrey. Overcrowding assessments cannot consider health conditions and that can be a challenge in making a case for changing a family's housing when there may be a health need to do so. The NHS funding is of a limited timescale, but the project will leave a legacy of online resources and staff training. The Surrey Public Health and Environmental Health Teams will continue to share data and work with Surrey Heartlands Health and Care Partnership via the Surrey Air Alliance

²⁴ The Spelthorne Principal Pollution Control Officer attended a training event held by Surrey Heartlands for NHS staff, school nurses and pharmacists to improve outcomes of children and young people with asthma. The Officer was in attendance on behalf of the Surrey Air Alliance to provide information about air pollution alert services and the Defra Air Quality Index forecasts to the attending medical professionals.

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														to promote Clean Air Night more widely ²⁵ .	
16	Implement further Local Street Improvements (LSIs), or similar schemes.	Traffic Management	Strategic highway improvements, Re-prioritising Road space away from cars, including Access management, Selective vehicle priority, bus priority, high vehicle occupancy lane	2022	Ongoing	SCC, Spelthorne Borough Council	SCC	NO	Partially Funded	-	Planning	Very difficult to quantify as will be dependent on specific scheme - will reduce emissions where a modal shift to active travel is successful.	Improved public health indicators, improved facilities for walking and cycling	Previously called Liveable Neighbourhoods . There are 27 Liveable Neighbourhood Zones/ Local Street Improvements across SBC ²⁶ .	Currently at the design stage. Subject to funding bids and allocations. Perception that people need to drive further.
17	Junction improvements to increase capacity and improve road layouts linked to new developments.	Transport Planning and Infrastructure	Other	2020	2025	SCC, planning applicants and developers	Developers via the Planning regime	NO	Funded	£500k - £1 million	Implementation	Very difficult to quantify as dependent on specific scheme - will reduce emissions where a modal shift to active travel is successful.	Reduced congestion on Borough roads reduced journey times, reduced emissions	Shepperton Studios: two junctions have been completed, with another junction improvement in progress (due for completion August 2024). Another 4 junction improvements are planned with all due to be completed by September 2026.	There are a number of concurrent roadworks taking place in SBC which collectively cause temporary traffic congestion, longer journey times, and interrupt public transport such as bus routes.

²⁵ The first Clean Air Night took place in January 2024 with a social media campaign focus on educating the public on wood and solid fuel burning and the associated pollution and harm to health that this activity creates, the Surrey Air Alliance in collaboration with the SCC Public Health and Trading Standards teams were a sponsor of the event having engaged directly with Global Action Plan on raising awareness of this issue.

²⁶ Sunbury Cross is a priority area covered by Liveable Neighbourhood Zone SP7, SP6 and SP1 and a Local Cycling and Walking Plan Phase 1 Core Walking Zone and Phase 1 Cycle Route. There are 27 Liveable Neighbourhood Zones across Sunbury-on-Thames, Staines-upon-Thames, Shepperton and Stanwell, 3 Local Cycling and Walking Plan Phase 1 Core Walking Zones, and a Cycle Routes extending from Sunbury on Thames Green Street and Nursery Road through Sunbury Cross, along the A308 to Ashford Hospital and Laleham with routes extending into Staines-upon-Thames. [West Sunbury Local Street Improvements currently being consulted](#)

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18	Promoting Alternative Travel – Delivery of bus priority measures, cycle parking and interchange opportunities.	Transport Planning and Infrastructure	Public transport improvements - interchanges stations and services	2016	2030	SCC	SCC	NO	Partially Funded	-	Planning	Very difficult to quantify as dependent on specific scheme - will reduce emissions where a modal shift to active travel or public transport is successful.	Increased uptake in public transport journeys, and cycle journeys	<p>SCC have a dedicated webpage summarising the travel discounts available in Surrey</p> <p>Some attractions in Surrey offer admission discounts when travelling to the attraction with an eligible bus ticket²⁷</p> <p>The SCC webpage lists the bus operators who allow free bus pass holders to travel before 9.30am and the London Bus Services which are cashless and accept Oyster. Includes several services that route through Spelthorne including notably some services between Ashford Hospital and Staines-upon-Thames.</p> <p>SBC Local Cycling and Walking Infrastructure Plan</p>	<p>Public transport by rail and bus remains costly in SBC when compared with neighbouring London Boroughs²⁹.</p> <p>Connectivity by public transport to common places of work across Surrey is poor³⁰.</p> <p>To date the campaign to get Spelthorne included in transport zone 6 which would substantially reduce public transport fares and allow the implementation of the Oyster scheme on rail in Spelthorne has not yet been successful³¹.</p> <p>Car parking charges have to achieve a balance of providing economic activity in the town centres which are recovering from the economic impacts of the Covid-19 pandemic balanced with the need to improve air quality and</p>

²⁷ Including: Winkworth Arboretum, Claremont Landscape Gardens, RHS Gardens Wisley, National Trust Hatchlands Park and Waverley Abbey.

²⁹ There is limited control over public transport fares for local authorities. SCC can only influence services that are subsidised but by the nature of requiring that support these routes are more economically challenging to operate. Return tickets for local journeys and to access rail services do not offer value for money for family travel, even when accounting for parking costs. This makes it challenging to encourage residents and businesses to utilise public transport over car travel.

³⁰ For example, to Woking and Guildford from Spelthorne, and to destinations outside of Surrey such as Basingstoke and employment areas in West London. Where bus routes are in place services are often infrequent and on very long routes that can be subject to delays, for example travel from Staines to Woking by bus takes over 1 hour whereas by car it takes 30 minutes. Connectivity to hospitals outside the borough by public transport is also poor with 1 service an hour to St Peters Hospital

³¹ SBC are supportive of this campaign, as is the current Spelthorne MP. SBC wrote to SCC and the Department for Transport regarding the need for lower cost public transport and better public transport connectivity with west London employment areas and Heathrow in line with neighbouring London Boroughs, in light of the London Ultra Low Emission Zone extension. The Department for Transport, and Transport for London did not accommodate this measure which would have provided some mitigation for the impacts of the ULEZ on residents as well as securing further emissions improvements.

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														(LCWIP) has been produced ²⁸ .	reduce carbon emissions in line with the climate emergency ³² .
19	The Council will work with Knowle Green Estate and other suppliers to promote retrofit, insulation, energy efficiency and adaptation measures.	Promoting Low Emission Plant	Shift to installations using low emission fuels for stationary and mobile sources		2027	Housing/CCO/ Knowle Green Estates	Social Housing Decarbonisation Fund	No	Not Funded	Not costed at present	Planning	Unquantifiable, energy efficiency measures can reduce emissions from boiler use and the use of Combined Heat and Power Plant which creates emissions to air.	Installation of energy efficiency measures on social housing	Potential for working with Surrey CC on joint bid in the future. Knowle Green Estate ³³ is a housing company owned by SBC. The council does not however own any housing directly. Housing is provided via social housing providers e.g. A2 Dominion (A2D), a housing association ³⁴ A meeting with A2 D (Q4, 2023) highlighted the importance of work needed on social housing.	Would need buy in and support from A2 Dominion, the social housing provider. 50% match funding requirement.
20	To investigate the feasibility of introducing Air Quality Supplementary Planning Guidance.	Policy Guidance and Development Control	Air Quality Planning and Policy Guidance	2025 (for feasibility)	2026	Spelthorne Borough Council	Unclear - potentially planning budgets if professional services are required to deliver the measure.	No	Not Funded	£10-50K (including internal staff time)	Planning	Unquantifiable, but any emissions reduction will be long term	Increased consistency in air quality assessments	No progress	Resourcing. Co-ordination in with Local Plan update/ process.
21	Increase Spelthorne Smoke Control Area to	Policy Guidance and	Other policy	2025	2026	Spelthorne Borough Council	Unclear - within staffing budgets	Potential for grant	Not Funded	<£10K	Planning	Unquantifiable, likely to have more effect in	Order approved for whole borough SCA	Officers will attend a Defra workshop giving updated advice on implementing new Smoke Control Areas. This	Requires Committee approval and a public consultation exercise.

²⁸ This is a key transport planning document that has been defined by the Department for Transport (DfT), which aims to support recent uptakes in the active travel modes of walking and cycling by delivering improved facilities for existing active users whilst also encouraging a mode shift for new users. The key outputs for an LCWIP are network plans for key walking and cycle corridors and a prioritised programme of infrastructure improvements at concept design stage.

³² Some car parks are privately owned. Currently a flat rate charge of £2 applies to Sunday car parking in certain car parks in Staines-upon-Thames which is popular with families and sustains custom for the local businesses.

³³ <https://knowlegreenestates.co.uk/>

³⁴ <https://a2dominion.co.uk/>

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	cover the whole borough.	Development Control						funding				raising awareness of effects of solid fuel burning		was scheduled for March 2024 but has been cancelled, Officers will attend when the workshop is rescheduled.	
22	To continue to fund a comprehensive air quality monitoring network including automatic monitoring of PM ₁₀ and PM _{2.5} .	Public Information	Other	Ongoing	2029 (ie to the end of the plan and beyond)	SBC	Council budgets ³⁵ , Have used Defra grant funding for sensors	Yes (historically)	Funded on annual basis	£10-50K	Implementation	n/a	Annual Reporting of monitoring Data through the ASR	Monitors in place. Expansion of network will be considered to include some riverside monitoring to consider River Transport.	Funding, staff resource, H&S training and equipment for monitoring sites close to the river.
23	Refresh bonfires and anti-idling campaign.	Public Information	Other	2024	2026	SBC	SBC	No	Not funded	<£10K	Planning	Will reduce PM, rather than NOx	Reduction in complaints of bonfires / idling	Complaints regarding bonfires and idling increased post-COVID. Councils cannot ban bonfires, but can enforce when statutory nuisance is demonstrated. Increased public awareness that bonfires and idling cause nuisance and unnecessary emissions may help to reduce the incidence.	
24	Continue to implement Cycling for Health.	Promoting Travel Alternatives	Promotion of cycling	2016	2032	SBC and SCC	SBC	NO	Funded	<£10K	Implementation	Very difficult to quantify but will reduce emissions where a modal shift to active travel is successful.	Increased uptake in active travel and local leisure opportunities	Scheme in operation with regular guided cycle rides and route suggestions for independent rides ³⁶ . In 2023 there were 123 attendees across 33 rides. SBC are establishing a Coordinated Approach to Cycling Officer group led by the Leisure Service Team to support and promote cycling facilities within the borough. This initiative includes joint	Cycling for Health is an established volunteer led scheme which depends on the community kindly giving their time to run the guided cycle rides. The River Thames Flood Relief Scheme, should the Development Consent Order be granted and the scheme constructed will include extensive new active travel infrastructure

³⁵ Heathrow independently fund the automatic site at Oaks Road, Stanwell.

³⁶ There are around 41km of cycle facility in Spelthorne – cycle paths, cycle lanes and advisory routes.

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														working with SCC and a community group Talking Tree, both of which are currently running schemes in Spelthorne to encourage reconditioning of bicycles. SCC have arrangements for reconditioned bicycles to be sold at low cost in the re-use shop at the Community Recycling Centre.	including potentially 2 new non vehicle crossings over the River Thames into neighbouring boroughs. Cycle storage difficulties present a barrier to the uptake of cycle ownership. This is a challenge to address both via planning policy for new developments, and in supporting storage provision more widely in the borough.
25	Bikeability School Cycling Proficiency training and Feet First Walking Training.	Promoting Travel Alternatives	Promotion of cycling	2012	2032	SCC	SCC	NO	Funded	-	Implementation	Very difficult to quantify but will reduce emissions where a modal shift to active travel is successful.	Increased uptake in cycle and walking journeys made to schools	SCC offers subsidised Bikeability cycle training to all year 2, year 5 and year 6 pupils in the Borough and also offers customised cycle training for all ages ³⁷ . Walking Instructors have taught nearly 5,100 primary school pupils in nearly 90 schools across the county in the 2022/23 academic year ³⁸ .	Charged for service paid for by school or parents/carers ³⁹ .
26	Continue to implement Walking for Health.	Promoting Travel Alternatives	Promotion of walking	2016	2032	SBC and SCC	Spelthorne Borough Council	NO	Funded	-	Implementation	Very difficult to quantify but will reduce emissions where a modal shift to	Increased uptake in active travel and local leisure opportunities	The Spelthorne Walking for Health Scheme, supported by The Ramblers Association, has run for 17 years ⁴⁰ . SBC has substantial length of Thames Path which passes through scenic areas and is suitable for walking and	Volunteer led scheme which depends on the community kindly giving their time to run the guided walks. The River Thames Flood Relief Scheme, should the Development Consent

³⁷ Across Surrey 4,500 pupils have been trained at Bikeability Level 1 (Year 4, 8-9- year-olds) and 6,100 pupils at Bikeability Level 2 (Year 6, 10-11-year-olds) in the 2022/23 academic year.

³⁸ Next academic year, 40 schools have booked Feet First: Walking Training across Surrey.

³⁹ Details of how schools can request training can be found [here](#)

⁴⁰ Walks are at least three times per week and average 20 participants per walk. In 2023 there were 280 attendees across 143 walks.

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												active travel is successful.		cycling. There is also a large Site of Special Scientific Interest at Staines Moor which includes walking paths and linkages to the South West London Waterbodies Special Protection Area and the wider Colne Valley Regional Park .	Order be granted and the scheme constructed will include extensive new active travel infrastructure including potentially 2 new non vehicle crossings over the River Thames into neighbouring boroughs.
27	Continue to implement School and Business Travel Plans.	Promoting Travel Alternatives	School Travel Plans	2012	2032	SCC	SCC Greener Futures and the Surrey Air Alliance	NO	Funded	-	Implementation	Reduce NOx and PM _{2.5} emissions and traffic congestion from school related journeys. Very difficult to quantify but will reduce emissions where a modal shift to active travel is successful.	100% of schools to implement travel plans	SCC are supporting schools to reduce their emissions through 3 schemes. The Eco Schools Green Flag scheme ⁴¹ , the Mode Shift Stars Travel Plan scheme ⁴² and Lets Go Zero ⁴³ . Schools sign up to a Memorandum of Understanding to get funding to implement a Mode Shift Stars Travel Plan or an Eco Schools Green Flag ⁴⁴ . The SCC Safer Travel Team have completed 170 site assessments of Road Safety Outside Schools. In 2022, £3 million was assigned by SCC to deliver infrastructural improvements outside schools in Surrey, with the aim to install new	Most schools opt to use the funding via the Memorandum of Understanding to improve scooter and cycle parking facilities for the pupils. Engagement with private schools has improved compared with prior to the pandemic. Private schools can have very large catchment areas for pupils.

⁴¹ Across Surrey there are 88 Green Flag Eco-Schools with 232 schools involved with the program.

⁴² There are 69 accredited Modeshift STARS Travel Plans in place for schools across Surrey. There are four schools in Spelthorne with accreditations, Ashford Park Primary School, Hawkedale Primary School, St Ignatius Catholic Primary School, and Town Farm Primary School.

⁴³ Currently 3 schools in Spelthorne are signed up to the Let's Go Zero Surrey scheme.

⁴⁴ Initial work with schools was Defra funded from the Air Quality Fund, this has developed into a larger programme led by the SCC Safer Travel Team. Digital materials from the original grant funded programme are made available to schools in Surrey.

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														infrastructure outside 50 schools over the next 3 years.	
28	Continue to support work on the Health and Wellbeing Strategy.	Promoting Travel Alternatives	Intensive active travel campaign & infrastructure	2020	2032	SCC and SBC	SCC and SBC	NO	Funded	£100k - £500k	Implementation	Reduce NOx and PM _{2.5} emissions from traffic. Very difficult to quantify but will reduce emissions where a modal shift to active travel is successful.	n/a	The Spelthorne Health and Wellbeing Strategy 2022 to 2027 has been adopted by Members at Committee. Active travel will be encouraged to support people's physical health but also positively contribute to reducing air pollution ⁴⁵ SCCs Health and Wellbeing Strategy includes a commitment that the benefits of healthy environments for people are valued and maximised (including through transport/land use planning) and to support people to reach their potential by addressing the wider determinants of health. Progress is tracked ⁴⁶	
29	Continue to promote sustainable transport/homeworking with staff to reduce travel and explore schemes offering Council employees alternatives to	Promoting Travel Alternatives	Encourage / Facilitate home-working	Ongoing	Ongoing	SBC (Neighbours Services/ CCT)	Within Council budgets	NO	Not funded	£10K-£50K	Implemented		Proportion of trips to work for SBC employees by private vehicle	Hybrid Working Policy which supports a degree of home working is in place, a salary sacrifice scheme for EVs and bicycles already in place. SBC provide Carbon Literacy Training which encourages staff and Councillors to consider their emissions and travel as an aspect of that. The electric pool vehicles including cars and bikes are	Additional work needed on exploring schemes offering Council employees incentives to avoid car use, and other alternatives to flying such as Climate Perks. Numerous carbon literacy pledges have included a change to travelling to work via active travel.

⁴⁵ . Air pollution related mortality is recognised within the strategy as a local challenge and the strategy notes the importance of local cycling and walking infrastructure in improving health and wellbeing.

⁴⁶ Current progress includes work on a design and feasibility study partially funded by the SBC Greener Initiatives Fund, which aims to set out more detailed proposals for the routes within the Local Cycling and Walking Infrastructure Plan. Currently, the route design is being worked on and traffic surveys and modelling is being undertaken. Phase 2 will be funded from Spelthorne's Surrey Infrastructure Feasibility Study Fund as agreed by [Cabinet on the 19th May 2021](#)

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	private vehicle use.													promoted to staff regularly and staff are encouraged to use them for site visits/attending meetings where possible. SCC offer the Better Points App to all residents, and this could be promoted to staff, Councillors and residents as part of this action (accrue points on the app towards vouchers or charity donations for choosing active travel, or public transport over car use). https://surrey.betterpoints.app/	
30	Continue collaboration with Heathrow Airport Ltd to reduce emissions arising from the operation of Heathrow Airport.	Policy Guidance and Development Control	Regional Groups Coordinating programmes to develop Area wide Strategies to reduce emissions and improve air quality	2024	2030	Spelthorne Borough Council, in collaboration with Heathrow Airport Limited, Heathrow Air Quality Working Group and CISHA Heathrow Area Transport	Various	No	Various	Various	Implementation	Heathrow 2.0 Goals for 2030: Reduce Nox emissions airside by 18% compared to 2019 ; at least a 45% cut in ground carbon emissions.	Achievement of target emissions reductions	Heathrow is actively involved in improving public transport including capital measures to support rail connectivity, subsidised public transport for colleagues and other measures as set out in it's Surface Access Strategy. All conventional vehicles owned by Heathrow Airport Ltd are in transit to become carbon zero emission by 2030, with incentives and infrastructure to help other companies make the transition, including the use of HVO. Investment is being made into making buildings low carbon. Sustainable Travel Zone implemented in 2022 to encourage travel to Heathrow by public transport. Providing infrastructure to support zero emission cars and buses. Implementation planning for airside ULEZ in 2025.	Heathrow Airport Ltd does not own all the vehicles and buildings that operate at the airport, and as such it does not have direct control over many of the emission sources associated with the airport operation. However, the company is committed to reducing carbon and NOx emissions (see Heathrow 2.0) and working with the surrounding Local Authorities on potential measures and information sharing. Heathrow Airport Ltd recognises that Spelthorne BC is one of the most impacted areas to emissions from airport freight movements due to the location of the cargo area but has no direct control over the freight operators and therefore it seeks to influence improvements.

Measure No.	Measure	Category	Classification	Estimated Year Measure to be Introduced	Estimated / Actual Completion Year	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Target Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Potential Barriers to Implementation
														Continuing to monitor air quality.	
31	Support Traffic Management interventions to reduce road traffic emissions either through smoothing traffic flow or reducing vehicle use.	Traffic Management	Strategic highway improvements	2024	2029	SCC, National Highways,	Various	No	Many schemes dependent on outcomes of other processes	various	Implementation	Dependent on intervention	Delivery of Interventions	Improvements to signalling at Sunbury Cross Roundabout Capacity and cycle safety improvement not yet funded.	Sunbury Cross: changes to the signals are the responsibility of National Highways and so will need to be approved by them. The proposals will need to ensure that any changes to the operation of the off-slips will need to enhance the safety for vehicles exiting the M3/A316 as these are high speed roads. Staines bridge will depend on the review.
32	Support and help implement the Spelthorne Local Cycling and Walking Infrastructure Plan	Promoting Travel Alternatives	Promotion of cycling	Ongoing	Ongoing	SCC, SBC	Unclear at this stage, but LCWIP used to bid for funding	No	Partially funded	Costs vary from £2.5 to 11.9 million for the cycle routes and from £3.1 to 4.6 million for the CWZ/ walking routes.	Implementation	Very difficult to quantify but will reduce emissions where a modal shift to active travel is successful	Delivery of schemes within the LCWIP	There are a number of potential sources of funding available to deliver improvements identified in a LCWIP including Integrated Transport and Maintenance Block Funding, government grants, developer funding as well as surplus parking income and Local Economic Partnership (LEP) and / or internal funding.	

5.1 Cost Effectiveness of AQAP Actions.

Defra does not expect authorities to undertake detailed cost-benefit analyses in their AQAPs. Most of the measures set out in Table 5.1 are difficult to quantify. This is because the traffic impact of measures is difficult to quantify in relation to changes in traffic numbers, or fleet composition, or in some cases the measure might be designed to reduce stop start traffic, or reduce idling, which cannot be easily quantified. Some measures do not have a direct influence on air quality emissions (such as those aimed at reducing exposure), and some are designed to encourage behaviour change to that of lower emissions, which again can be difficult to quantify. One of the measures (Measure 11 to 'Promote the use of "cleaner technology and fuels" within Spelthorne') has included a high-level quantified analysis of reduction in road – NO_x emissions on a sample road within the AQMA with resulting assumptions about increases in electric cars. The DEFRA Emissions Factors Toolkit (EFT)v11.0 has been run using 2026 fleet, for the A30 within the AQMA (DfT Site Number 17749) and used to assess the reduction in road NO_x assuming an additional 5% of electric cars (i.e. EFT default fleet assumes 7% Electric Cars which has been increased to 12% assuming reductions in conventional diesel and petrol cars (i.e. half of the reductions from each). The same calculation has been undertaken assuming the 7% electric cars in the fleet increase to 17%. The 5% increase in electric cars would result in a 4.7% reduction in road NO_x on this road, and the 10% increase in EVs would result in an 11.0% reduction in road NO_x. A summary of the consideration of the impact of the measures, and whether they can be quantified is set out in Table 5.2 below, with the criteria used as follows:

Impact: **Very Low** – No indirect or direct impacts on air quality; **Low** – would reduce emissions, but not measurable by air quality monitoring and would be termed 'negligible' using industry standard guidance for modelling the impacts of developments; **Medium** - a change could be detected using an air quality model such as ADMS, but unlikely to be measurable by air quality monitoring, for example an improvement of up to 5% of the annual mean objective for NO₂ (2 µg/m³); **High** – a change could potentially be monitored using standard monitoring techniques, i.e.

an improvement of more than 5% of the annual mean objective for NO₂ (2 µg/m³). It should be noted that the impact is largely based on NO₂.

Table 5.2 – Assumptions Related to Air Quality Impact in AQMAs

Action No.	Action	Assumptions for Quantification	Assumed air quality impact in AQMAs
1	Work within the structure of the planning system to reduce emissions of pollutants from new development. This will include implementing any new requirements for reducing PM _{2.5} through planning which are likely to be in place within the timeframe of this plan.	Unable to be quantified as impacts on traffic and other sources of pollutants such as domestic emissions unknown at this stage but has the potential to effect relatively large air quality improvements over longer timescales. For example, if significant modal shift to active travel, or an increase in renewable energy is achieved, this will have corresponding benefits in local air pollutant emissions. The amount of pollutant emissions that can be reduced will depend on the size and type of the development and how much of a focus is given to emissions reduction beyond present policy.	Medium to High
2	Establishment of a Climate Change Working Group.	The working group would ensure that a collaborative approach is undertaken, but the outcome of this approach cannot be quantified.	Low
3	Update the Surrey-wide Air Quality Modelling which was completed in 2019 to incorporate up to date input data.	No reduction in emissions due to modelling directly but provides updated source apportionment and concentration data as evidence base for air quality work.	None
4	Lobby for and support any future measures by Transport Authorities to encourage and facilitate the use of low emission buses in Spelthorne.	Cannot be quantified at this stage as baseline bus fleet is unknown and also unknown what proportion of the bus fleet is likely to go low emission.	Low
5	Develop a Green Infrastructure strategy to support the Local Plan.	Air Quality Expert Group (AQEG, 2008) <u>Report on the effects of vegetation on urban pollution</u> provides evidence from selected literature where the papers directly address the quantification of effects of vegetation on dispersion and deposition of pollutants and their effects on ambient concentrations. Overall vegetation and trees in particular are	Low

Action No.	Action	Assumptions for Quantification	Assumed air quality impact in AQMAs
		regarded as beneficial for air quality, but they are not a solution to the air quality problems at a city scale. They are likely to be more beneficial for PM than for NOx.	
6	Promote access to grant funding for renewable energy installations for residents including Solar Together.	Difficult to quantify as unclear at this stage how many solar installations this may cover (and any reduction in domestic gas or solid fuel use as may replace non-renewable electric). Will reduce NOx emissions if reduction in gas boiler use.	Low
7	Incorporate energy efficiency measures and renewables into conversions, refurbishments, and maintenance of Council buildings and housing developments.	As above noted, difficult to quantify as unclear how many refurbishments of Council buildings etc. at this stage, we don't have data on potential gas reduction.	Low
8	Converting 50% of the Council fleet to electric or hydrogen by 2028 as stated in SBC's response to the Climate Emergency.	Data on vehicle number, vehicle types and annual mileage is not available and hence quantification cannot be undertaken. As fleet small and reductions in concentrations in AQMA will be minimal, but Council leading by example could encourage others to switch. There are currently no data available on the size of the Council fleet or on annual mileage which could be used to quantify the emissions reductions.	Low
9	To investigate the feasibility of producing annual emissions data for the Councils fleet vehicles in line with the Council's Climate Change Strategy.	Feasibility stage only – not likely to reduce emissions directly as just provides information on fleet emissions for future policy, but useful for encouraging future reductions.	None
10	Investigate the feasibility of introducing emissions-based parking tariffs.	Feasibility stage only, no data on how much this action would result in residents purchasing electric vehicles – likely to be complementary to other actions around encouraging EVs. Therefore, cannot quantify.	Low
11	Promote the use of “cleaner technology and fuels” within Spelthorne.	There is currently no data on what shift this might entail as will be dependant on level of interventions. However, the EFT has been run using 2026 fleet, for the A30 within the AQMA (DfT Site Number 17749) and used to assess the reduction in road NOx	Medium

Action No.	Action	Assumptions for Quantification	Assumed air quality impact in AQMAs
		<p>assuming an additional 5% of electric cars (i.e. EFT default fleet assumes 7% Electric Cars which has been increased to 12% assuming reductions in conventional diesel and petrol cars (i.e. half of the reductions from each). The same calculation has been undertaken assuming the 7% electric cars in the fleet increase to 17%. The 5% increase will result in a 4.7% reduction in road NOx on this road, and the 10% increase in EVs would result in an 11.0% reduction in road NOx.</p>	
12	<p>Deliver EV taxi programme to encourage taxi companies and drivers to invest in electric fleets.</p>	<p>Taxis are relatively small proportion of the fleet, and the same principles as calculated for Action 11 apply, but absolute reductions will be smaller. Cannot be quantified in detail as unclear as to the proportion of taxis on the road, how many taxis would become electric and how much mileage they would undertake per year.</p>	Low
13	<p>Supporting air quality research and providing public information regarding air quality, including an air alert for vulnerable members of the population.</p>	<p>Providing information on air quality to the public would be with the aim to change behaviour, but difficult to quantify what that change might be (and hence resulting changes in emissions). Air alert designed to change exposure, rather than emissions.</p>	Low
14	<p>Continue to lobby at national /regional level for the legislation changes needed and on the big strategic infrastructure decisions such as Heathrow Airport's third runway and changes to the regulation and operation of UK airspace.</p>	<p>SBC has very little influence over Heathrow operations, but will lobby</p>	Low (will depend on what decisions are taken nationally)
15	<p>Raising awareness of poor air quality and the associated health implications. NHS Ask About Asthma campaign. Engaging with the charity and voluntary sector to align efforts on tackling the climate emergency and improving air quality.</p>	<p>Raising awareness of the health implications of poor air quality would be with the aim to change behaviour, but difficult to quantify what that change might be (and hence resulting changes in emissions).</p>	Low

Action No.	Action	Assumptions for Quantification	Assumed air quality impact in AQMAs
16	Implement further Local Street Improvements (LSIs), or similar schemes.	Much of the work on the evaluation of 'Mini-Holland' Schemes (designed with significant investment to increase cycling and walking rates in 3 outer London Boroughs), including Low Traffic Neighbourhoods specifically, has been undertaken by Rachael Aldred and colleagues at University of Westminster ⁴⁷ . Research, based on three years of study following the implementation of Transport for London's (TfL) Mini-Holland Programme, indicates that implementing LTNs within these schemes was more likely to result in reduced levels of car ownership, and a reduction in the average minutes of car use in any given week, by residents. Although they may have been implemented in a different context, this provides quantified evidence of the impacts of LTNs, LSIs etc.	Low to Medium
17	Junction improvements to increase capacity and improve road layouts linked to new developments.	Ultimately this is aiming to reduce congestion, and hence emissions, but will, to some extent, be offset by increases in vehicles. No specific schemes have traffic data available for quantification of air quality impacts.	Unknown
18	Promoting Alternative Travel – Delivery of bus priority measures, cycle parking and interchange opportunities.	Further encouragement of modal shift to active travel and public transport. Unclear what behaviour change this could result in, and likely to work in conjunction with other measures within the plan to reduce private vehicle use. See assumptions for actions 24-26.	Low (but potentially medium in conjunction with other measures)
19	The Council will work with Knowle Green Estate and suppliers to promote retrofit, insulation, energy efficiency and adaptation measures.	Difficult to quantify as unclear what impact these measures will have on gas use within properties on Knowle Green Estate – at this stage, data not available on magnitude of gas reductions.	Low

⁴⁷ See <http://rachelaldred.org/research/low-traffic-neighbourhoods-evidence/>.

Action No.	Action	Assumptions for Quantification	Assumed air quality impact in AQMAs
20	To investigate the feasibility of introducing Air Quality Supplementary Planning Guidance.	Feasibility process only. Emissions reductions from Supplementary Planning Document cannot be quantified as difficult to judge the impacts on developments overall. Potentially medium in longer term if successful	Low to Medium
21	Increase Spelthorne Smoke Control Area to cover the whole borough.	Will not have any impact on NOx but could potentially reduce PM _{2.5} if accompanied by information campaign and resulting behaviour change (reduction in wood burning/ switch to seasoned wood)	Low to medium (PM _{2.5})
22	To continue to fund a comprehensive air quality monitoring network including automatic monitoring of PM ₁₀ and PM _{2.5} .	Does not directly reduce emissions but adds to evidence base for air quality work.	None
23	Refresh bonfires and anti-idling campaign.	Likely to be relatively small sources overall, but potentially significant locally. Difficult to quantify as very localised impacts only.	Low
24	Continue to implement Cycling for Health.	Measures to increase cycling and walking could potentially be quantified together, although the impacts on behaviour are difficult to quantify. The Mini-Holland programme is part of the Mayor's Healthy Streets approach ⁴⁸ . Substantial investment (around £100 million) is helping three Outer London boroughs, transform into cycling hubs, equipped with high specification Dutch-style infrastructure. Changes include redesigned junctions that are safer for cyclists and pedestrians, segregated cycle lanes on busy roads and reductions in the amount of traffic using residential streets. Longer term studies have examined travel behaviour change over three years of major investments in active travel	Low (but potentially medium in conjunction with other measures)
25	Bikeability School Cycling Proficiency training and Feet First Walking Training.		
26	Continue to implement Walking for Health.		

⁴⁸ See <https://www.london.gov.uk/what-we-do/health/transport-and-health/healthy-streets>.

Action No.	Action	Assumptions for Quantification	Assumed air quality impact in AQMAs
		<p>infrastructure. Aldred <i>et al</i> (2021)⁴⁹ found that for respondents living close to the Mini-Holland interventions, there was a consistent increase in duration of active travel compared with a control group. Changes in active travel behaviour were stronger in the high dose area (defined based on officer information on where main interventions were implemented) than in the low dose areas. Most of the increase was in walking, with a lesser increase in cycling. Published data do not indicate whether this switch is likely to be from private vehicles, or from public transport, and the detailed air quality impacts of these changes have not been assessed.</p>	
27	Continue to implement School and Business Travel Plans.	<p>A <u>study published by Cairns and Newson</u> demonstrated that school travel plans can be extremely effective in delivering a number of socially desirable goals, including traffic and congestion reduction, and a range of health gains. Moreover, it seems possible to achieve significant changes in travel behaviour at all types of school, and in all types of location, although different strategies are likely to be needed for different circumstances. As schools traffic is only a proportion of traffic, judged to be small impact in AQMA overall.</p>	Low
28	Support work on the Health and Wellbeing Strategy.	Again, difficult to quantify this action specifically, but will add to overall public awareness and resulting behaviour change.	Low
29	Continue to promote sustainable transport/ homeworking with staff to reduce travel and	This would be quantified if data were available on council employee travel and changes through these promotions, but at this stage, this data is not held by SBC.	Small

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⁴⁹ Aldred, R., Woodcock, J. and Goodman, A. (2021) 'Major investment in active travel in Outer London: Impacts on travel behaviour, physical activity and health', Journal of Transport and Health, vol. 20

Action No.	Action	Assumptions for Quantification	Assumed air quality impact in AQMAs
	explore schemes offering Council employees alternatives to private vehicle use.		
30	Continue collaboration with Heathrow Airport Ltd to reduce emissions arising from the operation of Heathrow Airport.	SBC has very little influence over Heathrow operations, and difficult to quantify the effects of collaborative working	Small
31	Support Traffic Management interventions to reduce road traffic emissions either through smoothing traffic flow or reducing vehicle use.	No specific schemes which could be quantified. Would need to have traffic data from SCC which is resource intensive for SCC, then resource intensive to undertake the AQ modelling.	Small (and localised)
32	Support and help implement the Spelthorne Local Cycling and Walking Infrastructure Plan	See assumptions for measures 24, 25 and 26	Low (but potentially medium in conjunction with other measures)

In order to provide an indication of cost effectiveness, Table 5.3 has been determined using best professional judgement to clearly set out impact from table 5.2 above (i.e., effectiveness) and cost in a qualitative way. Although the impacts for many of the actions is judged to be low individually, as a package, and over a number of years, the impacts of the measures will cumulatively be much larger.

The analysis also accounts for the feasibility of implementing the measures, with those likely to progress given a higher priority than those which are acknowledged to be a challenge to implement. The feasibility score factors in influences such as accessibility to funding, resources being available and political backing.

These three criteria are then combined to provide a priority 'score' by scoring high, medium and low for each parameter on a 1 to 3 basis and multiplying the scores.

Criteria to allow for the analysis of cost and feasibility are included below.

Cost: *Low* - < £50K; *Medium* - £50K-£500K; *High* - >£500K

Feasibility: *High* – measure has already been started, good political will and likely to be sufficient resources. *Medium* – possible to implement, but may require some further feasibility work, and/ or additional support and resources. *Low* – difficult to implement, lack of political will to implement, time and resource intensive.

Table 5.3 – Cost Effectiveness of AQAP Actions

Action No.	Action	Impact on Air Quality	Cost	Feasibility
1	Work within the structure of the planning system to reduce emissions of pollutants from new development. This will include implementing any new requirements for reducing PM _{2.5} through planning which are likely to be in place within the timeframe of this plan.	Medium to High	Medium	High
2	Establishment of a Climate Change Working Group.	Low	n/a	High
3	Update the Surrey-wide Air Quality Modelling which was completed in 2019 to incorporate up to date input data.	None	Low	Medium
4	Lobby for and support any future measures by Transport Authorities to encourage and facilitate the use of low emission buses in Spelthorne.	Low	Unclear	Medium
5	Develop a Green Infrastructure strategy to support the Local Plan.	Low	Low	Medium
6	Promote access to grant funding for renewable energy installations for residents including Solar Together.	Low	Low	Medium
7	Incorporate energy efficiency measures and renewables into conversions, refurbishments, and maintenance of Council buildings and housing developments.	Low	High	Medium

Action No.	Action	Impact on Air Quality	Cost	Feasibility
8	Converting 50% of the Council fleet to electric or hydrogen by 2028 as stated in SBC's response to the Climate Emergency.	Low	High	Medium
9	To investigate the feasibility of producing annual emissions data for the Council's fleet vehicles in line with the Council's Climate Change Strategy.	None	Low (per annum)	Medium
10	Investigate the feasibility of introducing emissions-based parking tariffs.	Low	Low	Medium
11	Promote the use of "cleaner technology and fuels" within Spelthorne.	Medium	Unclear	High
12	Deliver EV taxi programme to encourage taxi companies and drivers to invest in electric fleets.	Low	Medium	Medium
13	Supporting air quality research and providing public information regarding air quality, including an air alert for vulnerable members of the population.	Low	Low	High
14	Continue to lobby at national /regional level for the legislation changes needed and on the big strategic infrastructure decisions such as Heathrow Airport's third runway and changes to the regulation and operation of UK airspace.	Low (will depend on what decisions are taken nationally)	Low	High

Action No.	Action	Impact on Air Quality	Cost	Feasibility
15	Raising awareness of poor air quality and the associated health implications. NHS Ask About Asthma campaign. Engaging with the charity and voluntary sector to align efforts on tackling the climate emergency and improving air quality.	Low	Low	High
16	Implement further Local Street Improvements (LSIs), or similar schemes.	Low to Medium	Unclear	Low
17	Junction improvements to increase capacity and improve road layouts linked to new developments.	Unknown	High	Medium
18	Promoting Alternative Travel – Delivery of bus priority measures, cycle parking and interchange opportunities.	Low (but potentially medium in conjunction with other measures)	High	Medium
19	The Council will work with Knowle Green Estate and suppliers to promote retrofit, insulation, energy efficiency and adaptation measures.	Low	Not costed at present	Medium
20	To investigate the feasibility of introducing Air Quality Supplementary Planning Guidance.	Low to Medium	Low	Medium
21	Increase Spelthorne Smoke Control Area to cover the whole borough.	Low to medium (PM _{2.5})	Low	High

Action No.	Action	Impact on Air Quality	Cost	Feasibility
22	To continue to fund a comprehensive air quality monitoring network including automatic monitoring of PM ₁₀ and PM _{2.5} .	None	Low	High
23	Refresh bonfires and anti-idling campaign.	Low	Low	High
24	Continue to implement Cycling for Health.	Low (but potentially medium in conjunction with other measures)	Low	High
25	Bikeability School Cycling Proficiency training and Feet First Walking Training.		Unknown	High
26	Continue to implement Walking for Health.		Unknown	High
27	Continue to implement School and Business Travel Plans.	Low	Low	High
28	Support work on the Health and Wellbeing Strategy.	Low	Medium	High
29	Continue to promote sustainable transport/ homeworking with staff to reduce travel and explore schemes offering Council employees alternatives to private vehicle use.	Small	Low	High
30	Continue collaboration with Heathrow Airport Ltd to reduce emissions arising from the operation of Heathrow Airport.	Small	Low	High
31	Support Traffic Management interventions to reduce road traffic emissions either through smoothing traffic flow or reducing vehicle use.	Small (and localised)	Depends on scheme	Medium

Action No.	Action	Impact on Air Quality	Cost	Feasibility
32	Support and help implement the Spelthorne Local Cycling and Walking Infrastructure Plan	Low (but potentially medium in conjunction with other measures)	High	Medium

Appendix A: Response to Consultation

Table A.1 – Summary of Statutory Responses to Consultation and Stakeholder Engagement on the AQAP.

Consultee	Category	Summary of Response
The Secretary of State	Statutory	DEFRA Appraisal was undertaken in May 2024. The Draft AQAP was accepted with commentary that have been addressed in the final plan. ^[OBJ]
The Environment Agency	Statutory	Unfortunately, the EA are not able to provide detailed comments on every Air Quality Action Plan received. However, a summary of the issues/priorities (including for The Environment Agency role in Air Quality, statements about preferred position, traffic, developments, non-road mobile machinery, waste management sites, regional approach to local air quality and a summary) that are common to each AQAP was provided. SBC intention to work collaborative with other stakeholders was noted. The EA is not aware of any waste facilities in the borough of Spelthorne that are causing or contributing to failures of air quality standards.
The highways authority	Statutory	The Transport Policy Team's response to the draft AQAP consultation was as follows: - Agree with the aims and actions identified within the AQAP. Measure 16 refers to 'Liveable Neighbourhoods'. These have now been renamed 'Local Street Improvements' (LSIs). More information on the County's LSI programme is available

Consultee	Category	Summary of Response
		<p>here: https://www.surreycc.gov.uk/roads-and-transport/policies-plans-consultations/transport-plan/strategies/local-street-improvements We recommend that the reference to ‘Liveable Neighbourhoods’ within the AQAP be replaced with ‘Local Street Improvements’ because the Liveable Neighbourhoods programme is now the Local Street Improvements Programme.</p> <p>The <u>Spelthorne Local Cycling and Walking Infrastructure Plan (LCWIP)</u> is the primary plan for implementing walking and cycling improvements in Spelthorne. It will be used by SCC as the primary document for securing funding for walking and cycling infrastructure in the borough. It is much more wide reaching than the Local Street Improvements programme, whose schemes are much smaller and more local in scale. It is important that, as the key vehicle for implementing cycling and walking infrastructure in the borough, the LCWIP is named as a standalone measure. This is consistent with other AQAPs from districts and boroughs across the county that have an LCWIP in place, as Spelthorne does.</p>
All neighbouring local authorities	Statutory	Consultation made but no response received.
Other public authorities as	Statutory	Consultation was made and a response was received from public health online via the questionnaire.

Consultee	Category	Summary of Response
appropriate, such as Public Health officials		PH followed with an email to add that, <i>under the Housing and Planning section on page 10, Spelthorne may wish to sign up to the Healthy Homes Principles which covers indoor and ambient air pollution. Healthy Homes Principles - Town and Country Planning Association (tcpa.org.uk)</i>
Bodies representing local business interests and other organisations as appropriate	Statutory	Consultation was made but no response received on a headed letter.
General Public	Non-statutory	<p>Most suggestions and general comments made, related to the following issues: -</p> <ul style="list-style-type: none"> ○ localised traffic problems and congestion, ○ the inadequacy of heat pumps, said to create noise pollution and costly to implement, ○ the suggestions for more charging points to be deployed across the borough.

Consultee	Category	Summary of Response
		<ul style="list-style-type: none"> ○ lack of funding to purchase electric vehicles, ○ poor and localised road safety, ○ The requirement for more cycling and walking infrastructure, ○ the inadequacy of pavements for disabled people, ○ the significant number of potholes and the need for the road to be repaired. ○ Suggestion of vegetation clearance along roads and subways, ○ the perceived impact of the EcoPark waste incinerator on air pollution and ○ the perceived environmental impacts of Heathrow Airport operations. <p>It must be noted that where the scope of a request/comment/suggestion made was outside the remit of SBC, the responses have been referred to the relevant third-party organisation/partner for comment, action or for consideration during the compilation of their future strategies /policies.</p>

A Consultation response report outlining all detailed responses to the Consultation is available on our website.

Appendix B: Reasons for Not Pursuing Action Plan Measures

Table B.1 – Action Plan Measures Not Pursued and the Reasons for that Decision

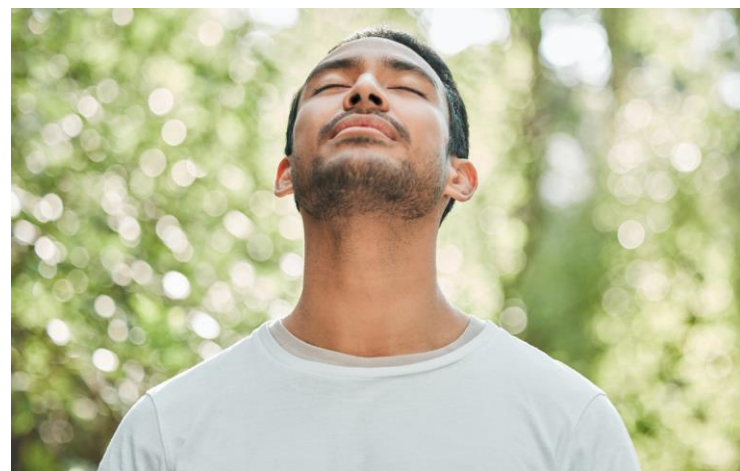
Action category	Action description	Reason action is not being pursued (including Stakeholder views)
Environmental Permits	SBC carries out permitting role but judged not to need an action in this AQAP. There is ongoing liaison with Environment Agency who permit larger processes such as the EcoPark.	Not a large contributor to emissions in Spelthorne – proportionate measures included in the AQAP
Freight and Delivery Management	Freight consolidation	Not considered suitable measure for the AQMA

Glossary of Terms

Abbreviation	Description
AQAP	Air Quality Action Plan - A detailed description of measures, outcomes, achievement dates and implementation methods, showing how the local authority intends to achieve air quality limit values'
AQMA	Air Quality Management Area – An area where air pollutant concentrations exceed / are likely to exceed the relevant air quality objectives. AQMAs are declared for specific pollutants and objectives
AQS	Air Quality Strategy
ASR	Air quality Annual Status Report
CERC	Cambridge Environmental Research Consultants
COMEAP	Committee On the Medical Effects of Air Pollution
Defra	Department for Environment, Food and Rural Affairs
EU	European Union
EV	Electric Vehicle
HGV	Heavy Good Vehicles
HWS	Health and Wellbeing Strategy
JSNA	Joint Strategic Needs Assessment
LAQM	Local Air Quality Management
LGV	Light Goods Vehicle

LTP	Local Transport Plan
NHS	National Health Service
NO ₂	Nitrogen Dioxide
NO _x	Nitrogen Oxides
PHOF	Public Health Outcomes Framework
PM ₁₀	Airborne particulate matter with an aerodynamic diameter of 10µm (micrometres or microns) or less
PM _{2.5}	Airborne particulate matter with an aerodynamic diameter of 2.5µm or less
SBC	Spelthorne Borough Council
SCC	Surrey County Council
SPD	Supplementary Planning Document
ULEZ	Ultra Low Emission Zone
WHO	World Health Organization

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Spelthorne Borough Council's 2024-2029 Air Quality Action Plan Consultation Response Report

In fulfilment of Schedule 11 of Environment Act
1995 Local Air Quality Management

September 2024

Information	Spelthorne Borough Council (SBC) Details
Name of Officer	Dr Eliane Foteu
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Report Reference Number	2024-29 AQAP CR
Date	September 2024

Executive Summary

Schedule 11 of the Environment Act 1995 requires the Council to consult the public and specified statutory consultees. Public consultation was carried out between Monday 20 May 2024 to Sunday 30 June 2024, via an online questionnaire to residents and businesses, supported by publicity on the Council website, social media, community posters, digital screen graphics (Elmsleigh Centre and Staines High Street), and e-news article.

The required statutory consultation was undertaken via email and included the Environment Agency (EA), Transport for London (TfL), the Mayor of London, Surrey County Council (SCC), all neighbouring local authorities, other relevant public authorities, and bodies representing local business interests. In addition to the online questionnaire responses, a detailed response was received from the Department for Environment, Food and Rural Affairs (DEFRA), and responses also received from SCC transport colleagues (as the Transport Authority in Spelthorne), the EA, and Public Health officials at SCC.

Respondents showed broad support for improving air quality through a series of actions, and an appreciation of the need to improve air quality. The questionnaire responses showed that the issues of most importance to respondents were: air quality from Heathrow Airport, improving transport planning and infrastructure, facilitating active travel and addressing pollution where vulnerable members of the population are exposed (e.g. Schools, hospitals, care homes etc.). There was a good awareness of air quality in general, but much lower awareness of alert and forecast services such as 'Airtext and AirAlert'. This suggests that increasing awareness of existing services would be a cost-effective way of potentially changing behaviour (i.e. either reducing exposure to air pollution or modal shift to active travel, burning lower emission fuels etc). It appears from questionnaire responses that there is potential for modal shift to walking, public transport and to a lesser extent, cycling, as long as some of the barriers to people undertaking journeys with these modes are overcome. The need for clear, safe pedestrian and cycle routes, more frequent and reliable public transport and improvements to the charging infrastructure for Electric Vehicles were all cited as potential priorities. There are measures which should improve all of these items (for example, measure 18 for delivery of bus priority measures to assist with reliability of buses, measure 11 to promote the use of cleaner technology and fuels which includes increasing charging infrastructure). In relation to improvements to pedestrian and cycle routes, as suggested by SCC, a new measure will be added to ensure that the Local Cycling and Walking Infrastructure Plan (LCWIP) is explicitly included in the Air Quality Action Plan (AQAP). The LCWIP is a key transport planning document that has been defined by the Department for Transport (DfT), which aims to support recent uptakes in the active travel modes of

walking and cycling by delivering improved facilities for existing active users whilst also encouraging a mode shift for new users. The key outputs for an LCWIP are network plans for key walking and cycle corridors and a prioritised programme of infrastructure improvements at concept design stage, with the document used to assist in funding allocations for walking and cycling routes.

Question 2 (on a scale of 1 to 5, how important do you feel the following broad principles will be, in dealing with air quality) also showed that the majority of respondents thought it was important that emissions from Heathrow Airport are dealt with. Emissions from Heathrow Airport are not within the remit of Spelthorne Borough Council, however, Heathrow Airport Ltd has played an active role in the development of the measures which incorporate the airport. In addition, SBC are an active participant in the Heathrow Strategic Planning Group, a joint partnership of local authorities and Local Enterprise Partnerships (LEPS) responsible for planning the land use, transport, environment, economic development and sustainable development of the sub-region surrounding Heathrow Airport. Spelthorne are also an active participant in the Council for the Independent Scrutiny of Heathrow Airport (CISHA), including within the Air Quality Working Group. Through these fora, it will be ensured that Spelthorne Borough Council (SBC) influence the future of Heathrow as far as they are able, while continuing to lobby at national and regional level in relation to major infrastructure decisions, such as a third runway. Working with Heathrow Airport is listed as one of the five priorities of the AQAP, reflecting the local concern identified in the consultation. In terms of the size of the issue, background emissions from Heathrow as a proportion of total backgrounds (as modelled by Defra on a 1km grid square basis) has also been included within the AQAP, as additional evidence base for the measures.

In relation to the demographic of the population which responded, the majority (33%) of respondents were between 55-64 years of age. People aged 25-34 represented the age groups with the lowest (6% for each) proportion of responses. There were slightly more female (50%) than male (44%) respondents, with 6% preferring not to state their gender, reflecting to some extent census data showing that 50.8% of residents in Spelthorne are female, with the remaining 49.2% being male. 13% of respondents were disabled with 7% preferring not to say, which reflects the percentage of residents classed as disabled under the Equality Act (14.2%). Most respondents were from Sunbury (35%), followed by Staines (22%) and Ashford (16%). This may be due to more representation from their active residential associations. 15% preferred not to state their ethnicities. Of those that did, the majority of respondents (78 %) were white with very few distributed across other ethnic groups (7%).

Specific Changes to the Draft Action Plan:

The following specific changes will be made to the document:

1. In light of SCC's Liveable Neighbourhoods' being renamed 'Local Street Improvements' (LSI's), Measure 16 will be replaced with 'Implement Local Street Improvements in line with SCC Local Street Improvements Programme'.
2. A Measure will be added 'Support and help implement the [Spelthorne Local Cycling and Walking Infrastructure Plan](#)'. This is to recognise the importance of this document in securing funding for walking and cycling infrastructure (which has been recognised through the consultation responses as a barrier to the uptake of active travel). It also ensures consistency with other borough AQAPs in Surrey.
3. In response to Defra suggestions, a new section has been added into the AQAP which outlines the difficulties of quantifying measures within the plan, and where possible includes some quantification of emissions of specific measures. Over time, it may be that data become available (for example on the effect of some of the climate change measures within the plan) which can be quantified into associated NO_x and PM emission reductions. This information is then linked to a cost effectiveness table.

In addition, general text updates have been made to ensure clarity of the document, or to respond to specific suggestions from Defra (such as the inclusion of population information within the AQMA).

The outcomes of consultation will also be used to assist SBC and SCC in terms of prioritisation of actions for implementation. Responses which are outside of the scope of SBC (such as those relating to Heathrow, or Environment Agency processes, or fall within the remit of Surrey County Council) have been referred to the relevant third party, and in some cases, meetings held to discuss taking forward the outcomes of the consultation.

If you have any comments on this Consultation Report, please send them to Spelthorne Borough Council (SBC) Pollution Control at: Council Offices, Knowle Green, Staines-upon-Thames, TW18 1XB Tel: 01784 444 213 Email: pollution.control@spelthorne.gov.uk

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Introduction

The Draft 2024-2029 Air Quality Action Plan (AQAP) was produced as part of Spelthorne Borough Council's statutory duties under the Local Air Quality Management framework (LLAQM). It outlines the action the Council will take to improve air quality in the Borough of Spelthorne between 2024 and 2029. The action plan replaces the previous action plan which ran from 2005 to 2024.

Within this new plan, actions have been developed that can be considered under seven broad topics: - (1) policy guidance and development control, (2) promoting low emission plants, (3) promoting low emission transport, (4) promoting travel alternatives, (5) public information, (6) transport planning and infrastructure then (7) traffic management.

It is a legal duty under the Environment Act 1995 and the LLAQM Framework to consult specific parties and agencies during the development of any air quality strategies and action plans. The following SBC parties are engaged during the process.

- All internal stakeholders within the Council
- The Secretary of State, Residents, Local Members of Parliament (MPs) and SBC Council Members
- The Environment Agency (EA)
- Surrey County Council (SCC)
- All neighbouring local authorities
- Surrey's Air Quality Alliance working group or any other relevant groups
- Greater London Authority / Transport for London
- Bodies representing local business interests (e.g. Chamber of Commerce and Enterprise) and other organisations such education providers, charities, local community groups and health care providers.

The 2024-2029 AQAP was prepared by Air Quality Consultants Ltd on behalf of SBC with the support and agreement of the following departments and wider stakeholders including: - (1) Strategic Planning, (2) Climate Change and Sustainability, (3) SCC's Transport, (4) SCC Public Health, (5) SBC Environmental Health, (6) Neighbourhood Services, (7) Leisure (health and wellbeing, and active travel), (8) Heathrow Airport Ltd, and (9) National Highways.

After meeting and engagement with different parties during the draft AQAP plan development, the draft was produced in April 2024. Stakeholders and the public were consulted on the measures proposed as planned.

Following the consultation exercise presented in this report, the final and updated plan will be signed off by the Department of Environment, Food and Rural Affairs (DEFRA), and SBC's Environment and Sustainability Committee. The plan will subsequently be monitored and reported on within our Annual Status Report, which is available on our website.

1. Consultation Methods

Schedule 11 of the Environment Act 1995 requires the Council to consider any representations made in accordance with the consultation. Therefore, public consultation was carried out between Monday 20 May 2024 to Sunday 30 June 2024 as detailed in the following section of this report. A copy of the communication/engagement plan and the survey questionnaire used are appended to this document (Appendix A).

We undertook the following stakeholder engagement: -

- Online questionnaire to residents and businesses to seek opinions on actions,
- Publicity on website and social media and
- Articles in local newspaper.

The statutory consultation undertaken via email included the EA, Transport for London (TfL), the Mayor of London, SCC, all neighbouring local authorities, other relevant public authorities, and bodies representing local business interests. This report presents the responses to the stakeholder engagement and public consultation undertaken. The detailed results to the survey presented in the following sections are appended to this report (Appendix A).

2. Results, Interpretation & Changes Made to the AQAP

2.1 Statutory Responses

All correspondences received are appended to this report (Appendix B) and a summary presented in the following table.

Table 2.1 – Statutory Consultation Undertaken and Responses

Consultee	Consultation Undertaken	Summary of Response
The Secretary of State	Yes, draft report submitted to Defra and email correspondence sent.	DEFRA Appraisal was undertaken in May 2024. The Draft AQAP was accepted with commentary that have been addressed in the final plan. 000
The Environment Agency	Yes, via email correspondence	Unfortunately, the EA are not able to provide detailed comments on every Air Quality Action Plan received. However, a summary of the issues/priorities (including for The Environment Agency role in Air Quality, statements about preferred position, traffic, developments, non-road mobile machinery, waste management sites, regional approach to local air quality and a summary) that are common to each AQAP was provided. SBC intention to work collaborative with other stakeholders was noted. The EA is not aware of any waste facilities in the borough of Spelthorne that are causing or contributing to failures of air quality standards.
The highways authority	Yes, Surrey County Council transport key member of Air Quality Steering Group	<p>The Transport Policy Team’s response to the draft AQAP consultation was as follows: -</p> <p>Agree with the aims and actions identified within the AQAP.</p> <p>Measure 16 refers to ‘Liveable Neighbourhoods’. These have now been renamed ‘Local Street Improvements’ (LSIs). More information on the County’s LSI programme is available here: https://www.surreycc.gov.uk/roads-and-transport/policies-plans-consultations/transport-plan/strategies/local-street-improvements We recommend that the reference to ‘Liveable Neighbourhoods’ within the AQAP be replaced with ‘Local Street Improvements’ because the Liveable Neighbourhoods programme is now the Local Street Improvements Programme.</p> <p>The Spelthorne Local Cycling and Walking Infrastructure Plan (LCWIP) is the primary plan for implementing walking and cycling improvements in Spelthorne. It will be used by SCC as the primary document for securing funding for walking and</p>

Consultee	Consultation Undertaken	Summary of Response
		cycling infrastructure in the borough. It is much more wide reaching than the Local Street Improvements programme, whose schemes are much smaller and more local in scale. It is important that, as the key vehicle for implementing cycling and walking infrastructure in the borough, the LCWIP is named as a standalone measure. This is consistent with other AQAPs from districts and boroughs across the county that have an LCWIP in place, as Spelthorne does.
All neighbouring local authorities	Yes, through Surrey Air Alliance and neighbouring London Boroughs will be consulted on as part of the wider public consultation	Consultation made but no response received.
Other public authorities as appropriate, such as Public Health officials	Yes, through Surrey Air Alliance and the SCC.	Consultation was made and a response was received from public health online via the questionnaire. PH followed with an email to add that, <i>under the Housing and Planning section on page 10, Spelthorne may wish to sign up to the Healthy Homes Principles which covers indoor and ambient air pollution. Healthy Homes Principles - Town and Country Planning Association (tcpa.org.uk)</i>
Bodies representing local business interests and other organisations as appropriate	Engagement was undertaken with these bodies via online consultation	Consultation was made but no response received on a headed letter.

2.2 Non-Statutory Responses

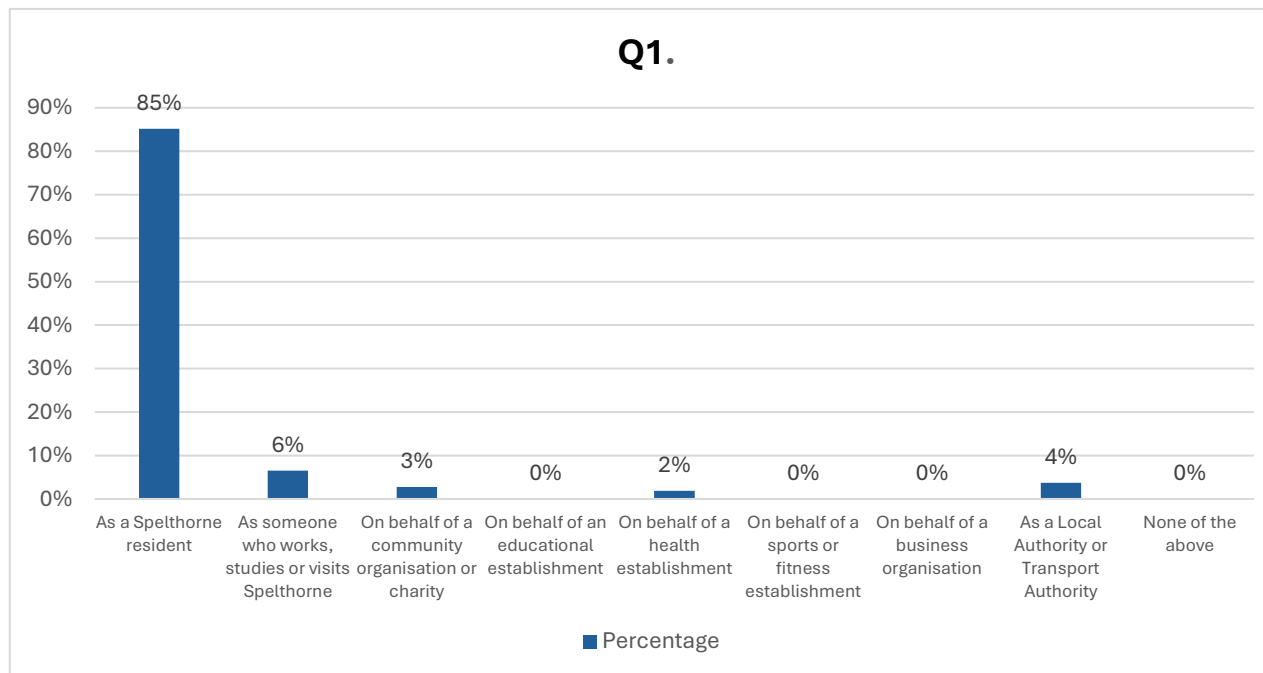
All correspondence and detailed qualitative responses received are appended to this report (Appendix B) and a summary presented in the following section. Most suggestions and general comments made, related to the following issues: -

- localised traffic problems and congestion,
- the inadequacy of heat pumps, said to create noise pollution and costly to implement,
- the suggestions for more charging points to be deployed across the borough.
- lack of funding to purchase electric vehicles,
- poor and localised road safety,
- The requirement for more cycling and walking infrastructure,
- the inadequacy of pavements for disabled people,
- the significant number of potholes and the need for the road to be repaired.
- Suggestion of vegetation clearance along roads and subways,
- the perceived impact of the EcoPark waste incinerator on air pollution and
- the perceived environmental impacts of Heathrow Airport operations.

It must be noted that where the scope of a request/comment/suggestion made was outside the remit of SBC, the responses have been referred to the relevant third-party organisation/partner for comment, action or for consideration during the compilation of their future strategies /policies.

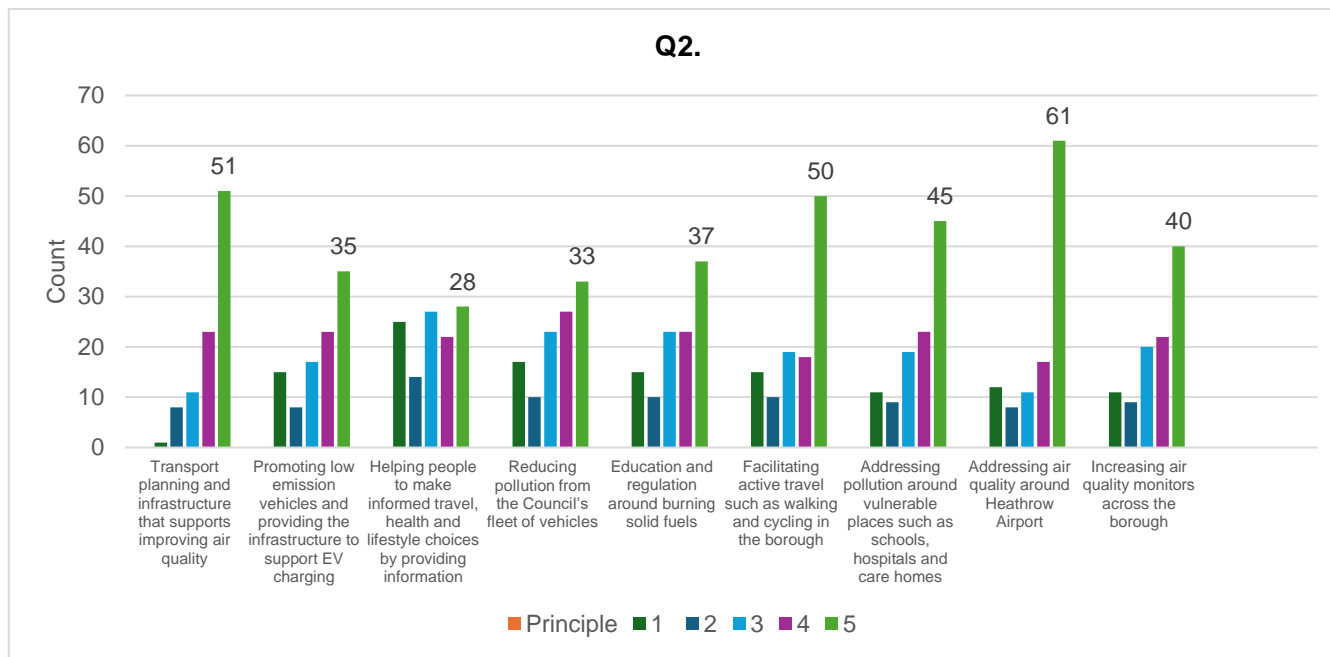
2.1 Questions Asked within the Consultation.

Q1. Which of the following best describes how you wish to respond to this survey?



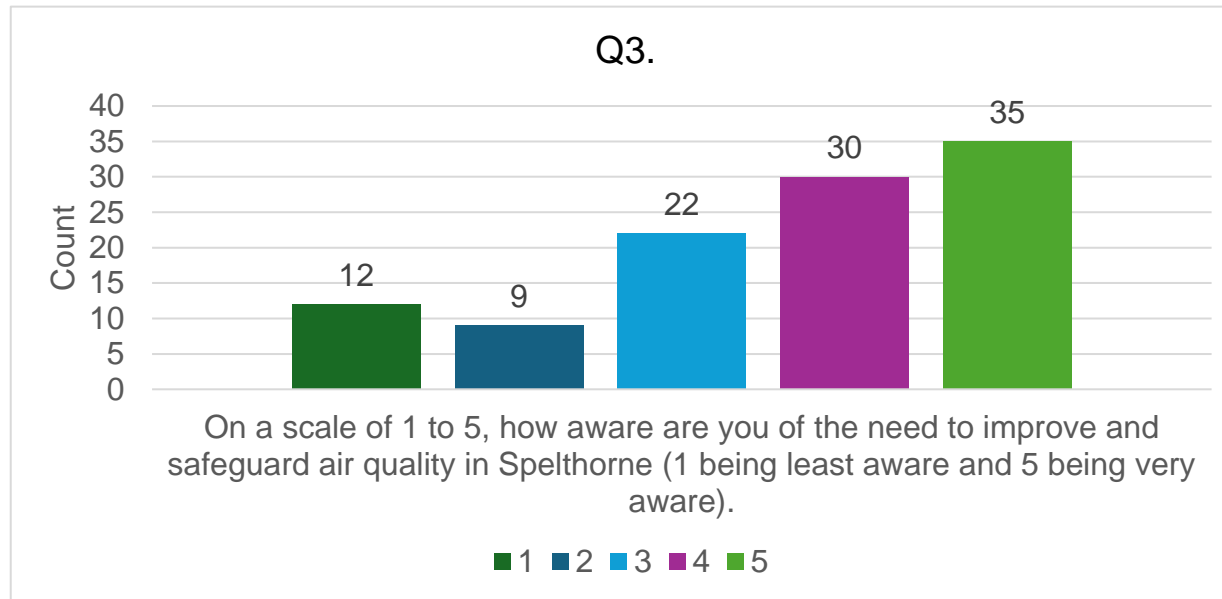
As anticipated, most respondents were residents (i.e. 85%), who represent the highest group of the population sampled. As of the 2021 census, Spelthorne has a population of 103,000 and is the 14th most densely populated of the South East’s 64 Local Authority areas with 2,295 of residents per square kilometre. 108 responses were received, which is appropriate for these types of surveys because other local authorities have received similar number of responses in the past.

Q2. On a scale of 1 to 5, how important do you feel the following broad principles will be in dealing with air quality. (with 1 being the least important and 5 being the most important)?



Overall, the SBC broad principles in dealing with air quality were found to be generally the most important to the public. 25 to 60 out of 108 respondents thought that the measures were the most important broad principles that should be considered to deal with air pollution.

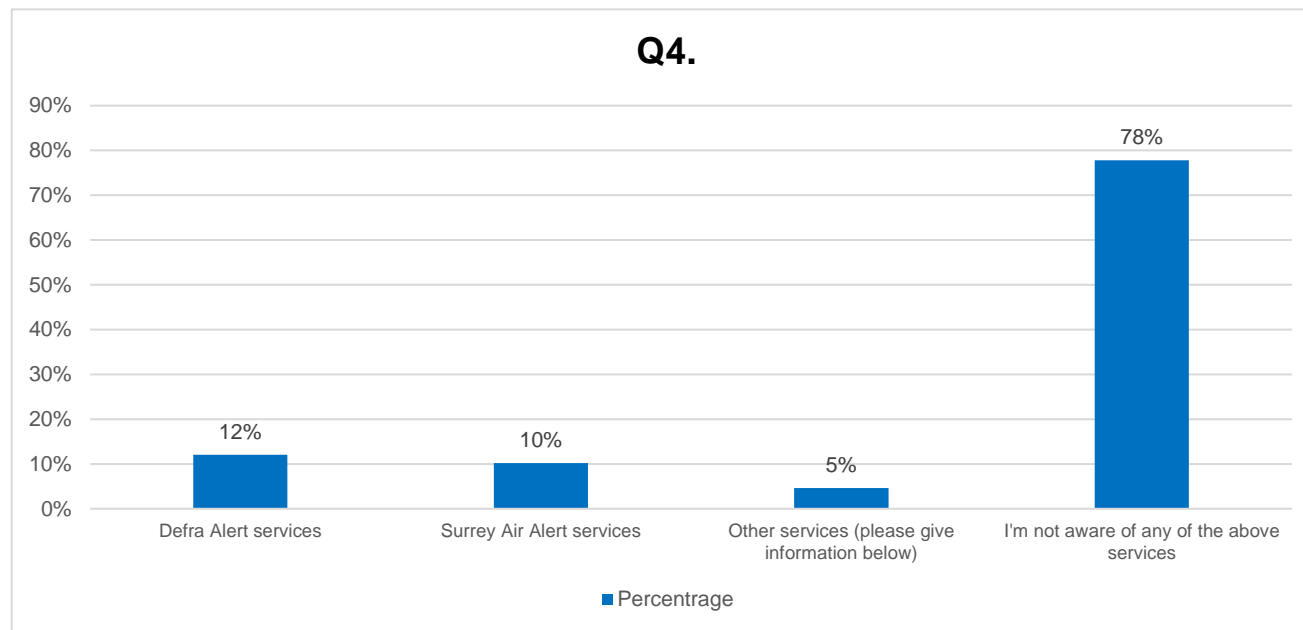
Q3. On a scale of 1 to 5, how aware are you of the need to improve and safeguard air quality in Spelthorne (1 being least aware and 5 being very aware)?



Overall, the most respondents are very aware of the need to improve and safeguard air quality in Spelthorne.

Q4. Air Quality Public Information

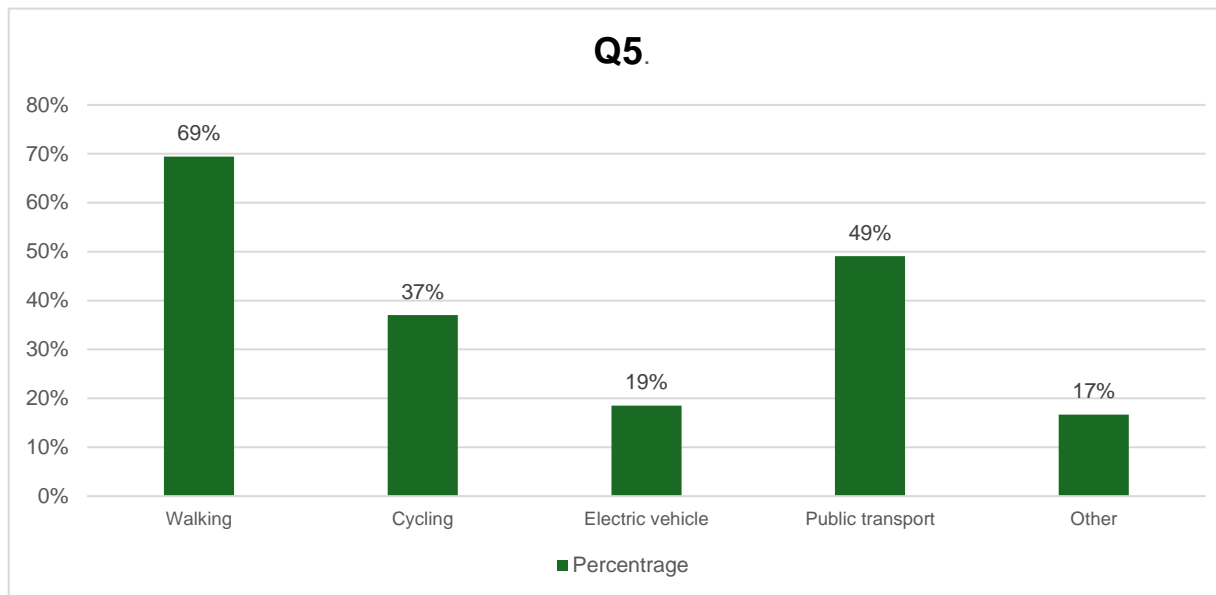
There is a need to increase public awareness and support individuals to reduce their personal exposure to air pollution. Were you aware of the following Alert services?



78% of the respondents were not aware of Alert services. Which raises the need for public information on air quality alert services. Details on all available and relevant services will be publicised in due course.

Other services stated within the open question responses include Plume, the Environment Agency and AirText. Other sources mentioned by respondents included weather reports and the council's website.

Q5. Awareness and Behavioural Change - Which modes of travel would you consider increasing in your day-to-day activities?



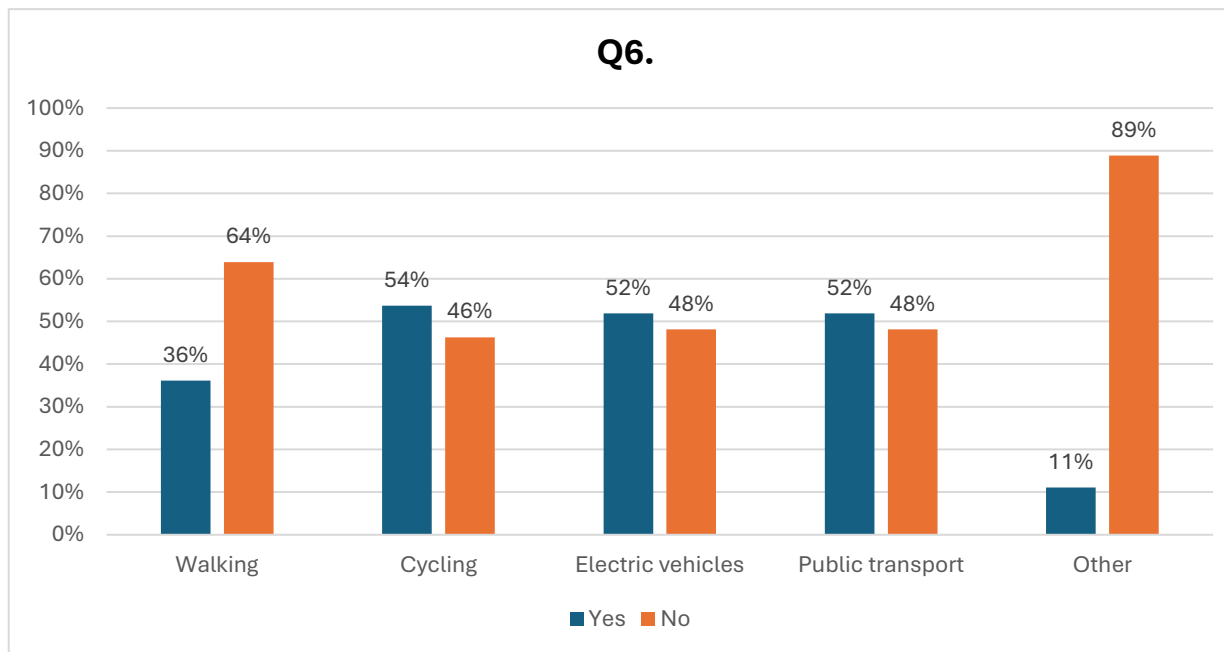
Most respondents would consider/adopt sustainable mode of travelling, i.e. walking and taking public transport. Details on other comments made are appended to this report.

Other commentaries made were related to traffic, road safety, potholes, cycle infrastructures, pavements, mode of transport, disability and the need for transport. These comments have been referred to SCC transport/highway/parking team.

Open Question Responses:

Within the Open text questions, a number of respondents would consider altering their current mode of travel with cycling, pending better maintenance of the designated cycle routes. People with limited mobility have raised concerns over road safety and damaged infrastructure, whilst a few comments related to car usage.

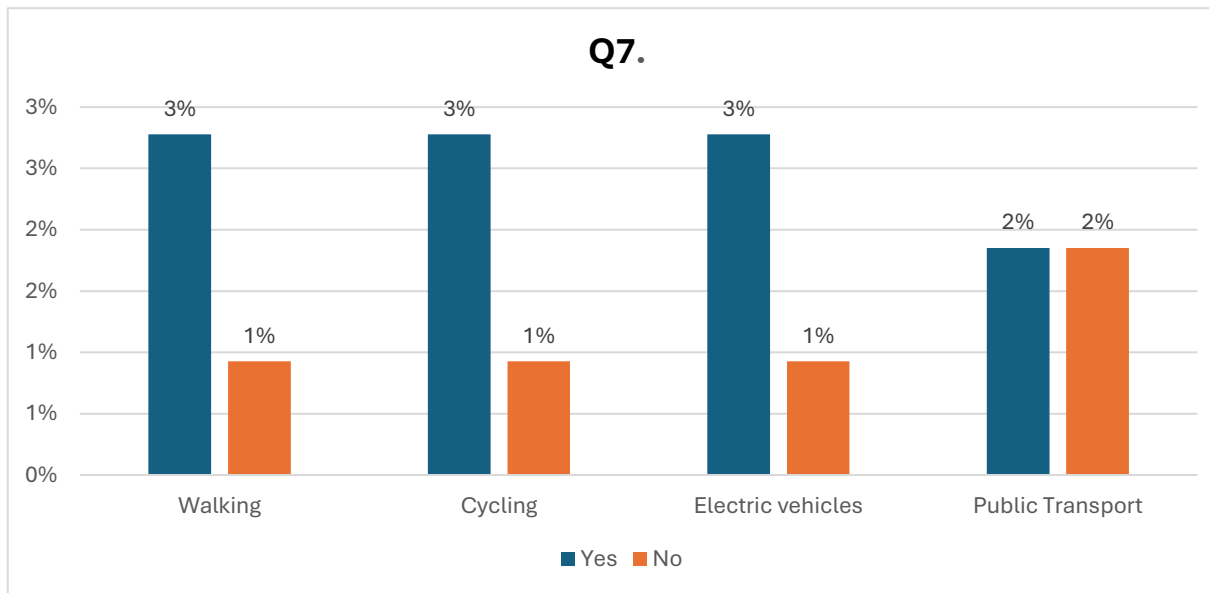
Q6. Awareness and Behavioural Change - Are there any barriers in Spelthorne to the following?



Most respondents found no barriers to walking. While the majority found barriers to cycling, electric vehicles and public transport. The details of the comments made are summarised in the following section and the detailed responses appended to this report.

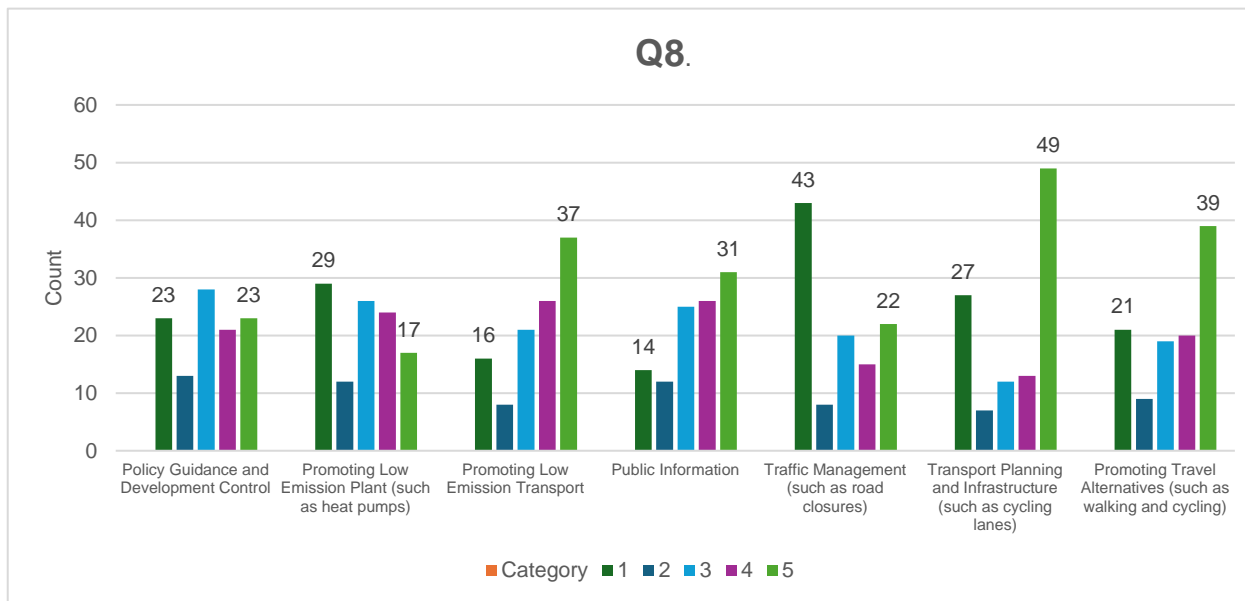
Open Question Responses:
 Within the Open text responses, most of the respondents reported no barriers within Spelthorne, relating to the listed modes of transport. Of the respondents that identified barriers, the main issues raised were associated with: lack of clear, and safe, pedestrian and cycle routes; the unreliability and infrequency of available public transport (mainly buses); and the lack of available electric charging vehicle points.

Q7. Awareness and Behavioural Change - If you are responding as a Local Authority representative, have you publicised the following types of active travel to your residents?



Most Local Authority representatives have publicised active travel to their residents. From the open text questions, the authorities that responded published information in their ASRs, newsletters and on their websites.

Q8. On a scale of 1 to 5, how important do you feel the following proposed categories will be in dealing with air quality (with 1 being the least important and 5 being the most important)?



Transport planning and infrastructure score the highest (49%), then traffic management (such as road closures) (43%) and promoting travel alternatives (such as walking and cycling) (39%).

Open Question Responses:

According to the respondent’s answers top open questions the majority have raised that traffic management measures are one of the most important ways of dealing with air quality, as well as transport planning and infrastructure - mainly safer pedestrian and cycling lanes. There are also comments about reducing emissions from homes, and heat pumps not necessarily being practical for all homes. Comments were very mixed, with some respondents wanting more measures for cyclists and some wanting more measures for car users.

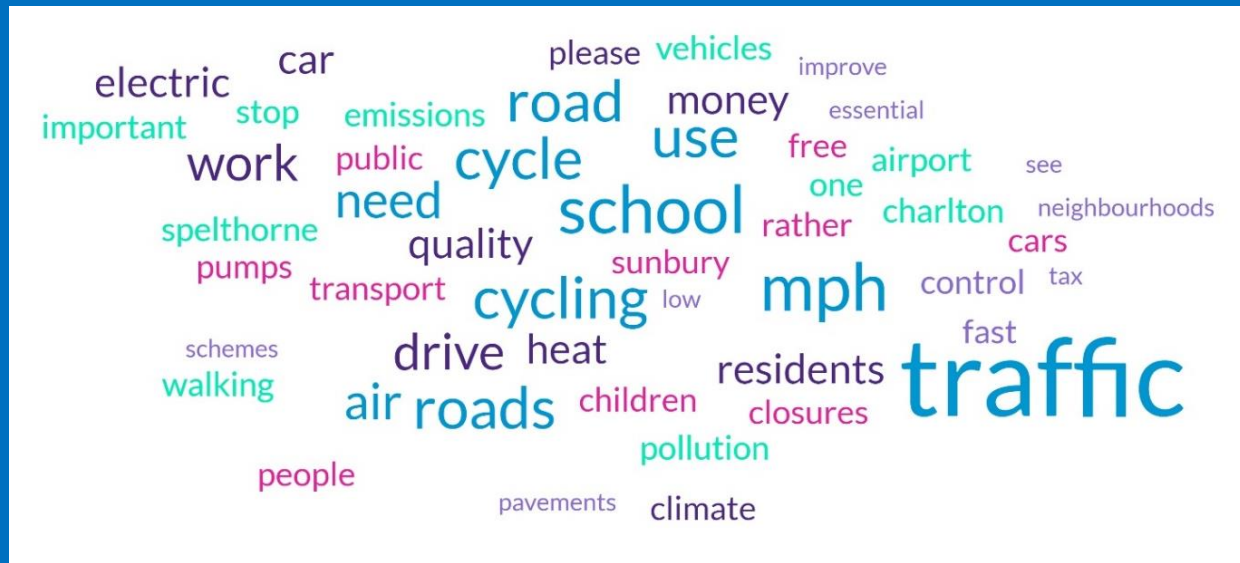
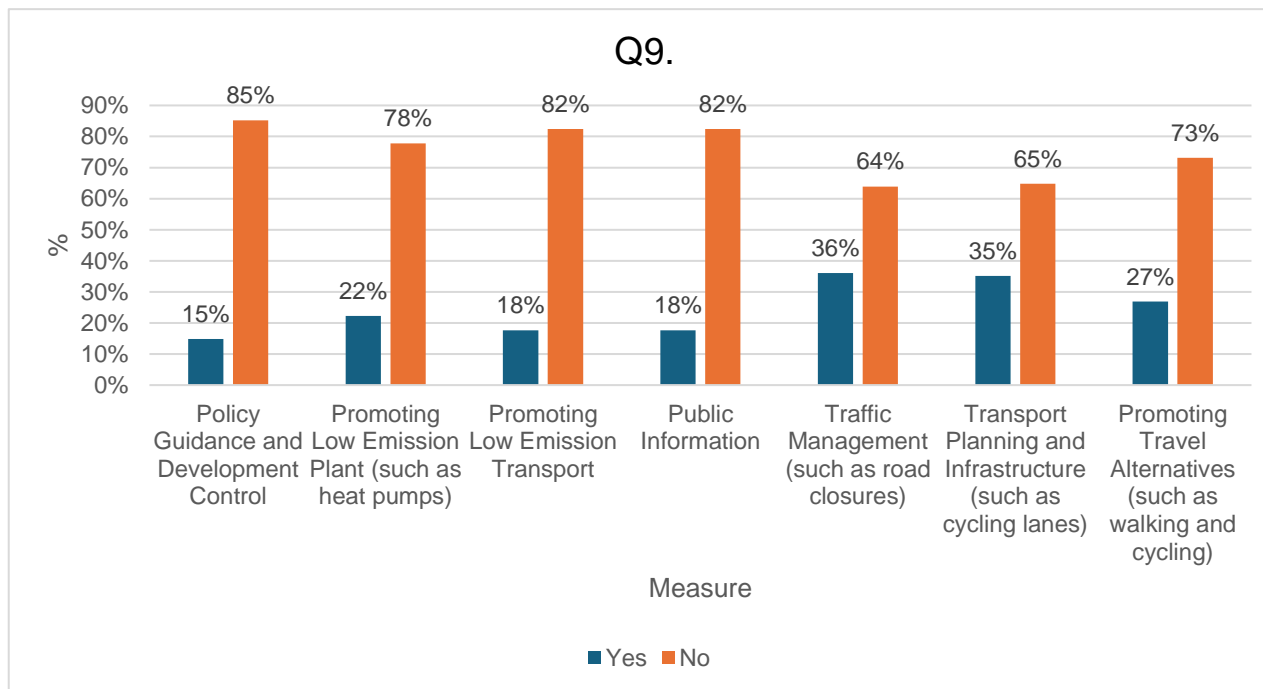


Figure 1. Q8 On a scale of 1 to 5, how important do you feel the following proposed categories will be in dealing with air quality (with 1 being the least important and 5 being the most important)?

Q9. Do you have any suggestions for the following measures?



Most respondents had no suggestion to make on any of the measures.

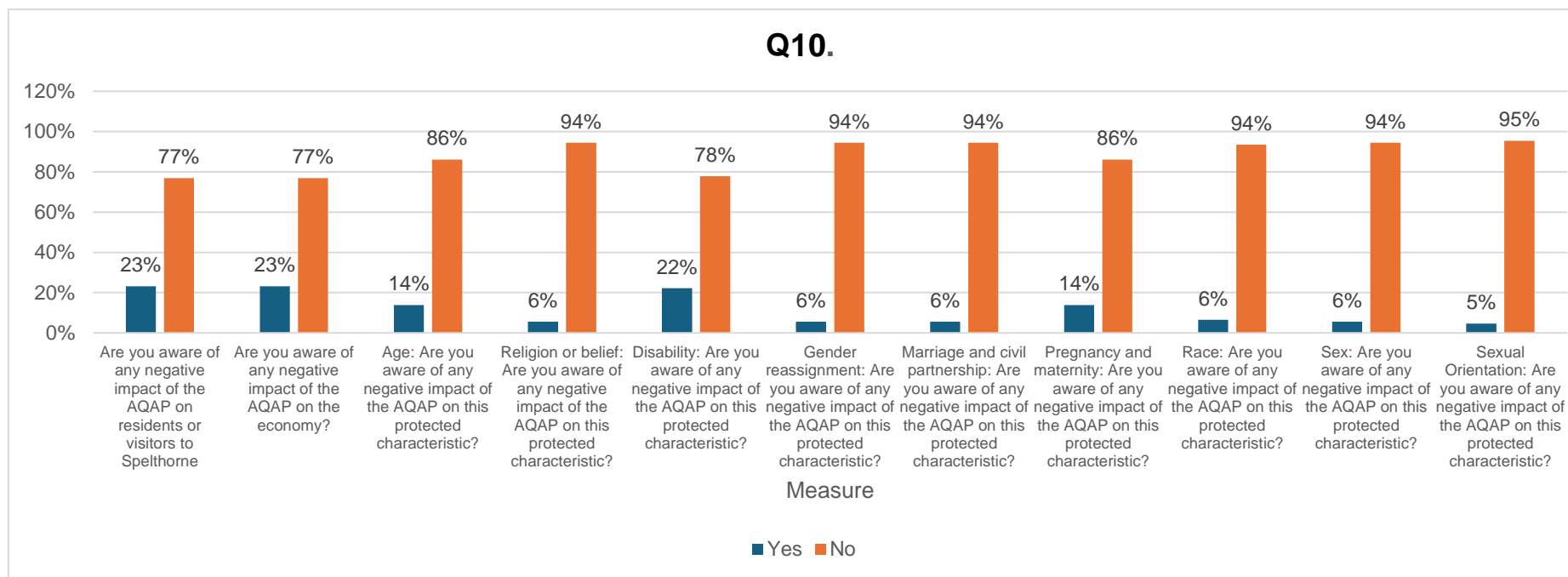
Open Question Responses:

Of the respondents that provided suggestions on the measures presented in the graph above, the main three topics related to:

- improvements on the existing cycling infrastructure. Many of the current cycle paths are not well-maintained and often dangerous for use, resulting in cyclists utilising the pavements or sections of the roads;
- consideration for building insulation prior to the instalment of Air-Source Heat Pumps (ASHPs), as well as overall reduction of maintenance and installation costs; and

Q10. Impact of the measures proposed in the draft Air Quality Action Plan (AQAP)

Do you have concerns about any of the following?

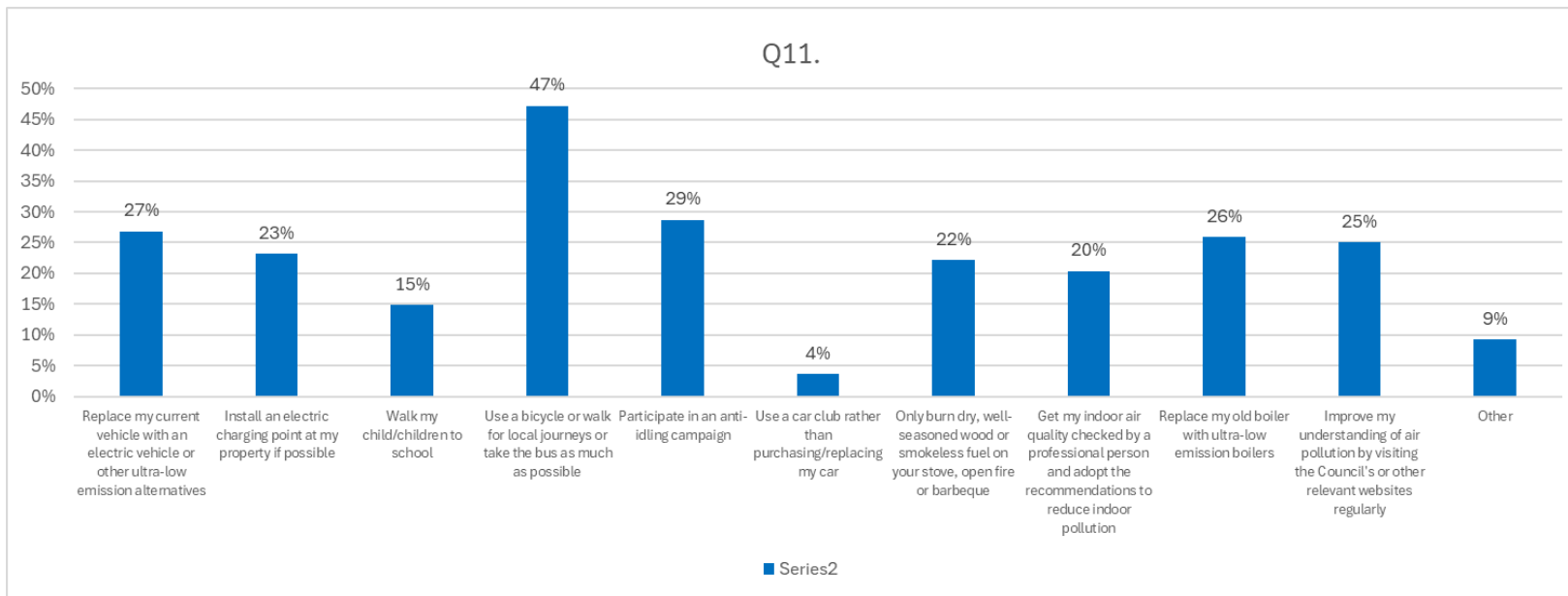


Most respondents (77%-95%) thought the proposed measures were impactful and had no concerns. The few negative responses may be related to the fact that none of the measures presented within the AQAP have had their impact on air quality quantified. The action plan did not state whether the implementation of measures will result in the objective being obtained, though it is recognised there are currently no exceedances within either AQMA at relevant exposure. There was also limited information on the estimated cost of measures, and no cost-benefit analysis was contained within the action plan. The points specified have been added to the plan.

Open Question Responses:

In the open text question, the majority of the respondents expressed their concerns on the financial burden that the measures within the AQAP would inflict on the elderly and people with disabilities, as well as the lack of representation for these two groups. In addition, two comments referred to the implications that the measures would have on visitors of Spelthorne, and how they would be deterred from entering the Borough.

Q11. What lifestyle or behaviour changes would you be willing to make to improve poor air quality? Please tick all which apply.



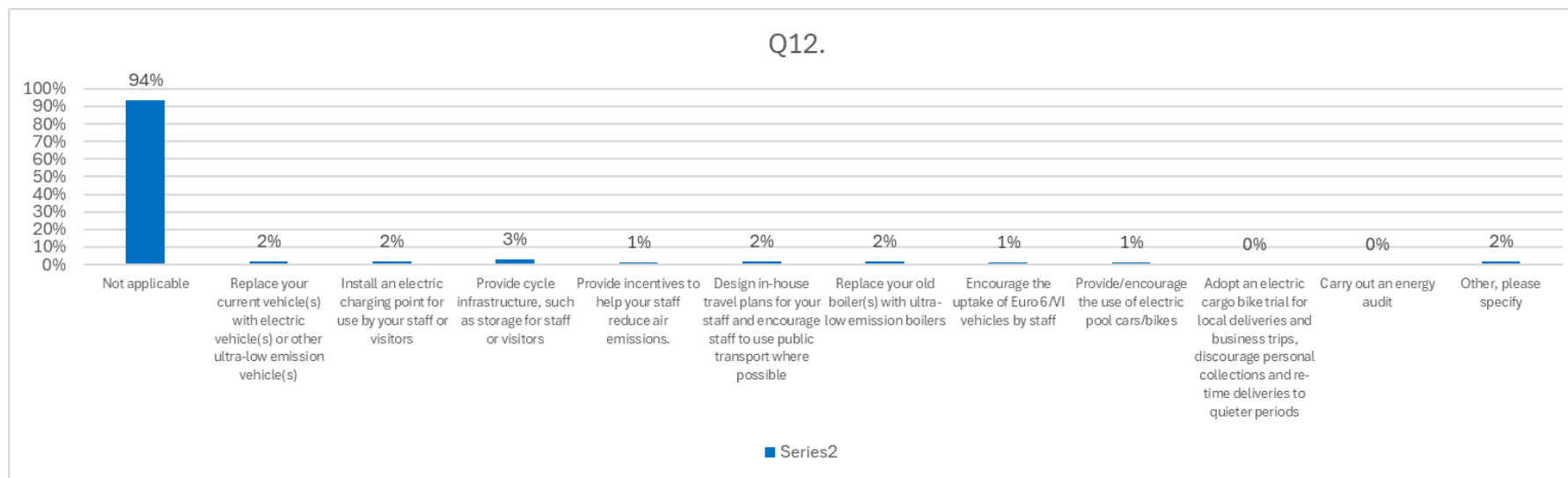
Use a bicycle or walk for local journeys or take the bus as much as possible scored the highest following by participate in an anti-idling campaign.

Open Question Responses:

In the open text comments, respondents used the opportunity to communicate their frustrations/concerns, as well as general ideas about related issues but did not answer the specific question posed.

Q12. Please answer this question if you are responding on behalf of a business / organisation / institution / community group (if not, please select 'not applicable').

What changes are your organisation willing to make to improve poor air quality? (select all which apply)



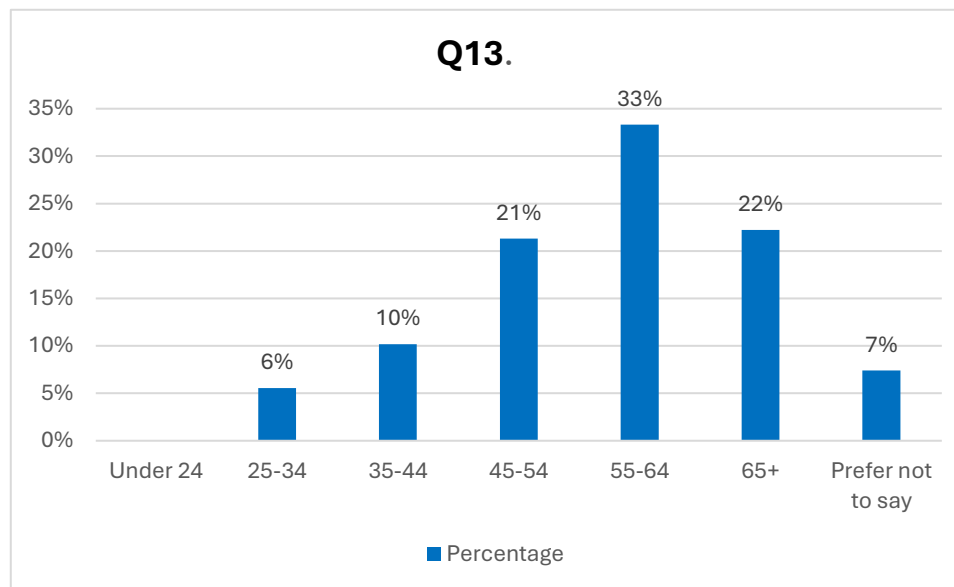
Only 0.6% of respondents were from organisations and most respondents suggested the provision of cycle infrastructure, such as storage for staff or visitors. The following changes were cited in the open text questions to improve air quality: -

1. an attempt to encourage staff to use public transport instead of cars to commute to work – however, a lack of frequency of buses and trains is an issue as to why they will not convert over from cars
2. Provide better public bus service and better cycle paths. Also reduce the cost of some transport prices.
3. Fund a low-cost efficient euro 6 van with 0% Apr over 7 years.

A need of funding and for clearer guidelines and more robust action regarding bonfires in residential areas was requested from the council.

Note: This question is slightly contradictory to the first question which shows that there was no respondent from organisations. This may reflect the fact that some were responding with two hats (i.e.as a person and for their organisation).

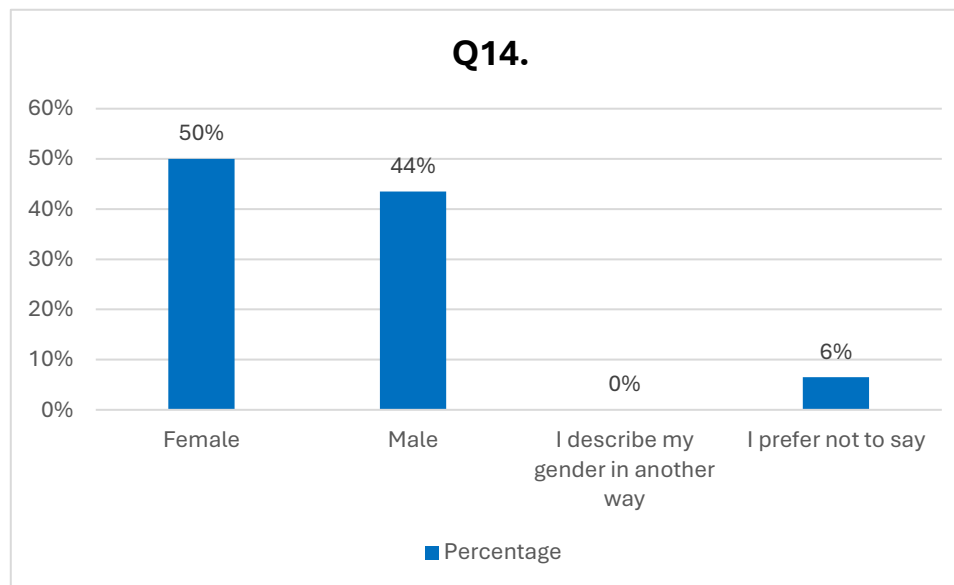
Q13. Please give your age



Spelthorne has a slightly lower population of under-30s (33%) compared to the rest of the country (36%), and a slightly higher population of 30–69-year-olds (53%) compared with the national average of (51%), The number of 70+ is 14%, which is broadly in line with the rest of the nation.

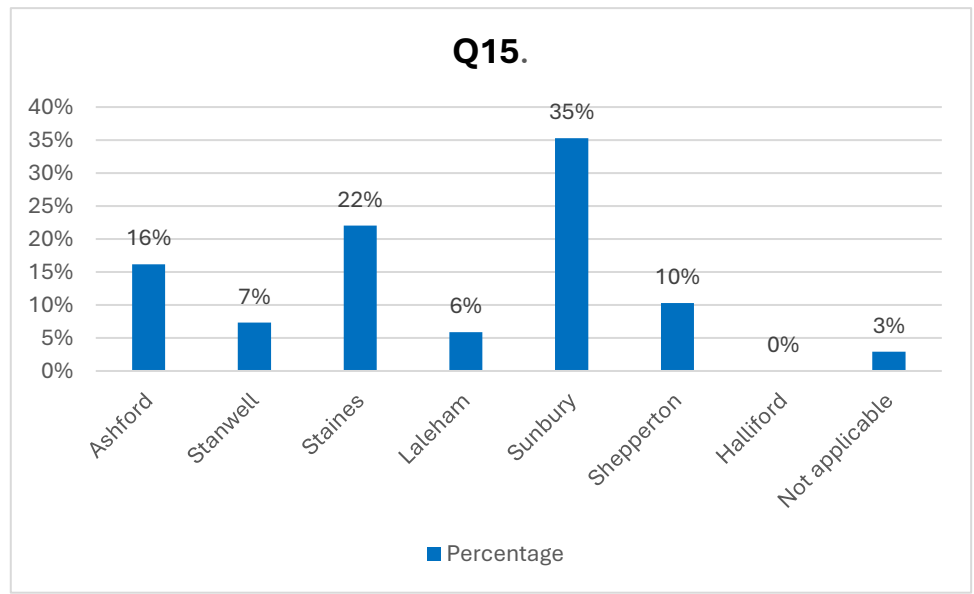
The majority (33%) of respondents were between 55-64 years of age. People aged 25-34 represented the age groups with the lowest (6% for each) proportion of responses. 7% did not state their age. The residual percentage was distributed among other groups.

Q14. Please specify your gender



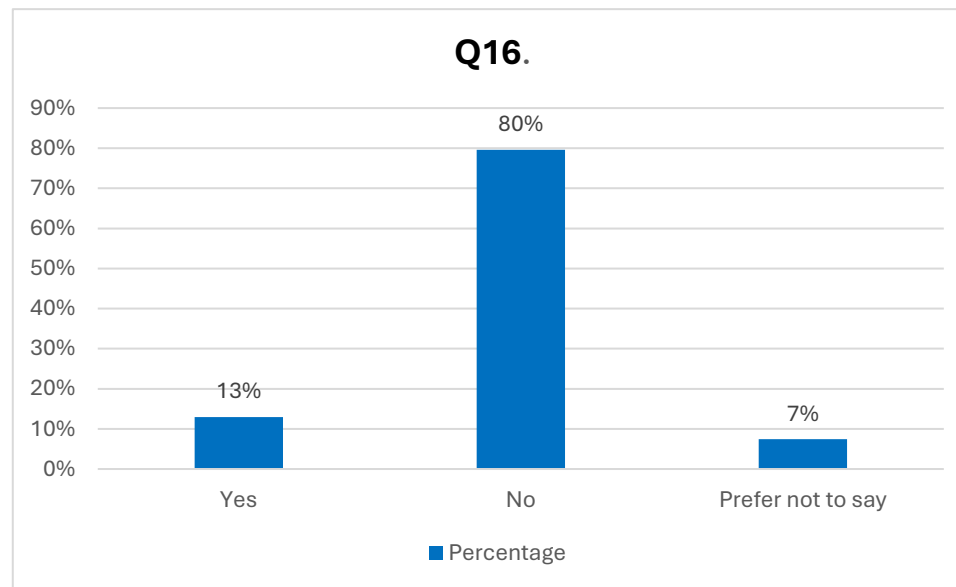
Census data from 2021 show that 50.8% of residents in Spelthorne are female, with the remaining 49.2% being male. There were slightly more female (50%) than male (44%) respondents. Some (6%) did not answer or preferred not to state their gender. These results corroborate very well with the census data which shows more females than men.

Q15. In which part of Spelthorne do you live/work/study/base your business/organisation?



Most respondents were from Sunbury (35%), followed by Staines (22%) and Ashford (16%). This may be due to more representation from their active residential associations.

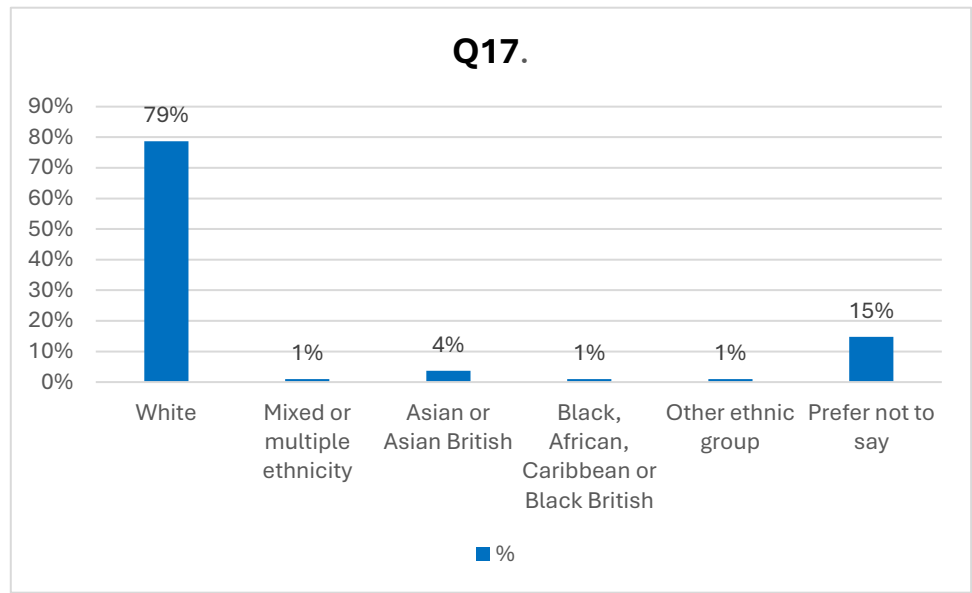
Q16. Do you consider yourself to have a disability?



Spelthorne has a slightly lower percentage of residents with a disability compared to the rest of England and Wales with 14.2% Disabled under the Equality Act compared to 17.7% for England and Wales.

13% of respondents were disabled with 7% preferring not to say. This represents the actual number of disabled in Spelthorne well.

Q17. What is your ethnicity?



The ethnic make-up of Spelthorne is largely in line with the rest of England and Wales, predominantly residents are from a white ethnic background. However, there are slightly more Asian people and those with a mixed ethnic background but fewer people from a black ethnic group compared to the national average.

15% preferred not to state their ethnicities. Of those that did, the majority of respondents (78 %) were white with very few distributed across other ethnic groups (7%).

3. Suggested Changes Made to the AQAP

The following specific changes will be made to the document:

1. In light of SCC's Liveable Neighbourhoods' being renamed 'Local Street Improvements' (LSI's), Measure 16 will be replaced with 'Implement Local Street Improvements in line with SCC Local Street Improvements Programme'.
2. A Measure will be added 'Support and help implement the [Spelthorne Local Cycling and Walking Infrastructure Plan](#)'. This is to recognise the importance of this document in securing funding for walking and cycling infrastructure (which has been recognised through the consultation responses as a barrier to the uptake of active travel). It also ensures consistency with other borough AQAPs in Surrey.
3. In response to Defra suggestions, a new section has been added into the AQAP which outlines the difficulties of quantifying measures within the plan, and where possible includes some quantification of emissions of specific measures. Over time, it may be that data become available (for example on the effect of some of the climate change measures within the plan) which can be quantified into associated NOx and PM emission reductions. This information is then linked to a cost effectiveness table.

In addition, text updates have been made to ensure clarity of the document, or to respond to specific suggestions from Defra (such as the inclusion of population information within the AQMA).

The outcomes of consultation will also be used to assist SBC and SCC in terms of prioritisation of actions for implementation. Responses which are outside of the scope of SBC (such as those relating to Heathrow, or Environment Agency processes, or fall within the remit of Surrey County Council) have been referred to the relevant third party, and in some cases, meetings held to discuss taking forward the outcomes of the consultation.

The AQAP will be reviewed periodically to reflect changing policies, air quality concerns and council priorities, as a minimum every 5 years.

Appendix A Communication Plan & Questionnaires

A. Draft AQAP Questionnaires

Public Consultation Survey

To read the draft Air Quality Action Plan visit

<https://www.spelthorne.gov.uk/article/21746>

Please submit the completed questionnaire no later than

30 June 2024

By post / by hand: Spelthorne Borough Council, Environmental Health/Pollution
Control Council Offices, Knowle Green, Staines, TW18 1XB

By email: Pollution.Control@spelthorne.gov.uk

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RETURN ONLY THE COMPLETE QUESTIONNAIRE BY POST.

PLEASE DO NOT INCLUDE THE ADDITIONAL READING MATERIAL IN THE
POST

1. Which of the following best describes how you wish to respond to this survey?

You must provide an answer to this question.

- As a Spelthorne resident
- As someone who works, studies or visits Spelthorne
- On behalf of a community organisation or charity
- On behalf of an educational establishment
- On behalf of a health establishment
- On behalf of a sports or fitness establishment
- On behalf of a business organisation
- As a Local Authority or Transport Authority
- None of the above

2. On a scale of 1 to 5, how important do you feel the following broad principles will be in dealing with air quality (with 1 being the least important and 5 being the most important)?

Select the most applicable option in each row. You must select an option in every row.

	1	2	3	4	5
Transport planning and infrastructure that supports improving air quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Promoting low emission vehicles and providing the infrastructure to support EV charging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helping people to make informed travel, health and lifestyle choices by providing information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reducing pollution from the Council's fleet of vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Education and regulation around burning solid fuels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facilitating active travel such as walking and cycling in the borough	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Addressing pollution around vulnerable receptors like schools, hospitals and care homes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Addressing air quality around Heathrow Airport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Increasing air quality monitors across the borough	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. On a scale of 1 to 5, how aware are you of the need to improve and safeguard air quality in Spelthorne (1 being least aware and 5 being very aware)?

	1	2	3	4	5
On a scale of 1 to 5, how aware are you of the need to improve and safeguard air quality in Spelthorne (1 being least aware and 5 being very aware).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Air Quality Public Information

There is a need to increase public awareness and support individuals to reduce their personal exposure to air pollution. Were you aware of the following Alert services?

- Defra Alert services
- Surrey Air Alert services
- Other services (please give information below)
- I'm not aware of any of the above services

If you selected 'other', please give details

5. Awareness and Behavioural Change

Which modes of travel would you consider increasing in your day-to-day activities?

- Walking
- Cycling
- Electric vehicle
- Public transport
- Other

If you selected 'other', please give details

6. Awareness and Behavioural Change

Are there any barriers in Spelthorne to the following?

Select the most applicable option in each row. You must select an option in at least 1 row.

	Yes	No
Walking	<input type="checkbox"/>	<input type="checkbox"/>
Cycling	<input type="checkbox"/>	<input type="checkbox"/>
Electric vehicles	<input type="checkbox"/>	<input type="checkbox"/>
Public transport	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

If you selected 'yes to any of the above, please give details below

7. If you are responding as a Local Authority representative, have you publicised the following types of active travel to your residents?

Select the most applicable option in each row.

	Yes	No
Walking	<input type="checkbox"/>	<input type="checkbox"/>
Cycling	<input type="checkbox"/>	<input type="checkbox"/>
Electric vehicles	<input type="checkbox"/>	<input type="checkbox"/>
Public transport	<input type="checkbox"/>	<input type="checkbox"/>

Other	<input type="checkbox"/>	<input type="checkbox"/>
-------	--------------------------	--------------------------

If you selected 'yes to any of the above, please give

8.

On a scale of 1 to 5, how important do you feel the following proposed categories will be in dealing with air quality (with 1 being the least important and 5 being the most important)?

(Refer to Categories and Measures on Page 13 of this document)

Select the most applicable option in each row. You must select an option in every row.

	1	2	3	4	5
Policy Guidance and Development Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promoting Low Emission Plant (such as heat pumps)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promoting Low Emission Transport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Management (such as road closures)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transport Planning and Infrastructure (such as cycling lanes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promoting Travel Alternatives (such as walking and cycling)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide any additional comments

9. Do you have any suggestions for the following measures? (Refer to Categories and Measures on Page 13 of this document)

Select the most applicable option in each row. You must select an option in every row.

	Yes	No
Policy Guidance and Development Control	<input type="checkbox"/>	<input type="checkbox"/>
Promoting Low Emission Plant (such as heat pumps)	<input type="checkbox"/>	<input type="checkbox"/>
Promoting Low Emission Transport	<input type="checkbox"/>	<input type="checkbox"/>
Public Information	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Management (such as road closures)	<input type="checkbox"/>	<input type="checkbox"/>
Transport Planning and Infrastructure (such as cycling lanes)	<input type="checkbox"/>	<input type="checkbox"/>
Promoting Travel Alternatives (such as walking and cycling)	<input type="checkbox"/>	<input type="checkbox"/>

If you answered yes to any of the above, please give details below

10. Impact of the measures proposed in the draft Air Quality Action Plan (AQAP) (Refer to Page 13 of this document)

Do you have concerns about any of the following?

Select the most applicable option in each row. You must select an option in every row.

	Yes	No
Are you aware of any negative impact of the AQAP on residents or visitors to Spelthorne?	<input type="checkbox"/>	<input type="checkbox"/>
Are you aware of any negative impact of the AQAP on the economy?	<input type="checkbox"/>	<input type="checkbox"/>
<u>Age</u> : Are you aware of any negative impact of the AQAP on this protected characteristic?	<input type="checkbox"/>	<input type="checkbox"/>
<u>Religion or belief</u> : Are you aware of any negative impact of the AQAP on this protected characteristic?	<input type="checkbox"/>	<input type="checkbox"/>
<u>Disability</u> : Are you aware of any negative impact of the AQAP on this protected characteristic?	<input type="checkbox"/>	<input type="checkbox"/>
<u>Gender reassignment</u> : Are you aware of any negative impact of the AQAP on this protected characteristic?	<input type="checkbox"/>	<input type="checkbox"/>
<u>Marriage and civil partnership</u> : Are you aware of any negative impact of the AQAP on this protected characteristic?	<input type="checkbox"/>	<input type="checkbox"/>
<u>Pregnancy and maternity</u> : Are you aware of any negative impact of the AQAP on this protected characteristic?	<input type="checkbox"/>	<input type="checkbox"/>
<u>Race</u> : Are you aware of any negative impact of the AQAP on this protected characteristic?	<input type="checkbox"/>	<input type="checkbox"/>

<u>Sex</u> : Are you aware of any negative impact of the AQAP on this protected characteristic?	<input type="checkbox"/>	<input type="checkbox"/>
<u>Sexual Orientation</u> : Are you aware of any negative impact of the AQAP on this protected characteristic?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered yes to any of the above, please give details below.

11. What lifestyle or behaviour changes would you be willing to make to improve poor air quality? Please tick all which apply

- Replace my current vehicle with an electric vehicle or other ultra-low emission alternatives
- Install an electric charging point at my property if possible
- Walk my child/children to school
- Use a bicycle or walk for local journeys or take the bus as much as possible
- Participate in an anti-idling campaign
- Use a car club rather than purchasing/replacing my car
- Only burn dry, well-seasoned wood or smokeless fuel on your stove, open fire or barbeque
- Get my indoor air quality checked by a professional person and adopt the recommendations to reduce indoor pollution
- Replace my old boiler with ultra-low emission boilers
- Improve my understanding of air pollution by visiting the Council's or other relevant websites regularly
- Other

What can the Council do to help you make these changes?

12.

Please answer this question if you are responding on behalf a business / organisation / institution / community group (please tick all that apply, if not, please select 'not applicable').

What changes is your organisation willing to make to improve poor air quality?
(select all which apply)

Select at least 1 option

- Not applicable
- Replace your current vehicle(s) with electric vehicle(s) or other ultra-low emission vehicle(s)
- Install an electric charging point for use by your staff or visitors
- Provide cycle infrastructure, such as storage for staff or visitors
- Provide incentives to help your staff reduce air emissions.
- Design in-house travel plans for your staff and encourage staff to use public transport where possible
- Replace your old boiler(s) with ultra-low emission boilers
- Encourage the uptake of Euro 6/VI vehicles by staff
- Provide/encourage the use of electric pool cars/bikes
- Adopt an electric cargo bike trial for local deliveries and business trips, discourage personal collections and re-time deliveries to quieter periods
- Carry out an energy audit
- Other, please specify

What can the Council do help you make these change to reduce your emissions and improve air quality?

13.

About you

Please give your age

You must provide an answer to this question.

- | | |
|--|--------------------------------|
| <input type="checkbox"/> Under 24 | <input type="checkbox"/> 25-34 |
| <input type="checkbox"/> 35-44 | <input type="checkbox"/> 45-54 |
| <input type="checkbox"/> 55-64 | <input type="checkbox"/> 65+ |
| <input type="checkbox"/> Prefer not to say | |

14. Please specify your gender

You must provide an answer to this question.

- | | |
|--|--|
| <input type="checkbox"/> Female | <input type="checkbox"/> Male |
| <input type="checkbox"/> I describe my gender in another way | <input type="checkbox"/> I prefer not to say |

15. In which part of Spelthorne do you live / work / study / base your business / organisation?

You must provide an answer to this question.

Ashford

Stanwell

Staines

Laleham

Sunbury

Shepperton

Halliford

Not applicable

16. Do you consider yourself to have a disability?

You must provide an answer to this question.

Yes

No

Prefer not to say

17. What is your ethnicity?

You must provide an answer to this question.

White

Mixed or multiple ethnicity

Asian or Asian British

Black, African, Caribbean or Black British

Other ethnic group

Prefer not to say

Dear Consultee,

Spelthorne Borough Council (SBC) on behalf of all residents, is keen to gather the community' views on some keys actions proposes to improve equality.

This consultation is for all people who reside, work, study and visit the Spelthorne borough area. We will use what you say to inform our final air quality action plan.

We can't guarantee that we will be able to do every that you want us to do immediately due to reason beyond our control. However, we will do all we can to ensure that we listen to your priorities.

Why have we prepared a Draft Air Quality Action Plan (AQAP)?

This 2024-2029 Air Quality Action Plan has been prepared by the council pollution control team in fulfilment of Part IV of the Environment Act 1995 and the Local Air Quality Management System. Further information about air quality in Spelthorne, our current AQAP and annual status reporting can be found on our webpage at <https://www.spelthorne.gov.uk/article/17831/Air-quality>

What does this Draft 2024-2029 Air Quality Action Plan (AQAP) comprise?

Spelthorne Borough Council (SBC) has declared a climate emergency recognising the threat of climate change to the borough and more widely. In the same way that tackling climate change requires actions and lifestyle changes by individuals and organisations', the same is true of improving and safeguarding air quality. SBC are committed to a Climate Change Strategy 2022 - 2030

(<https://www.spelthorne.gov.uk/article/21048/Climate-Change-Strategy-2022-2030>) that will have benefits in also reducing emissions of air pollutants.

SBC are consulting on a draft AQAP, which sets out measures that SBC and stakeholders such as the Transport Authority Surrey County Council intends to take between 2024 and 2029 to help address areas of poor air quality and to safeguard improvements to air quality in the borough. The achievement of our current AQAP is presented in our annual status reports available on our website.

The draft AQAP reflects the sphere of influence of SBC and acknowledges that background air pollutant levels are a significant component of local pollutant concentrations. This is challenging to address because of sources beyond the Council's control, that are outside the borough.

The action plan outlines an ambition to maintain air pollutant concentrations below current air quality objectives and where practicable, reduce emissions further to work towards the more stringent WHO Guideline Values.

Why Are We Consulting You/ Why your views matter?

Poor air quality is bad for everyone, particularly the elderly, young and those with health issues. Air pollution cannot be dealt with by the Council alone. Each person visiting, living and working in Spelthorne has the opportunity to reduce their emissions and their risk of exposure to pollutants. This is an opportunity to have your say on the plan.

Your views are important to shape the action plan. Consultation feedback will be used to:

- Make any necessary amendments to the action plan.
- Provide a more specific steer and direction to the measures.
- Inform stakeholders of public opinion regarding the changes needed to improve local air quality including where targeted support may be needed for certain locations.

What priority actions are we proposing within this Draft 2024-2029 AQAP?

This will be achieved by implementing a suite of measures which fall into the following priority areas:

- 1. Effective collaboration with all stakeholders including:**
 - **Transport Authority Surrey County Council:** to ensure that wider transport measures are delivered, in particular to increase the use of active travel and public transport, reduce the use of private vehicles, and to increase the proportions of low and zero emission vehicles where modal shift is not feasible.
 - **Heathrow Airport Ltd:** to address emissions associated with the airport operations.
 - **Other stakeholders:** neighbouring London Boroughs and with wider stakeholders such as National Highways and the Environment Agency within to reduce emissions of particulate matter and NOx from a range of sources within and out with the borough.
- 2. Air Quality Monitoring.** Maintain and increase our monitoring network in accordance with guidance from Defra.
- 3. Health Education & Awareness.** To continue to provide a service to residents who wish to receive an alert when local air quality is predicted to deteriorate. The alert service helps individuals with health vulnerabilities to air pollution, to understand when the air quality will worsen which can help with avoiding strenuous activity during these periods, and with management of medication.
- 4. Climate Change & Air Quality.** The primary local air pollution source that is contributing to elevated nitrogen dioxide concentrations at the roadside within the Air Quality Management Area is traffic.
- 5. Education & Behavioural Change.** Journeys to school are a significant proportion of vehicle trips in the morning peak across Surrey. Reducing the use of private vehicles for journeys to school will be necessary to improve air quality and tackle climate change.
- 6. Contribution to the Corporate Plan:** It is recognized that the expense of public transport is a challenge for Spelthorne, SBC committed in the Corporate Plan

to support the Spelthorne in the Zone Campaign to lobby for inclusion of Spelthorne in Transport Zone 6.

Expansion of Smoke Control Areas: Spelthorne already has Smoke Control Areas in place covering the majority of the borough that limit the kind of solid fuels that can be burnt and require new solid fuel appliances to meet criteria set by Defra:

([https://uk-](https://uk-air.defra.gov.uk/sca/#:~:text=A%20smoke%20control%20area%20is%20an%20area%20where,are%20approved%20for%20use%20in%20smoke%20control%20areas%29)

[air.defra.gov.uk/sca/#:~:text=A%20smoke%20control%20area%20is%20an%20area%20where,are%20approved%20for%20use%20in%20smoke%20control%20areas%29](https://uk-air.defra.gov.uk/sca/#:~:text=A%20smoke%20control%20area%20is%20an%20area%20where,are%20approved%20for%20use%20in%20smoke%20control%20areas%29))

Spelthorne will start the process to expand the coverage of Smoke Control Areas to cover the whole borough subject to approval via the Council's Political Committees.

What categories/measures are we proposing within this Draft 2024-2029 AQAP?

Categories	Measures
<p>1. Policy Guidance and Development Control</p>	<p>1. Work within the structure of the planning system to reduce emissions of pollutants from new development. This will include implementing any new requirements for reducing PM2.5 through planning which are likely to be in place within the timeframe of this plan.</p>
	<p>2. Establishment of a Climate Change Working Group.</p>
	<p>3. Update the Surrey-wide Air Quality Modelling which was completed in 2019 to incorporate up to date input data.</p>
	<p>4. Develop a Green Infrastructure strategy to support the Local Plan.</p>
	<p>5. To investigate the feasibility of introducing Air Quality Supplementary Planning Guidance.</p>

Categories	Measures
	6. Increase Spelthorne Smoke Control Area to cover the whole borough.
	7. Continue collaboration with Heathrow Airport Ltd to reduce emissions arising from the operation of Heathrow Airport.
	8. Promote access to grant funding for renewable energy installations for residents including Solar Together.
2. Promoting Low Emission Plant	9. Incorporate energy efficiency measures and renewables into conversions, refurbishments, and maintenance of Council buildings and housing developments.
	10. The Council will work with Knowle Green Estate and suppliers to promote retrofit, insulation, energy efficiency and adaptation measures.
3. Promoting Low Emission Transport	11. Lobby for and support any future measures by Transport Authorities to encourage and facilitate the use of low emission buses in Spelthorne.
	12. Converting 50% of the Council fleet to electric or hydrogen by 2028 as stated in SBC's response to the Climate Emergency.
	13. To investigate the feasibility of producing annual emissions data for the Councils fleet vehicles in line with the Council's Climate Change Strategy.
	14. Investigate the feasibility of introducing emissions-based parking tariffs.

Categories	Measures
	15. Promote the use of "cleaner technology and fuels" within Spelthorne.
	16. Deliver EV taxi programme to encourage taxi companies and drivers to invest in electric fleets.
4. Promoting Travel Alternatives	17. Continue to implement Cycling for Health.
	18. Likeability School Cycling Proficiency training and Feet First Walking Training.
	19. Continue to implement Walking for Health.
	20. Continue to implement School and Business Travel Plans.
	21. Support work on the Health and Wellbeing Strategy.
	22. Continue to promote sustainable transport/ homeworking with staff to reduce travel and explore schemes offering Council employees alternatives to private vehicle use.
5. Public Information	23. Supporting air quality research and providing public information regarding air quality, including an air alert for vulnerable members of the population
	24. Continue to lobby at national /regional level for the legislation changes needed and on the big strategic

Categories	Measures
	infrastructure decisions such as Heathrow Airport's third runway and changes to the regulation and operation of UK airspace.
	25. Raising awareness of poor air quality and the associated health implications. NHS Ask About Asthma campaign.
	26. To continue to fund a comprehensive air quality monitoring network including automatic monitoring of PM10 and PM2.5. 27. Refresh bonfires and anti-idling campaign.
6. Traffic Management	28. Implement further Liveable Neighbourhoods, or similar schemes.
	29. Support Traffic Management interventions to reduce road traffic emissions either through smoothing traffic flow or reducing vehicle use.
7. Transport Planning and Infrastructure	30. Junction improvements to increase capacity and improve road layouts linked to new developments.
	31. Promoting Alternative Travel - Delivery of bus priority measures, cycle parking and interchange opportunities.

How can you help?

The best way to have your say is to complete our questionnaire online at <https://spelthorne.inconsult.uk/AQAP>. Alternatively, you can submit your complete questionnaire no later than 30 June 2024 at 6pm in the following ways:

- **by post:** Spelthorne Borough Council, Environmental Health/Pollution Control Council Offices, Knowle Green, Staines, TW18 1XB
- **by email:** Pollution.Control@spelthorne.gov.uk
- **by hand:** Spelthorne Borough Council, Environmental Health/Pollution Control Council Offices, Knowle Green, Staines, TW18 1XB

What are the next stages following consultation?

- We began 6-week Statutory consultation- from 20 May 2024 to 30 June 2024
- Feedback from the consultation will be considered and put to Defra for approval - Sep 2024
- We will then seek committee approval of the final plan - Sep 2024

Privacy Notice - Consultations on the draft Air Quality Action Plan (2024 – 2029)

Spelthorne Borough Council would like to collect your data and consultation responses in order to consult on the draft Air Quality Action Plan (2024-2029)

In order to comply with the Data Protection Act and General Data Protection Regulations, Spelthorne Borough Council must provide you with the following information about the personal data you give to us:

- our legal basis for processing your personal data is Legal Obligation.
- the consultation has been designed to collect the minimal amount of personal data to achieve the purpose. For the online consultation software the following additional information will be collected: email, an IP address, and a cookie identifier.
- the Council will use the data provided to shape the measures in the Air Quality Action Plan.
- your information will be stored on the Council's consultation system. The Council uses consult.spelthorne.gov.uk/ which is a web-based consultation application, based in the UK. Your information is collected and kept by this application when you take part in a consultation, and relevant information shared with the Pollution Service. There is further information available to you in the terms and conditions on www.spelthorne.gov.uk/cookies.
- Some of your personal information may be passed on to a consultant employed by the council to assist with the Plan.
- Personal data will not be shared with any other third parties, or transferred out of the UK, a summary response will be sent to statutory stakeholders.
- The responses to the consultation will be retained for a maximum of 6 years from the date of the publication of the Air Quality Action Plan.

If you have any concerns or queries about how we collect your data, please contact Spelthorne Borough Council's Data Protection Officer at data.protection@spelthorne.gov.uk

For further information about how the Council uses your personal data, including your rights as a data subject, please see below.

You have the following rights:

- you have the right to be informed via Privacy Notices such as this,
- you have the right to request access to and to receive a copy of any information we hold about you (including in an electronic format) - to request a copy of this information you must make a subject access request in writing,
- if you find that the information Spelthorne Borough Council holds about you is no longer accurate, you have the right to ask to have this corrected,
- you have the right - under certain conditions - to ask us to erase your personal data,
- you may request that Spelthorne Borough Council stops processing your personal data in relation to any council service (this may delay or prevent us delivering a service to you, we will seek to comply with your request but may be required to hold or process information to comply with our legal duties).

If you have any direct enquiries or if you wish to exercise any of these rights contact the Data Protection Officer at data.protection@spelthorne.gov.uk.

You also have the right to make a complaint to the Information Commissioner's Office (ICO). This is an independent body responsible for making sure that organisations comply with Data Protection legislation.

The ICO will always expect you to have raised your concerns with us before submitting a complaint.

B. AQAP Communication Plan

❖ Introduction

For Spelthorne Borough Council to comply with statutory requirements it is necessary to update the Air Quality Action Plan every five years. Therefore, it is necessary to deliver an updated plan from 2024. The AQAP is also a core part of the Council's ambitious plans to be carbon neutral by 2030, as laid out in Spelthorne's Climate Emergency Action Plan.

It is a legal duty under the Environment Act 1995 and the LLAQM Framework to consult specific parties and agencies during the development of any air quality strategies and action plans. The following SBC parties are engaged during the process.

- All internal stakeholders within the council
- The Secretary of State, Residents, Local MPs and Council Members
- The Environment Agency
- Surrey County Council
- All neighbouring local authorities,
- Air quality working groups or any other relevant groups
- Greater London Authority / Transport for London
- Bodies representing local business interests (e.g. Chamber of Commerce and Enterprise) and other organisations such education providers, charities, local community groups and health care providers.

Following the planned consultation exercise, the final and updated plan will be signed off by Defra and the Environment and Sustainability Committee.

Spelthorne Borough Council has identified air quality as a priority for the borough in the Corporate Plan 2024 under the Environment priority "work with our residents, suppliers and partners to minimise our impact on the environment"

This project fits into the Climate Change Strategy 2022 - 2030 that Spelthorne Borough Council is committed to which will have benefits in reducing emissions of air pollutants.

We will work closely with Spelthorne's diverse communities to produce a challenging and actionable plan for reducing air pollution in Spelthorne over the next five years.

This communications plan compliments the plan used for engaging the community on the development of the Air Quality Action Plan and the consultation of the Draft AQAP.

❖ **Communication and Engagement Objectives**

During the AQAP consultation: Our communications and engagement plan aims to:

- The council is producing a new Air Quality Action Plan which will outline its policies and ambitions to improve air quality in the borough over the next five years.
- Schedule 11 of the Environment Act 1995 requires the Council to consider any representations made in accordance with the consultation. Therefore, public consultation was carried out between Monday 20 May 2024 to Sunday 30 June 2024.
- The Council has a statutory duty to engage and consult with residents and local businesses on its action plan
- Over and above that statutory duty, we want to reach out and get the views of as many local people as we can.
- Engaging with residents and businesses about our plan is a core part of the AQAP and is necessary for it to involve local people and, with their support, succeed.

AQAP Adoption and Implementation: Our communications and engagement plan aims to:

- Encourage Spelthorne's diverse residents, businesses, staff and members to note the adoption of the Final Air Quality Action Plan
- Increase air pollution awareness amongst residents
- Share information with residents, businesses, staff and members about air pollution - its sources and impact

❖ **Communication and Engagement Approach**

Development of draft Air Quality Action Plan is done in a systematic approach in the following stages:

- Stage 1: Establishing the baseline air quality
- Stage 2: Developing options to address air quality
- Stage 3: Considerations during the development (Air quality improvements, wider impacts, cost, effectiveness, perceptions and practicality)
- Stage 4: Prioritise the options and draft the action plan, involving colleagues, agencies and wider stakeholder
- Stage 5: Public consultation to help shape and finalise the action plan
- Stage 6: Finalise action plan and publicise.

❖ SBC Stakeholders

As part of Stage 4, the draft AQAP was prepared by Spelthorne Borough Council with the support and agreement of Spelthorne Borough Council’s internal departments and wider stakeholders.

The stakeholders for the public consultation are as follows:

Internal Stakeholders

- Strategic Planning Team
- Environmental Health Team

- Leisure Team (health and wellbeing and active travel)
- Climate Change and Sustainability Team
- Neighbourhood services/fleet Team
- Spelthorne Borough Council Staff

- Members

External Stakeholders

- Transport (Surrey County Council) *
- Public Health (Surrey County Council) *

- Heathrow Airport Limited *

- National Highways *

- Environment Agency *
- Neighbouring authorities (Houslow, Richmond-upon-Thames, Hillingdon, Elmbridge, Runnymede, Slough) *
- Transport for London *
- Spelthorne Residents, community groups, residents’ associations
- Businesses

- Local nurseries, primary schools, secondary schools, colleges and universities
- Hospitals, pharmacies all health professionals
- Cluster Group

- Community groups

Internal Stakeholders

External Stakeholders

- Volunteering organisations
- Charities
- Environmental groups and churches
- Youth clubs

* indicates statutory
stakeholders

❖ Communication Channels

The following are the Spelthorne Borough Council's existing corporate communication channels to disseminate the Draft AQAP.

Actions & Channel	Lead Contact	Final Action / Completed
1. Create AQAP consultation pack	All	15/05/2024
2. Spelthorne Borough Council website: Create online page for consultation on AQAP. Press release were added to the website Graphic for the website homepage news box	Comms	Completed 21/05/2024
3. Consult third party and brief Cllr.	EH	15/05/2024
4. Final AQAP consultation pack	All	14/05/2024
5. Social media: Facebook (8000 followers), Twitter (5,500 followers) and Instagram (2,200 followers). Press release was sent to media contacts and social media posts added to Facebook, X, Nextdoor and Instagram	Comms	21/05/2024
6. Spelthorne noticeboards. Posters placed on 21 community noticeboards	Comms	21/05/2024
7. Make questionnaires available in community centres, libraries, community hubs (full contact list was available). Print up supporting copies of consultation with pre-paid envelopes and make available at 8 libraries (Run of 10 copies per location)	PO/ EH	20/05/2024

Actions & Channel	Lead Contact	Final Action / Completed
8. Contact and encourage stakeholder groups, to take up the consultation message and cascade use on their own media channels	Pollution Control (PC)	20/05/2024
9. AQAP consultation launches	All	20/05/2024
10. Emails statutory consultees via the pollution control inbox.	PC	20/05/2024
11. Cascade via CCG to health services	PC to PH	20/05/2024
12. Press release to local newspapers	Comms	20/05/2024
13. Use resident e-newsletter to spread message. This can used more than once during six-week lifetime of consultation. This was added to enewsletter sent at end of May.	Comms	31/05/2024
14. Use council blogs to encourage residents, businesses, etc.	Comms	31/05/2024
15. Use staff e-newsletter to engage with council workers (also Intranet)	Comms	31/05/2024
16. Social media posts across Facebook, Instagram, Twitter, etc., across life of six-week campaign. Press release sent to media contacts and social media posts added to Facebook, X, Nextdoor and Instagram.	Comms	31/05/2024
17. Use internal communications to inform cllrs directly	Comms	20/05/2024

Actions & Channel	Lead Contact	Final Action / Completed
18. Advertise consultation on the digital screens in the Elmsleigh Centre and Staines High Street: Graphics were added to digital screens in the Elmsleigh Centre and Staines High Street	Comms	21/05/2024
19. Consultation closes on 30 June 2024	All	30/06/2024

❖ Anticipated Key messages

Key messages for the air quality action plan consultation are presented in the following table. Post consultation messaging will be project specific.

Channel	Message during the AQAP consultation
SBC Website	www.spelthorne.gov.uk/AQAP
Social media	<p>Reducing air pollution is vitally important to the local health and environment. All councils have a duty to monitor local air quality to make sure it meets certain standards. SBC monitor air quality in several locations across the area.</p> <p>People across Spelthorne are being invited to have their say on proposals to address air quality concerns and improve standards across the area.</p>

Channel	Message during the AQAP consultation
	<p>SBC is in the process of developing Air Quality Action Plan or AQAP available at www.spelthorne.gov.uk/AQAP which outlines the steps it will take to work towards improving air quality and reducing air pollution.</p> <p>Have your say on our AQAP 2024-2029 by completing the questionnaire available at www.spelthorne.gov.uk/AQAPConsultation</p> <p>Your response will take approximately 2-3min of your time.</p>
Statutory consultation via the pollution control inbox	<p>We are very keen to get your views on the measures and actions included in our Draft air quality action plan available at www.spelthorne.gov.uk/AQAP</p> <p>Your feedback will help us to refine the measures in the AQAP. Please complete our questionnaire online at Spelthorne Residents' Survey 2024 - Spelthorne (inconsult.uk)</p> <p>Your response will take approximately 2-3min of your time.</p> <p>Do feel free to share this correspondence with any interested party.</p>
Cllr	<p>Addressing poor air quality is crucial for public health and environmental well-being. Efforts to reduce emissions and improve air quality is important <u>and will be of benefit to the health of</u> everyone who lives and works in the borough.</p> <p>Our new Corporate Plan (2024-2028) aims to work with our residents, suppliers and partners to minimise our impact on the environment and achieve our Council goal of 'net zero' carbon emissions by 2030 and to maintain a clean and attractive Borough which supports biodiversity.</p>

Channel	Message during the AQAP consultation
	<p>The new Air Quality Action Plan (2024-2028) sets out in 7 categories, subdivided in 31 measures as detailed on the following link www.spelthorne.gov.uk/AQAP</p> <p>The measures reflect the priorities of SBC which focus primarily on strategic measures, including those to reduce emissions from traffic through modal shift to active travel, those working in the longer term to reduce the need to travel, delivery of actions to increase low and zero emission vehicles in the fleet, raising awareness and reducing emissions from commercial and domestic heating sources.</p> <p>Joint effort is key to deal with Air quality. Each and every individual living and working in Spelthorne have the opportunity to collaborate with the Council to achieve these measures and improve their emission contributions and risk of exposure to pollutants.</p> <p>Your feedback will help us to refine the measures in the AQAP. Please complete our questionnaire online at www.spelthorne.gov.uk/AQAPConsultation</p>
News release	<p>Consultation: Air Quality Action Plan 2024-2029</p> <p>Spelthorne Borough Council is consulting on its Air Quality Action Plan which outlines the actions it plans to take to improve air quality in the Borough over the next five years.</p> <p>The consultation will run from Monday 20 June until 6pm on Sunday 30 June.</p> <p>Cllr Malcolm Beecher, Chair of Spelthorne Borough Council's Environment and Sustainability Committee, said: "Addressing poor air quality is crucial for public health and environmental wellbeing. Efforts to reduce emissions and improve air quality is important and</p>

Channel	Message during the AQAP consultation
	<p>will be of benefit to the health of everyone who lives and works in the Borough.</p> <p>“Joint effort is key to dealing with air quality. Each and every individual living and working in Spelthorne have the opportunity to collaborate with the Council to achieve these measures and improve their emission contributions and risk of exposure to pollutants. Please take the time to gives us your views on the actions we have planned.”</p> <p>To read the Air Quality Action Plan and take part in the consultation, visit https://spelthorne.inconsult.uk/AQAP before 6pm on Sunday 30 June.</p> <p>For more information including FAQs about the consultation, visit www.spelthorne.gov.uk/AQAP</p> <p>To request a printed copy of the consultation, email pollution.control@spelthorne.gov.uk or call 01784 446443.</p>

❖ Evaluation

AQAP Consultation

The public consultation will be monitored for responses.

The success of the communication plan will be measured by:

- Number of residents receiving communications
- Number of website/portal/social media hits
- Completion of the final consultation responses and update of the draft AQAP

❖ Post Consultation & During the Implementation

Milestone	Date
<ul style="list-style-type: none"> • Air Quality Action Plan public consultation 	20 May -30 June 2024
<ul style="list-style-type: none"> • Engagement with different stakeholders and AQAP results reporting 	July 2024
<ul style="list-style-type: none"> • Modification of plan post consultation 	Early September 2024
<ul style="list-style-type: none"> • Engagement with different stakeholder on the final AQAP 	Early November 2024
<ul style="list-style-type: none"> • Submission to Defra for approval 	10 October 2024
<ul style="list-style-type: none"> • First finalised Draft AQAP 	28 October 2024
<ul style="list-style-type: none"> • Circulate with GHs and Managers for feedback 	31 October 2024
<ul style="list-style-type: none"> • Submit final report to Committee Services to go to MAT 	08 November 2024
<ul style="list-style-type: none"> • MAT 	12 November 2024
<ul style="list-style-type: none"> • E&S Chair Briefing 	19 November 2024
<ul style="list-style-type: none"> • Submission to Defra 	30 November 2024
<ul style="list-style-type: none"> • E&S 	03 December 2024
<ul style="list-style-type: none"> • Adoption and publication of AQAP 	December/January 2025
<ul style="list-style-type: none"> • Monitoring prior/during/post implementation. Every year on behalf of the council, the pollution control team writes and Annual Status Report which has to be submitted to DEFRA for review and approval. • (An Annual Report to provide a full summary of the continuous and diffusion tube monitoring data and a comparison with the air quality objectives). 	Every calendar year

<ul style="list-style-type: none">• We will use Air quality project specific communication plans.	
<ul style="list-style-type: none">• Regular meeting to occur to review the plan. (Plan to be overseen by the AQ working group). <p>Note: Collaborative working and effective communication is of paramount importance)</p>	To be finalised

Appendix B Detailed Responses

1. STATUTORY CONSULTEE RESPONSES

THE SECRETARY OF STATE (DEFRA)

Air Quality Action Plan Appraisal Report

The Air Quality Action Plan (AQAP) sets out information on air quality obtained by Spelthorne Borough Council (SBC) as part of the Review & Assessment process required under the Environment Act 1995 (as amended by the Environment Act 2021) and subsequent Regulations.

The Draft AQAP sets out actions to improve air quality in SBC between 2024 and 2029, superseding the previous AQAP which ran from 2005. An Air Quality Management Area (AQMA) was declared in 2003 encompassing the entire borough due to exceedances of the annual mean NO₂ objective. However, in 2024 SBC submitted the amendment to reduce the AQMA size to cover the major roads and urban areas of the borough only to reflect where hotspots now occur.

An outline of current air quality in SBC has been provided, though no data is reported. There was one monitoring site which recorded a concentration above the annual mean NO₂ objective in the AQMA in 2022, occurring on a major road leading to Heathrow and the M25, although it should be noted the monitoring site is not located at relevant exposure. The distance corrected concentration for this monitoring site is not provided.

The AQAP considers the public health context, citing long-term exposure to man-made air pollution in the UK has an annual impact on shortening lifespans, equivalent to 28,000 to 36,000 deaths. The Public Health Outcomes Framework has been referenced, with the indicator of fractional mortality attributable to particulate matter in SBC quoted at 6.8%, which is above the Surrey and national values. SBC intends to have the AQAP complement County level work on a Joint Strategy Needs Assessment and a Health and Wellbeing Strategy for Surrey. A Diversity and Equality Impact Assessment has been submitted alongside the AQAP.

SBC have briefly discussed their current Local Plan from 2009; a 2022 to 2037 draft local plan is in progress which will include policies for climate emergency and designing places, as well as policy E4 which directly mentions air quality, requiring developments to be assessed for air quality and be 'air quality neutral'. Other relevant planning and policy documents have been outlined, including the Climate Change Strategy and Action Plan, Local Transport Plan and Electric Vehicle Infrastructure Plan.

SBC have discussed Heathrow's Sustainable Growth Strategy – Heathrow 2.0. The airport is not within the borough boundaries, but SBC continues to engage with

Heathrow on air quality concerns via membership of the Council for the Independent Scrutiny of Heathrow Airport (CISHA) Air Quality Working Group.

The AQAP discusses two source apportionment exercises relevant to SBC. The most recent study was undertaken in 2022 to support the AQAP, considering NO_x at three worst-cast receptors in six study areas within SBC based on 2019 data. The study areas are Sunbury, Staines, Georgian Close, Ashford, Lower Halliford – Shepperton and Moor Lane. The source apportionment generally found the largest proportion of NO_x is background concentrations, ranging from 30% - 68%. The methodology to determine the contribution of background sources is not discussed in detail within the AQAP and it is not clear at which locations the largest proportion of NO_x is background is found. Of road NO_x emissions, diesel cars were generally the largest contributors.

The year of estimated compliance is given for the individual study areas. Five of the six areas are calculated to be compliant in 2022 or prior from the 2019 base. It is not clear whether this compliance is assessed against 40 µg/m³ or 36µg/m³ (i.e. 10% of the objective). This appears to generally align with monitoring data. The discussion of the remaining Moor Lane study area indicates there remains an exceedance at a residential receptor in 2019, though it is not clear when compliance is predicted to be achieved here with or without measures from the action plan.

SBC also discusses earlier CERC work conducted in 2019 on a base year of 2017 as part of a wider modelling study across Surrey, which included a source apportionment exercise. This work indicates that at most roadside monitoring sites, road traffic is the largest source of NO_x emissions. Of which, diesel cars are on average the greatest contributor (38%) followed by LGVs (35%). The CERC study also considered source apportionment of particulate matter emissions, which SBC have summarised.

The required reduction in NO_x emission to meet air quality objectives has not been calculated as the source apportionment modelling calculates compliance to already be achieved in 2022. SBC states this is supported by monitoring data which shows only one site above 40 µg/m³, but only prior to distance correction. The distance corrected concentration is not provided.

Five priorities have been outlined which are integrated into the development of the measures within the AQAP: -

- 1. Priority 1 – to maintain air pollutant concentrations below current air quality objectives and where practicable, reduce emissions further to work towards WHO Guideline Values.*
- 2. Priority 2 - to work collaboratively with SCC to ensure that wider transport measures are delivered, in particular to increase the use of active travel and public transport and reduce the use of private vehicles, and to increase the proportions of low and zero emission vehicles where modal shift is not feasible.*

3. *Priority 3 – work collaboratively with Heathrow Airport Ltd to address emissions associated with the airport operations.*
4. *Priority 4 – to work collaboratively within SBC, across Surrey, with neighbouring London Boroughs and with wider stakeholders such as national Highways and the Environment Agency to reduce emissions of particulates and NO_x from a range of sources within and out with the borough; and*
5. *Priority 5 – report on an annual basis to Defra the implementation of the measures set out in this report, as well as monitored concentrations within the AQMAs.*

A total of 31 measures have been drafted in the AQAP. The measures considered most likely to bring about direct air quality impacts are interventions to reduce road traffic emissions from smoothing traffic flow or reducing vehicle use; and junction improvements to increase capacity and improve road layouts linked to new developments. However, both these measures are vague and limited information is given. The other measures listed are considered commensurate with the concentrations assessed. SBC are focusing on wider, more strategic measures as opposed to localised hotspots, which is aligned with the source apportionment indicating a significant background component to NO_x concentrations.

No evidence of quantification of measures has been provided, thus it is challenging to determine the overall impact on air quality the implementation of the AQAP measures could be predicted to have on the borough. There is also no discussion of any cost benefit analysis of individual measures.

Consultation and stakeholder engagement on the draft AQAP is underway, albeit with limited concrete details or timelines provided. SBC have confirmed responses will be provided in the final version. Details of the composition of the steering group established to take the AQAP forward have been provided, though it is not clear when and how frequently the steering group will meet. SBCs plan for how compliance would be maintained is not outlined.

Defra recommends that Directors of Public Health approve AQAPs. Sign off is not a requirement, however collaboration and consultation with those who have responsibility for Public Health is expected to increase support for measures to improve air quality, with co-benefits for all. Please bear this in mind for the next annual reporting process.

The AQAP is considered acceptable as a draft, on the proviso the comments outlined below should be addressed in the final version of the AQAP. The recommended improvements must be implemented for the final AQAP to be accepted.

Commentary

1. *SBC have discussed current air quality within the borough. Exact concentrations for 2022 are not reported, besides within Figure X. This can be hard to read.*
2. *Additionally, there is one monitoring site with a concentration above 40 µg/m³ in 2022, but this is reported to be below the annual mean NO₂ objective after distance correction. The level of exceedance prior to distance correction, and the distance corrected concentration for this monitoring site, should be reported for clarity. The concentration of the site would determine the validity of retaining the AQMA and therefore the need for the AQAP. If the concentration at relevant exposure is within 10% of the objective or has been compliant for less than three consecutive years, the AQMA should be retained. For more information see [LAQM FAQ 142](#) or contact the LAQM Helpdesk.*
3. *Both diffusion tube results and dispersion modelling are known to have a margin of error within their reported concentrations. As such, any decision making should account for this and Defra recommends that a confidence threshold of 10% be used when seeking to determine whether to revoke an AQMA. In practice, this means that predicted annual mean concentrations of NO₂ from modelled results should be judged against a 36 µg/m³ limit for determining compliance. This is set out in [LAQM FAQ 142](#). It is stated within the draft AQAP that the study completed in 2022 by Ricardo as part of the source apportionment exercise shows concentrations would achieve compliance by 2022 at all modelled locations. It should be confirmed whether this is below the Air Quality Objective of 40 µg/m³ or the 10% confidence value of 36 µg/m³.*
4. *None of the measures presented within the AQAP have had their impact on air quality quantified. As per paragraph 2.85 of LAQM Technical Guidance (TG22), an AQAP must contain quantification of the impacts of measures as a minimum. This could be aided by dispersion modelling or using the Emissions Factors Toolkit for road traffic emissions.*
5. *As a result of this omission, it is difficult to determine the likely improvements that are predicted to arise from the implementation of the AQAP. The action plan does not state whether the implementation of measures will result in the objective being obtained, though it is recognised there are currently no exceedances within either AQMA at relevant exposure. The plan must also address how the local authority intends to ensure compliance is maintained.*
6. *As per section 2.22 of LAQM.TG(22), the AQAP is recommended to include the population within the AQMA area.*
7. *Discussion surrounding the public health and policy context is considered sufficiently detailed. SBC also examined air quality through a broad lens, considering wider regional factors, such as Heathrow airport strategies, actions by nearby Guildford Borough Council, as well as the impact of introduction of ULEZ in London Boroughs neighbouring SBC. This is welcomed, demonstrating SBC's co-operation with external groups.*

8. *A source apportionment study has been undertaken in 2022, with the action plan also reporting on a similar source apportionment work conducted by CERC in 2019. Some improvements which could be made to the reporting of this work in the AQAP are:*
 - a. *The 2022 source apportionment was completed for six study areas. It may be clearer to present the information in a table to allow for easier comparison and understanding of results. For example, to see the degree to which certain areas are more dominated by background sources vs road traffic sources.*
 - b. *The 2022 source apportionment indicates background sources as the greatest contributor, whilst the 2019 work suggest the largest proportion of emissions can be attributed to road traffic. This discrepancy should be explored further; it is not clear whether there has been a genuine change in emission sources over the time passed between both studies, or if there is a difference in methodology (e.g. different sites used).*
 - c. *The text states it is likely that since 2017, the proportion of diesel cars has reduced and LGVs may have increased. The reasons for this should be detailed as this could affect the measure derivation.*
 - d. *The methodology of both studies are not clear and thus it is difficult to determine if this has been completed in line with LAQM.TG(22). This could be provided in a sperate technical appendix if needed.*
 - e. *One of the Council's priorities is to work with Heathrow Airport, it is understood that the majority of local emissions associated with Heathrow Airport are from transport to and from the airport rather than aviation emissions, but the Source Apportionment would also benefit from a review of aviation emissions. These can be obtained from the Background Maps on UK-Air. Other background sources such as Domestic and Rural contributions can also be found in the Background Maps which would make for a more robust Source Apportionment study.*
9. *There is limited information on the estimated cost of measures, and no cost-benefit analysis contained within the action plan.*
10. *The report is generally well formatted and proofread, one minor improvement recommendation would be that the font is consistent throughout the document.*

This commentary is not designed to deal with every aspect of the report. It highlights a number of issues that should help the local authority either in completing the Air Quality Action Plan Report adequately (if required) or in carrying out future Review & Assessment work.

Issues specifically related to this appraisal can be followed up by returning the attached comment form to Defra, Welsh Government, Scottish Government or DOE.

For any other queries please contact the Local Air Quality Management Helpdesk:

Telephone: 0800 0327 953

Email: LAQMHelpdesk@bureauveritas.com

Notice for 2024

Changes to the Local Air Quality Management Framework

Through the Environment Act 2021 and updated Local Air Quality Management Statutory Policy Guidance 2022, the Local Air Quality Management (LAQM) framework has been considerably strengthened. This page highlights some of the changes for delivery to help you prioritise action for improved air quality: -

1. Strengthened Criteria for Air Quality Action Plans (AQAPs)

Where a Local Authority is not meeting air quality objectives, they must create an AQAP setting out their intentions to improve air quality in the area. Without current action plans in place, Local Authorities risk negatively impacting their communities by not proactively working to reduce air pollution in the area.

The requirements and guidance around AQAPs were recently strengthened under the Environment Act 2021 and revised LAQM Statutory policy guidance, which Local Authorities must have regard to. The key criteria for action plans are that they: -

- set out the measures they will take to secure the achievement, and maintenance, of air quality standards and objectives.*
- specify a date by which each measure will be carried out*
- are revised no later than every five years*

2. New Escalation Process for Reporting

Government is committed to increasing transparency by requiring timely and accurate publication of Annual Status Reports (ASRs) and AQAPs by local authorities, as set out in the Environmental Improvement Plan 2023. These documents are public-facing and serve to keep local communities informed of the steps being taken by their local authority to improve air quality.

To ensure ASRs and AQAPs are delivered on time, Defra has introduced a new reminder and warning letter system for Local Authorities. This system was set out in the LAQM Statutory Policy Guidance 2022 and started to apply from 30 June 2023.

If reporting requirements continue to be missed, the matter can be escalated to a Section 85 Secretary of State direction to the relevant Local Authority Chief Executive specifying action. You are therefore advised to ensure all statutory reporting duties for LAQM are met on time.

3. Public Bodies Required to Contribute to Action Plans

The Environment Act 2021 amended the Environment Act 1995 to increase the number of public bodies that have a duty to co-operate with Local Authorities for LAQM. Air quality partners are certain other public bodies that a Local Authority identifies as having responsibility for a source of emissions contributing to an exceedance of local air quality objectives. This could be a neighbouring authority, National Highways, or the Environment Agency. Once identified, there is a statutory requirement for such public bodies to engage and to contribute actions they will take to secure achievement of the local air quality objective and to maintain achievement thereafter.

All tiers of local Government are also now required by law to collaborate to address exceedances of Air Quality Objectives. County councils, the Mayor of London and combined authorities have similar duties to air quality partners. The difference is that, when requested, they must contribute to an action plan being prepared by a Local Authority, regardless of whether the local authority has identified them as being responsible for a source of emissions.

Under the new legislation, you may choose to request the support of another public body in the development of an AQAP and the same may be requested of your organisation.

Please refer to the LAQM Statutory Policy Guidance 2022 for more information.

Should you require further assistance, please contact the LAQM Helpdesk:

<https://laqm.defra.gov.uk/air-quality/featured/england-exc-london-policy-guidance/>

Web: <http://laqm.defra.gov.uk/helpdesks.html>

FAQs: <http://laqm.defra.gov.uk/laqm-faqs/>

Tel: 0800 032 7953

Email: laqmhlpdesk@uk.bureauveritas.com

The Air Quality Hub also provides free online information and is a knowledge sharing resource for local authority air quality professionals: <https://www.airqualityhub.co.uk/>

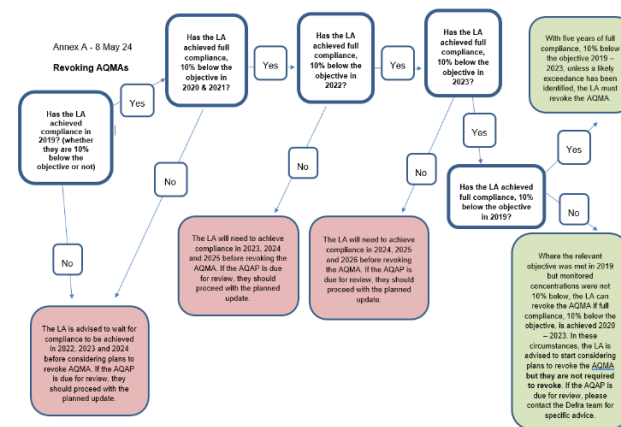
SBC RESPONSE TO DEFRA: The email response dated August 30, 2024, from DEFRA Helpdesk confirmed that all issues raised (1-10) have been addressed to satisfaction as follows. Appendix C AQMA Order and an updated Appendix D Updated Equality and Diversity Impact Assessment have been attached to this response.

DEFRA commentary	SBC Response	DEFRA Helpdesk Comment
<p>1. SBC have discussed current air quality within the borough. Exact concentrations for 2022 are not reported, besides within Figure 1. This can be hard to read.</p>	<p><u>Wednesday, July 31, 2024</u></p> <p>This is not required in an AQAP. It is stated in Section 2 of the AQAP Template that "Local authorities may supplement as required, for example where multiple AQMAs are being addressed within one AQAP or leave as a simple reference to latest ASR if appropriate".</p> <p>We have provided an overview and provided a hyperlink (i.e. refer to page 4 of the AQAP) to the latest 2023 Annual Status Report (ASR) for the details.</p>	<p><u>Tuesday, August 6, 2024</u></p> <p>The comment was related to Figure 1 which showed there was some overlap where there were several diffusion tubes located close together and it was harder to see the concentrations at all locations. Suggested either including separate images for these locations for clarity or a table showing sites and monitored concentrations</p>
<p>2. Additionally, there is one monitoring site with a concentration above 40 µg/m3 in 2022, but this is reported to be below the annual mean NO2 objective after distance</p>	<p><u>Wednesday, 28 August 2024:</u></p> <p>Figure 1 has been modified.</p> <p><u>Wednesday, July 31, 2024</u></p> <p>As stated, strictly speaking in accordance with Section 7.85 of LAQM TG (22) the distance correction should not be used as the diffusion</p>	<p><u>Friday, August 30, 2024</u></p> <p>Responses approved</p> <p><u>Tuesday, August 6, 2024</u></p> <p>Discussed with relation to recommended flowchart from LAQM:</p>

correction. The level of exceedance prior to distance correction, and the distance corrected concentration for this monitoring site, should be reported for clarity. The concentration of the site would determine the validity of retaining the AQMA and therefore the need for the AQAP. If the concentration at relevant exposure is within 10% of the objective or has been compliant for less than three consecutive years, the AQMA should be retained. For more information see [LAQM FAQ 142](#) or contact the LAQM Helpdesk.

tube is on the opposite side of the carriageway to the receptor. However, as there is no exposure at the monitoring site the distance correction calculator has been used to illustrate the likely exposure at the nearest receptor. The concentration drops from 40.8 µg/m³ to 33.4 µg/m³. SBC is not proposing to revoke the AQMA on this basis, but this information demonstrates that there are no relevant exceedances in the Borough at the current time.

Please refer to the latest Spelthorne 2023 Annual Status Report (ASR) available at <https://www.spelthorne.gov.uk/article/17839/Air-quality-reports>.



Agree that, due to exceedances in 2023 and 2019, it is not possible to yet revoke

Responses approved and no further action needed.

3. Both diffusion tube results and dispersion modelling are known to have a margin of error within their reported concentrations. As such, any decision making should account

Wednesday, July 31, 2024

There are no plans to revoke the current AQMA, so this information is not required at this time.

Tuesday, August 6, 2024

As above:

Responses approved and no further action needed.

for this, and Defra recommends that a confidence threshold of 10% be used when seeking to determine whether to revoke an AQMA. In practice, this means that predicted annual mean concentrations of NO2 from modelled results should be judged against a 36 µg/m³ limit for determining compliance. This is set out in LAQM FAQ 142. It is stated within the draft AQAP that the study completed in 2022 by Ricardo as part of the source apportionment exercise shows concentrations would achieve compliance by 2022 at all modelled locations. It should be confirmed whether this is below the Air Quality Objective of 40 µg/m³ or the 10% confidence value of 36 µg/m³.

4. None of the measures presented within the AQAP have had their impact on air quality quantified. As per paragraph 2.85 of LAQM Technical Guidance (TG22), an AQAP must contain quantification of the impacts of measures as a minimum. This could be aided by dispersion modelling or using the Emissions Factors Toolkit for road traffic emissions.

Wednesday, July 31, 2024

As stated in the Action plan, there are currently no exceedances at receptors in the borough. Therefore, the actions are predominantly aimed at general reduction in emissions rather than targeted schemes that are quantifiable. A document summarising the quantification carried out where possible have been included in the AQAP.

Tuesday, August 6, 2024

There are several measures in which the change of emissions can be quantified using the [Emissions Factors Toolkit](#).

- Converting 50% of the Council fleet to electric or hydrogen by 2028 as stated in SBC's response to the Climate Emergency. (amend using the detailed options input based on the council's current fleet)
- Improvements to signalling at Sunbury Cross Roundabout Capacity and cycle safety improvement not yet funded. Could review existing Department for Transport traffic around this area and determine the change from queuing traffic (represented by inputting 5kph into the EFT) to more free flowing traffic (represented by inputting the speed limit into the EFT).

Wednesday, 28 August 2024:

Friday, August 30, 2024

	<p>Regarding quantifying the impact of the proposed measure on air quality as per paragraph 2.85 of LAQM Technical Guidance (TG22), this is very challenging because we currently don't have enough data.</p> <p>Our proposal to resolve the issue about "quantification of the impact of the proposed measures on air quality and cost-benefit analysis" is shown on the attached document and included in the action plan.</p>	<p>Responses approved and no further action needed.</p>
<p>5. As a result of this omission, it is difficult to determine the likely improvements that are predicted to arise from the implementation of the AQAP. The action plan does not state whether the implementation of measures will result in the objective being obtained, though it is recognised there are currently no exceedances within either AQMA at relevant exposure. The plan must also</p>	<p><u>Wednesday, July 31, 2024</u></p> <p>It is not possible to quantify the mostly "soft" measures in the action plan (which should be read more as a strategy). However, the combination of general improvements in air quality and Spelthorne's commitment to aim for the WHO guidelines, along with the raft of measures in the plan show SBC's commitment to continuous improvement in air quality.</p>	<p><u>Tuesday, August 6, 2024</u></p> <p>Responses approved, and no further action needed.</p>

address how the local authority intends to ensure compliance is maintained.

6. As per section 2.22 of LAQM.TG (22), the AQAP is recommended to include the population within the AQMA area.

Wednesday, July 31, 2024

At the time of writing the plan, the whole borough was an AQMA. The area was reduced in 2023 as shown in Appendix C AQMA Order. Please see the updated Equality and Diversity Impact Assessment (Appendix) which accompanies the AQAP.

Tuesday, August 6, 2024

It would be beneficial to include a brief sentence stating this within the AQAP and that the population of Spelthorne BC was 102,956

Wednesday, 28 August 2024

A brief sentence included in the AQAP

Friday, August 30, 2024

Responses approved.

7. Discussion surrounding the public health and policy context is considered sufficiently detailed. SBC also examined air quality through a broad lens, considering wider regional factors, such as Heathrow airport strategies, actions by nearby

Wednesday, July 31, 2024

No response required.

Guildford Borough Council, as well as the impact of

introduction of ULEZ in London Boroughs neighbouring SBC. This is welcomed, demonstrating SBC’s co-operation with external groups.

8. A source apportionment study has been undertaken in 2022, with the action plan also reporting on a similar source apportionment work conducted by CERC in 2019. Some improvements which could be made to the reporting of this work in the AQAP are:

Wednesday, July 31, 2024

It should be noted that these modelling studies have been published for some time and are referenced in order to provide general context rather than as the basis of identifying actions.

Tuesday, August 6, 2024

As discussed, it would be helpful to include a link to the modelling study within the text of the AQAP

Wednesday, 28 August 2024:

The link has been included in the AQAP.

Friday, August 30, 2024

Responses approved

a) The 2022 source apportionment was completed for six study areas. It may be clearer to present the information in a table to allow for easier comparison and understanding of results. For example, to see the

Wednesday, 28 August 2024:

The results of the modelling were presented for context, but not relied upon as there are no exceedances. Therefore, only a summary was

Tuesday, August 6, 2024

As above. Responses approved.

<p>degree to which certain areas are more dominated by background sources vs road traffic sources.</p>	<p>provided/needed in the Action Plan. Links are provided to the original report.</p>	
<p>b) The 2022 source apportionment indicates background sources as the greatest contributor, whilst the 2019 work suggest the largest proportion of emissions can be attributed to road traffic. This discrepancy should be explored further; it is not clear whether there has been a genuine change in emission sources over the time passed between both studies, or if there is a difference in methodology (e.g. different sites used).</p>	<p><u>Wednesday, July 31, 2024</u></p> <p>"Again, the modelling information was provided for general context only. The report explains the differences: "For 2019 the CERC modelling showed that generally the largest contribution to NO_x.</p> <p>Concentrations at roadside locations was from road traffic. The Ricardo modelling in 2019 showed that generally the largest contribution was from background sources. The differences in modelling methodology may account for some of this difference, but it is also indicative of the national trend towards lower vehicle emissions, with the Ricardo modelling having been undertaken in a later year (and hence with cleaner vehicle fleet). Although background concentrations will also have reduced, proportionally, this will not have been as great a</p>	<p><u>Tuesday, August 6, 2024</u></p> <p>As above.</p> <p>Would be beneficial to including the SBC response note within text of the AQAP.</p>

	<p>reduction as for vehicle emissions. When looking at the road emissions in more detail, both the CERC and Ricardo assessments showed that diesel vehicles were the largest contributor to NOx emissions."</p>	
<p>c) The text states it is likely that since 2017, the proportion of diesel cars has reduced and LGVs may have increased. The reasons for this should be detailed as this could affect the measure derivation.</p>	<p><u>Wednesday, July 31, 2024</u></p> <p>This information would not affect the determination of measures as the reduction in diesel vehicles as a percentage of the fleet is a national trend.</p>	<p><u>Tuesday, August 6, 2024</u></p> <p>As above</p>
<p>d) The methodology of both studies is not clear and thus it is difficult to determine if this has been completed in line with LAQM.TG (22). This could be provided in a sperate technical appendix if needed.</p>	<p><u>Wednesday, July 31, 2024</u></p> <p>The modelling methodologies are available in the reports presented on SBC's website at https://www.spelthorne.gov.uk/article/17831/Air-quality. Both studies were completed prior to TG (22).</p>	<p><u>Tuesday, August 6, 2024</u></p> <p>As above</p>

<p>e) One of the Council’s priorities is to work with Heathrow Airport, it is understood that the majority of local emissions associated with Heathrow Airport are from transport to and from the airport rather than aviation emissions, but the Source Apportionment would also benefit from a review of aviation emissions. These can be obtained from the Background Maps on UK-Air. Other background sources such as Domestic and Rural contributions can also be found in the Background Maps which would make for a more robust Source Apportionment study.</p>	<p><u>Wednesday, July 31, 2024</u></p> <p>SBC has very limited powers to influence aviation emissions. SBC are committed to working closely with Heathrow, but a more detailed assessment of the airport emissions would not benefit the action plan as no measures can be enacted by SBC to tackle this.</p> <p>A brief commentary has been included in the AQAP.</p>	<p><u>Tuesday, August 6, 2024</u></p> <p>Possible to get an overview from background maps on UK-Air, see attached worked example.</p> <p>Worth including brief commentary on this.</p>
<p>9. There is limited information on the estimated cost of measures, and no cost-benefit analysis contained within the action plan.</p>	<p><u>Wednesday, July 31, 2024</u></p> <p>A high-level cost-benefit analysis will be included in the action plan.</p>	<p><u>Tuesday, August 6, 2024</u></p> <p>As discussed, only a high level with indicative costs is required. It would be helpful to align</p>

A high-level cost-benefit analysis has been included in the AQAP.

with the cost range categories as highlighted in the AQAP template guidance box.

10. The report is generally well formatted and proofread, one minor improvement recommendation would be that the font is consistent throughout the document.

Wednesday, July 31, 2024

Noted

Thanks, this is appreciated.

THE ENVIRONMENT AGENCY

Dear Eliane,

Thank you for the opportunity to comment on your Air Quality Action Plan (2024 - 2029) for the borough of Spelthorne.

Unfortunately, we are not able to provide detailed comments on every Air Quality Action Plan we receive so we have compiled a summary of the issues/priorities that we feel are common to each Air Quality Action Plan and where possible/appropriate, we have made Spelthorne Borough Council specific comments.

General

Air quality has a significant role to play in the health and wellbeing of communities and the prospects of the natural environment, reducing both life expectancy and biodiversity in heavily polluted areas, and otherwise impacting upon the perception of the quality of life and amenity offered by the area. For example, reports suggest that there over 40,000 early deaths per year in the UK due to air pollution.

The Environment Agency – our role in Air Quality

We have a number of duties related to air quality: -

- 1. We ensure that the industrial facilities we regulate comply with the Environmental Permitting (England and Wales) Regulations 2016, thus contributing to compliance with:
 - UK requirements such as the UK Air Quality Strategy, the Countryside and Rights of Way Act and the Natural Environment and Rural Communities Act; and*
 - EU requirements on the UK such as Air Quality Directives, Habitats Directive, the National Emissions Ceiling Directive and the Industrial Emissions Directive.**
- 2. We support local authorities in improving local air quality, particularly through providing technical guidance on behalf of Defra to local authorities in respect of industrial facilities they regulate.*
- 3. We coordinate ambient air quality monitoring for incidents that may have a significant impact on air quality.*
- 4. We were not generally responsible for assessing or monitoring ambient air quality until April 2016 when the EA took on the contract management of the latter in the form of the ten monitoring networks that were formally managed by Defra.*

The Environment Agency is committed to working with local authorities and to play our part fully in Local Air Quality Management (LAQM). We have found that several sectors we regulate under the Environmental Permitting Regulations have the potential to affect air quality negatively. Nationally some individual installations in these sectors have already been found to contribute significantly and we have been working with the affected local authorities for some time to implement the necessary improvements. Installations we regulate may be covered by freestanding Air Quality Action Plans or ones, which are transport-related and incorporated into Local Transport Plans.

We suggest that any new Air Quality Action Plan adheres to the principles in the London Plan and Air Quality policy SI 1, including air quality neutrality and air quality positive, as well as the relevant SPD's. The plan must also help to bring local air quality below EU limit values for local pollutants - in particular PM10, PM2.5 and NO2, as expressed in the EU Air Quality Directive and implemented in the UK through the 2010 air quality regulations.

Preferred Position –

In principle any Air Quality Action Plan should: -

- 1. Have a clear commitment to meeting the relevant air quality standards.*
- 2. Clearly state the current status of air quality within the borough.*
- 3. Clearly report on the progress against targets set out in any previously published Air Quality Action Plan (if appropriate).*
- 4. Where the borough does not meet the relevant air quality standards, they should clearly detail what mitigation measures will be used to ensure compliance with air quality standards in the shortest possible time period. It should ensure that compliance is not just 'possible' but 'likely'.*
- 5. Make clear what other organisations the borough is working with/planning to work with to implement improvement measures (as in 2 above), and what they are agreeing to deliver.*
- 6. Include basic costs required to implement the required mitigation standards and compare against the level of funding available.*
- 7. Take steps to ensure the measures in the Mayor of London's SPDs on sustainable design and construction or any update thereof to an equal or higher standard are implemented into the air quality action plan; In particular this should include: -*
 - a) Require all new buildings be constructed and designed in a manner that minimises emissions of pollutants to the air both during construction and demolition and postconstruction, making new development 'air quality neutral' or better.*
 - b) In the case of a major development, include an air quality assessment (as set out in the Mayor of London's SPDs on sustainable design and construction, or update thereof, to an equal or higher standard) that considers the potential impacts of pollution from the major development*

and on neighbouring areas during construction and operation, including development related traffic and the potential for exposure to pollution levels above.

- c) Implement any policies on transport which pertain to improving air quality.*
 - d) Require any waste transfer stations to be in a building, enclosed on all vertical sites with small access and egress points covered by doors which default closed when not in use and an air extraction and filtration system to collect particulates as per London Plan Policy SI 8 E 4.*
 - e) Require all industrial sites that use non road going mobile machinery to meet the latest NRMM standards on the date of purchase, or hire.*
- 8. Contribute to achieving EU established health-based standards and objectives for the relevant air pollutants (particularly NO₂, PM₁₀, and PM_{2.5}).*
- 9. Take steps to ensure measures in the Mayor of London's London Environment Strategy (LES) are fully adopted by your Air Quality Action Plan.*

Traffic –

Where there is a significant incidence of poor air quality within and adjacent to the area of concern (and in most cases this is directly attributable to emissions from road traffic) air quality policies must work in partnership with transport policies but also the authorities' own fleet procurement policies, and partner authorities/ organisations.

Developments –

Any new development, particularly in air quality 'hotspots' or development 'Opportunity areas', will need to consider how they mitigate the impacts of poor air quality. During construction the main air quality effects from development are anticipated to result from emissions of oxides of nitrogen (NO_x) and fine particulate matter and dust (PM₁₀ and PM_{2.5}) emanating from an increase in road traffic, and from traffic management schemes. Therefore, mechanisms for minimising air pollution will need to be closely tied into the transport policies in the London Plan and London Environment Strategy.

Major developments planned within the borough will need to significantly mitigate their emissions and thus contribute towards improving local air quality as per the requirements of Air Quality Neutral and Air Quality Positive. This is particularly the case where they include potentially new sources of emissions such as biomass boilers, data centres, diesel array power generation, combined heat and power plants, and increased traffic-generated emissions. The effects on air quality during construction will also need to be managed, both in terms of emissions that generated from traffic, and from the treatment and processing of material from demolition and excavation.

Construction and demolition works should be required to meet or exceed the requirements set out in the Institute of Air Quality Management's Guidance on the 'Assessment of Dust from Demolition and

Construction' or the Mayor of London's published supplementary planning guidance on 'Sustainable Design and Construction', and the 'Control of Dust and Emissions' during Construction and Demolition or published updates thereof.

We are also aware that Air Quality Neutral, Air Quality Positive and 'Agent of Change' policies can affect existing industrial sites we regulate where they are within or adjacent to new development. In these cases, we encourage early contact with our relevant officers.

Non-Road Mobile Machinery –

Where a commercial or industrial site involves the use of any non-road going mobile machinery with a net rated power of 37kW and up to 560kW, that is used during construction, and/ or operation, and/ or demolition at that site, we strongly recommend that the machinery used shall meet or exceed the latest emissions standards set out in [Regulation \(EU\) 2016/1628](#) (as amended). This shall apply to the point that the machinery arrives on site, regardless of it being hired or purchased, unless agreed in writing with the Local Planning Authority. We also advise, the item(s) of machinery must also be registered (where a register is available) for inspection.

Waste Management Sites –

Waste management sites are a potential source of dust and fine particulate emissions to air. Those sites which mitigate the potential effects of air pollution by enclosing processes within buildings tend to be far less polluting and enclosure is now recognised as best practice for such sites. Consequently, we encourage any new air quality management area declaration, Air Quality Action Plan and/or proposed Clean Air Zones to require the further enclosure of existing waste handling sites and expect future waste development to be fully enclosed within buildings to minimise health impacts, improve amenity, and contribute towards improving air quality.

Regional Approach to Local Air Quality –

It is recognised that Spelthorne Borough Council (SBC) will need to work with others on the implementation of the measures necessary to address poor air quality as the matter is not confined to one planning authority area, and development is often

governed by separate regulatory regimes and legislation, such as building regulations and environmental permitting.

Summary –

It is important to note that we are not aware of any waste facilities or other industrial installations regulated by the Environment Agency in the borough of Spelthorne that are causing or contributing to failures of air quality standards.

We are pleased to see SBC has used national and local legislation, policies, strategies, plans and resources to aid in the planning and development of the Air Quality Action Plan (AQAP), and that these have helped identify topics and issues, and aid development of SBC's priority areas, actions and proposed suite of measures.

It is encouraging to see that SBC has also identified five priorities including maintaining air pollutant concentrations below current air quality objectives and further reducing emissions, working collaboratively with Surrey County Council regarding transport measures, Heathrow Airport Ltd regarding airport operations, and neighbouring London Boroughs to reduce emissions of particulate matter and NOx within and outside the borough. The AQAP positively outlines how SBC plan to effectively tackle air quality issues within its control.

Finally, it is good to see that the Environment Agency and SBC is in agreement that we both need to cooperate and work together, not just with one another – but also with the other partners, stakeholders and organisations referenced in the AQAP to secure a positive outcome for the AQAP.

If you have any questions, please do not hesitate to contact me.

Kind regards,

[Redacted signature]

Environment Management | EPR Waste

Hertfordshire and North London

Environment Agency | Alchemy, Bessemer Road, Welwyn Garden City,
AL7 1HE Email: [Redacted email]





SBC RESPONSE TO THE ENVIRONMENT AGENCY: The comments have been noted by SBC and no further action is needed.

SURREY COUNTY COUNCIL(SCC) HIGHWAYS AUTHORITY

Dear Eliane and team,

I am emailing in response to the consultation on the draft AQAP. I work in the Transport Policy Team at Surrey County Council. Our team is responsible for the LCWIP and Local Street Improvements programmes, and I myself am part of the Spelthorne LCWIP project team. The below is the Transport Policy Team's response to the draft AQAP consultation:

- *Agree with the aims and actions identified within the AQAP.*
- *Measure 16 refers to 'Liveable Neighbourhoods'. These have now been renamed 'Local Street Improvements' (LSIs). More information on the County's LSI programme is available here: <https://www.surreycc.gov.uk/roads-and-transport/policies-plans-consultations/transport-plan/strategies/local-street-improvements> We recommend that the reference to 'Liveable Neighbourhoods' within the AQAP be replaced with 'Local Street Improvements' because the Liveable Neighbourhoods programme is now the Local Street Improvements Programme.*
- *The [Spelthorne Local Cycling and Walking Infrastructure Plan](#) (LCWIP) is the primary plan for implementing walking and cycling improvements in Spelthorne. It will be used by SCC as the primary document for securing funding for walking and cycling infrastructure in the borough. It is much more wide reaching than the Local Street Improvements programme, whose schemes are much smaller and more local in scale. It is important that, as the key vehicle for implementing cycling and walking infrastructure in the borough, the LCWIP is named as a standalone measure. This is consistent with other AQAPs from districts and boroughs across the county that have an LCWIP in place, as Spelthorne does.*

Please let me know if you have any questions about the above.

Kind regards,

PDP Transport Planner
Environment, Infrastructure & Growth
[surreycc.gov.uk](https://www.surreycc.gov.uk)



3. SBC DETAILED RESPONSES TO THE CONSULTATION

SBC RESPONSE TO THE PUBLIC CONSULTATION

(Dated sept 2024)

Our Local Transport Plan [Local Transport Plan \(LTP4\) - Surrey County Council \(surreycc.gov.uk\)](https://surreycc.gov.uk) sets out our commitment to transforming the county's transport networks in order to achieve net zero carbon emissions by 2050, in line with the national target and our Climate Change Delivery Plan. 46% of Surrey's carbon emissions come from transport.

Walking and cycling are the least polluting ways of getting about and are a key part of our plans to reduce carbon emissions from transport by reducing the number of car kilometres travelled. We are developing a county wide network of walking and cycling infrastructure that will help to achieve this by supporting the delivery of our Local Transport Plan policies for planning for place and active travel and personal mobility.

Our Local Transport Plan also aims to support sustainable growth and create well-connected communities with clean air and excellent quality of life. The Community Vision for Surrey in 2030 sets out our ambition for clean, safe and green communities, where everyone's journeys are easier, our infrastructure supports sustainable growth, and everyone is able to live happy, healthy, active and fulfilling lives.

Response to Maintenance comments

The county council as the Highway Authority are fully aware that the state of our roads continues to be a source of frustration for many of our residents. The increasingly wet weather really impacts our roads – which are some of the busiest in the country. We are focused on doing everything within our power to improve the quality of our road network. We know it's our most visible universal service – vital for everyone and hugely frustrating when it's not working, not safe or in poor condition.

Most of the council's Highways budget is for improving the resilience of our transport networks and to provide more sustainable travel choices for local journeys, including walking and cycling to reduce transport emissions. The 2024/25 budget prioritise services that support improved roads and pavements, make communities safer, improve public transport and respond to the climate emergency, all of which are aligned with our Surrey Transport Plan (LTP4).

We have committed additional funding this year to deliver a further 112 surface dressing schemes, we've invested over £8m to deliver real improvements on 85 miles of our busiest areas of the network to address the issues of potholes. And this is just one aspect of our enhanced maintenance programme for roads and pavements which will see us deliver a further £300m worth of vital improvements by 2028, including better maintenance of footways and ensuring walking and cycling routes are cleared of overgrown vegetation. We're working hard to reduce the impact caused by works on our network too.

We're also scaling up our own communications with residents about our highways, providing clear, informative on-the-ground signage and local, bespoke weekly updates.

Response to Electric Vehicle comments

Promoting the transition towards Electric Vehicles and associated is key to reducing the number of polluting vehicles on Surrey's roads to achieve our net zero transport carbon emissions ambitions by 2050. Our policy area [Promoting Zero Emission Vehicles \(ZEVs\) policy area](#) sets out our plans to increase uptake by providing more EV chargepoints across Surrey and raising awareness of the benefits of EVs.

The number of public chargepoints is growing daily and employers are also providing chargepoints at workplaces. There are several public charging networks operating in the Surrey area. The best way to find your nearest chargepoint using the Zap Map website. This is regularly updated to show the latest public chargepoint locations, including on-street chargepoints managed by Surrey County Council, as well as chargepoints managed by other operators.

Further information on how we are providing EV infrastructure and how to suggest potential locations for EV charging points is available here [Electric vehicles and our on-street chargepoint rollout - Surrey County Council \(surreycc.gov.uk\)](#)

Response to Walking & Cycling comments

The county council want walking and cycling to be the natural choice for short trips to local shops and services such as schools, with walking and cycling available to everyone as low cost, enjoyable, safe, healthy and pollution-free ways to get about. We also want walking and cycling to be convenient ways to get to bus stops and railway stations so that longer journeys across the county and beyond can be made without the need for a car.

We recognise that walking and cycling are often not as easy or pleasant as they could be and as a result many of these short trips are currently undertaken by car instead, adding to congestion and damaging our climate. Through the LCWIPs, we plan to invest in changing this to make walking and cycling great ways to get about for more of the trips that you want to make.

Our walking and cycling improvements will also make it easier to wheel and scoot, to use a mobility aid and to travel with small children or luggage, ensuring that nobody is left behind and everyone has the option to use sustainable modes of transport.

Through the LCWIPs we can plan investment in local places such as high streets to improve the experience of using public spaces and create welcoming, enjoyable places where people want to spend time outdoors and in local businesses.

The Spelthorne (LCWIP) is a ten-year investment plan for walking and cycling in the borough. It identifies where we want to prioritise investment and sets out some initial options and ideas for improving walking and cycling across the borough.

LCWIPs are the best practice approach nationally for planning walking and cycling improvements and our process follows Department for Transport guidance. To find out more about LCWIPs, including what they are and the process that we have followed to develop LCWIPs for the county, please see our plans to improve cycling and walking page.

The LCWIP focuses on strategic network connections and aims to create a wider walking and cycling network for the borough. Local neighbourhood and street level interventions are not included within the LCWIP and will be part of separate workstreams that aim to improve walking and cycling provision at smaller scales. For example, we aim to develop 'Liveable Neighbourhood' schemes to increase the comfort, safety and accessibility of walking and cycling on residential roads by recognising the importance of these streets as places for people, and not just their importance for the movement of vehicles. 'Liveable Neighbourhoods' will create attractive local environments that connect residents to the wider LCWIP network and make walking and cycling easier, safer, more enjoyable, convenient, and fun for everyone. To find out more about our plans for walking and cycling at the street and neighbourhood scale, please refer back to our Local Transport Plan policies. Webpage.

Response to Public Transport comments

We want buses to be the first choice of transport for people living and working in Surrey. We are passionate about improving bus services in partnership with our operators so that all our residents and businesses can benefit. We want to be seen as a leader in investing in bus services and infrastructure, with better and more comprehensive bus services, high quality supporting infrastructure for passengers, more bus priority measures, more real time Information and many more zero emission buses. We want to use new technology and new delivery models so that public transport in Surrey meets the needs of residents and businesses and is financially sustainable.

The county council had already allocated significant capital funding across four key investment areas, including investing £32.3m to bring more zero emission buses into Surrey to be delivered in partnership with bus operators; investing £6.3m to introduce more electric minibuses to be delivered in partnership with the community transport sector; Investing £9m in bus priority measures at key pinch points to improve reliability and make buses more attractive to existing and potential users; and a further investment of £1.4m to expand our RTPI system helping residents make more informed travel choices.

As part of the Future Bus Network Review undertaken in 2022/23, the County Council consulted with residents and stakeholders on the proposal to introduce more DDRT services and in some cases replace infrequent conventional local bus services with DDRT services. The aim was to provide all residents and across all age groups with greater flexibility with travel times and destinations, together with increased hours of operation. The DDRT services are similar to conventional local bus services in that passengers board and alight at predetermined bus stops (with physical infrastructure or virtual bus stops), yet with a greater flexibility of destination for those passengers.

By September of this year, we plan to have 28 electric minibuses operating on DDRT services in Surrey, adding to the complementary work in transitioning the community transport fleet to zero emission vehicles. In September 2023 five further Surrey Connect services started operation, using eight additional vehicles, making a total of 12 mini buses in service. The existing DRT scheme centred on the Longcross development will shortly be expanded to cover some areas of Spelthorne.

Other detailed responses by SBC are available Upon Requested only

Appendix C AQMA Order



Environment Act 1995 Part IV Section 83(1)

SPELTHORNE BOROUGH COUNCIL
AQMA No. 1 Order 2024

Spelthorne Borough Council, in exercise of the powers conferred upon it by Section 83(1) of the Environment Act 1995, hereby makes the following Order.

This Order may be cited/referred to as the Spelthorne Borough Council Air Quality Management Area No1 Order 2024 and shall come into effect on 1st April 2024.

The area shown on the attached map in red is to be designated as an air quality management area (the designated area). The designated area incorporates an area encompassing the north of the borough and the strategic roads throughout the borough. The area extends south to sections of the B376 and B377 in Staines-upon-Thames, Shepperton and Laleham, including the boroughs highstreets and extending to Thames Street in Sunbury on Thames. The area covers the road network giving access to bridges over the River Thames.

This Area is designated in relation to a likely breach of the nitrogen dioxide (annual mean) objective as specified in the Air Quality Standards Regulations 2010.

This Order shall remain in force until it is varied or revoked by a subsequent order.

This Order revokes the Spelthorne Borough Council Air Quality Management Area Order made on 1st August 2003.

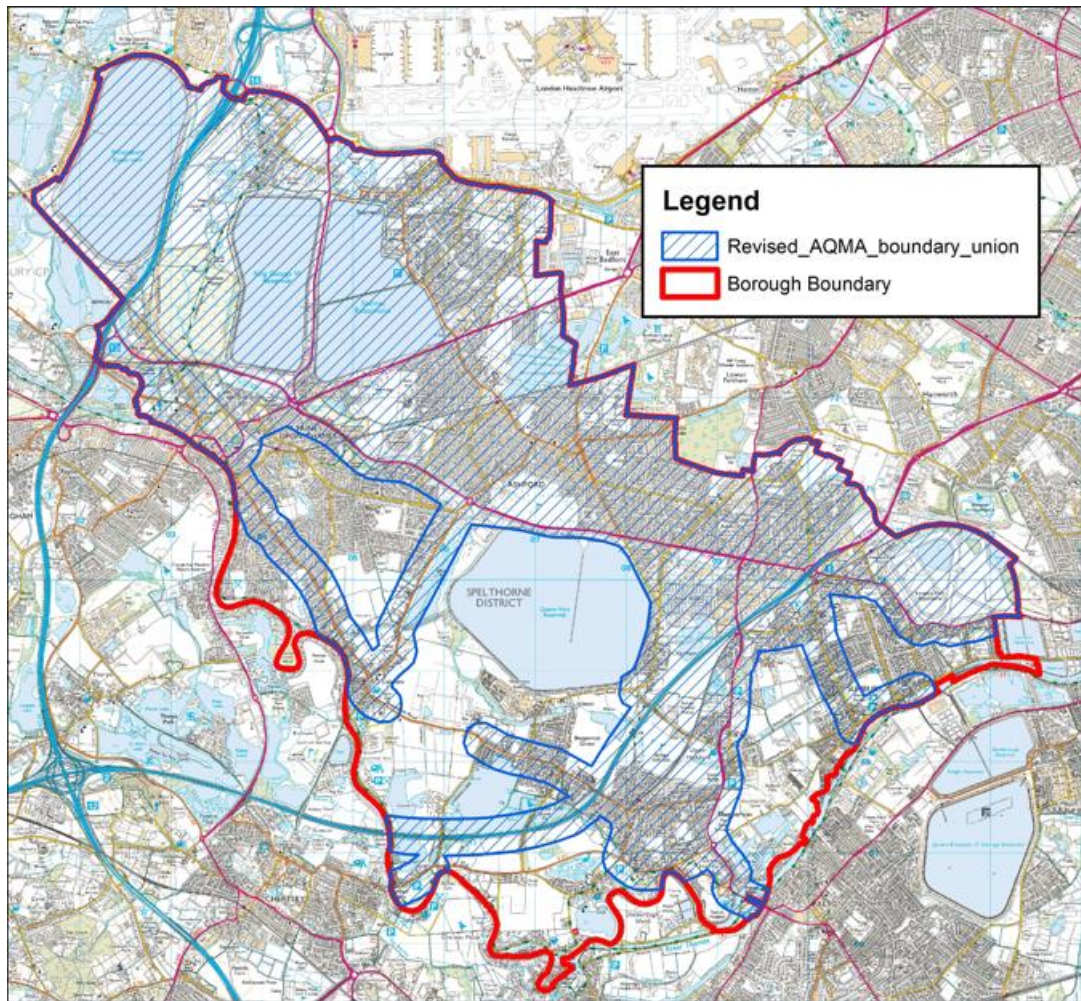
The Common Seal of Spelthorne Borough Council was hereto affixed on and signed in the presence of
14 March 2024
[Signature]
LINDA HERON
LEGAL SERVICES MANAGER AND
DEPUTY MONITORING OFFICER



Authorised Signatory on behalf of said Council.

12836

Seal Number:



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Appendix D Updated Equality and Diversity Impact Assessment

Equality Analysis

<p>Directorate: Place, Protection and Prosperity</p> <p>Service Area: Environmental Health</p>	<p>Lead Officer: Claire Lucas, Principal Pollution Control Officer Tracey Willmott-French, Senior Environmental Health Manager</p> <p>Date completed: 2nd April 202</p>
<p>Service / Function / Policy / Procedure to be assessed: Air Quality Action Plan</p>	
<p>Is this:</p> <p>New / Proposed <input type="checkbox"/></p> <p>Existing/Review <input checked="" type="checkbox"/></p> <p>Changing <input type="checkbox"/></p>	<p>Review date: 2nd April 2024</p>

Part A – Initial Equality Analysis to determine if a full Equality Analysis is required.

What are the aims and objectives/purpose of this service, function, policy or procedure?

The Air Quality Action Plan (AQAP) outlines the actions that Spelthorne Borough Council will take to improve air quality in Spelthorne Borough between 2024 and 2029. This action plan replaces the previous action plan which ran from 2005. The AQAP is a statutory document which is part of the Local Air Quality Management process.

Please indicate its relevance to any of the equality duties (below) by selecting Yes or No?

	Yes	No
Eliminating unlawful discrimination, victimisation and harassment		+
Advancing equality of opportunity	+	
Fostering good community relations	+	

If not relevant to any of the three equality duties and this is agreed by your Head of Service, the Equality

Analysis is now complete - please send a copy to **NAMED OFFICER**. **If relevant**, a Full Equality Analysis will need to be undertaken (PART B below).

PART B: Full Equality Analysis

Step 1 – Identifying outcomes and delivery mechanisms (in relation to what you are assessing)

<p>What outcomes are sought and for whom?</p>	<p>The Air Quality Action Plan (AQAP) outlines the actions that Spelthorne Borough Council will take to improve air quality in Spelthorne Borough between 2024 and 2029. The Equality and Diversity Impact Assessment aims to identify how the planned measures might impact different groups of people (with reference to the protected characteristics of age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, marriage and civil partnership).</p>
<p>Are there any associated policies, functions, services or procedures?</p>	<p>This AQAP is formulated in accordance with the statutory obligations outlined in the Local Air Quality Management framework, which includes periodic reviews. Its primary objective is to assist Spelthorne in fulfilling its legal obligations as a local authority to pursue the UK air quality objectives. Additionally, it aims to comply with the requirements of the Local Air Quality Management (LAQM) statutory process.</p>
<p>If partners (including external partners) are involved in delivering the service, who are they?</p>	<p>Some measures in AQAP will be delivered by Surrey County Council. There are also measures which require input from Heathrow Airport Ltd. and National Highways.</p>

Step 2 – What does the information you have collected, or that you have available, tell you?

What evidence/data already exists about the service and its users? (in terms of its impact on the 'equality strands', i.e. race, disability, gender, gender identity, age, religion or belief, sexual orientation, maternity/pregnancy, marriage/civil partnership and other socially excluded communities or groups) and **what does the data tell you?** e.g. are there any significant gaps?

As of the 2021 census, Spelthorne has a population of [103,000](#) and is the 14th most densely populated of the South East's 64 Local Authority areas with 2,295 of residents per square kilometre.

According to the Indices of Deprivation 2019, the most deprived borough in Surrey is Spelthorne. Spelthorne has the highest number of lone-parent families and the highest level of child poverty in Surrey; it also has the highest under-18 conception rate in the county. That said, residents are largely healthy, with life expectancy for both males and females slightly above the national [average](#).

Spelthorne has a low rate of unemployment: 1.4% of those economically active aged 16 to 64, compared to the South East (2.2%) and the UK as a whole (3.5%). Heathrow Airport is a significant local employer, with 8.3% of Spelthorne's working population employed there. Significantly, 21.5% of those in work in Stanwell North are in low-level employment compared to an average of 11.6% in Surrey. Average wages are slightly above regional averages at £630 per week for full-time employees Error! Bookmark not defined.

Whilst house prices remain well above the national average, most residents are owner-occupiers (73%), followed by private rented (13%) and social rented ([12%](#)) Error! Bookmark not defined.

Gender / gender identity

Census data from 2021 show that 50.8% of residents in Spelthorne are female, with the remaining 49.2% being [male](#).

A White Paper published in December 2018 (Help shape our future: the 2021 Census of population and housing in England and Wales) set out the ONS recommendation for what the census should contain and how it should operate. The White Paper recommended that the census in 2021 include a question about gender identity, asking respondents whether their gender is the same as the sex they were registered as at birth. As a result, 93.98% of people aged 16 years and over in Spelthorne have the same gender identity as their sex registered at [birth](#).

The remaining population identify as [follows](#):

Gender identity	%
People aged 16 years and over who have a gender identity different from their sex registered at birth but no specific identity given	0.19
Identify as a trans woman	0.09
Identify as a trans man	0.09
Non-binary	0.02
Another gender identity	0.02
Prefer not to say	5.62

Age

Spelthorne has a slightly lower population of under-30s (33%) compared to the rest of the country (36%), and a slightly higher population of 30-69 year olds (53%) compared with the national average of (51%), The number of 70+ is 14%, which is broadly in line with the rest of the [nation](#).

Ethnicity

The ethnic make-up of Spelthorne is largely in line with the rest of England and Wales, predominantly residents are from a white ethnic background. However, there are slightly more Asian people and those with a mixed ethnic background but fewer people from a black ethnic group compared to the national [average](#).

Ethnic group	Spelthorne		England and Wales
	Number	%	%
Asian	13,146	12.8%	9.6%
Black	2,548	2.5%	4.2%
Mixed ethnicities	3,763	3.7%	3.0%
White	81,000	78.7%	81.0%
Other	2,503	2.4%	2.1%

Disability

Spelthorne has a slightly [lower](#) percentage of residents with a disability compared to the rest of England and Wales.

Disability	Spelthorne	England and Wales
	%	%
Disabled under the Equality Act	14.2%	17.7%
Not disabled under the Equality Act	85.8%	82.3%

As of October 2023, there were around [3,817](#) Personal Independence Payments (PIP) claimants in Spelthorne. Within Spelthorne, psychiatric disorders were the most common reason for claiming PIP. They accounted for 40% of awards, compared to [38.0%](#) in Great Britain. 'Psychiatric disorders' include anxiety and depression, learning disabilities and autism. The second most common reason for awards was musculoskeletal disease (general), which accounted for 15% of awards within the constituency and 20.0% in Great Britain. Musculoskeletal disease (general) includes osteoarthritis, inflammatory arthritis and chronic pain syndromes.

Religion

Residents of Spelthorne predominately identify themselves as either Christian or having no religion. There is a smaller Muslim population compared with the national average, but a larger Hindu and Sikh [population](#).

Religion	Spelthorne		England and Wales
	Number	%	%
Christian	52,432	50.9%	46.2%
Muslim	4,146	4.0%	6.5%
Hindu	4,372	4.2%	1.7%
Buddhist	703	0.7%	0.5%
Jewish	174	0.2%	0.5%
Sikh	2,612	2.5%	0.9%
Other	520	0.5%	0.6%
No religion	32,112	31.2%	50.8%

Not stated	5,884	5.7%	6.0%
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Sexual orientation

The sexual orientation of Spelthorne residents is largely in line with the rest of England and [Wales](#).

Sexual orientation	Spelthorne		England and Wales
	Number	%	%
Straight or Heterosexual	75,505	90.57%	89.37%
Gay or Lesbian	1,088	1.31%	1.54%
Bisexual	704	0.84%	1.28%
Pansexual	123	0.15%	0.23%
Asexual	25	0.03%	0.06%
Queer	6	0.01%	0.03%
All Other Sexual Orientations	7	0.01%	0.02%
Not answered	5,904	7.08%	7.47%

Marriage / Civil Partnership

More people in Spelthorne are married compared to the rest of England and Wales, and fewer people identify as [single](#):

Status	Spelthorne	England and Wales
All usual residents aged 16+	83,345	48,561,360
Single (never married or never registered a same-sex civil partnership)	34.2%	37.9%
Married	48.5%	44.6%
Separated (but still legally married or in a same-sex civil partnership)	2.2%	2.2%
Divorced or formerly in a same-sex civil partnership which is now legally dissolved	8.9%	9.1%
Widowed or surviving partner from a same-sex civil partnership	6.2%	6.1%

Pregnancy / Maternity

In 2022, the number of live births in Spelthorne was 1,110, with a total fertility rate of 1.60 (an average number of live children that are born to a woman throughout her childbearing lifespan) which is higher than in England and [Wales](#).

Status	Spelthorne	England and Wales
Number of births	1,110	605,342
Total fertility rate	1.60	1.49

The percentage of households including a couple with dependent children in Spelthorne increased from 21.4% in 2011 to 21.8% in 2021. During the same period, the percentage fell from 21.0% to 20.6% in the [region](#) (South East).

Income

Although income is not a protected characteristic, some measures in the AQAP may have a differential impact based on socio-economic status, and in turn, different household demographics may be more or less represented in different income bands. As such, we explore here trends in income across the protected characteristics, as context for the subsequent analysis around different AQAP measures.

Income, fuel poverty, and ethnicity. Ethnic minorities tend to have lower average incomes than white British people. In England and Wales, such BAME ethnicities as Bangladeshi, Pakistani, African, and other Black, Caribbean usually earn less than a White British [Employee](#) (2022).

Data also show that Black households (54%) were most likely out of all ethnic groups to have a weekly income of less than £600 in 2020 in the [UK](#). Additionally, Bangladeshi, Pakistani, Black and other Asian households are more likely to be in the bottom 2 income quintiles than white [groups](#). Households with a Bangladeshi head are 18 times less likely to be in the top quintile of total wealth (wealth above £865,400) than those with a White British head, for households with a Black African head the likelihood is nine times [less](#) (data for 2016-2018). 44% of Black African and Other Asian households have financial debts higher than their financial assets, which is twice more likely for them than for White British households. Some BAME groups participate in private pension schemes less, incl. Bangladeshi (48%), Chinese (57%), and Black African (59%) headed households. The level of participation among Indian and White British ethnic groups is 83% and 82% for respectively.

There is also [evidence](#) that ethnic minority households (20% of all households) are more likely to be in fuel poverty than white households (13%) as of 2019, although tend to have a lower average fuel poverty gap (the reduction in fuel costs needed for a household to not be in fuel poverty).

Income and disability. There is a disability pay gap in the UK, measured as the gap between median pay for disabled employees and non-disabled employees. It was 13.8% in 2021 and has been increasing since [2014](#) (11.7%).

Social housing, ethnicity, disability, and age. While 17% of all residents live in social rented housing in England and Wales, this share is higher for certain ethnic groups: Other Black (48%), African (44%), Gypsy or Irish Traveller (44%), Caribbean (41%), White and Black Caribbean (39%), Bangladeshi (34%), White and Black African (32%), [Arab](#) (29%) (2021). Furthermore, disabled people are more likely to live in social housing – in 2021 one quarter of disabled people aged 16 to 64 years occupied such property (24.9%) compared to 7.9% of non-disabled people aged 16 to 64 years in the [UK](#). Finally, older people (aged 65+) are more likely to live in social housing (16%) than in private rented [property](#) (6%).

Has there been any consultation with, or input from, customers / service users or other stakeholders? If so, with whom, how were they consulted and what did they say? If you haven't consulted yet and are intending to do so, please list which specific groups or communities you are going to consult with and when.

This AQAP was prepared with the support and agreement of the following departments and wider stakeholders: Strategic Planning (Spelthorne Borough Council, or SBC), Climate Change and Sustainability (SBC), Transport (SCC), Environmental

Health (SBC), Neighbourhood services / fleet (SBC), Leisure (health and wellbeing and active travel) (SBC), Heathrow Airport Ltd; and National Highways. Spelthorne Council will launch a public consultation once the draft document has been agreed and will make necessary amendments to the Plan following consultation (which will also include the Defra appraisal process).

**Are there any complaints, compliments, satisfaction surveys or customer feedback that could help inform this assessment?
If yes, what do these tell you?**

To be added after the public consultation.

Step 3 – Identifying the negative impact.

a. Is there any negative impact on individuals or groups in the community?

Barriers:

What are the potential or known barriers/impacts for the different 'equality strands' set out below? Consider:

- **Where** you provide your service, e.g. the facilities/premises;
- **Who** provides it, e.g. are staff trained and representative of the local population/users?

- **How** it is provided, e.g. do people come to you or do you go to them? Do any rules or requirements prevent certain people accessing the service?
- **When** it is provided, e.g. opening hours?
- **What** is provided, e.g. does the service meet everyone’s needs? How do you know?

* Some barriers are justified, e.g. for health or safety reasons, or might actually be designed to promote equality, e.g. single sex swimming/exercise sessions, or cannot be removed without excessive cost. If you believe any of the barriers identified to be justified then please indicate which they are and why.

Solutions:

What can be done to minimize or remove these barriers to make sure everyone has equal access to the service or to reduce adverse impact? Consider:

- Other arrangements that can be made to ensure people’s diverse needs are met;
- How your actions might help to promote good relations between communities;
- How you might prevent any unintentional future discrimination.

AQAP measure	Positive Impacts on equality and diversity identified ¹	Solutions (ways in which you could mitigate the impact)
All measures target air pollution reduction	<p>Scientific evidence shows that poor air quality poses risks for pregnant women and their babies, as it can impair normal foetus development.</p> <p>Older people are also at greater risk, as poor air quality may increase the susceptibility to stroke,</p>	NA

¹ **Age** (including children, young people and older people), **Disability** (including carers), **Gender** (men and women), **Race** (including Gypsies & Travellers and Asylum Seekers), **Religion or belief** (including people of no religion or belief), **Gender Reassignment** (those that are going through transition: male to female or female to male), **Pregnancy and Maternity**, **Sexual Orientation** (including gay, lesbian, bisexual and heterosexual).

	<p>dementia, cancer, various chronic conditions such as respiratory and cardiovascular diseases, and premature mortality.</p> <p>For children poor air quality can lead to developing lifelong, chronic conditions, such as poorly developed lungs, asthma, high blood pressure, inattention and hyperactivity, and mental illness.</p> <p>People with existing health conditions (which are often registered as having a disability) are also more susceptible to the harmful effects of air pollution.</p> <p>All measures included in the updated AQAP for Spelthorne aim to reduce the emission of, or exposure to, harmful air pollution. In doing so, the AQAP will have disproportionately higher positive effects for these groups than for others due to their inherent higher vulnerability to poor air quality.</p> <p>In the UK, and England in particular, deprived groups (determined largely based on income and employment factors) also tend to live in locations which are of higher pollutant concentrations. While there are no data for Spelthorne, a recent report for London (2023) confirms this tendency. In London, areas with the lowest NO₂ and PM_{2.5} concentrations have a disproportionately white</p>	
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	population. Deprived groups will, overall, benefit more from air quality improvement than non-deprived ones.	
Measure 18 on the promotion of alternative travel.	Under the measure, older people, disabled people, Ukrainian refugees, and young people under 20 are eligible for free bus passes. In this way, we aim to not only promote low-carbon transport to decrease negative impacts on climate and air quality but also do it inclusively. This is also an important measure in the overall package of measures which make up the AQAP, as it balances other measures which may be less accessible to particular groups (for example cycling measures which may not be feasible for people with disabilities).	NA
Under measure 19 Spelthorne plans to work with Knowle Green Estates and suppliers to promote retrofit, insulation, energy efficiency and adaptation measures in housing. The existing Surrey scheme Home Upgrade Grant provides financing to low-income or stretched-income households with hard-to-heat properties.	This measure is targeted at the Borough's social housing stock. A higher proportion of residents of social housing fall into one or more of the protected characteristics, relative to the population as a whole (<i>see Step 2 for context</i>). Those who need support most of all, such as low-income households, with a higher proportion of older people, people with disabilities, and representatives of BAME communities, will have access to the benefits provided by the installation of energy efficiency measures.	NA
AQAP measure	Barriers for/Negative Impacts on equality themes identified	Solutions (ways in which you could mitigate the impact)
Measure 6: Promote access to grant funding for renewable energy installations for residents including	1. Affordability. The Solar Together scheme is currently closed to new applications. The scheme does not offer grant funding, it is an able-to-pay	1. It is important to ensure that people with low income (among which people with disabilities and BAME

<p>Solar Together (source: Surrey County Council Greener Futures Delivery Plan).</p> <p>Measures on energy efficiency for residential buildings (7, 19).</p>	<p>scheme self-funded by households. Marketing of the scheme was multi-channel (mail-outs, social media and digital marketing, newspaper adverts, posters, etc.) and targeted towards households identified as being more able to pay. Future funding rounds are currently being considered. Should the scheme re-open and provided grant funding is not available, there is a risk the scheme will proportionately benefit higher-income households. At the same time, a greater proportion of people with disabilities and BAME communities fall within lower income groups (see <i>Step 2 for context</i>), and hence these people may be less able to purchase renewable energy system (RES) installations without grant support, and hence less able to capture the benefits of reduced energy bills.</p> <p>Existing research indicates that unless social inequalities are addressed at the early stages, RES projects alone will not achieve equity. Evaluation studies have found that upfront capital support, i.e. grants, was the most cost-effective option, benefitting those in fuel poverty, while it is not always a preferred form of support.</p> <p>2. Other barriers. Another issue relates to achieving physical access to homes, in particular for older people or those with disabilities. These groups may feel more vulnerable and be less willing to have workers come into their homes, and hence may be less likely to apply for RES and energy efficiency schemes.</p>	<p>communities are more greatly represented (<i>see Step 2 for context</i>) have equal access to the benefits of such schemes. As Spelthorne Borough Council is not the authority designing the measure, its ability to influence the design of the Solar Together scheme is limited. However, we will consider these risks in our programs, and monitor and evaluate a recipient profile and any access issues under the ongoing schemes (e.g. under measure 19). It is worth noting that the Solar Together scheme reduces energy prices for participants and overall has net positive economic effects for the population. The scheme does not make pricing conditions for lower-income people worse. Furthermore, the Solar Together measures sit alongside other measures which may be more accessible or even targeted towards more vulnerable households (e.g. Measure 7).</p> <p>2. According to Surrey Council, installers would make reasonable adjustments and considerations when working at a property and installing to accommodate any disability needs. There are processes in place around</p>
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	<p>Some households in fuel poverty are harder to reach than others due to difficulties in using computers, digital exclusion, or disabilities. As a result, they will be less represented among the participants in energy and energy efficiency schemes. Digital exclusion is more typical for older people.</p>	<p>recognising and helping vulnerable customers.</p> <p>Surrey County Council will support the groups that feel more vulnerable (e.g. free phone advice helpline, and energy advice support at local offices).</p> <p>Forms of communication on available opportunities should meet the needs of people with disabilities and those who are not comfortable using a computer. Spelthorne Council will ensure that the ways of communication on existing and future programs meet the needs of those groups.</p>
<p>Measure 10: Emissions-based parking tariffs (considered but not at the development stage).</p>	<p>If implementing a tariff approach based on vehicle emissions, lower-income groups who are more likely to drive older, cheaper and more polluting cars will have to pay more. As noted above, proportionately more households with protected characteristics fall into lower income categories, and hence will be disproportionately affected (<i>see Step 2 for context</i>).</p> <p>Additionally, this will penalize those who rely on the use of private transport more and have fewer alternative options, such as pregnant women,</p>	<p>When designing this measure, we will consider appropriate mitigation actions. For example, one option could be where the owners of polluting cars will pay the same parking tariffs in Spelthorne as currently, but owners of cleaner cars will pay a discounted tariff (as it currently works in Woking, Surrey). This way, we will create an incentive rather than a penalty.</p>

	<p>people with disabilities or people with young children.</p>	<p>It is worth noting that this measure will sit alongside other AQAP measures, including measures to incentivise the elderly to use public transport by providing free bus passes. Furthermore, public transport in Spelthorne is equipped for the needs of people with disabilities.</p> <p>To mitigate negative impacts on pregnant women and people with young children, one option may be to consider not applying variation in charges around facilities those groups need to use – e.g. local doctors or hospitals. This will be considered if / when this measure moves forward to detailed consideration.</p>
<p>Measure 12 is encouraging taxi companies and drivers to invest in electric fleets. With support from the Defra Air Quality Fund, Spelthorne authorities will subsidise the purchase of EVs by drivers and companies. In total, we expect 40 vehicles to be procured and divided between Spelthorne, Guildford, Waverley, Epsom and Ewell, Reigate and Banstead, Elmbridge and Woking. Drivers or companies will cover part of the cost over the subsidy period, and</p>	<p>EVs are generally newer and more expensive, therefore less affordable for lower-income groups. The salary range for taxi drivers in the UK is £14,000-30,000 depending on experience. Hence, less experienced drivers are more likely to be in the low-income category. Importantly, Asian or Asian British were the largest ethnic group of taxi and cab drivers, having grown from 29% in 2010 to 42% in 2022 (England).</p> <p>Any measure which encourages EV uptake has the potential to place a high cost on a low-income group with a high representation of BAME communities. While operating costs are often</p>	<p>The policy does not ban or penalize other types of cars. The purchase of EVs with grant support is optional, hence in theory only those who can afford it will take it up, while drivers of non-EVs will not be made worse off.</p> <p>Grants will only be provided for a purchase of 4-5 cars in Spelthorne, which is also a small change to the fleet.</p>

<p>when the subsidy ends can choose to cover all costs or return the vehicle.</p>	<p>lower for EVs than for petrol or diesel cars, with an average saving of £700 a year, there still is an issue of upfront costs of purchasing an EV.</p>	<p>Furthermore, it should be noted that Spelthorne Borough Council amended the taxi and private hire vehicle licencing policy to accommodate fully electric vehicles in 2022 which had not been allowed before.</p> <p>At this stage, no additional mitigation action is needed, however, if we develop other measures that may penalise taxi drivers for more polluting cars in the future, we will consider how they may impact low-income groups, incl. representatives of BAME communities.</p>
<p>Measures 13 and 15 plan to raise awareness of poor air quality, associated health implications, and activities that affect air quality (idling and solid fuel burning).</p>	<p>It is more difficult to reach certain groups due to digital exclusion that is more typical for them, e.g. older people. As a result, their awareness of air quality, its health effects and harmful activities may be less than other groups.</p>	<p>Spelthorne Borough Council used different ways to promote the schemes. Campaign materials are available offline, as Spelthorne Borough Council provides the Bulletin magazine in print to residents and community notice boards.</p>
<p>Several measures (16 and 17) aim to change transport infrastructure – in particular, improvements of walking and cycling infrastructure, and junction improvements to increase capacity and improve road layouts linked to new developments.</p>	<p>As infrastructure improves for certain groups, e.g. cyclists or drivers, this may not be usable for people with disabilities, or older people, potentially reducing road space for private vehicles and therefore making their journey longer, increasing the risk of severance from key amenities.</p>	<p>When planning infrastructure changes, Spelthorne authorities will follow “Healthy Streets for Surrey” requirements and guidance, requirements of the Design Manual for Roads and Bridges, and “Inclusive Mobility: A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure”. This will ensure that</p>

	<p>A specific risk associated with infrastructure changes is the potential use of raised planters as a part of the Liveable Neighbourhoods programme, which may prevent access by emergency services to particular places, which may have a greater impact on several protected characteristics who rely on these services more heavily.</p>	<p>severance issues are considered for persons with protected characteristics and do not deteriorate.</p> <p>There was an Equality impact assessment for the Surrey Transport Plan identifying and addressing the impacts on protected characteristics. We expect the design feasibility study for the Local Walking and Cycling Infrastructure Plan will include an Equality impact assessment for each route.</p> <p>Additionally, public consultation is ongoing from 4th March to 5th April 2024 on the West Sunbury zone (Cedar Way, Mill Farm Avenue and Percy Bryant Road) within which we identified the need for improvements. We will consider any comments made regarding potential effects for people with disabilities.</p>
<p>Measures 18, 24, 25, 26, 27 and 28 seek to promote active travel, such as walking and cycling, through regular guided cycle rides, route suggestions for independent rides, and subsidised cycle training at schools.</p>	<p>Lower-income groups, within which a greater proportion of persons with protected characteristics may fall (<i>see Step 2 for context</i>), may be less able to engage in cycling activities due to the upfront costs involved or due to other factors such as health issues or disabilities.</p>	<p>There is a volunteer initiative “Talking Tree” that upcycles bikes and gives them to new owners, as well as organises repair sessions. While it is not run by Spelthorne authorities, it can help low-income groups obtain a bike.</p>

	<p>In terms of awareness, it is more difficult to reach certain groups due to digital exclusion that is more typical for them, e.g. older people^{Error! Bookmark not defined.}. As a result, their participation in such measures may be lower.</p> <p>Several measures seek to encourage greater active travel (e.g. cycling/walking), which certain groups will face a greater challenge to take up due to physical or mental limitations.</p>	<p>Spelthorne Borough Council used different ways to promote the schemes. The Borough Bulletin publication is available online and goes out in hard copy to all households. The webpage gives details of how to get accessible format copies by telephone from the Communications team.</p> <p>Surrey County Council have an arrangement via the Community Recycling Centre re-use shop to sell reconditioned bicycles at a lower cost to residents than a new bicycle. Surrey County Council are also considering the feasibility of short-term bike hire schemes.</p> <p>The measures also aim to encourage 'wheeling' generally, to ensure greater inclusivity. Again, these measures sit alongside other measures in the Plan which aim to promote greener transportation for all groups (e.g. lower bus fares).</p>
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Step 4 – Changes or mitigating actions proposed or adopted.

Having undertaken the assessment are there any changes necessary to the existing service, policy, function or procedure? What changes or mitigating actions are proposed?

The above assessment demonstrates that none of the AQAP policies currently in effect will affect the groups assessed. There are risks that some future measures have the potential to have negative impacts (e.g. emissions based parking), and we plan to consider them when developing those measures. That said, in many cases mitigation actions have already been taken and when the Plan is considered as a whole, some measures act as mitigation measures for others. Two policies have a direct positive benefit on equality themes, and air quality improvement in general will have larger positive effects for older people, pregnant women and their babies, and young children than the wider population. All other impacts and benefits have been identified as neutral.

Step 5 – Monitoring

How are you going to monitor the existing service, function, policy or procedure?

Implementation of AQAP and its impacts on equality and diversity of population will be a part of the annual Authority monitoring [report](#) that is produced annually and sets out Spelthorne Borough Council's progress on plan preparation and assesses the effectiveness of the policies and objectives on air quality.

Local air quality monitoring results and an annual update on measures within the Air Quality Action Plan will be provided within the Councils Annual Status Report which Spelthorne Borough Council is required to submit to Defra as part of the Local Air Quality Management regime.

Information on local air quality for residents who are vulnerable to episodes of poor air quality will continue to be provided via an alert service. At the time of writing this is the [Air Alert](#) service.

Part C – Action Plan

Barrier/s or improvement/s identified	Action Required	Lead Officer	Timescale
<p>Measures on energy efficiency for residential buildings (7, 19). Potential issues around access to home, for older people or those with disabilities. Digital exclusion issues.</p>	<p>Surrey County Council will support the groups that feel more vulnerable (e.g. free phone advice helpline, and energy advice support at local offices).</p> <p>Spelthorne Council will ensure that the ways of communication on existing programs meet the needs of people with disabilities or those who face digital exclusion. We will monitor the delivery of the existing schemes in terms of possible equality and diversity issues.</p>	<p>Lead - Surrey County Council</p> <p>Support from Spelthorne Borough Council:</p> <p>Sustainability and Climate Change Officers</p> <p>Assets Team Officers</p> <p>Building Control Officers</p> <p>Environmental Health Officers regarding landlord and agency owned properties with poor EPC characteristics, that may be</p>	<p>By the end of the Air Quality Action Plan period - 2029</p>

		subject to enforcement and in providing information on relevant schemes to improve the condition of residents' properties.	
<p>Measure 10: Emissions-based parking tariffs (being considered but not at the development stage). There is a risk that low-income groups who are more likely to have cheaper and more polluting cars will have to pay more. Additionally, this will penalise those who rely on the use of private transport more and have fewer options, such as pregnant women, or people with young children.</p>	<p>When considering the feasibility of this measure, we will consider the option under which owners of polluting cars will pay the same parking tariffs in Spelthorne as before, and owners of cleaner cars will pay a discounted tariff. To mitigate negative impacts on pregnant women and people with young children, it might not apply around facilities those groups need to use – e.g. local doctors or hospitals. This will be considered if / when this measure moves forward to detailed consideration.</p>	<p>Lead - Neighbourhood Services- Parking Services Manager</p> <p>Support from:</p> <p>Economics Officers</p> <p>Sustainability and Climate Change Officers</p> <p>Environmental Health Pollution Control Officers.</p>	<p>By the end of the Air Quality Action Plan period - 2029</p>

Equality Analysis approved by:

Group Head:	Date:
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Appendix D: Overdue Air Quality Action Plan - Warning Letter



From: SM-Defra-Air Quality (AQIP) <Air.Quality@defra.gov.uk>
Sent: Wednesday, November 1, 2023 6:29 PM
To: Control, Pollution <Pollution.Control@spelthorne.gov.uk>
Subject: Overdue Air Quality Action Plan - Warning Letter

You don't often get email from air.quality@defra.gov.uk. [Learn why this is important](#)

Caution: This is an external email and may be malicious. Please take care when clicking links or opening attachments.



Department
for Environment
Food & Rural Affairs

T: 03459 335577
helpline@defra.gov.uk
www.gov.uk/defra

Date: 1 November 2023

FAO: Environment Health / Air Quality Manager

Local Authority: Spelthorne Borough Council

Copy to: Upper tier / combined authority

Local Air Quality Management (LAQM) – Overdue Air Quality Action Plan (AQAP)

Date of last AQAP: 2005

WARNING LETTER

Dear Local Authority

Our records show that as of the date of this letter, you do not have a valid Air Quality Action Plan (AQAP) in place for an Air Quality Management Area (AQMA) in your local authority and Defra has not agreed a revised submission date for your AQAP.

This is your warning letter and the second notice we have sent to your local authority on the matter. Your local authority must submit an AQAP to Defra via the LAQM Portal by 31 December 2023 to avoid a final warning being issued. Failure to comply with the final warning can result in a Secretary of State direction being sent to the chief executive of your local authority.

Air quality is the biggest environmental threat to health. Since 2010 we have seen significant improvements in air quality; fine particulate matter has fallen by 10%, emissions of nitrogen oxides have fallen by 45% and sulphur dioxide by 73%. It is important to take continued action to reduce communities' exposure to air pollution.

Where there is an AQMA declared for an exceedance of an air quality objective, it is a legal requirement for the Council to have an AQAP in place (Environment Act 1995 as amended). The purpose of an AQAP is to set out your plan to meet local air quality objectives and ensure that compliance is maintained. Failure to produce an AQAP and regularly review the actions in it risks exposing the local community to poor air quality.

The [Local Air Quality Management \(LAQM\) Statutory Policy Guidance 2022](#) states that following the declaration of an AQMA, a final AQAP should be produced within 18 months and then reviewed every five years as a minimum, to ensure air quality improvement measures remain effective, proportionate and feasible.

Warning process for missing or invalid Air Quality Action Plans

In August 2022, Defra published the [Local Air Quality Management \(LAQM\) Statutory Policy Guidance 2022](#) and introduced a new warning process for overdue AQAPs which came into effect on 30 June 2023. The Environmental Improvement Plan 2023 published earlier this year, supports our commitment to increase transparency by requiring timely and accurate publication of AQAPs by local authorities.

Timescale	Enforcement letter	Recipient
AQAP 2 months overdue (e.g. 20 months post AQMA designation or 5 years & 2 months since previous AQAP publication)	Reminder letter	From Defra's LAQM team to Air Quality Officer at non-compliant Local Authority
AQAP 4 months overdue	Warning Letter	From the AQIE Deputy Director to Environment Health / Air Quality Manager at non-compliant Local Authority
AQAP 6 months overdue	Final Warning letter	From the AQIE Deputy Director to relevant Director at non-compliant Local Authority
AQAP 8 months overdue	Ministerial letter: Section 85 direction	Local Authority Chief Executive

Pre-reminder letters were sent to local authority Air Quality Officers on 2 May 2023, highlighting the new warning process for overdue Annual Status Reports (ASRs) and AQAPs. Two months after the 30 June 2023 submission deadline had passed, a second reminder letter was sent to Air Quality officers on 31 August 2023. Following this Warning Letter, if the AQAP for your Local Authority is not received by 31 December 2023, a Final Warning Letter will be sent to the relevant Director as specified in the table above.

If AQAP submission requirements continue to be missed, the matter can be escalated to a Section 85 Secretary of State direction to the relevant Local Authority Chief Executive specifying action. You are therefore advised to ensure that the legal requirements for action plans are met swiftly.

Public Bodies Required to Contribute to Action Plans

The Environment Act 2021 amended the Environment Act 1995 to increase the number of public bodies that have a duty to co-operate with local authorities for LAQM. Air quality partners are certain other public bodies that a local authority identifies as having responsibility for a source of emissions contributing to an exceedance of air quality objectives. This could be a neighbouring authority, National Highways, or the Environment Agency. Once identified, there is a statutory requirement for such public bodies to engage and to contribute actions they will take to secure achievement of the air quality objective and to maintain achievement thereafter.

All tiers of local Government are also now required by law to collaborate to address exceedances of air quality objectives. County councils, the Mayor of London and combined authorities have similar duties to air quality partners. The difference is that, when requested, they must contribute to an action plan being prepared by a local authority, regardless of whether the local authority has identified them as being responsible for a source of emissions.

The LAQM Helpdesk (LAQMHelpdesk@bureauveritas.com or 0800 032 7953) is available to provide help and support should you require it.

Yours Sincerely,

Bill Parish

Deputy Director, Air Quality and Industrial Emissions
Defra

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Spelthorne Borough Council Services Committees Forward Plan and Key Decisions

This Forward Plan sets out the decisions which the Service Committees expect to take over the forthcoming months, and identifies those which are **Key Decisions**.

A **Key Decision** is a decision to be taken by the Service Committee, which is either likely to result in significant expenditure or savings or to have significant effects on those living or working in an area comprising two or more wards in the Borough.

Please direct any enquiries about this Plan to CommitteeServices@spelthorne.gov.uk.

Spelthorne Borough Council

Service Committees Forward Plan and Key Decisions for 1 December 2024 to 30 May 2025

Anticipated earliest (or next) date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Environment and Sustainability Committee 03 12 2024	Draft Air Quality Action Plan A report will be presented with the draft AQAP in order to allow Members to decide to start the public consultation process for the AQAP.	Key Decision It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	Tracey Willmott-French, Senior Environmental Health Manager
Environment and Sustainability Committee 03 12 2024	Local Planning Enforcement Policy Updates	Key Decision	Public	Liz McNulty, Planning Enforcement Officer, Esme Spinks, Planning Development Manager, Richard Jones, Planning Enforcement Team Leader
Environment and Sustainability Committee 03 12 2024	Planning Development Management Performance 2023	Non-Key Decision	Public	Esme Spinks, Planning Development Manager
Members' briefing pack 11 12 2024	Tiny Forest - Update	Non-Key Decision	Public	Anna Fjortoft, Biodiversity Officer
Environment and Sustainability Committee 14 01 2025	Conservation Areas	Key Decision	Public	Russ Mouny, Team Leader, Planning Development Management
Environment and Sustainability Committee 14 01 2025	Corporate Plan Actions Update - Environment and Sustainability Committee	Non-Key Decision	Public	Sandy Muirhead, Group Head - Commissioning and Transformation

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Environment and Sustainability Committee 03 12 2024 Environment and Sustainability Committee 14 01 2025	Environment & Sustainability - Budget, Fees and Charges, Capital bids, Revenue Growth and Savings for 2025/26	Key Decision	Public	Mahmud Rogers, Joint Financial Services Manager
Environment and Sustainability Committee 14 01 2025	Green Initiatives Fund Bid - Climate Change Officer	Non-Key Decision	Public	Timothy Snook, Sustainability Officer
Environment and Sustainability Committee 14 01 2025	Green Initiatives Fund Bid - Electric Charge Points	Non-Key Decision	Public	Timothy Snook, Sustainability Officer
Environment and Sustainability Committee 14 01 2025	Green Initiatives Fund Bid - Electric Vans	Non-Key Decision	Public	Timothy Snook, Sustainability Officer
Environment and Sustainability Committee 14 01 2025	Green Initiatives fund Bid - Solar Panels	Non-Key Decision	Public	Timothy Snook, Sustainability Officer
Environment and Sustainability Committee 14 01 2025	Parking Services collaborative working update	Non-Key Decision	Public	Bruno Barbosa, Parking Services Manager

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Environment and Sustainability Committee 14 01 2025	Surrey Climate Change Adaptation and Resilience Strategy (Surrey Adapt)	Non-Key Decision	Public	Sandy Muirhead, Group Head - Commissioning and Transformation, Timothy Snook, Sustainability Officer
Environment and Sustainability Committee 14 01 2025	Update to Sandbag Policy	Non-Key Decision	Public	Nick Moon, Risk and Resilience Manager, Sandy Muirhead, Group Head - Commissioning and Transformation