

## Appendix 1. Timetable for Delivery of the Updated AQAP



Stage	Description	Timeline
Appointing a specialist consultant.	Issuing a scope of works to 3 specialist consultants to provide quotations for the services required to complete the updates to the AQAP	Consultant to be appointed mid December 2023.
Writing to DEFRA to explain need to consult appropriately in line with the Committee system.	Letter to demonstrate that work is underway, and resource is in place for delivery however the timeline needs to accommodate the Councils consultation requirements in line with the constitution.	Once Consultant has been appointed, December 2023.
Bringing a report to Committee for a decision regarding the footprint of the Air Quality Management Area.	<p>A decision is required regarding the potential revision of the footprint of the Air Quality Management Area based on air quality monitoring data.</p> <p>Note recommendations will be in line with DEFRA guidance. DEFRA can require the Council to modify the AQMA if guidance is not followed.</p>	Aiming for 23 Jan 2024 Committee.
Stakeholder engagement begins.	<p>Engagement with statutory consultees including Surrey County Council, National Highways, the Environment Agency, and neighbouring authorities.</p> <p>Engagement with Heathrow Airport as a stakeholder.</p> <p>Consultation with members following statutory consultee feedback.</p> <p>Consultation internally with other Council Officers, of particular importance will be Strategic Planning, Development Planning, Neighbourhood Services, Leisure Health and</p>	January 2024.

Stage	Description	Timeline
	Wellbeing and the Sustainability and Climate Change Officers	
Draft action plan produced.		April 2024
Draft action plan to Committee.		18 <sup>th</sup> June 2024.
Consultation exercise for the draft action plan.	<p>Consultation with the public via the Councils electronic consultation system with arrangements made for non-digital availability to be advised by the Communications Team (for example libraries and community centres, and community board posters).</p> <p>The consultation will be circulated to residents' associations and the Spelthorne Business Forum.</p>	1 month consultation following committee estimated to run in July 2024.
Changes to action plan post consultation.	<p>To review feedback and make amendments where applicable.</p> <p>To agree amendments with key statutory consultee Surrey County Council.</p>	August 2024.
Finalised action plan presented at Environment & Sustainability Committee.	Seeking E&S Committee recommendation to submit updated Action Plan to DEFRA.	<p>January 2025, committee dates not yet published.</p> <p><i>Note Committee Services have advised there may be changes to the committee system meaning September and January meetings only for Autumn/Winter 2024.</i></p>
Finalised action plan sent to DEFRA for technical review.		January 2025
Following DEFRA review if changes are made the action plan will need to be presented to the Environment & Sustainability Committee again.	Seeking E&S Committee recommendation to CPRC Committee to adopt the updated Air Quality Action Plan.	Spring 2025, committee dates not yet published and timeline dependent on DEFRA review.
CPRC Committee adoption of the updated Air Quality Action Plan.		Spring 2025, committee dates not yet published.

*Note that there may be some changes to the timeline which is dependent on agreement with Defra and on stakeholder and consultant availability. Defra have written to many Councils at the same time who will all be utilising the resources of stakeholders on a similar timeframe.*

