

## 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 internally with other Council Officers, of particular importance will be Strategic Planning, Development Planning, Neighbourhood Services, Leisure Health and Wellbeing and the Sustainability and Climate Change Officers</p>	January 2024.

Stage	Description	Timeline
	<p>An early consultation with residents' associations and the Spelthorne Business Forum.</p> <p>If the results of the CISHA Community Air Quality Survey are published by February 2024 the findings will be considered within the AQAP.</p>	
Member consultation	Consultation with members at a focus group following statutory consultee feedback.	February 2024.
Informal discussion with Chair and Vice Chair of E&S Committee on key matters for inclusion within the plan		April 2024.
Draft action plan produced and circulated to DEFRA.		April 2024.
Writing Committee report to accompany the Draft AQAP		April/ May 2024.
Circulation of Committee report for internal department consultation and legal advice.		7th May 2024.
Discussion on draft committee report and draft action plan (as required) with chair and vice chair of E&S committee		Mid-May 2024.
Management Team Meeting update on progress and review of the Committee report.		21st May 2024.
Briefing of Environment & Sustainability Committee Chair and Vice Chair.		4th June 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</p>	1 month consultation following committee estimated to run in July 2024.

Stage	Description	Timeline
	circulated to residents' associations and the Spelthorne Business Forum.	
Changes to action plan post consultation.	To review feedback and make amendments where applicable.  To agree amendments with key statutory consultee Surrey County Council.	August & September 2024.
Finalised action plan presented at Environment & Sustainability Committee.	Seeking E&S Committee recommendation to submit updated Action Plan to DEFRA.	January 2025, committee dates not yet published.  <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>
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.*