

Appendix 1: Air Quality Action Plan Measures

Key

	Initiative type
	Guildford Borough Council – existing project
	Guildford Borough Council – new
	Guildford Borough Council and partner - existing project
	Guildford Borough Council and partner – new

Measure No.	Measure	EU Category	EU Measure Classification	Lead Department	Implementation Phase	Key Performance Indicator	Costs	Progress to Date	Estimated Completion Date	Comments
Short term (2017-2018)										
1	Air quality is consideration at pre-application and application stage to allow effective use of planning conditions.	Policy Guidance and Development Control	Air Quality Planning and Policy Guidance	Planning Services and Regulatory Services	2017		Within current resource	<ul style="list-style-type: none"> • Service Level Agreement between Planning Development and Regulatory Services from March 2017 with quarterly monitoring meetings including an air quality update • In areas where air quality is a concern Regulatory Services recommend an air quality assessment as a pre-application condition and across the borough electric charging points in developments of 10 or more properties Completed – ongoing	2017 - completed	

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2	Work with other local authorities, land managers, and highway authorities to develop a framework to monitor forecast improvements in roadside air quality around the Thames Basin Heaths Special Protection Area to confirm that forecast improvements are being delivered and, if required, to identify and deliver supplementary measures.	Policy Guidance and Development Control	Air Quality Planning and Policy Guidance	Planning Services	Ongoing	Establishment of a framework for monitoring forecast improvements in roadside air quality	Within current resource	<ul style="list-style-type: none"> The target is a requirement stemming from the Habitats Regulations Assessment for the Local Plan: strategy and sites 2015-2034. The plan was adopted in April 2019. (Dan Knowles) Not commenced	2021	
3	Green scheme parking fees for electric vehicles in GBC car parks	Traffic Management	Emission based parking or permit charges	Parking Services	2016			<ul style="list-style-type: none"> Owners of electric vehicles can apply for a parking permit to obtain reduced fees There are 6 operationally charging points in Guildford car parks (Chris Wheeler/Andy Harkin) Completed – ongoing	2019 - completed	https://www.guildford.gov.uk/carparks
4	Parking App to direct users to closest and cheapest spaces	Traffic Management	Other	Parking Services	2016			<ul style="list-style-type: none"> The App is operational and available to download Completed – ongoing	2019 - completed	Chris Wheeler/Andy Harkin https://www.guildford.gov.uk/parkingapp

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5	Education in communities to change behaviours	Promoting Travel Alternatives	Promotion of cycling, Promotion of walking, Workplace Travel Planning	Community Development	Ongoing		Within current resource	<ul style="list-style-type: none"> In conjunction with Guildford Borough Council and Surrey County Council, Performance in Education's production of 'Abbie Ayre and the Shed of Science' toured six local primary schools (Ash Grange Primary School, Queen Eleanor's Junior School, Tillingbourne Junior School, Holy Trinity Pewley Down School, Rydes Hill Prep School and Worplesdon Primary School) during February 2020. <p>In progress</p>	2021	The project was paused due to COVID-19 restrictions and a series of workshops will follow permitted.
6	Bringing services to the communities to reduce car journeys	Promoting Travel Alternatives	Other	Community services	Ongoing		Within current resource	<ul style="list-style-type: none"> Project Aspire encouraging partners to increase use of local facilities within communities to reduce journeys <p>Completed – ongoing</p>	2019 - completed	Paused due to COVID-19 restrictions but will recommence when permitted.
7	GBC Air Quality Strategy	Policy Guidance and Development Control	Other policy	Regulatory Services	2017	Strategy adopted by Executive November 2017	Within current resources	<ul style="list-style-type: none"> Air Quality Strategy adopted on 28 November 2017. Implementation monitored by Overview and Scrutiny Committee <p>Completed</p>	2017 - completed	
8	Declaration of Air Quality Management Area in Compton	Traffic Management	Other – defined in action plan	Regulatory Services	2017	<p>AQMA to be declared by Executive November 2017</p> <p>Compliance with Action Plan</p>		<ul style="list-style-type: none"> Air Quality Management Air declared on 28 November 2017 Consultation conducted on action plan and feedback reviewed Officer steering group established Action plan to be presented to 20 March 2019 Guildford Joint Committee for approval <p>Completed</p>	2017-completed	Air Quality Action Plan measure of banning the right hand turn into Down Lane has been implemented and impact will be reviewed.

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9	Facilitate and promote home, mobile, remote and flexible working within the Council	Promoting Travel Alternatives	Encourage / Facilitate home-working	HR & IT	2018	<p>Adopt and implement 'Home, Mobile, Remote and Flexible Working Policy' 2019</p> <p>Reduction in mileage claims, increase public transport claims</p>		<ul style="list-style-type: none"> •ICT support all staff to work remotely •ICT refresh programme with over £1 million financial investment •Regulatory Services and Licensing – local procedure implemented (Darren Spice) <p>Completed</p>	2020 - completed	<p>Roll out of new devices and Microsoft 365 completed in February 2020.</p> <ul style="list-style-type: none"> - 605 staff issued with new devices. - 540 MiCollab softphones deployed to devices allowing desk phone capability from the laptop. - All staff with laptops added to VPN allowing them to work from home. - 254 mobile phones refreshed. - All staff have access to Microsoft Teams. <p>Covid-19 response:</p> <ul style="list-style-type: none"> - 30 laptops deployed to previously deployed desktop users to enable homeworking for these staff. - Enabled remote Committee Meetings - Customer Contact Centre setup to work remotely.

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10	Promote alternative travel to work at the Council	Promoting Travel Alternatives	Workplace Travel Planning	HR	2018	Adopt and implement a 'Staff Travel Plan' by December 2018	Initial start up fee within current resource from savings in other areas in 19/20 budget.	<ul style="list-style-type: none"> easitGUILDFORD, launched in March 2019, gives businesses and organisations across Guildford the opportunity to secure travel discounts for their staff. The Council is a member of the scheme. https://www.easit.org.uk/network/easitGUILDFORD-23 Alternative transport to work promoted: bike to work scheme (salary sacrifice scheme to buy bike) and provision of lockers, changing and shower facilities to support cyclists, runner, walkers. Completed and ongoing	2020 – completed	<p>Up to Friday 20th March we had 15 organisations signed up to easitGUILDFORD representing approx 10,500 staff in total with 2,731 staff registered. This equates to approx 26% using the various initiatives on offer through easitGUILDFORD.</p> <p>However, due to the current situation with COVID-19, usage will have dropped off considerably post 20th March to date due to the Lockdown measures.</p>
11	Air quality modelling of Surrey for PM10, PM2.5, NO2	Policy Guidance and Development Control	Regional Groups Co-ordinating programmes to develop Area wide Strategies to reduce emissions and improve air quality	All Surrey Local Authorities	2017	Model delivered by December 2017	£4,000 per Local Authority (already in budget)	<ul style="list-style-type: none"> The final report was received in November 2019. 12 Diffusion tube monitoring locations have been instated where modelling predicted potential exceedance of NO₂ at the relevant receptor locations. (Anjana Papnai) Completed	2019 – completed	New monitoring locations instated for Local Air Quality Management monitoring and will be reviewed.

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12	Compliance with nitrogen dioxide air quality limits on A331 – straight line exceedance as identified in 'UK plan for tackling roadside nitrogen dioxide concentrations'	Traffic Management	Other – unknown at this time	Regulatory Services	2017-19	A331 compliant with nitrogen dioxide air quality limits by 2020	Initial Defra grant to Guildford Borough Council of £50,000 to conduct feasibility study proposal. £600,000 grant to all three Local Authorities from Defra to conduct Outline Business Case.	<ul style="list-style-type: none"> The Council worked in partnership with Rushmoor BC, Surrey Heath BC, Surrey CC and Hampshire CC to submit the Strategic Outline Case by 31 March 2018 and the Outline Business Case by 31 December 2018. The Council were not required to submit the Full Business Case due in May 2019 with other partners as no measures could be implemented before the section of A331 within the boundary of Guildford borough would be become compliant without any measure. Completed	2019 – completed	
13	Participate in the University of Surrey iSCAPE Living Lab project. Guildford Living Lab aims to raise citizen awareness about air quality and the impact of green infrastructure to reduce air pollution and improve health and well-being.	Public Information	Via other mechanisms	Regulatory Services	2017		Within current resources	<ul style="list-style-type: none"> Behaviour Study completed in partnership with the University of Surrey. Review to improve and repeat in the future Assist with research projects e.g. site locations for testing new technologies Interactive display located in Council reception during the summer months of 2019. Completed and ongoing	2020 – completed	Continue to work in partnership with the University of Surrey. More information on the project https://www.iscapeproject.eu/

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14	Anti vehicle idling, for example at level crossings, taxi ranks, the station, bus stops and outside schools.	Traffic Management	Other	GBC and SCC	2017	Reducing emissions	£3,000 for signs.	<ul style="list-style-type: none"> Plan being drafted for signage and campaign to promote. Not started	2021	Three level crossings in the Borough (Ash and Chilworth X 2) have been identified for the potential scheme.
Medium Term (2019-20)										
15	Adopt GBC Policy lease car and fleet vehicles procurement	Promoting Low Emission Transport and Vehicle Fleet Efficiency	<p>Company Vehicle Procurement - Prioritising uptake of low emission vehicles</p> <p>Procuring alternative Refuelling infrastructure to promote Low Emission Vehicles, EV recharging, Gas fuel recharging</p>	Operational Services	2019	GBC adopt Policy on procuring lease case and fleet vehicles		<ul style="list-style-type: none"> There are 10 electric vehicles in the Council fleet, with another 10 electric Mini Buses imminent Currently there are 12 charging points across Council sites with 10 more planned at Park Barn including 2 rapid charge points Revised lease car scheme to allow reduced emissions vehicles only. Scheme now limited to Electric, PHEV and Hybrid Fleet vehicles under 2000kg now electric by default (Chris Wheeler/Andy Mintram) Completed	2020 - completed	The lease car policy has now been changed to reflect reduce emission vehicles only, and that both lease car and fleet reduced emission are documented in the transport policy statement currently under review.

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16	Review/Create GBC policy for travelling to meetings, seminars and training courses	Promoting Travel Alternatives	Workplace Travel Planning	HR	2019	Revised policy implemented in 2019		<ul style="list-style-type: none"> •There are examples of good practice around the Council but no consistency or formal policy. Not formally commenced	2021	<p>Implement Travel Policy for training courses, seminars and meeting – to include increase e-learning, in house provision, use of public transport when travelling. Incentivise non-car use.</p> <p>The COVID-19 restrictions have resulted in positive changes such as video conferencing for meetings and training becoming normal practice.</p>
17	Service delivery review to reduce public journeys to Council properties where appropriate	Promoting Travel Alternatives	Personalised travel planning	Regulatory Services	2019	Policy adopted and implemented		<ul style="list-style-type: none"> •The Council does not have a formal policy but the Future Guildford model has implemented these principle to reduce journeys to the Council offices by providing services remotely and online. Implementation of Phase B will deliver more change in this area. • COVID-19 restrictions have also lead to the closing many Council receptions and buildings. In progress	2021	<p>Identify reasons for members of the public journeys to council offices and if the journey is necessary. e.g. dropping off documents, making a booking, attending a meeting and consider a different way to deliver the service e.g. online booking, officers travelling to venue.</p>

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18	Adopt GBC Electric Vehicle Charging Strategy	Promoting Low Emission Transport	Procuring alternative Refuelling infrastructure to promote Low Emission Vehicles, EV recharging, Gas fuel recharging	Regulatory Services	2019			Whilst the Council does not have an electric vehicle charging strategy the Council, as reported above have installed a number of electric charging points across the Council estate. Not formally commenced	2021	Actions could include: -Increase in: GBC sites, GBC car parks, GBC assets, GBC major projects -require as part of the planning process Encourage businesses and residents to provide charging points Apply for grants if available
19	To encourage employers to introduce travel plans.	Promoting Travel Alternatives	Workplace Travel Planning	Regulatory Services	2019	Target for number of companies with travel plans		easitGUILDFORD, launched in March 2019, gives businesses and organisations across Guildford the opportunity to secure travel discounts for their staff. https://www.easit.org.uk/network/easitGUILDFORD-23 In progress	2020	Up to Friday 20th March we had 15 organisations signed up to easitGUILDFORD representing approx 10,500 staff in total with 2,731 staff registered. This equates to approx 26% using the various initiatives on offer through easitGUILDFORD. However, due to the current situation with COVID-19, usage will have dropped off considerably post 20th March to date due to the Lockdown measures.

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20	Work in partnership with local bus companies to bid to Defra for grant from the 'Low emissions bus scheme' to increase number of low and ultra-low emission buses in Guildford or Clean Bus Technology Fund 2017-2019	Vehicle Fleet Efficiency	Promoting Low Emission Public Transport	Regulatory Services	2017	Reducing emissions		<ul style="list-style-type: none"> Initial scoping discussions with one operator and desk top review of grants available Currently BC unable to progress due to state aid conflicts Completed	2020 - completed	

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Long term (2020-onwards)										

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21	Improve sustainable transport opportunities in line with the Guildford Borough Transport Strategy	Policy Guidance and Development Control	Other policy	Planning and Regeneration	Present – 2035+	<p>1. Increased rail patronage / Annual entries and exits at rail stations in Guildford borough / Office of Rail and Road – annual</p> <p>2. Increased rail modal share / Rail modal share for travel to work journey in Guildford borough / Census – every 10 years</p> <p>3. Increased bus modal share / Bus modal share for travel to work journey in Guildford borough / Census – every 10 years</p> <p>4. Increased walking and cycling modal share / Walking and cycling modal share for travel to work journey in Guildford borough / Census – every 10 years</p>	Existing and future bids	<p>Progress with respect to Key Performance Indicators:-</p> <ul style="list-style-type: none"> • 1: Increased rail patronage, based on Annual entries and exits at rail stations in Guildford borough: 2014/15: 11,128,084 entries and exits: 2018/19: 10,845,312 entries and exits. • Census data used for indicators 2, 3 and 4 – next collected in 2021. <p>Progress with respect to delivering schemes providing capacity or quality improvements for rail, public transport and active modes, 2016/17-2019/20:-</p> <p>Schemes completed/ operational:</p> <ul style="list-style-type: none"> • Improvement of River Wey towpath around Parsonage Water meadows (linking A25 to A320) • North Downs Line (Great Western Railway) service frequency and timetable improvements (scheme NR6) • Tunsgate public realm scheme • Electric bus fleet operating on the Guildford Park and Ride network – part of Guildford Quality Bus Corridors project, itself part of Unlocking Guildford Package • Majority of A25 cycle corridor scheme – part of Guildford Town Centre Transport Package • Sustainable Movement Corridor: West – phase 1 Pedestrian/ cycle route across Bannisters Field and phase 2a Pedestrian/ cycle route between Ashenden Road and Guildford Park Road – part of Unlocking Guildford Package <p>Schemes under construction/ not yet operational:</p> <ul style="list-style-type: none"> • Walnut Tree Close 	Ongoing	

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22	Taxi and Private Hire Licensing Policy	Promoting Low Emission Transport	Taxi and Private Hire Licensing Policy	Licensing	2022	Low emission taxi fleet		The Council's Taxi and Private Hire Licensing Policy is currently being reviewed and is due to be presented to Licensing Committee for Public Consultation in September 2020. (Mike Smith) In progress	2021, 2025 and 2030.	<p>The Policy proposed a two-stage plan to introduce an emissions standard in the licensed vehicle fleet:</p> <p>Firstly, from 1st April 2021 all newly licensed vehicles, and all renewal applications from 1 January 2025, must meet or exceed Euro 6 emission standards (Euro 6 compliant being registered on or after 6 Feb 2014).</p> <p>From 1 January 2030 the Council will only licence hackney carriage and private hire vehicles (new and renewal) which are Ultra Low Emission Vehicles.</p> <p>Please note these are draft proposals and details and/or any implementation dates are subject to change by Licensing Committee/Full Council.</p>

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23	Revise Green Scheme Parking to introduce differential charging according to emissions Extend policy to on-street parking permits	Traffic Management	Emission based parking or permit charges	Parking Services	2020	Uptake in reduced rate permits		GBC do not have authority to extend scheme to on street and whilst GBC have raised this with SCC as part of a consultation of changes to permit schemes county wide, they have decided not to use this type of approach. (Chris Wheeler) Completed	2020 - completed	
24	To encourage freight and delivery companies to introduce travel plans	Freight and Delivery Management	Route Management Plans/ Strategic routing strategy for HGVs/Delivery and Service plans	Regulatory Services	2020			None – new initiative	2022	
25	Research road configuration best practice to achieve improvements in air quality	Traffic Management	Strategic highway improvements, Re-prioritising road space away from cars, inc Access management, Selective vehicle priority, bus priority, high vehicle occupancy lane	Regulatory Services	2020			Ongoing		Learn from best practice and up to date research when proposing new schemes.