

London Borough of Hillingdon Air Quality Action Plan

Corporate Workshop, 17 May 2004

Transcribed Report

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Produced by The Environment Council

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Transcript of Written Records

PLEASE NOTE

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- Paragraphs in **bold type** are written by the facilitators to describe the meeting process and aid recall of the context in which the participants' contributions were made.
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- Finally, it needs to be remembered that complex discussion cannot always be adequately captured on flip charts. If you feel that a particular contribution by you was not satisfactorily recorded, please contact The Environment Council and ask that it be corrected.

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Introduction

Purpose

To clarify and define Hillingdon's role in the Air Quality Action Plan for Hillingdon with specific reference to Hillingdon direct actions and clarifying the next steps to enable these actions to go forward.

Agenda

- 2.00 *Introduction*
Agenda, process, objectives, working agreements, roles
- 2.10 *AQAP: the context*
Presentation, Q & A
- 2.35 *Workshop session 1*
LBH Actions in the packages
- 3.20 *Break*
- 3.35 *Workshop session 2*
LBH Actions in the packages
- 4.20 *Workshop session 3*
Making it work
- 4.45 *Review, next steps, evaluate*
- 5.00 *End*

Aim/ Objectives

- *Identify internal opportunities and obstacles to implementation*
- *Establish overall completion dates*
- *Establish a process for taking the work forward*
- *Understand the AQAP*

Working Agreements

- *Mobiles/pagers off*

Presentation

A presentation providing an overview of the Air Quality Action Plan was given followed by an opportunity for Q & A. Please see Appendix 2 for presentation slides.

Q: Air Quality Management Area – neighbouring boroughs?

A: Join up with London Borough Hillingdon
Ealing/Hounslow have declared areas

Q: Commercial /residential properties - high emissions
What about SAP ratings?

A: Anything we have missed can be picked up at this meeting

Q: Energy efficiency ratings have these been included?

A: May come under eco-efficiency but may not use same language

Anything not featured e.g. SAP can be picked up

Workshop Sessions

The workshop participants were asked to split into four groups to work on different packages within the Air Quality Action Plan:

Package 1: Increase Modal Shift

Package 2: Tackling Through Traffic

Package 3: Promotion of Cleaner Vehicle Technology

Package 4: Measures Specific to Heathrow Airport

Package 5: Measures Concerning Local Industry & Other Businesses

Package 6: Improving Eco-efficiency of Current and Future Developments Including Properties Council owned and run

Package 7: Actions to be taken Corporately, Regionally and in Liaison with Mayor

The groups were divided according to theme*. These group discussions were structured under the following headings for each of the Hillingdon Direct Actions:

- Opportunities**
- Obstacles**
- 1st Actions**
- Who**
- When**
- Final Completion Date for Overall Action**

Groups that completed this task moved on to discuss Actions requiring Partnership Working and considered the following:

- What fora exist to deal with this?**
- What funding opportunities are there?**
- What needs to be done in the short term.**

Workshop: Choose one of:

- *Packages 1 & 2 - Road Transport**
- *Packages 3 & 6 – Environmental**
- *Packages 4 & 5 - Business/Heathrow**
- *Package 7 – Influencing**

- *40-45 minutes to complete as much of the proforma as possible.*
- *Stay or swap for 2nd session.*

Package 1: Increase Modal Shift

HILLINGDON DIRECT ACTIONS						
Action	Opportunities	Obstacles	1st Actions	Who	When	Final completion date for overall action
<i>1.1 Establish a Green Travel Plan for Hillingdon</i>	Green travel plan officer to be appointed	Funding only for 2 years Lack of internal support needs to be addressed	Appointment being made	Planning & Transportation	Council want to appoint as soon as practical dependent on applicants	Medium term
<i>1.2 Improve access to, and quality of, public transport travel information to and from council</i>	Possible to include in funding bid submitted to Transport for London	Lack of Resources	Look into hyperlink on council website to TfL	Environmental Protection Unit Planning & Transportation	End 2004	Ongoing
<i>1.3 Encourage the development of more dedicated cycle (priority) lanes and signalling</i>	Some initiatives already in place (Highways)	Re-location of road space	Ongoing	Transport strategy?	Ongoing	
<i>1.4 Extend provision of parking for motorcycles, mopeds and bicycles at public and medium and large business sites.</i>	Some initiatives already in place (Highways)	Lack of resources & land				

Package 1: Increase Modal Shift (continued)

HILLINGDON DIRECT ACTIONS						
Action	Opportunities	Obstacles	1st Actions	Who	When	Final completion date for overall action
<i>1.5 Improve provision for pedestrians</i>	Borough Transport strategy encourages walking. Prog: of improved pedestrian crossing facilities is being researched. Political support/ funding identified for eight.	Lack of resources	Identify potential sites for pedestrian crossings and prioritised. Already identified 6, another 2 funded.	Highways	Ongoing	April 05
<i>1.6 Introduce Safe Routes to School throughout the Borough with special regard to the schools within the highest exceedance areas</i>	System is already in place & ongoing. * 4 already implemented successfully 10 new schemes (political support)	Getting the schools to take plans on board	Continue the programme of annual resource spec	Planning & Transportation	Ongoing *2005	Long term
<i>1.7 Ensure Green Travel Plans are a requirement for all businesses (new and existing) employing more than a specified number of people in the Borough.</i>	Development & control in place which can address new or change of use business	No mechanism to monitor if plans are followed through in implementation	Look into mechanism to monitor along with Planning Department	Green travel plan officer & EPU	ASAP	2004-5

Package 2: Tackling Through Traffic

HILLINGDON DIRECT ACTIONS						
Action	Opportunities	Obstacles	1st Actions	Who	When	Final completion date for overall action
<i>2.1 Introduce Home Zones / 20mph in residential areas subject to significant amounts of through traffic that should use alternative routes.</i>	Transportation already working on this Vine Lane, Harefield (funded)	Restricted funding, future funding uncertainty	Two schemes being progressed	Highways	Short term	End 2005
<i>2.2 Support the West London Transit Scheme project if appropriate</i>	Ongoing	Public consultation has yet to take place	Public consultation July - October 2004 Transport for London	TfL	Short – medium term	Medium/ long term
<i>2.3 Develop best practice advice to ensure air quality assessments are made for proposals for new transport infrastructure and changes to traffic management</i> → developers	Already part of SPG	Some developers may not be aware of this	Ongoing – increasing developers awareness of it	Planning & Development Control & Environmental Protection Unit	Ongoing	Ongoing
<i>2.5 Investigate the creation of Clear Zones</i>			Not part of Transport Strategy as yet - check whether transport (EPU) has looked into this as put forward in Mayoral Strategy			

Package 2: Tackling Through Traffic (continued)

HILLINGDON DIRECT ACTIONS						
Action	Opportunities	Obstacles	1st Actions	Who	When	Final completion date for overall action
2.4 Ensure the provision of sufficient signage and details of spaces for public car parks;	To encourage move use of council car parks (part of Leader's Statement) political support. Reduces congestion roads	Lack of resources (capital & revenue) (But some funding already obtained)	Identify priority sites (already underway)	Highways	?	Car parks 2005 Other actions on going

PARTNERSHIP WORKING			
Action	What forums exist to deal this?	What funding opportunities are there?	What needs to be done in the short term?
2.14 Identify air quality congestion-related hotspots throughout West London and the appropriate measures for delivering improvement in both congestion and air quality	See leader's statement regarding traffic congestion; 10 hotspots "Hillingdon on the move" - Planning & Transport/Highways NEW LOCAL ACTION FOR HILLINGDON		

Package 3: Promotion of Cleaner Vehicle Technology

HILLINGDON DIRECT ACTIONS						
Action	Opportunities	Obstacles	1st Actions	Who	When	Final completion date for overall action
<i>3.1 Develop and implement an Action Plan via the BAA Heathrow Clean Vehicle Programme to make improvements in the Council vehicle fleet with regard to reducing emissions.</i>	Silver Award Working with BAA EMAS (but....) 'Gas masks' an exhausts link back to 3.3 trains	Selling the depot	Review and Action Plan (e.g. Gold Award) Research	LA21/ Fleet Management	July/ August 04	May 05 (Plat award)
<i>3.2 Encourage local businesses and freight operators in Hillingdon to sign up to the Clean Vehicle Programme and develop and implement action plans</i>	Green Business Network/ Forum		Promote through Green Business Network	LA21	June 04	?
<i>3.3 Provide training for local authority drivers to minimise emissions, and consider opening training opportunities to other drivers working for businesses in Hillingdon;</i>	Staff Vehicles Can do timing Small chunks *Best value review	Funding Split shifts Overtime Trainer costs Follow ups Needs to be negotiated	Negotiation with other departments – Cost /Benefit Analysis	Fleet Management	June/ July 04	Ongoing Bulk within Jan 05

Package 3: Promotion of Cleaner Vehicle Technology (continued)

HILLINGDON DIRECT ACTIONS						
Action	Opportunities	Obstacles	1st Actions	Who	When	Final completion date for overall action
<i>3.4 Ensure the implementation of the Idling Vehicles Regulations and actively promote the use of the Dirty Diesel Hotline for reporting smoky vehicles spotted in Hillingdon;</i>	Has been promoted but now off web site. Borough paper/ Horizon On the vehicles? Liase with external funding officer	Cost of Logos etc	Explore Government funding ↓ if NO ↓ Review what else	Fleet Management/ LA21	Sept 04/ Oct 04 Oct 04	Ongoing
<i>3.5 Consider the recommendations of the London Low Emission Zone Feasibility Study jointly with the GLA, ALG and TfL.</i>	? Car free days ? Alt number plates	Waiting for GLA decision Needs partnership	Report to Cabinet	Environmental Protection Unit	?	
<i>3.6 Install signs in waiting areas of Council premises, bus garages, coach stations and major leisure venues, etc. advising drivers to switch off engines when stationary;</i>	Management training issue. Signs Can do Depots (UBH)	Funding Getting different departments to sign up		Highways? Fleet Management for depots		

Package 3: Promotion of Cleaner Vehicle Technology (continued)

HILLINGDON DIRECT ACTIONS						
Action	Opportunities	Obstacles	1st Actions	Who	When	Final completion date for overall action
3.7 <i>Trial new technology where appropriate and act as a point of information for businesses and major fleet operators and other stakeholders in Hillingdon for cleaner vehicle technologies, national schemes and grant systems for the use of alternative fuels;</i>	<p>Done already but other applications</p> <p>Do work with other departments</p>	Resources issue for centre for excellence	Exploring hydrogen fuel cells	Fleet Management	Now, by	<p>DONE in</p> <p>✓ CRT – Dust carts</p> <p>✓ Amaria – exhausts</p> <p>✓ Electric bikes</p> <p>✓-LPG vehicles</p> <p>? NOx gas mask for exhausts</p> <p>?PRIVS type mini bus</p>
3.8 <i>Participate in the London-wide Vehicle Emissions Testing programme.</i>	Another bid?	Funding pulled	Explore further funding	EPU/ Transport/ LA21	Dec 04	(DONE)

Package 3: Promotion of Cleaner Vehicle Technology (continued)

HILLINGDON DIRECT ACTIONS						
Action	Opportunities	Obstacles	1st Actions	Who	When	Final completion date for overall action
3.10 Investigate the provision of low or zero emission buses for schools within the high exceedance areas; → Walking Buses	Euro 4 Buses Yellow Bus concept, need to address emissions issues -Interaction with Transport Strategy and Green Travel plans - 9 Seater buses - Contract Specification for clean vehicles, emissions		Edmorn to meet with Fleet management to look at possibilities for cost/emissions	Education/ Fleet Management/ Passenger services	July 04	?
3.11 Focusing on areas and corridors of high exceedance within residential areas, investigation into the banning or restricting of traffic, or particular types of traffic, from identified roads;	<u>See Borough Transport Strategy</u> - Cabinet in July 04					
3.12 Investigate the potential for discounts for residents with low emission vehicles in Parking Management Areas;	Investigate with Borough Transport Strategy	Loss of revenues		Highways/ Planning		

Package 3: Promotion of Cleaner Vehicle Technology (continued)

PARTNERSHIP WORKING			
Action	What forums exist to deal this?	What funding opportunities are there?	What needs to be done in the short term?
<p>3.13 Promote best practice in terms of emissions management with the train operators, the Strategic Rail Authority and Network Rail;</p> <p>→ Shift to Lobbying Sector</p>	National/ GLA level		
<p>3.14 Develop sub-regional Bus Quality Partnerships focussed on addressing the contribution of buses and coaches to emissions.</p>			
<p>3.9 Work in partnership with TfL and the HATF for the provision of low emission buses in the Hillingdon exceedance areas;</p>	Working Forum (Janet Rangeley)	Council led Energy Saving Trust	

Package 3: Promotion of Cleaner Vehicle Technology (continued)

PARTNERSHIP WORKING			
Action	What forums exist to deal this?	What funding opportunities are there?	What needs to be done in the short term?
<i>3.15 Facilitate the uptake and use of alternative fuels, including water-diesel emulsion. This should include development of appropriate alternative refuelling infrastructure in Hillingdon where necessary</i>	None. But could with BAA (see 3.1)	Bio-diesel possibilities, but current costs	

LOBBYING IN PARTNERSHIP			
Action	What forums exist to deal this?	What funding opportunities are there?	What needs to be done in the short term?
<i>3.16 Work with the Mayor in urging the government to provide incentives through the fuel duty system for water-diesel emulsion and other such proven cleaner fuels.</i>	West London Air Quality Group West London Sustainability Group		
<i>3.17 Work to ensure fiscal encouragement of the adoption of low and zero emissions vehicles through the provision of discounts when entering any proposed LEZ or Congestion charging zone;</i>			
<i>3.18 Support national programmes for improving fleet emissions, for example through the TransportEnergy grant schemes.</i>			

Package 4: Measures Specific to Heathrow Airport

HILLINGDON DIRECT ACTIONS						
Action	Opportunities	Obstacles	1st Actions	Who	When	Final completion date for overall action
<i>4.1 Continue to oppose any further expansion at Heathrow that leads to negative air quality impacts</i>	Green belts, policies of restraint Heathrow - specific planning guidance	General, permitted development order Limit of planning policies	Review planning policies → LDF	Planning policy team	Underway	2006
<i>4.2 Put in place a system by which the ATM limit (480,000) and parking provisions set by the Secretary of State for Heathrow including an operational T5 can be monitored effectively.</i>	Agree mechanism with BAA	Airport operator seek to vary planning conditions	Parking covered (strat →2016) Continue to pursue BAA (mechanism)	Aviation Team	Ongoing	2008 (has to be agreed by)
<i>4.3 Monitor that all the air quality conditions for the construction phase of Terminal 5</i>	Should reduce emissions	Conditions are not properly enforceable	Continue to monitor	Environmental Protection Unit	Ongoing	2008 (has to be agreed by)
<i>4.4 Monitor progress on the BAA Heathrow Air Quality Action Plan</i>	(Has reduced emissions?) Proposing measures to reduce emissions	Not enforceable Control may be limited	Liaison with HAQWG in terms of input into review Work out what has been done up to now	EPU (& Aviation)	ASAP	Reviewed by 20/11/2006

Package 4: Measures Specific to Heathrow Airport (continued)

HILLINGDON DIRECT ACTIONS						
Action	Opportunities	Obstacles	1st Actions	Who	When	Final completion date for overall action
<i>4.5 Require air quality assessments for on-airport developments and pursue emission reductions for new development and/or suitable quantified mitigation in cases where a further deterioration is indicated</i>	Maximising reductions of development on-airport	Getting their (BAA) agreement	Develop (in partnership with BAA) Discuss in Heathrow workshop	EPU Planning BAA	Now	End 2005
<i>Work with DEFRA, DfT, EU to explore the use of fiscal and other measures to reduce emissions from Heathrow in order to achieve the 2010 EU limit</i>	Will help to achieve desired limit on emissions	None	Input into this work Be influential in decision making and monitoring	EPU lead	Now	2010

Package 4: Measures Specific to Heathrow Airport (continued)

PARTNERSHIP WORKING			
Action	What forums exist to deal this?	What funding opportunities are there?	What needs to be done in the short term?
	<p>Heathrow workshop will be formed for many of these</p> <p>Likely to be discussed at Heathrow workshop</p>	BAA for most of these	
<i>4.6 Investigate ways the existing BAA Action plan can be strengthened</i>	<p>HAQWG</p> <p>Aircraft Technical Working Group</p>	BAA Corporate Funding	Timetable and agenda for meetings
<i>4.7 Work to quantify effects of measures in the BAA Air Quality Action Plan and Surface Access Strategy in terms of air quality impacts</i>	<p>HAQWG</p> <p>Potentially DEFRA, DfT, EC</p>	BAA Corporate Funding	Timetable and agenda for meetings
<i>4.8 Work in partnership with BAA Heathrow and airlines to establish code of practice for best operating practice to maximise reduction of emissions</i>	<p>Potentially DEFRA, DfT, EC</p> <p>Aircraft Technical Working Group for now</p>	<p>BAA</p> <p>Airlines</p>	Timetable and agenda for meetings

Package 4: Measures Specific to Heathrow Airport (continued)

PARTNERSHIP WORKING			
Action	What forums exist to deal this?	What funding opportunities are there?	What needs to be done in the short term?
<i>4.9 Work in partnership with BAA Heathrow to ensure air quality impact assessments are integral part of transport and infrastructure proposals, and ensure any appropriate mitigation measures are inclusive part of any scheme</i>	HATF Possibly BAA internal Working Group	BAA (LBH) – developing this year: West London	Complete West London Work – identify where/whether this can inform the process
<i>4.10 Work in partnership to investigate the potential to specify emissions criteria for Heathrow taxis, buses and coaches using the Central Bus Terminal, and car hire shuttles, hopper buses etc.;</i>	HATF		
<i>4.11 All fixed sources on the airport to be assessed for energy efficiency, any new technology to be a minimum of BAT with full use of all available technology for lowering emissions;</i>			
<i>4.12 Investigate use of Congestion Charging at Heathrow to reduce overall travel movements to the airport;</i>	GLA BAA LBH	GLA BAA	Out of LBH Hands

Package 5: Measures Concerning Local Industry and Other Businesses

HILLINGDON DIRECT ACTIONS						
Action	Opportunities	Obstacles	1st Actions	Who	When	Final completion date for overall action
<i>5.1 Support opportunities for Combined Heat and Power where appropriate within the Borough;</i>	Work with regulator to reduce emissions	Limited opportunities	Review SPG	EPU	Now	2-3 years
<i>5.2 Introduce (within reason) progressively stricter conditions on Part A processes (e.g. feedstock/fuel change, operating load, abatement equipment, process technology and relocation of process) especially when located within high exceedance areas or where the impact is predicted to be within high exceedance areas;</i>	Possibility to apply stricter controls due to AQMA	Outside LBH direct control (EA Controlled) Waste management and sustainability issues	Lobby EA	EPU	Start now	Ongoing

Package 5: Measures Concerning Local Industry and Other Businesses (continued)

HILLINGDON DIRECT ACTIONS						
Action	Opportunities	Obstacles	1st Actions	Who	When	Final completion date for overall action
<i>5.3 Work with the Environment Agency to improve public dissemination of industrial pollutant emissions data and other relevant information, for example on performance against permit conditions;</i>	Raise awareness	Cost (including drawing together & formatting information)	Find the appropriate resourcing	EPU/EA	When resources identified (watching brief)	2-3 years time
<i>5.4 Discourage the use of bonfires on all industrial sites;</i>	Enforce existing legislation & perhaps introduce new by-laws	Could be limited opportunities for enforcement	Investigate existing legislation	EPU	Now	Ongoing
<i>5.5 Adopt a best practice strategy for all proposed demolition and development projects. This will include the use of low emission vehicles and equipment and the use of dust minimisation techniques.</i>	Reduction of emissions especially PM10 from construction sites	How do you get people to take it up & then enforce it? Costs Can't be put as a condition	Draw up strategy Investigate resources GLA investigation – use this to promote within Hillingdon	EPU	Now	2-3 years

Package 5: Measures Concerning Local Industry and Other Businesses (continued)

HILLINGDON DIRECT ACTIONS						
Need extra column: 'Actual Estimated Cost'						
Action	Opportunities	Obstacles	1st Actions	Who	When	Final completion date for overall action
<i>5.6 Ensure continued regulation of part B processes and maintenance of part B register. Ensure register is available on-line</i>	Raise awareness Keep emissions down Make regulation stricter Link with EU other directions	Cost Limited Scope to improve (NOx) & PM10	Contact existing processes Raise awareness - letter / meeting	EPU	Letter: Now	Ongoing
<i>5.7 Investigate introduction of Air Quality Action Plans for local industries, including those currently un-regulated under EA (Environment Act)</i>	Reduction of emissions	Depends on government decision - cost / scale	Lobby central government to seek tighter controls	EPU	Ongoing (when opportunities arise)	Ongoing
<i>5.8 Consider introduction of Environmental Award system for local industries and businesses</i>	Reduction of emissions - Information exchange - positivity to business	-Apathy - Cost	Look as feasibility / resourcing	Sustainability Steering Group EPU	Short → Medium term	Ongoing
<i>5.9 Encourage businesses to participate in environmental management schemes and to continue to improve environmental performance</i>	Reduction of emissions Raising awareness	Apathy Cost	Look as feasibility / resourcing	Sustainability Steering Group EPU	Short – Medium term	Ongoing

Package 6: Improving Eco-efficiency of current and future developments including properties owned and run by the Council

HILLINGDON DIRECT ACTIONS						
Action	Opportunities	Obstacles	1st Actions	Who	When	Final completion date for overall action
<i>6.1 Provide a consolidated platform for advising businesses and the public of the risks of air pollution, ways of reducing pollution, and campaigns such as Bike to Work Week, bringing together information currently spread around several departments of the Council and other bodies.</i>	Various plans, LA21, business opportunities etc	Funding	Explore business case	EPU	?	
<i>6.1 Work with existing buildings and housing stock to secure improvements in emissions</i>	Link with SAP Building capital/ HSS/ Planning/ Policy Team	Developers No regulatory framework, but all sustainable design guides	Already happening			

Package 6: Improving Eco-efficiency of current and future developments including properties owned and run by the Council

HILLINGDON DIRECT ACTIONS						
Action	Opportunities	Obstacles	1st Actions	Who	When	Final completion date for overall action
6.2 <i>Ensure continued use of existing mechanisms such as section 106 agreements for improvements in air quality. The agreement will relate to the location of the development with regards to exceedance areas, the scale of development and the projected emissions;</i>	Look at opportunities for spending the pot Bus scheme for new depots.		Research possibilities for spending on schemes e.g. staff bus schemes	Planning Dept EPU		
6.3 <i>Review and update supplementary planning guidance on air quality when appropriate</i>				Planning EPU		
6.4 <i>Quantify cumulative effects of new developments within AQMA</i>	Public transport accessibility tool Env. Impact tool? -accessible	Funding		EPU		

Package 6: Improving Eco-efficiency of current and future developments including properties owned and run by the Council

HILLINGDON DIRECT ACTIONS						
Action	Opportunities	Obstacles	1st Actions	Who	When	Final completion date for overall action
6.5 Develop supplementary planning guidance for sustainable design and construction Require that future developments meet the highest standards of sustainable design and construction;						
Raise awareness of sustainable waste management practices	Sustainability Steering Group Community Plan Waste Strategy					

PARTNERSHIP WORKING			
Action	What forums exist to deal this?	What funding opportunities are there?	What needs to be done in the short term?
6.6 Develop a West London Air Quality SPG to ensure consistency across borough boundaries	With who?		
6.7 Develop regional air quality strategy			

Package 7: Actions to be taken Corporately, Regionally and in liaison with Mayor

HILLINGDON DIRECT ACTIONS						
Action	Opportunities	Obstacles	1st Actions	Who	When	Final completion date for overall action
<p>7.1 Ensure that the Unitary Development Plan (think this is now LDF or something similar,) Borough Transport Strategy the Community Plan and future corporate strategies incorporate the borough air quality action plan and local air quality strategy measures where appropriate;</p>	<p>LDF: New - good timing to link with this</p> <p>BTS – this has already been picked up</p> <p>Community Plan is key to pick up: the LSP (Local Strategic Partnership) need a way: formal or informal mechanism is needed to push things forward.</p> <p>Another communication outlet if nothing else.</p>	<p>Obstacle is that there is a problem with getting LSP to take things into account: air quality is cross cutting issue - may be a 'vanguard'. Is a voluntary partnership but could do with funding to become more effective.</p>	<p>Ensure AQAP is borne in mind during development and policies within it don't contradict but support it:</p> <ul style="list-style-type: none"> - e.g. Zero Emission Areas to link with AQMA - e.g. Home Zones, management of traffic flow 	<p>Planning Policy Unit - also will be consulting</p> <p>Procurement (see 7.5)</p> <p>Six board members - cross voluntary</p>	<p>Air Quality can be incorporated into planning guides – around 12 months for first document is timescale</p>	

Package 7: Actions to be taken Corporately, Regionally and in liaison with Mayor (continued)

HILLINGDON DIRECT ACTIONS						
Action	Opportunities	Obstacles	1st Actions	Who	When	Final completion date for overall action
<p>7.2 Develop an environmental management system for Hillingdon Borough Council.</p>	<p>Pilot in fleet management done, but this wasn't completed - find another department for pilot</p> <p>Some groundwork being done by Sustainability Steering Group</p> <p>Upfront costs difficult – ongoing costs less</p> <p>Other councils have started this: useful examples</p> <p>Rationalising staff into core could be cost-effective: could have other benefits beyond AQAP</p> <ul style="list-style-type: none"> - would be easier to sell ethos of what we do - easier to attract funding - easier to communicate sustainability initiatives (again reduce costs and increase impacts) <p>EU bids: look for funding opportunities</p>	<p>Many resource requirements, monitoring on annual basis</p> <ul style="list-style-type: none"> - Buy in support from Board level (& resources)! <p>That audit results would lead to change:</p> <ul style="list-style-type: none"> – staff resource as well as financial implications <p>Departmental movement plans make setting up of Environmental Coordination Office even more important</p>	<p>Full review would need to be done - a massive undertaking</p> <p>Could be HIP project – this could be a way-in to getting started</p> <p>Need an Environmental Coordination Office – with a budget! Could utilise people from other departments – centralise people</p> <p>CEO office as core to give status</p>	<p>SSP</p> <p>Denis Judge? (LA21)</p> <p>Kireen Rooney/ Pacey Cheales (HIP)</p>	<p>1 year to set up Environmental Management System</p> <p>Could do in stages: dept by department:</p> <ul style="list-style-type: none"> - Going for it wholesale would 'lead by example' - Stages would allow you to see results sooner 	

Package 7: Actions to be taken Corporately, Regionally and in liaison with Mayor (continued)

HILLINGDON DIRECT ACTIONS						
Action	Opportunities	Obstacles	1st Actions	Who	When	Final completion date for overall action
<p><i>7.3 Establish an Environment Coordination Office for more effective integration of actions to improve environmental performance within and outside the Council.</i></p>	<p>New 'Director of Environment' (under new proposed structures this type of post) will be coming into post</p> <p>(See 7.2)</p> <p>Many mergers/ movements of departments are currently due - could utilise this situation (unless everything is already settled!)</p> <p>Efficiency savings would be made</p> <p>An ECO would be able to drive many of the AQAP actions forward</p>	<p>Funding - how realistic are these actions?</p>	<p>Rearranging staff structure = start up costs - but afterwards efficiency savings</p> <p>EPU to draw up a list of benefits: there are many selling points</p>	<p>Need senior support to promote this</p>	<p>October 04</p> <p>Need to move quickly to pick up on mergers/ opportunity (October 04)</p>	

Package 7: Actions to be taken Corporately, Regionally and in liaison with Mayor (continued)

HILLINGDON DIRECT ACTIONS						
Action	Opportunities	Obstacles	1st Actions	Who	When	Final completion date for overall action
<p><i>7.4 Implement an integrated procurement strategy so that purchase of goods and services is evaluated against London sustainability targets. This to include support to environmental industries in London, where appropriate.</i></p>	<p>Incorporate air quality concerns into Cleaner Vehicle Tender – need to include reference to AQAP in this (and other Tenders)</p> <p>Need to get information about AQAP into Tender procedure</p> <ul style="list-style-type: none"> - Done annually - Standard templates exist: could build air quality reference into this - Air Quality Targets need to be included in this (e.g. EMS) <p>Procurement can assist upon such requirements: will work with suppliers if necessary to achieve this</p> <ul style="list-style-type: none"> - Support / advice to do this: “London Re-made” are an organisation doing this (to help suppliers improve) <p>We are huge purchasers so there is huge opportunity to influence</p> <p>Sustainability is important in procurement</p>		<p>Look at standard documents – put note in to refer to AQAP if tender is environment related</p>	<p>Melissa O’Sullivan = offer to review and put in reference to air quality</p>		

Package 7: Actions to be taken Corporately, Regionally and in liaison with Mayor (continued)

HILLINGDON DIRECT ACTIONS						
Action	Opportunities	Obstacles	1st Actions	Who	When	Final completion date for overall action
<i>(cont)</i>						
<i>7.4 Implement an integrated procurement strategy so that purchase of goods and services is evaluated against London sustainability targets. This to include support to environmental industries in London, where appropriate.</i>	<p>Develop environmental guidelines; include in compliance; include in every tender</p> <p>Need to publicise central procurement - they can provide documents and assistance - Need people to make use of this</p> <p>Procurement could provide guidelines to external businesses in Hillingdon - Haven't resources for this to publicise, but website could be used - there are plans to put guidelines etc. on web</p> <p>Could include publicity in Community Plan – use other opportunities - Use Environment Central Office (if / when set up) to publicise</p>					

Package 7: Actions to be taken Corporately, Regionally and in liaison with Mayor (continued)

HILLINGDON DIRECT ACTIONS						
Action <i>(cont)</i>	Opportunities	Obstacles	1st Actions	Who	When	Final completion date for overall action
7.5 Provide air quality information to interested parties and link with other health initiatives	PCT work – information about this	Information not always readily available for all parties: How can we make AQAP something that's included?		Leave to EPU! Healthy Hillingdon need to be involved		

Package 7: Actions to be taken Corporately, Regionally and in liaison with Mayor (continued)

PARTNERSHIP WORKING			
Action	What forums exist to deal this?	What funding opportunities are there?	What needs to be done in the short term?
<i>7.5 Work with the London Sustainable Distribution Partnership to implement infrastructure for effective and integrated distribution of goods in London.</i>	Borough Transport Strategy Using canals again for heavy goods: Denham to Shepherds Bush for quarry materials (Julie Evans leading) Further potential exists, especially for waste and heavy goods	Funding from GLA, ODPM, Mayor	LSDP (London Sustainable Distribution Partnership): let them know about initiative Some clarity needed about LSDP – who are they?
<i>7.6 Work in partnership to ensure consistency of Action Plan measures and explore all opportunities for regional measures for reducing emissions;</i>	Local authorities around Heathrow plus suggestions in AQAP, plus Heathrow Useful to draw together at a single seminar to ensure consistency: West London Alliance Heathrow Transport Forum GLA (Alaric Leicester has responsibility for this)		EPU to approach HFT to see what's planned or what might be done This is important to do
<i>7.7 Work in partnership to ensure all relevant proposals in the MAQS are implemented</i>	Link to 7.6: let's not duplicate effort – put into Coordination Package		
<i>7.8 Development regional Air Quality Strategy to tackle cross-boundary issues and include all NAQS, pollutants climate change etc</i>	Useful to keep this broad!	Supplementary Credit Approval	

Way Forward: Making it Work

The participants were brought back together as one single group to discuss the next steps and actions needed to enable the London Borough of Hillingdon Actions to work.

- Further input beyond this workshop is possible - AQAP is living doc!
 - However end of May to allow input prior to AQAP to be presented to cabinet is preferable
 - Output from this workshop to be circulated - can be reviewed before input.
- Informal/formal groups exist – how can these be tied together?
- Elements within doc need joined up overview
 - Planning, Transport, Highways, Environmental Protection Unit need to get together ☒
- We need people (members) to sign up and be committed
 - The cabinet needs to endorse the Action Plan
- Funding?
 - 106 money is being used
 - Transport strategy spending etc
 - Not just Environmental Protection Unit spending being used
- Developers will also be asked to contribute – some money has already come in from this
- EMS is very important to set up, so we are introducing this from position of authority
- How can we make sure support for Air Quality Action Plan is not just lip service?
 - Need resources
 - Other decisions in Cabinet need to incorporate / reflect AQAP issues

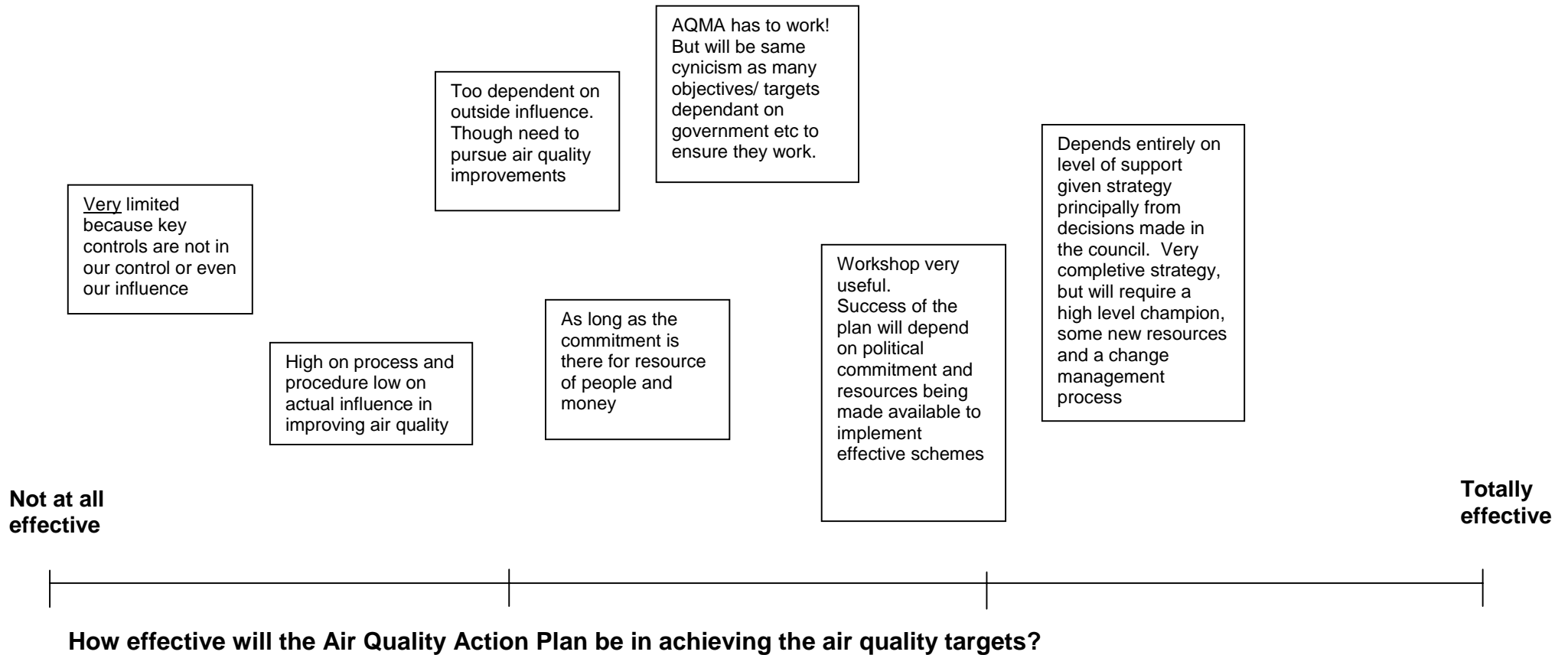
- Leader's statement - many initiatives already in there which depict the Action Plan
- If we can demonstrate we are achieving actions - will get commitment
- Leaders statement items get priority – think about this in terms of including AQAP actions in statements
- AQAP not likely to be affected by June elections
- Still some gaps in input: people not here today
 - Flag input / May timescale by email to non- attendees
- Exec Briefing good opportunity to flag up input
- Creating steering GP is going to be very important to ensure things are taken forward

- Corporate Sustainability Group – a sub group could be formed from this ⊗
 - Seems best way forward!

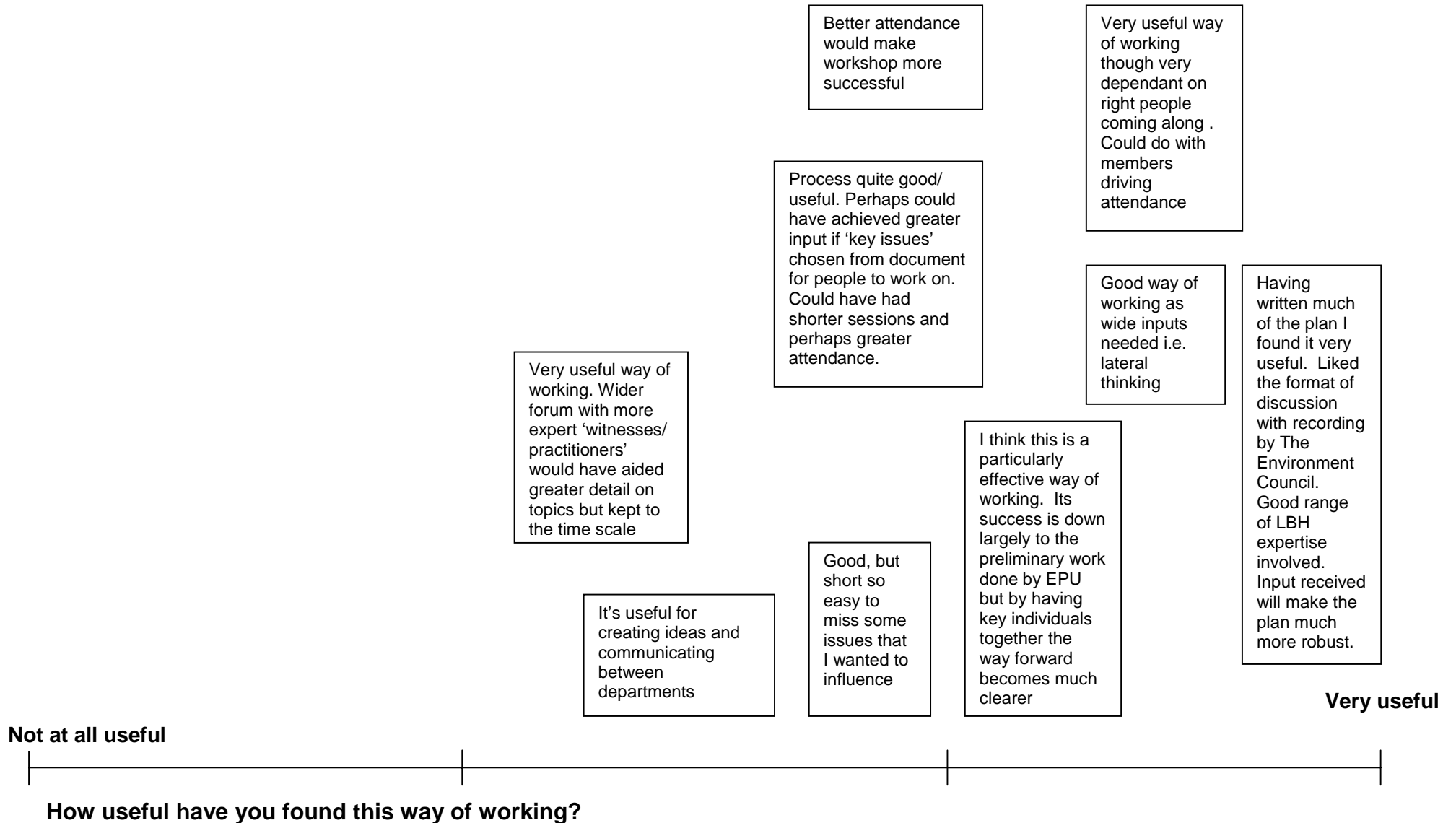
- Members have shown a lot of interest - picking out quick wins will help focus their minds
 - Also flagged up at 5 March workshop

Hillingdon Direct Action / Partnership action pro formas will be made available and circulated electronically to invitees and attendees for this workshop to enable (further) input to the Air Quality Action Plan after this meeting.

Evaluation: Effectiveness of Air Quality Action Plan



Evaluation: Usefulness of Working Method



Appendix 1 List of Participants

Appendix 1

Hillingdon's Air Quality Action Plan, Corporate Workshop 17 March 2004

List of Attendees

Name	Department
Tim Jurdon	Aviation
Mike Holland	Consultant
Melissa O'Sullivan	Corporate Procurement Unit
Roger Dewey	Corporate Sustainability Group
George Munson	Energy Efficiency
Elaine Carter	Education, Youth & Leisure
Julie Evans	Education, Youth & Leisure
Val Beale	Environmental Protection Unit
Peggy Law	Environmental Protection Unit
Nathan Miles	Environmental Protection Unit
Richard Winter	Fleet Management
Kathy Sparks	Head of Consumer Protection
Denis Judge	LA21
Janet Rangeley	Planning & Transportation Services
Veronica Pinto	Transportation

Appendix 2
Presentation: Air Quality Action Plan Overview

Slide 1

Air Quality Action Planning in the London Borough of Hillingdon

Slide 2

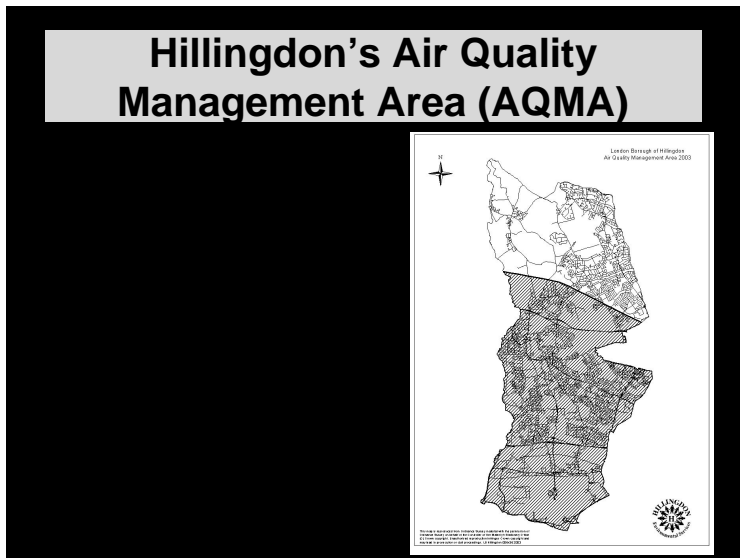
Why Hillingdon needs an air quality action plan

Slide 3

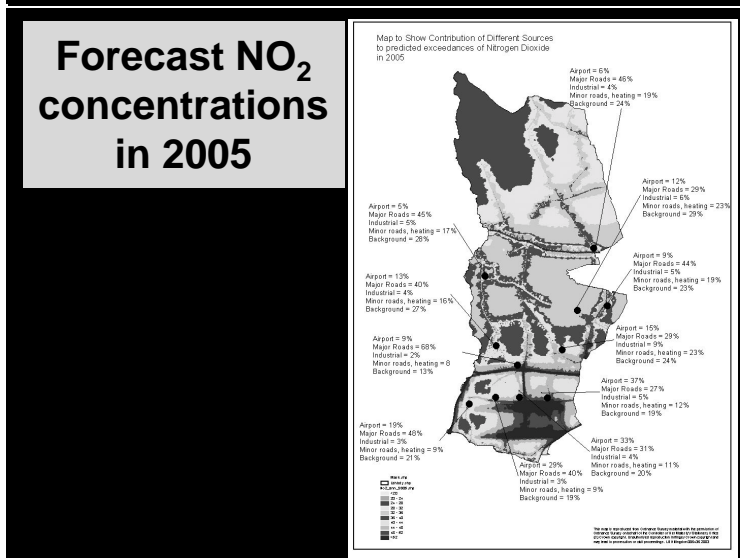
Sources of NOx emissions

Sector	% of total
Airport on-site activities	58.20%
Road transport including public transport	26.20%
Public transport (total)	8.00%
Industry and commercial	5.90%
Other (domestic, etc.)	5.70%

Slide 4



Slide 5



Slide 6

Government guidance on air quality action plans

Slide 7

The need for collaboration

Slide 8

**Existing plans that will improve
air quality**

Slide 9

**Position of this plan relative to
other existing plans**

Slide 10

Government guidance on factors to consider for each measure

Slide 11

Structure of the plan

Coordination, management of plan

Package 1 Package 2 ... Package 7

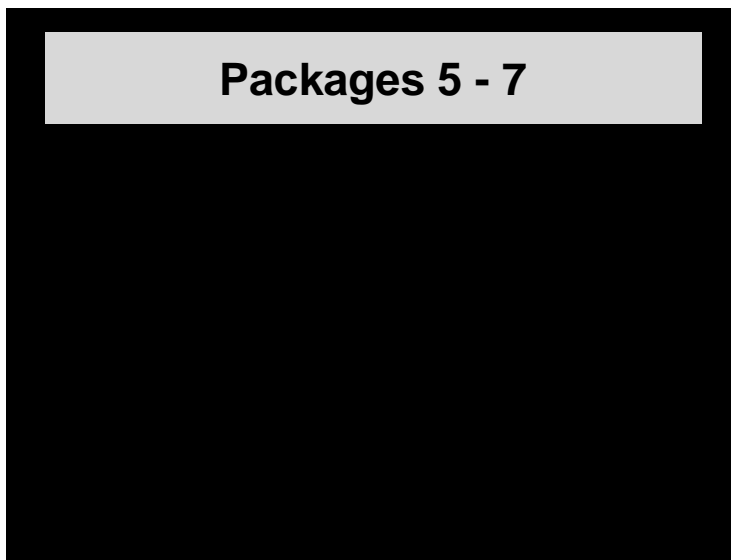
List of measures within each package

List of actions to implement each measure

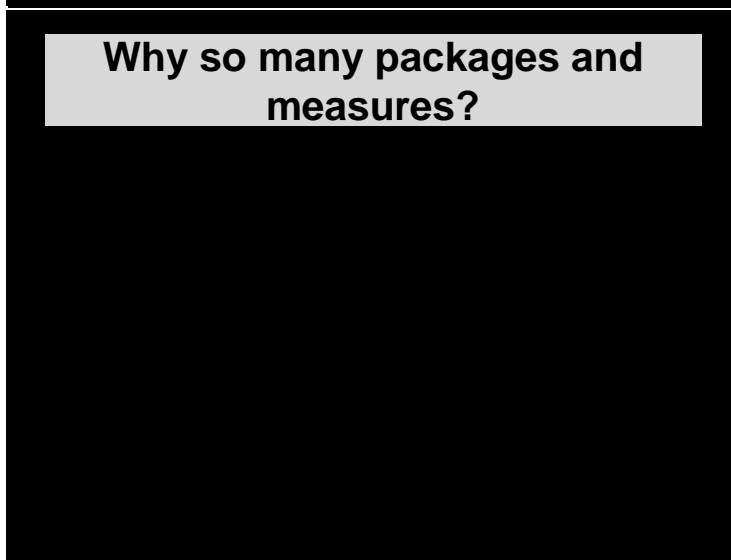
Slide 12

Packages 0 - 4

Slide 13



Slide 14



Slide 15



Slide 16

Option Details - Main Form Hillingdon

Sector:

Package: Sub-Package:

Option:

Responsibility-Lead: Option approved? Reason for rejection:

Priority

Air Quality Standards Only: Cost Effectiveness:

Air Quality Standards and Other Impacts: To be completed by ...:

Effect on Air Quality

NOx Emissions

Sectoral share of total 2005 NOx emission (%)	<input type="text" value="19"/>	Change in NO2 Concentrations	
Indicative effect of option on sectoral emissions (%)	<input type="text" value="3.00"/>	Min NO2 concentration (µg/m ³)	<input type="text" value="0.08"/>
Estimated reduction in total NOx emission (%)	<input type="text" value="0.57"/>	Max NO2 concentration (µg/m ³)	<input type="text" value="0.13"/>

Costs

Capital Costs		Operating and Maintenance Costs	
Unit Cost (£)	<input type="text"/>	Unit Cost (£/yr)	<input type="text"/>
Range (£)	<input type="text" value="1 million - 10 million"/>	Range (£/yr)	<input type="text" value="1 million - 10 million"/>
Total Cost (£)	<input type="text" value="£2,000,000"/>	Total Cost (£/yr)	<input type="text" value="£2,000,000"/>

To access additional information on this Option, select one of the following :-

To search for specific Options, select :-

To show all Options, select :-

Records: of 202

Slide 17

Option Details - Progress Hillingdon

Option:

Actions

Action Number:

Action Description:

Responsibility:

Start Date: End Date:

Planned: Actual:

Records: of 1

Tracking (To be completed by Option's Responsibility-Lead)

Update Date: Opportunities:

Situation:

Is Action Plan on target?

Faults: Threats:

Records: of 1

Monitoring

Success Parameter:

%age Change:

Start Date: End Date:

Reporting Frequency:

Reporter:

Records: of 1

Stakeholders' Comments (Specific to this Option)

Date Created:

Stakeholder Name:

Stakeholder Comments:

Records: of 1

Slide 18

What we need from today