APPENDIX 1 – Non Key decision for AQMS (Sept 2021)

PROJECT DOCUMENTATION

OUTLINE BUSINESS CASE

Air Quality Monitoring Station Resource Improvements

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Author: Charles Yarnold, Environmental Health Service Manager

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Document History

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Revision History

Revision date	Summary of Changes	Changes marked
13th November 2020	First issue	NA
26th November 2020	Revised to include detail requested by finance and DMT	Tracked changes

Approvals

This document requires the following approval:

Name	Signature	Title	Date of Issue	Version
Richard Ball		Director Economy and Place	26th November 2020	001.1

Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version
Marc Willimont	Assistant Director Economy and Place	26th November 2020	001.1
Ben Boswell	Head of Environment, Climate Emergency & Waste	26th November 2020	001.1

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1. Purpose of document

This outline business case contains information that describes the justification for continuing the development of a detailed business case for a project to update DEFRA approved air quality monitoring equipment at the air quality monitoring station (AQMS) on Victoria Street Hereford and to expand the network to include a second AQMS in Leominster. The Business Case is to be submitted to Members and if accepted, a more detailed business case will be developed.

2. Project aims and objectives

Monitoring of pollutants within Herefordshire up to 2018 has shown an exceedance of the NO_2 Air Quality Objectives at both AQMA's (Hereford 42 µg/m^3 and Bargates 45.1 µg/m^3). There is currently no intension to extend, revoke or amend Herefordshire's AQMAs, however these will be reviewed in the near future. Further information related to Herefordshire's declared AQMAs can be found on the following website: https://uk-air.defra.gov.uk/aqma/local-authorities?la_id=126

The 2015 Core strategy provides the strategic planning framework for Herefordshire's future development needs up to 2031. A number of major housing developments were identified to meet Herefordshire's housing need along with the need to ensure appropriate infrastructure such as the Hereford Relief Road and the Leominster Relief Road. The potential impact of these developments on air quality will need to be considered during the planning application stages.

Other Priorities for Herefordshire include:

- Continue to monitor and review both the Hereford and Leominster AQMA's
- Identify and review other locations in Herefordshire that may benefit from additional monitoring considering identified sites in the core strategy
- Review the Air Quality Action Plan for Herefordshire
- Comment on planning applications for major housing road schemes in relation to air quality
- Continue to inspect Local Authority Permitted installations.

Key objects of this project will therefore be to:

- develop new air quality monitoring capabilities in Leominster by installing an AQMS in the Leominster AQMA,
- modernise the existing AQMS asset in Hereford,

- improve access and scope of real-time data capture in both Herefordshire AQMAs,
- improve reliability of the existing AQMS asset in Hereford,
- reduce escalating maintenance costs of aging and outdated air quality monitoring equipment, and
- reduce escalating need for Environmental Health staff intervention / resource to address breakdowns of the AQMS asset.

3. Background

The Local Air Quality Management (LAQM) process (as set out in Part IV of the Environment Act 1995 and the relevant Policy and Technical Guidance documents) places an obligation on all local authorities to regularly review and assess air quality in their areas, and to determine whether the air quality objectives are likely to be achieved. Where there is an exceedance or it is considered likely an exceedance will occur, the local authority must declare an Air Quality Management Area (AQMA) and prepare an Air Quality Action Plan (AQAP) setting out the measures it intends to put in place in pursuit of the objectives.

In Herefordshire, there are two Air Quality Management Areas (AQMA's) due to high levels of nitrogen dioxide, exceeding national standards (40µg/m3). The AQMA's include A49 Road through Hereford and Bargates Road junction in Leominster (see figure 1 and figure 2).

Air pollution is associated with a number of adverse health impacts. 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. Further, there is often a strong correlation with equalities issues, because areas with poor air quality are also often the less affluent areas. The annual health cost to society of the impacts of particulate matter alone in the UK is estimated to be around £16 billion.

The main pollutant of concern within Herefordshire is nitrogen dioxide (NO2). The major source of air pollutants in Herefordshire is vehicle emissions, specifically the emissions from the A49 Road through Hereford and Bargates Road junction in Leominster have been identified as significant.

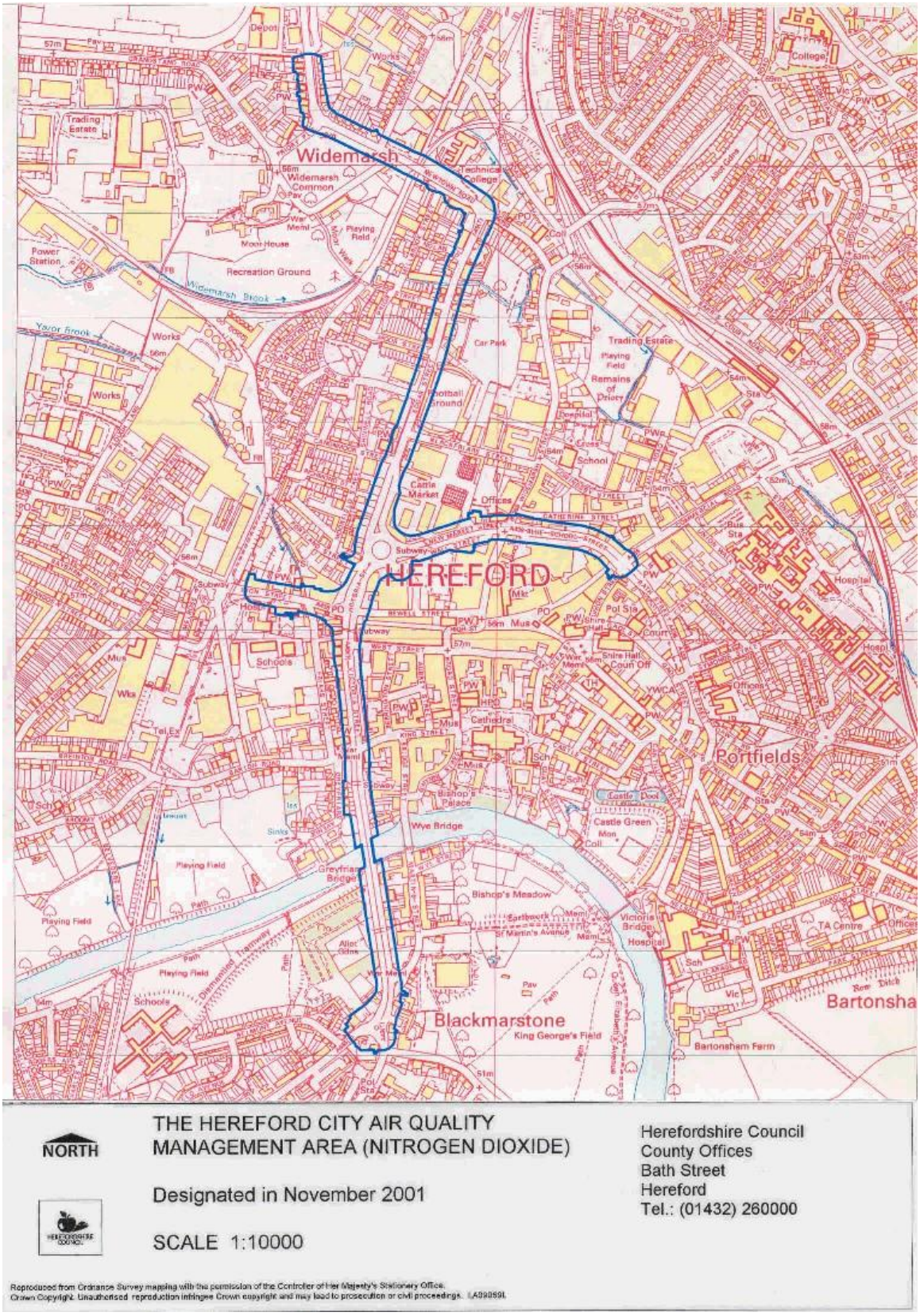

Figure 1 – Hereford AQMA Boundary

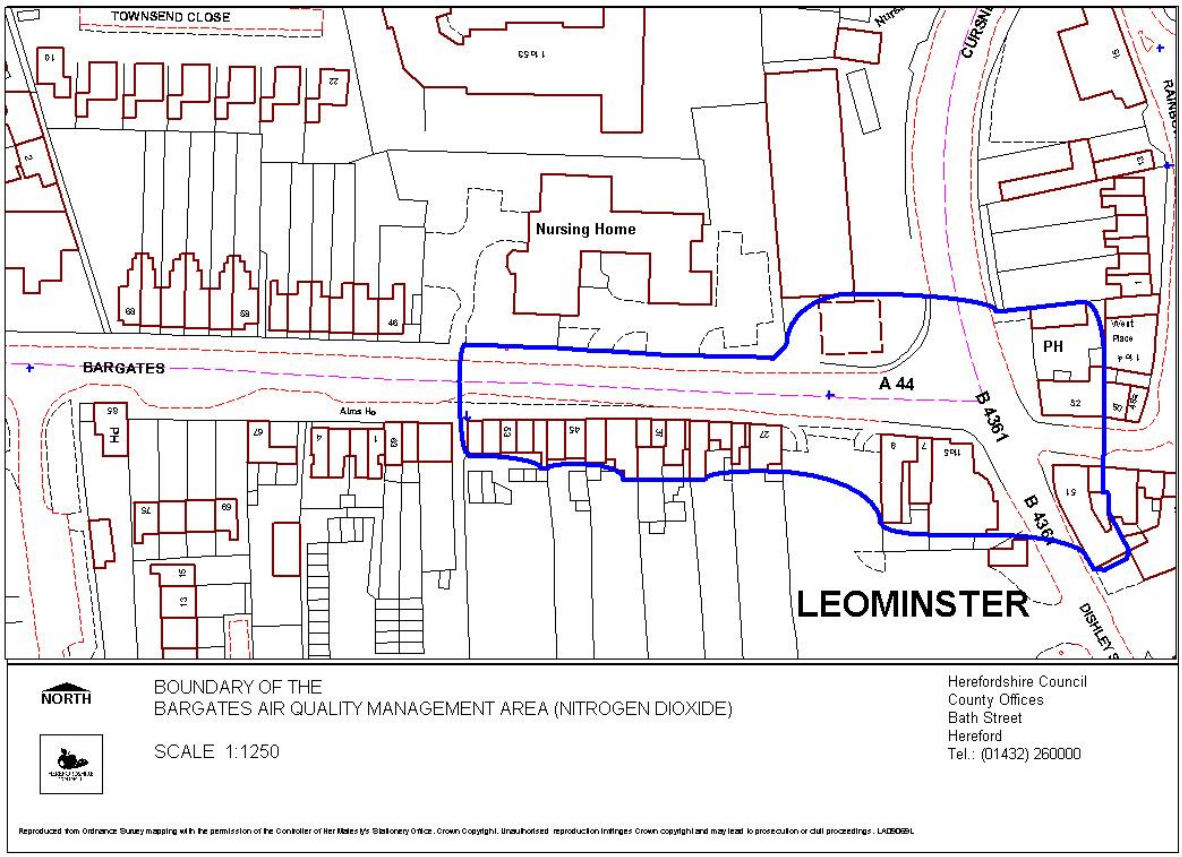

Figure 2 – Leominster AQMA Boundary

In 2018, the ratified continuous monitored nitrogen dioxide annual mean was 40µg/m^3 for Hereford AQMA. The Bargates AQMA is monitored using three diffusion tubes at three various locations within the AQMA. The highest nitrogen dioxide annual mean concentration, of the three sites, for 2018 was 43.5µg/m^3 at site 61b (35 Bargates, Leominster), identifying an exceedance of the Air Quality Objective by 3.5µg/m^3. From 2017 to 2018, the nitrogen dioxide levels at Hereford AQMA have generally decreased by roughly 2µg/m^3. In 2018, five monitoring sites also exceeded the NO_2 air quality objective.

There is currently no requirements to extend or amend Herefordshire's AQMAs, however these will need to be reviewed if levels consistently fall below the national action levels. Further information related to Herefordshire's declared AQMAs can be found on the following website: https://uk-air.defra.gov.uk/aqma/local-authorities?la_id=126

Contribution to corporate plan priorities

EN2.1: Complete the Hereford Transport Strategy Review and implement its recommendations on active travel	This project supports the strategy review by ensuring there is robust environmental data on which to base medium to long term decisions
EN2.2: Deliver and extend the Choose How You Move sustainable and active travel programme to increase levels of walking and cycling. Including Beryl Bikes, park & choose, active travel in schools, Get Walking, business	This project supports the program by providing real-time and accurate data which will better inform the public about environmental cost of their personal transport decisions and influence behaviour change
EN2.3: Significantly increase electric vehicle charging infrastructure by leveraging private sector investment through the development of a concession contract	This project supports the program by providing data which justifies / supports the need for increased electric vehicle uptake within the County and therefore improves the prospect of successful grant submissions
EN3.1: Create a new countywide climate & ecological emergency partnership, strategy and action plan to improve biodiversity and achieve countywide carbon neutrality by 2030	This project supports the partnership, strategy, and action plan by ensuring there is robust environmental data on which to base medium to long term decisions
EN3.2: Introduce supplementary planning guidance on environmental building standards to ensure all new buildings are compatible with our climate and nature goals	This project supports the development of supplementary planning guidance by ensuring there is robust environmental data on which to base medium to long term decisions
EN5.1 Reduce the council's own carbon footprint through implementing our Carbon Management Action Plan, including improving the energy efficiency of schools and academies, reducing staff travel, and working with partners such as BBLP and Halo to reduce their carbon footprint	This project supports review of our Carbon Management Action Plan by ensuring there is robust environmental data on which to demonstrate an impact by this intervention
EC1.1: Introduce policy to ensure that a robust climate and nature impact assessment is conducted for all infrastructure proposals	This project supports the development of the policy by ensuring there is robust environmental data on which to base all infrastructure proposals

Benefits of the asset investment

The proposal will:

- significantly improve the scope and reliability air quality monitoring data capture
- provide real-time DEFRA approved monitoring within the Hereford and Leominster AQMA
- utilise, integrate and promote this information directly to the public through:
    - the 'Destination Herefordshire' active travel behavioural change campaign to further influence travel choices and behaviour,
    - the Herefordshire Council Health & Wellbeing Board, and

- council media and the Herefordshire Council website

- demonstrate Herefordshire Council's commitment and compliance with statutory provisions within Part IV of the Environment Act 1995

3.1. Project Drivers and High Level Issues

3.1.1 Bargates, Leominster

The Bargates Air Quality Action plan was published in 2014. Action 1 was to improve the traffic light sequencing at the Bargates junction. A report was commissioned in 2015, which identified the need to upgrade the pedestrian crossing and road surfacing and to install a Microprocessor Optimised Vehicle Actuation (MOVA) traffic management system. This system sought to increase the capacity at the junction, help to disperse queues more effectively and therefore could reduce emissions from idling vehicles at the traffic lights. The work commenced in September 2016 and has been completed. The monitoring data in Bargates AQMA indicates that nitrogen dioxide levels have fallen between 2017 (45.1µg/m^3) and 2018 (43.5µg/m^3). Although we are unable to identify if this reduction is a direct result of this improvement or not.

3.1.2 Major Infrastructure Projects

Figure 3 shows the geographical scope of the major infrastructure projects (Hereford City Centre Transport Package, South Wye Transport Package and Hereford Transport Package), ongoing and emerging within Hereford.

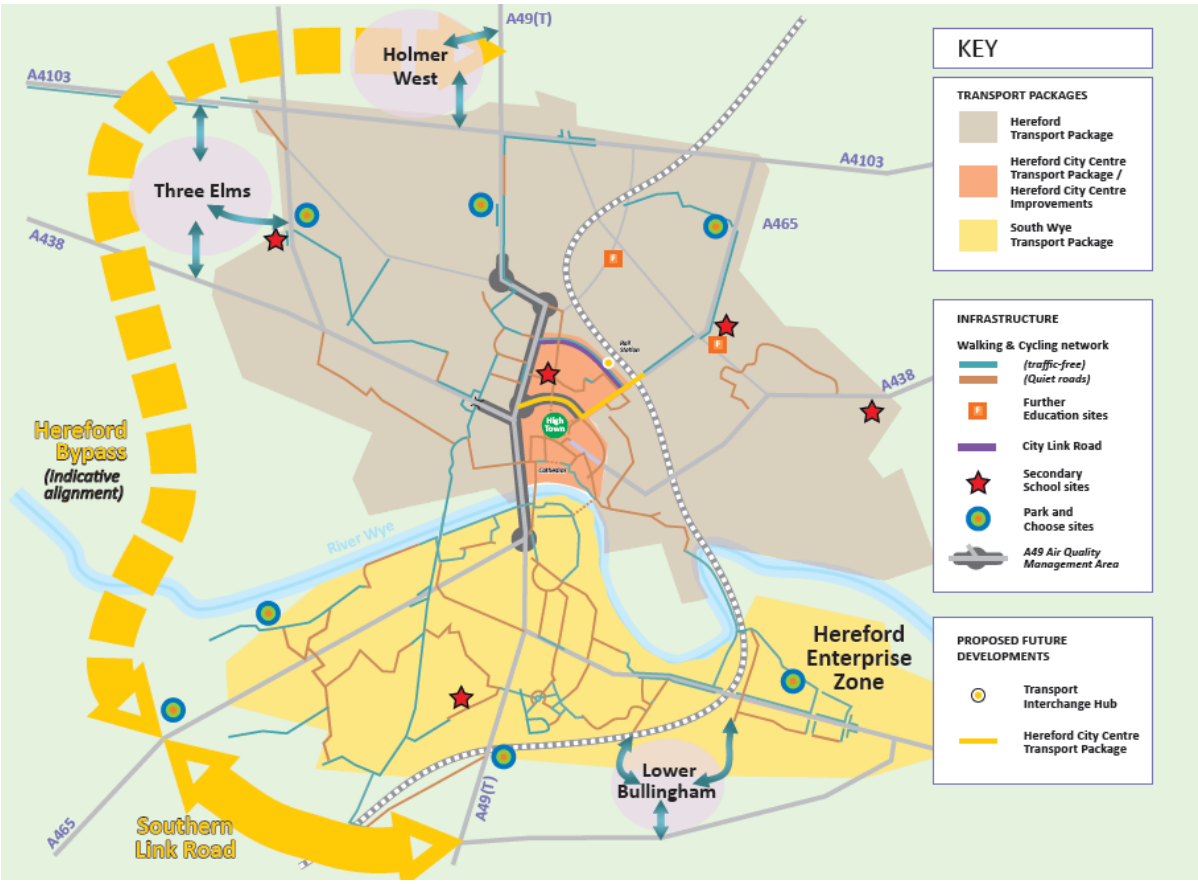

Figure 3: Major transport projects geographical scope in Hereford

Local Transport Plan 2016 – 2031 Strategy:

https://www.herefordshire.gov.uk/directory_record/2093/local_transport_plan_2016-2031

Hereford City Centre Transport Package

In December 2017, the City Centre Link Road opened. This formed the first part of Hereford City Centre Transport Package and linked the A49 (Edgar Street to Aylestone Hill). The second part of the scheme is a transport hub adjacent to the railway station and active travel improvements to Newmarket Street, Blueschool Street and Commercial Road. Herefordshire Council and Marches Local Enterprise Partnership funded these schemes.

South Wye Transport Package

This package contains a new link road (linking A465 and A49) and active travel measures in South Hereford (South of the river Wye). In 2016, planning consent was granted for the Southern Link and the link road is due to open in 2020.

Hereford Transport Package

This package contains a new road linking the A465 in the south to the A49 in the north. This will provide an additional crossing over the river Wye and provide an alternative route for traffic travelling along the A49, therefore traffic will avoid the city centre.

Market Town Studies

Studies are currently being conducted for the market towns in Herefordshire. The aim of the studies is to establish an appraised programme of interventions to improve the transport within the towns.

These studies are at various development stages and include the following towns;

- Bromyard;
- Ross on Wye;
- Leominster; and
- Ledbury.

Local Cycling and Walking Infrastructure Plan (LCWIP)

The LCWIP is a long-term plan to outline required interventions to improve the cycling and walking infrastructure for an area. The Transport Department in Herefordshire Council are in the process of developing a plan for Hereford. The final output will identify a list of prioritised walking and cycling schemes. When these interventions have been prioritised for delivery, the LCWIP will be integrated with key council plans and policies.

Destination Hereford

The Department for Transport has funded a behavioural change project called 'Destination Hereford', which includes targeted interventions. The aim of the project is to encourage people to increase their use of active modes and reduce their car usage.

Sustainable Modes of Travel to School Strategy (SMOTS)

SMOTS aims to promote and facilitate sustainable travel to and from school and thus reduce private car use. This project includes road safety education to pupils, school engagement and infrastructure delivery.

Other Relevant Policies:

- The Health and Well-being strategy- supporting a shift away from private vehicles to active travel;
- Hereford Bus Strategy; and
- Walking and Cycling Strategies - reducing short distance car journeys and modal shift to active travel.

3.2. High Level Metrics

Herefordshire currently has two AQMA sites where NOx levels have historically been in exceedance of the 40µg/m3 threshold as demonstrated in figures 4 and 5 (see figure 6 for national thresholds).

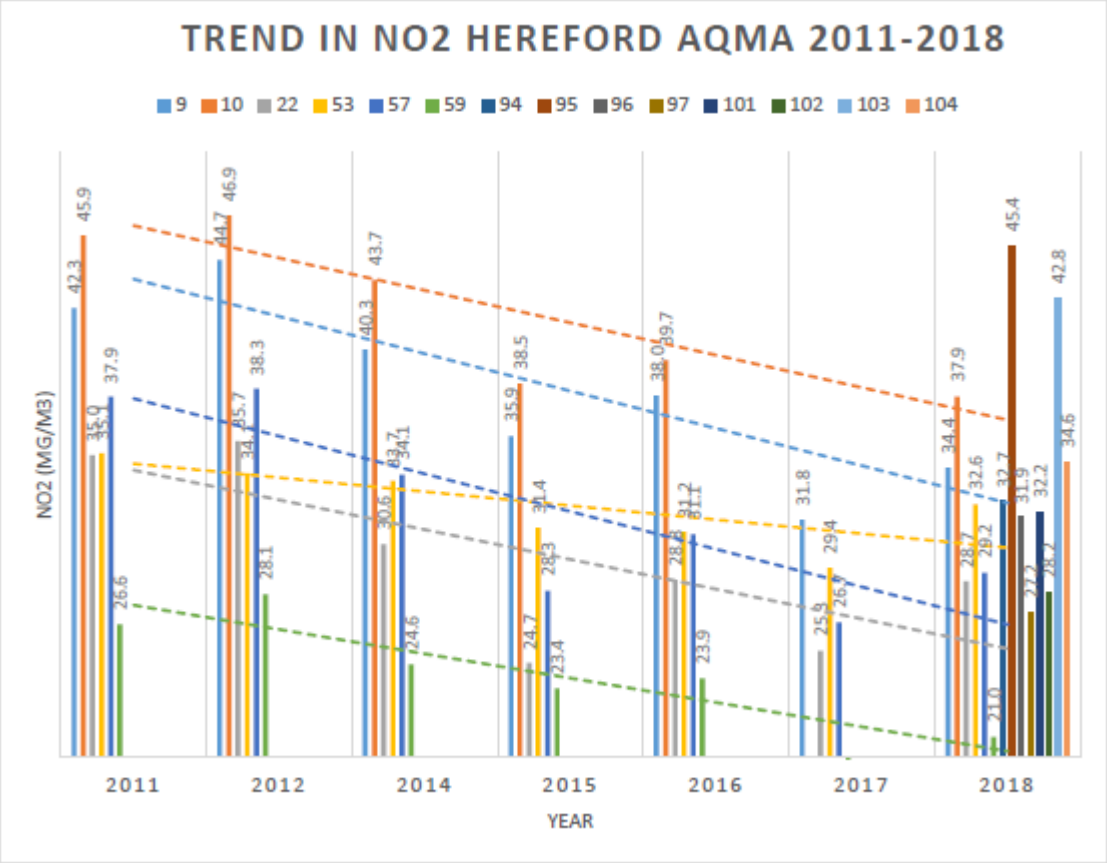

Figure 4: Trend in NOx levels in Hereford AQMA

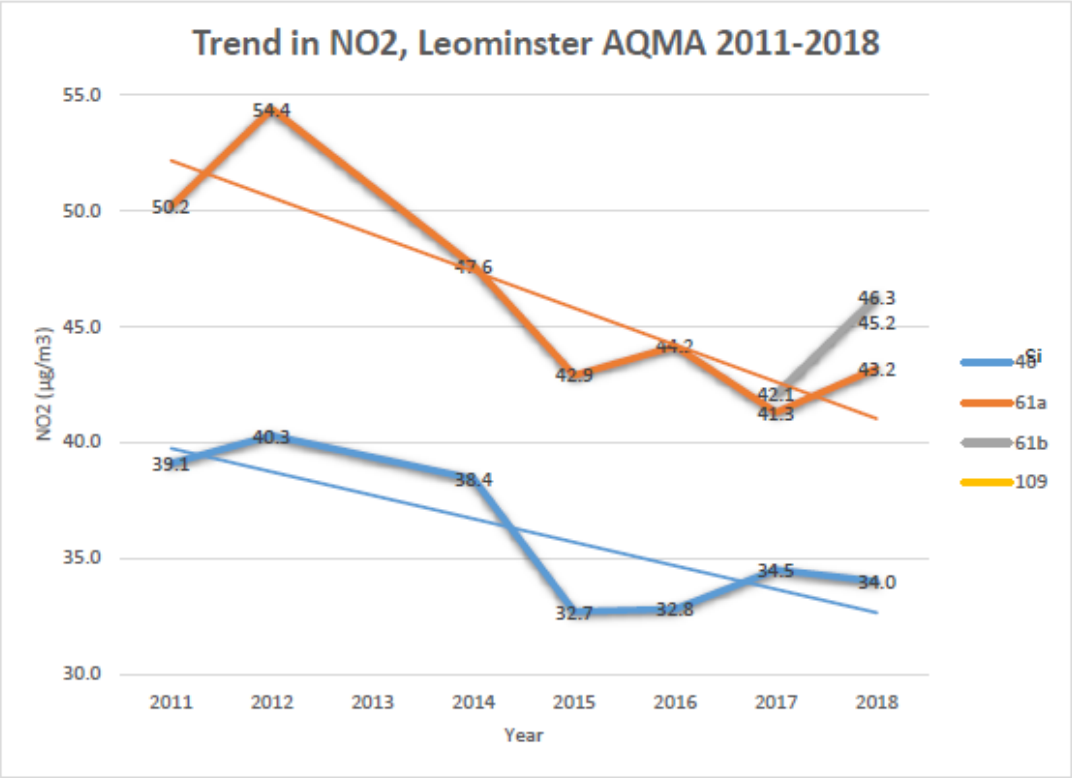

Figure 5: Trend in NOx levels in Leominster AQMA

Pollutant	Air Quality Objective[1]	
	Concentration	**Measured as**
Nitrogen Dioxide (NO_2)	200 µg/m^3 not to be exceeded more than 18 times a year	1-hour mean
	40 µg/m^3	Annual mean
Particulate Matter (PM_{10})	50 µg/m^3, not to be exceeded more than 35 times a year	24-hour mean
	40 µg/m^3	Annual mean
Sulphur Dioxide (SO_2)	350 µg/m^3, not to be exceeded more than 24 times a year	1-hour mean
	125 µg/m^3, not to be exceeded more than 3 times a year	24-hour mean
	266 µg/m^3, not to be exceeded more than 35 times a year	15-minute mean

Figure 6: Air Quality Objectives in England

[1] The units are in microgrammes of pollutant per cubic metre of air (µg/m^3).

Herefordshire Council undertakes non-automatic (passive) monitoring of NO2 at 21 sites across the County and has recently expanded this to 46 sites. The air quality monitoring results from these diffusion tubes normally have to be adjusted for bias, annualised and distance corrected before they can be presented to the public.

Herefordshire Council previously had an automatic monitoring station located on Edgar Street roundabout within Hereford City measuring NO2 and PM10. The monitoring station was removed in preparation for the development work on the Edgar Street Grid in 2011 and relocated at end of 2013 to a new position in Victoria Street. However, since installation there have been continuing technical issues with access to data. The Nitrogen dioxide and PM10 analysers are now in operation as of December 2016, although intermittent technical problems persist.

The current issues facing these sites in Herefordshire are:

- Vehicle demand in Hereford is forecasted to rise by 7% in peak periods leading to a 11% rise in Journey times by 2022
- 66.3% of people in Leominster access work via car or van
- NO2 Model for Hereford forecasting exceedance in 2025
- High levels of HGV traffic through Leominster with no alternative route
- Indicative results (not bias corrected) from new diffusion tube monitoring sites in the AQMAs suggest continuing NOx exceedance and therefore the need to retain both AQMA areas

$PM_{2.5}$'s in Herefordshire.

Public health framework indicator 3.01 states that the fraction of mortality in Herefordshire attributable to anthropogenic (man-made) $PM_{2.5}$ particulate air pollution (particulate matter with an aerodynamic diameter of 2.5µm or less) is 4.5% of all deaths. The average for this indicator in the West Midlands is 5.2% and in England is 5.1%.

Local Authorities are expected to work towards reducing emissions and/or concentrations of $PM_{2.5}$ (Policy Guidance LAQM.PG16 (Chapter 7)). Health based objective levels for $PM_{2.5}$'s have not yet been set for local authorities. The EU annual average limit value for $PM_{2.5}$ is 25µg/m^3, further there is an additional requirement to reduce the average urban background concentrations by 15% by 2020 (against a 2010 baseline). There are many different sources of $PM_{2.5}$, these can be from natural or anthropogenic (manmade) sources. Anthropogenic sources include industrial sources, road transport, off road transport, residential sources (such as non-smokeless fuels and bonfires) and polluted air traveling from the continent.[5]

The Automatic Urban and Rural Network (AURN) is the UK's largest automatic monitoring network and is the main network used and managed by DEFRA for compliance reporting against the Ambient Air Quality Directives – see https://uk-air.defra.gov.uk/networks/network-info?view=aurn The closest ARUN monitoring site to Herefordshire that measures $PM_{2.5}$ is Chepstow on the A48, this is an urban traffic site. Therefore, it is perhaps difficult to draw direct comparisons to Herefordshire. It has been recognised that the cost of monitoring for $PM_{2.5}$'s can be prohibitive. Therefore, other methods of estimating the likely $PM_{2.5}$ levels in Herefordshire have been considered to establish an overview of the possible levels.

Background mapping of $PM_{2.5}$ published by Defra has been reviewed http://laqm.defra.gov.uk/review-and-assessment/tools/background-maps.html and the background levels in 2018 were estimated to be between 4.52 and 6.61µg/m^3.

Calculations can be undertaken to estimate the $PM_{2.5}$ fraction from PM_{10} monitoring data. The monitoring data for PM_{10}'s at the Victoria Street location in 2018 was 24µg/m^3 (as measured by a BAM using a gravimetric factor of 0.833 for Indicative Gravimetric Equivalent). Also, the data capture for PM_{10} in 2018 was 79.4%. Further, $PM_{2.5}$ was estimated based on the recorded PM_{10} measurements, using the calculation method detailed in TG16. As such, the estimated annual mean of $PM_{2.5}$ at the Hereford AQMS in 2018 was 16.8µg/m^3. It should be noted that this estimation would only give an indication of $PM_{2.5}$'s at the roadside location in the Hereford AQMA (a worst-case scenario).

Herefordshire Council is taking the following measures to address $PM_{2.5}$:

- Ensure $PM_{2.5}$'s are considered at the planning application stage for relevant development
- Inspection of Local Authority Permitted installations
- Review AQAP's to include additional actions for $PM_{2.5}$
- Consider the need for background monitoring of $PM_{2.5}$

The approach being taken taking in terms of $PM_{2.5}$ assessment and possible monitoring has been considered together with Public Health. Further work is needed in this area, including improving available data within Herefordshire and in particular the AQMAs.

4. Scope

4.1. Included in Scope

4.1.1 Renovation of Hereford AQMS in Hereford

This part of the project will be relatively straightforward and essentially be an upgrade of equipment at the same Hereford City location (see figure 7) using the existing AQMS shell and power supply.

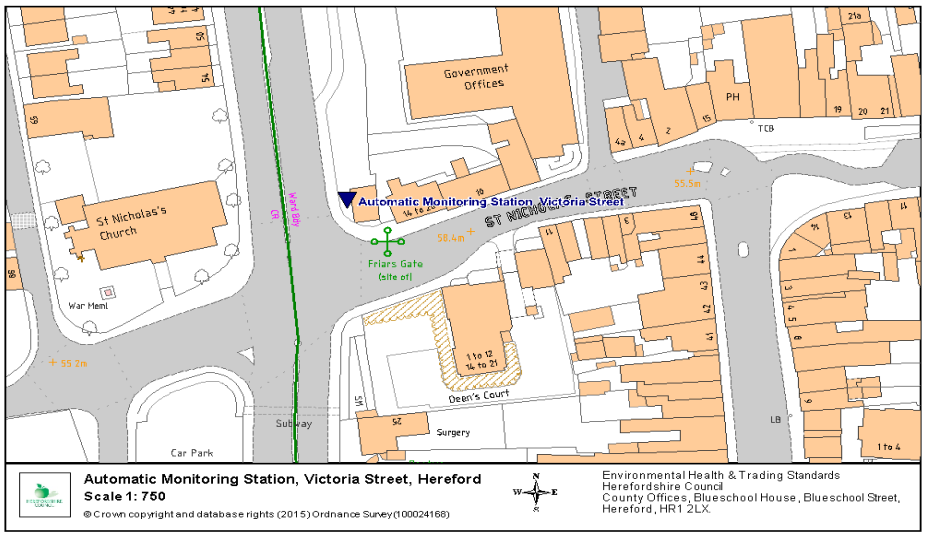

Figure 7: Location of the Automatic Monitoring Station (site HRD1), Hereford

For reference, the Hereford AQMS can be seen on Google street view here:
https://www.google.co.uk/maps/@52.0542936,-2.7201788,3a,75y,73.63h,83.19t/data=!3m6!1e1!3m4!1shG0IT9EUlL7oUh7RS4ok3A!2e0!7i13312!8i6656

4.1.2 Site determination, installation and maintenance of a new AQMS in the Leominster AQMA

Preliminary investigation has identified four viable sites as indicated in figure 8. Site 1 is the preferred option due to the proximity of receptors (i.e. residential properties).

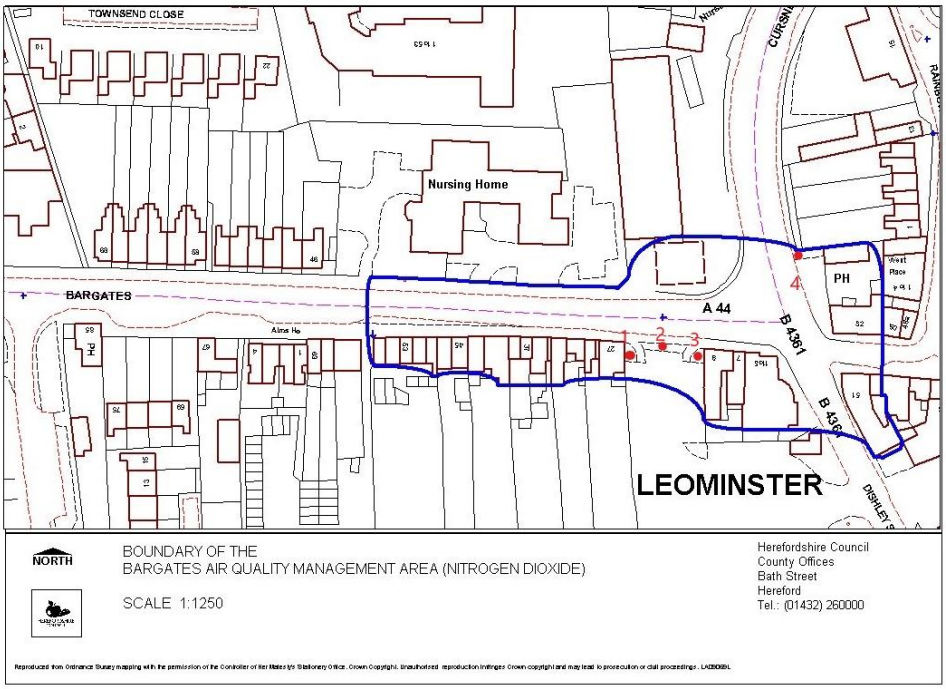

Figure 8: Four location options for a Leominster Automatic Monitoring Station

For reference, proposed locations1-3 can be seen on Google street view here:

https://www.google.co.uk/maps/@52.2270855,-2.7423897,3a,75y,191.16h,84.45t/data=!3m6!1e1!3m4!1s3n7yiU3Z90vISbiLi6dO4Q!2e0!7i16384!8i8192

Proposed location 4 can be seen on Google street view here:

https://www.google.co.uk/maps/@52.2272276,-2.7420451,3a,75y,93.48h,88.52t/data=!3m6!1e1!3m4!1sL4PtIjHHgZTis70Q9Db2FA!2e0!7i16384!8i8192

A new Leominster AQMS would be of similar dimension to the one already located in Hereford; the dimensions quoted are 1500 mm (l) x 650 mm (d) x 1500 mm (h) with top cage for protection of sample inlet & PM inlets.

Email confirmation from Highways & Transport confirm that sites 1- 3 are on Herefordshire Council owned private land (see appendix 3) and site 4 is on the highway, so there would be no financial implications regarding land acquisition.

Property Services and Parking Services have confirmed in principal that the proposed AQMS could be situated at sites 1-3 (see appendix 3). BBLP Street-works and Highways have confirmed in principal that the AQMS could be situated at the proposed Bargates highway location 4 (see appendix 3).

Planning consider that the works are permitted development by virtue of Schedule 2, Part 12, Class A of the Town & Country Planning (General Permitted Development) Order 2015 which allows certain development undertaken by local authorities in their role as a statutory undertaker (see appendix 3).

4.1.3 Maintenance and repair of the Hereford and Leominster AQMS

The capital bid includes a proposal for a 3 year enhanced maintenance program at both sites. This option is commensurate with other capital projects where short term maintenance costs have been included in the initial specification and budget. While not essential, the benefits of capitalising maintenance costs are that:

- it provides a short term cost saving to the revenue budget,
- it externalises the management risk of equipment failure,
- it removes the need for staff to attend to the AQMS for maintenance and calibration tasks (this can require multiple site visits per week if equipment fails), and therefore
- it facilitates more effective use of officer time.

Beyond the 3 year term, the exiting Environmental Health revue budget would accommodate both sites at a projected total cost of approximately £6K (current maintenance and data access spend for the Hereford AQMS is approximately £3K), but this would only cover minimum statutory maintenance requirements. All other maintenance tasks, including calibration and resetting of faulty equipment, would revert back to Environmental Health staff.

4.2. Out of scope

Assessments of data and reporting subsequent to data capture and analysis.

5. Stakeholders

Herefordshire Council is a Unitary Authority, which enables close working between the sections and teams, which are involved with air quality, its causes and effects and mitigation measures. These include the Energy and Environmental Management team, Transportation team and Public Health. There is also close working with the Environment Agency through various mechanisms including permit consultations and a formal liaison group.

6. Constraints and dependencies

6.1. Initiatives which depend on this project are:

Air Quality: a strategy for Herefordshire and Worcestershire

The Joint Herefordshire and Worcestershire air quality strategy sets out the Council's approach to tackle air quality and to publish annual air quality status reports. Through the significant improvements to air quality monitoring that this proposal will deliver, this will enable both better targeted intervention and also much greater monitoring and evaluation of the delivery of the Hereford and Leominster Air Quality Management Plans.

Herefordshire Council is a Unitary Authority which enables close working between the sections and teams which are involved with air quality, its causes, effects and mitigation measures. These include the Energy and Active Travel team, Transportation team and Public Health. There is also close working with the Environment Agency through various mechanisms including permit consultations and a formal liaison group.

Herefordshire's Core Strategy was adopted in October 2015. The Core strategy is a key document in the Local Plan, which provides the strategic planning framework for the county's future development needs up to 2031. A number of major housing developments were identified to meet Herefordshire's housing need along with the need to ensure appropriate infrastructure such as the Hereford Relief Road and the Leominster Relief Road

The potential impact of these developments on air quality will need to be considered during the planning application stages, and more resilient and timely data from a network of accurate AQMSs would be beneficial.

Other Priories for Herefordshire include:

- Continue to monitor and review both the Hereford and Leominster AQMA's
- Identify and review other locations in the County that may benefit from additional monitoring considering identified sites in the core strategy.
- Review the Air Quality Action Plan for Herefordshire
- Comment on planning applications for major housing road schemes in relation to air quality
- Continue to inspect Local Authority Permitted installations

Bargates Air Quality Action Plan

The Bargates Air Quality Action plan was published in 2014. Action 1 was to improve the traffic light sequencing at the Bargates junction. A report was commissioned in 2015 to review the best options for the junction arrangement to improve. The findings of the report were to upgrade the pedestrian crossing and road surfacing and to install a MOVA' (Microprocessor Optimised Vehicle Actuation) traffic management system. The MOVA system which will increase the capacity at the junction and help to disperse queues more effectively. A result of this could be a reduction in emissions created from idling

vehicles at the traffic lights. This work commenced in September 2016 and has now been completed. 2017 monitoring data will be reviewed in the 2018 ASR to evaluate if there are any improvement in NO2 levels.

Hereford Air Quality Action Plan

The Hereford Air Quality Action plan was published in 2008. The Council scoped 15 air quality actions from an original 42, in liaison with the multi discipline 'Herefordshire Air Quality Steering Group'. The 15 actions relate to the following projects:

- Edgar Street Grid Re-development
- Improvement of A4103 road west of Herefordshire
- Rotherwas Access Road Link
- City Link Road Hereford
- New Outer Distributer road (3rd Link) Hereford Relief Road
- Alteration of traffic management at the Belmont Round-about
- "North & South" Park and ride Scheme in Hereford
- Parking Strategy in Hereford to reduce commuter parking
- Improve and increase number of cycle routes and facilities in Hereford
- City Centre Pedestrian Enhancement in Hereford
- Behavioural Change Programme
- Designation of a Traffic manager for network management Duties along the A49 in Hereford
- Continue to implement Vehicle Emission Testing in Hereford
- Information and awareness training
- Southern Link Road A49 Ross Road / Rotherwas Access Road roundabout to the A465 and the B4349 Clehonger Road

Major Projects and Developments in the Hereford AQMA

Figure 8 below illustrates the alignment of the Council's strategies, infrastructure projects and the behavioural change projects which all contribute towards the air quality in the Hereford AQMA.

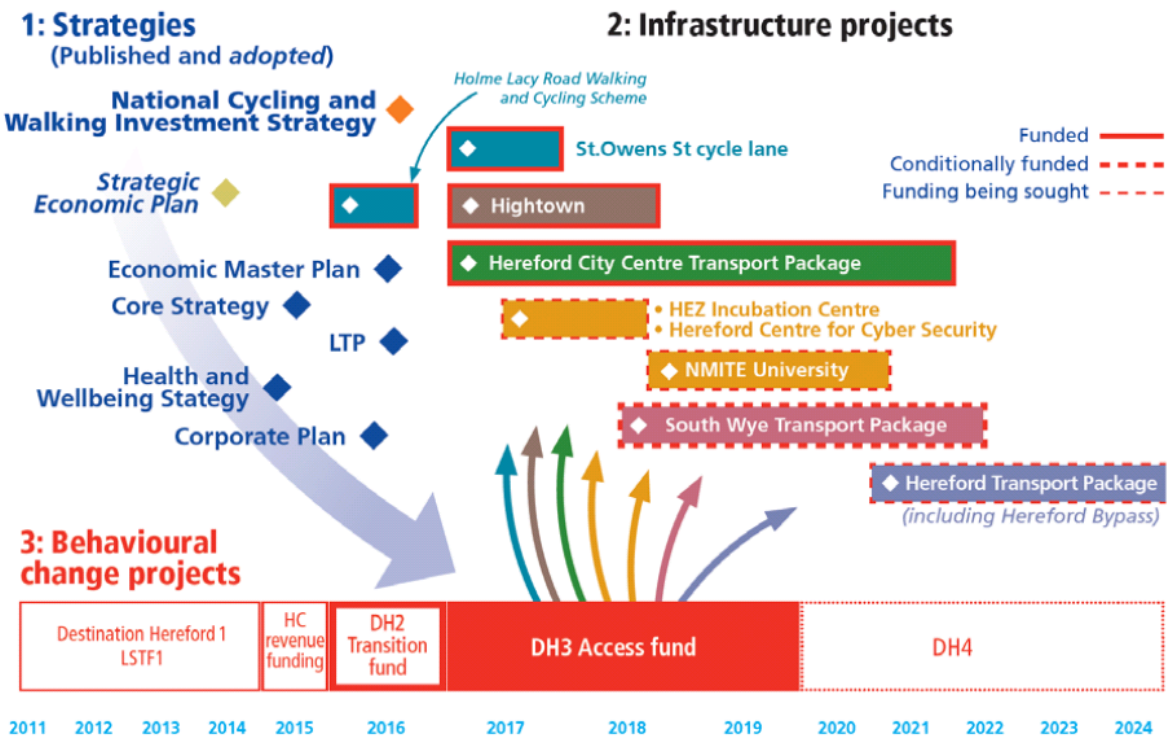

Figure 9: Herefordshire strategies, infrastructure projects, and behavioural change projects

Hereford City Centre Transport Package

Construction work commenced on the City link road in 2015 and was completed in December 2017. The road has opened up brownfield land for new affordable housing and regeneration in the centre of Hereford. The new Link Road connects Edgar Street to the west and Commercial Road to the east (with a spur linking Blackfriars Street to the south). The completed road includes a shared use path along the north side and a walking and cycling link between Morrisons and Canal Road.

It is anticipated that the road will help ease congestion within the core of the city along part of the AQMA. There are proposals to re-design Newmarket Street, Blueschool Street and Commercial Square with safe and attractive routes for pedestrians and cyclists and improved public transport facilities.

Southern Link Road and South Wye Transport Package

The Southern Link Road planning application was submitted in May 2015 and given permission in July 2016. This road will aim to reduce congestion on Belmont Road and provide improved access to the Enterprise Zone at Rotherwas. This action was identified in the Hereford Air Quality Action Plan. The Southern Link Road forms part of the South Wye Package along with a range of active travel measures. Funding has been secured for this work.

Destination Hereford

Since 2011 the Council has successfully secured and delivered a total of ~£7m to deliver the 'Destination Hereford' active travel behavioural change programme. Through a suite of targeted interventions in

Hereford City, supported by a countywide mixed media campaign 'Destination Hereford' is a key element of the Hereford air quality action plan and seeks to reduce congestion and help improve journey choices. This programme is currently midway through the delivery of phase 3 which runs until March 2020, this is illustrated below.

The Oval redevelopment also included a shared use path along the frontage between Goodrich Grove and Broxash Drive, and a new traffic-free link from Kilvert Drive to Great Western Way.

Other major projects in progress that affect the AQMA's include:

- St Owen's Street cycle contraflow between Bath Street and High Town https://www.herefordshire.gov.uk/consultations/article/10034/st_owen_street_consultation
- High Town refurbishment including cycle parking https://www.herefordshire.gov.uk/info/200196/roads/252/hereford_2020/2
- South Wye Transport Package, consultation on a range of active travel measures to support the Southern Link Road (between A49 and A465) https://www.herefordshire.gov.uk/south-wye-transport-package. There are a links to series of panels describing the schemes in more detail on that page.

6.2. This project depends on:

There is a significant number of important issues which need to be resolved and decisions which need to be made to achieve the successful delivery of the benefits of the project.

- Some of the project is subject to relevant Highway Agency consent in Leominster – see appendix 1
- The project depends on sourcing suitable contractors through the Councils procurement process.
- There is a small contingency to pay for unforeseen works which may not cover significant issues that could arise
- Costs are based on quotations provided in 2017 and will need to be refreshed to reflect current values
- No depreciation plan is in place for costs of upkeep. Revenue budget only exists for basic repair and maintenance.

6.3. Internal and external stakeholders / partners engagement

Governance

An officer decision report is currently in development seeking approval, if successful, to accept and implement this project. This submission has the general approval of the Director Economy and Place (subject to financial caveats detailed in DMT meeting minutes of 25th November 2020)

Roles and Responsibilities

The project will be led by the environmental health team with support from a corporate project team consisting officers from energy & active travel, commercial services and finance. These roles and named officers are defined below:

Project Role	Named Officer	Description of Main Duties
Project Officer	Ben Boswell, Head of Environment, Climate Emergency & Waste	Destination Hereford project manager
Project Officer	Kate James, Management Accountant	Specialist Support - finance
Project Officer	Carrie Deeley, Category Manager	Specialist Support - procurement
Project Officer	Rory O'Rafferty, Press & Publicity Officer	Specialist Support - communications
Project Officer	Philippa Hargraves Environmental Health Officer (Air Quality)	Day to day project delivery
Project Manager	Charles Yarnold, Environmental Health Service Manager	Project management, reporting and financial control / spend manager
Project Sponsor	Marc Willimont, Assistant Director (Regulation, Environment and Waste Services)	Senior responsible officer and budget holder

Project Management

The project will be managed though the Council's bespoke, corporate project management system 'VERTO'. The VERTO system will contain a live project plans, require monthly project updates, highlight report, escalation reports and is monitored by the Directorate Management Team.

Any project delays will be escalated to senior management in order to ensure successful project delivery.

Performance Management

Performance management will be included within the Council's corporate performance system.

The corporate performance system provides monthly performance updates, reporting on KPI's, monthly risk updates, project RAG rating and are reviewed by Directors and the Cabinet Member.

7. Budget provision

It is proposed that capital spend is awarded in full to ensure adequate commitment to both renovations and upkeep of air quality monitoring assets in the County for at least the next 3 years.

The project will be managed within the Council's contract procedure rules and spend will be authorised within the Council's scheme of delegation.

The Environmental Health Service Manager will act as project manager and budget manager with budget responsibility. This will be done within the Council's finance system 'Business World' with dedicated support from the corporate finance team.

8. Estimated costs and assumptions

See the costing breakdown spreadsheet and quotations attach as appendix 2.

9. Benefits

9.1. Cashable benefits

The anticipated cashable benefits of the proposed project are listed below:

- Reduces the repair and maintenance costs due to improved asset reliability
- Reduced staff time spent repairing due to improved asset reliability

9.2. Non-cashable benefits

The anticipated non-cashable benefits of the proposed project are listed below:

- Demonstrate that the Council is working towards delivery of the requirements of declared AQMA action plans
- Secures and evidence robust data pertaining to air quality in Herefordshire to properly inform current and future policy and strategic development
- Ensures that the health and safety impacts of poor air quality are appropriately assessed and balanced with the need for economic and urban development.
- To better inform Herefordshire residents of the impacts particular around transport use and to facilitate behaviour change towards more sustainable travel.

10. High level timeline

Below is a draft project plan outlining the key deliverables and milestones, although this will be refined and finalised upon notification of the funding decision and updated following the completion of the procurement process.

Item	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Capital funding decision																		
Internal governance																		
Procurement e-portal																		
Contract award																		
Installation																		
Development of live reporting																		
Monthly performance reports																		
Quarterly review																		
Air Quality Annual Status Report (ASR)																		

The timescales provide a robust framework with reasonable and achievable milestones for procurement, commissioning, and reporting of air quality data.

11. Risks

Risks are potential threats that may occur but have not yet happened. Risk management will monitor the identified risks and take any remedial action should the risk happen. Project risks will be recorded within the service risk template included within the corporate performance system.

All risks are assessed to identify control measures, gaps in assurance and are given a residual risk score. Traditionally risks are managed within service areas, but if the residual risk score is high this automatically escalates to the directorate and corporate risk registers.

Any significant project risks will be escalated to the Directorate Management Team.

11.1. The key risks of not doing the project are:

- limited scope of air quality monitoring data from the Hereford City AQMS
- poor reliability of aging air quality monitoring equipment
- compliance with statutory provisions within Part IV of the Environment Act 1995
- adverse impacts on development of council policies, strategies and projects
- disconnect between passive diffusion tube monitoring and time to process publicly availability results (up to 2 years) to effect behaviour change

11.2. The key project risks are:

- *the project will need management both in terms of finance and managing public interest*
- *there is limited revenue budget to undertake repairs and maintenance*
- *the revenue contributions for the capital repayments can be met corporately*

12. Appendices

Appendix 1 – New Roads and Street Works Act 1991, Section 50 Street Works Licence

New Roads and Street Works Act 19

Appendix 2 – Costing breakdown

AQ Monitoring Station Quote 2153 | 26251 Herefordshire Road | HER130720 HEREFORDSHIRE C | HERLSO130720 HEREFORDSHIRE C | Costs of Relocating AQ Monitoring stati | AQMS Costs.xls

Appendix 3 – Emails regarding Leominster AQMS feasibility

Steve Churchill - S50 Streetworks.msg | Andy Banks - Planning.msg | Andy Byng - Land Ownership.msg | Bruce Evans - Highways.msg | James Hughes - Parking.msg | Gill Straton - Property.msg