

Select Committee Agenda



Stronger Place Select Committee Monday, 16th January, 2023

You are invited to attend the next meeting of **Stronger Place Select Committee**, which will be held at:

on **Monday, 16th January, 2023**
at **7.30 pm** .

Georgina Blakemore
Chief Executive

**Democratic Services
Officer**

Laura Kirman
Email: democraticservices@eppingforestdc.gov.uk

Members:

Councillors R Balcombe (Chairman), R Pugsley (Vice-Chairman), R Bassett, S Heather, S Heap, J Jennings, C McCredie, I Allgood, P Bolton, R Morgan and H Brady

SUBSTITUTE NOMINATION DEADLINE: 6.00PM

WEBCASTING NOTICE

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You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy and copies made available to those that request it.

Therefore by entering the Chamber and using the lower public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for web casting and/or training purposes. If members of the public do not wish to have their image captured they should sit in the upper council chamber public gallery area

If you have any queries regarding this, please contact the Corporate Communications Manager on 01992 564542.

1. WEBCASTING INTRODUCTION

This meeting is to be webcast. Members are reminded of the need to activate their microphones before speaking. The Chairman will read the following announcement:

“The Chairman would like to remind everyone present that this meeting will be broadcast live to the internet (or filmed) and will be capable of repeated viewing (or another use by such third parties).

If you are seated in the lower public seating area it is likely that the recording cameras will capture your image and this will result in the possibility that your image will become part of the broadcast.

This may infringe your human and data protection rights and if you wish to avoid this you should move to the upper public gallery.”

2. APOLOGIES FOR ABSENCE

To be announced at the meeting.

To report non-attendance before the meeting, please use the Members Portal webpage to report non-attendance at meetings <https://eppingforestdcself.achieveservice.com/service/Member>Contact> to ensure your query is properly logged.

Alternatively, you can access the Members portal from the front page of the Council’s website, at the bottom under ‘Contact Us’ <https://www.eppingforestdc.gov.uk/yourcouncil/members-portal/>

3. SUBSTITUTE MEMBERS

To report the appointment of any substitute members for the meeting.

4. DECLARATIONS OF INTEREST

To declare interests in any item on the agenda.

5. NOTES OF PREVIOUS MEETING (Pages 5 - 10)

To agree the notes of the meeting of the Select Committee held on 8 November 2022.

6. MATTERS ARISING AND OUTSTANDING ACTIONS

To consider any matters arising and outstanding actions from the minutes of the previous meeting(s) that are not covered elsewhere in this agenda.

7. TERMS OF REFERENCE & WORK PROGRAMME (Pages 11 - 14)

(Chairman/Lead Officer) The Overview and Scrutiny Committee has agreed the Terms of Reference and work programme for this select committee. Members are invited at each meeting to review both documents.

8. PARKING UPDATE (Pages 15 - 18)

To consider and comment on the attached parking update report.

9. OFF STREET CIVIL PARKING ENFORCEMENT POLICY (Pages 19 - 66)

To consider the adoption of the attached off-street Civil Parking Enforcement Policy.

10. AIR QUALITY ACTION PLAN (Pages 67 - 178)

To consider the attached report on the air quality action plan.

11. DATES OF FUTURE MEETINGS

To note that future meetings of the Select Committee will be held on 7 March 2023.

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**EPPING FOREST DISTRICT COUNCIL
NOTES OF A MEETING OF STRONGER PLACE SELECT COMMITTEE
HELD ON TUESDAY, 8 NOVEMBER 2022
IN
AT 7.30 - 9.10 PM**

Members Present:	Councillors R Balcombe (Chairman), R Pugsley (Vice-Chairman), R Bassett, I Allgood, P Bolton, R Brookes, J Whitehouse and H Brady
Other members present:	Councillors L Burrows, J Philip, C Whitbread and H Whitbread
Other members virtually:	Councillor A Lion
Apologies for Absence:	Councillor S Heather, J Jennings and C McCredie
Officers Present:	L Kirman (Democratic Services Officer), A. Hoke (Team Manager- Leisure and Parking), R Moreton (Corporate Communications Officer) and J Warwick (Interim Acting Service Director (Contracts))
Officers present virtually:	J Gould (Interim Strategic Director), D Marsh (Waste Management Team Manager) and M Thompson (Interim Acting Service Director (Technical))

9. WEBCASTING INTRODUCTION

The Chairman made a short address to remind everyone present that the meeting would be broadcast live to the internet, and would be capable of repeated viewing, which could infringe their human and data protection rights.

10. SUBSTITUTE MEMBERS

The Committee noted that:

- Cllr Janet Whitehouse would substitute for Cllr McCredie, and
- Cllr Brookes would substitute for Cllr Judy Jennings.

11. DECLARATIONS OF INTEREST

There were no declarations of interest pursuant to the Council's Members' Code of Conduct.

12. NOTES OF PREVIOUS MEETING

That the notes of the meeting held on 5 July 2022 were agreed as a correct record.

13. MATTERS ARISING AND OUTSTANDING ACTIONS

There were no matters outstanding or actions that were not covered by the agenda.

14. TERMS OF REFERENCE & WORK PROGRAMME

Due to the death of Her Majesty the Queen, the meeting scheduled for the 13 September 2022 had been cancelled. Items marked for that meeting had been incorporated into the agenda for this meeting with the exception of the Market Policy which had been considered and approved by Cabinet. Members requested that a copy of the relevant papers be circulated.

The Committee noted the Terms of Reference and the Work Programme.

15. LITTER STRATEGY

J Warwick (Acting Service Director (Contracts))

The Epping Forest District Council Litter Strategy as approved by Cabinet was presented to the Select Committee by James Warwick (Acting Service Director (Contracts)). The three aims of the Litter Strategy were highlighted as:

- Change the behaviour of people who felt it was acceptable to drop litter through education and social media campaigns,
- Make it easy to dispose of litter, provide the appropriate facilities in the right places, and collect litter in a timely fashion, and
- Improve enforcement by exercising Council powers to deal with anyone who drops litter.

He advised that the waste management team had started to implement a variety of actions to achieve the aims of the litter strategy. These included:

- Development of a waste communications plan with regular social media posts, in conjunction Essex CC & Love Essex,
- Delivering recycling and anti-litter workshops at local primary and secondary schools, working with the Youth Council,
- Assessment of the current contractual arrangements for weed spraying,
- Improved monitoring of gum clearance from Streets by Area Waste Officers,
- Extending the trade waste collection service, and
- The development of QR codes for street litter bins.

The Committee

- Commended the revisions made to the Draft Litter Strategy that had been brought to the Select Committee on 5 July 2022.
- Noted the value of Community litter picks, J Warwick advised that the importance of these groups had been recognised with litter picking awards, that there would be continued support with the supply of equipment and risk assessments, and the litter campaigns recognised the importance of the voluntary groups and Town and Parish Councils.
- Queried the level of fines and enforcement for fly tipping. Mandy Thompson (Acting Service Director (Technical)) advised the Committee that the £400 fine was for a fixed penalty notice (FPN) which could be issued without going to Court. The fines that could be issued by the Courts were unlimited, but those levied were not always substantial and taking a case to Court could be a lengthy process. There had been approximately 2000 report of fly tips in the last six months compared to 1,800 last year. The number of FPNs issued had increased, 20 had been issued for the year to date in comparison to 13 for the full year in 2021/22. All reported fly tips were investigated, but the perpetrators were making it more difficult to find evidence within the fly tip. This year evidence had ad been found in 127 fly tips and investigations to follow the trail of where waste had originated were ongoing.

- Suggested that Key Performance Indicators (KPI) and targets could improve the Litter Strategy.
- Expressed frustration with litter from moving vehicles and stationary vehicles near food outlets. Mandy Thompson advised the Committee that littering offences could be reported to the Enforcement Team, a relevant vehicle registration number and a witness statement would be required before any further action could be taken.
- Expressed concerns over the delay of the removal of fly tip, which contained hazardous waste, but understood that the process required permission from Essex County Council, as the Waste Disposal Authority, to ensure costs were recovered.

The Committee received confirmation that:

- CCTV could be installed in rural areas; a survey of the site would be required to identify if the camera would require a battery pack. The location of sites of concern for fly tips should be provided to Mandy Thompson.
- Dog fouling would be covered by awareness campaigns and joint work with enforcement.
- Litter bins were monitored by Area Waste Officers and Biffa Operatives and emptied when they were three quarters full. In areas of high footfall bins would be emptied more frequently.
- Builders waste was classified as trade waste, and under legislation this needed to be paid for. There had been no change in Essex County Council's policy. Civic Amenity sites could be used by residents to dispose of their own repair and building materials.
- Litter on the slip roads of motorways was the responsibility of Highways England and roundabouts were the responsibility of EFDC. Highways England would be contacted to encourage clearance of the slip roads.
- A number of local residents, who were environmental champions, had requested that their recycling sacks be replaced with a wheeled bin. It was confirmed by David Marsh that a special collection would not be required as the vehicle could collect both wheeled bin and sacks.

Actions:

- James Warwick would provide Theydon Mount Parish Council with payment details for the collection of the litter bin.
- The Committee proposed that an update on the Litter Strategy should be included in the 2023/4 Stronger Place Work Programme.

Resolved:

The Committee noted and commended the Council's Litter Strategy.

16. LEISURE SERVICES CONTRACT UPDATE

The update on the Council's Leisure Services Contract District Council with Places for People Leisure (PFPL) was introduced by James Warwick, who advised the Committee that the Leisure Management Contract Partnership Board provided strategic oversight, supported by monthly contact management meetings with officers.

The Committee were advised that the Key Performance Indicators (KPIs) received effective scrutiny by Officers and Members, these showed that fitness membership

levels remained below pre pandemic levels, whilst swimming membership and swimming lessons had now recovered and surpassed the February 2020 figures. During the Covid-19 pandemic, EFDC provided financial support, through monthly open book examination, to Places Leisure to maintain the operations of the leisure centres in the district. The recovery rates in leisure centre usage had enabled Places Leisure to resume the payment of management fees. The risks associated with increasing energy costs and relevant mitigation measures were highlighted.

The Committee were advised of the current timeline for the new leisure centre in Epping which was in the second stage of the procurement phase, the contract award was anticipated early 2023. The construction phase of the new Epping Leisure Centre was expected to commence Summer 2023, with a two-year construction period.

The Committee:

- Received confirmation that a decrease in use of the leisure centres was anticipated due to the current economic situation, this would be monitored against normal seasonal variations and work would continue to ensure that the pricing schedule was competitive.
- Were advised that there would be no Health and Safety issues in relation to the shortage of swimming instructors. Places Leisure were aware of the regulations and had cancelled swimming lessons when there had not been enough staff, this situation was monitored.
- Were advised that swimming pools were open for the same hours of use.
- Suggested that pool covers should be instigated across all pools to ensure energy efficiency.
- Challenged the need for a fourth pool and questioned the impact this may have on Ongar pool. J Warwick advised that a full viability study had been carried out for the pool in Epping, there was demand and waiting lists for swimming lessons in the District and with neighbouring authorities. Ongar had £1.3m invested in the pool to ensure the lifetime of the pool was extended.
- Asked if an incentive for parking discounts at leisure centre would encourage use, the impact would need to be considered in the whole as this would impact on car parking income but this would be explored by officers.

Resolved:

The Committee noted the report.

17. WASTE MANAGEMENT CONTRACT UPDATE

The Interim Acting Service Director (Contracts), James Warwick, informed the Select Committee that the Council was in contract with Biffa Municipal Ltd. for the delivery of waste, street cleansing and processing of dry recycling services. Cabinet had agreed to go to run a full procurement process for this contract which would expire in November 2024. Officers had started the procurement process and market engagement events had held with potential waste contractors. A Portfolio Holders Advisory Group would be established to consider the current challenges and support the procurement of a new waste and recycling contract.

The Committee were advised by J Warwick that the Waste Management Partnership Board provided a strategic oversight of the contract at senior officer and Member level, supported by monthly contact management meetings and daily monitoring and inspections by the waste and recycling team manager and area waste officers.

It was acknowledged that there had been unprecedented levels of missed collections over the course of this year. This was due to multiple factors including a national shortage of staff, in particular drivers and loaders; and the breakdown of vehicles, compounded by a lack of hire vehicles. Biffa had implemented a variety of investments and initiatives to improve their performance including: increased pay of operatives; trialling an Operational Support colleague to help track and drive improvements; procured two replacement footpath sweepers; sourced two replacement cage vehicles and a replacement van; purchased a new pick-up truck for the Streets Supervisor; developed a full refurbishment program for the 32t Scania fleet, and were trialling a better solution for Narrow Access Vehicles.

The Committee:

- Welcomed the opportunity to visit the Recycling facilities at Edmonton
- Sought clarity on the wheeled bin trail and were advised that this would take place in Theydon Bois, although there would be some trails across the district.

This would help to determine if the current use of sacks and blue boxes could be replaced by a wheeled bin. No decision had been made and this was one option that could be considered by the Portfolio Holder Advisory Group.

- Suggested that narrow access vehicle could be required when cars parked on both sides of the roads as well as rural areas with restricted access
- Discussed the potential to charge for the collection of garden waste as other local authorities did. J Warwick advised that the new Environment Bill, if enacted, recommended that food and garden waste was collected free of charge. Cllr Philip advised that this service was a high value service for many residents.
- Raised concerns that bins were not being repaired but replaced.
- Received confirmation that when whole streets or known areas had missed collections these could be seen on the opening pages of the Council's website.

Action:

J Warwick would organise a visit for members of the Select Committee to the recycling centre at Edmonton

Resolved:

The Committee commented on and commended the waste management contract update report.

18. DATES OF FUTURE MEETINGS

The Committee noted their future meeting dates.

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STRONGER PLACE SELECT COMMITTEE TERMS OF REFERENCE 2022/23

Definition of Stronger “Place” Select (Scrutiny) Committee

To consider Epping Forest District as a physical Place and to scrutinise the direction, policies and projects of the executive that affect the spatial and infrastructure requirements of the Epping Forest District.

The Committees Areas of Responsibility (Scope)

To consider the impact on customers, residents, businesses and visitors to our District, and to respond to consultation activities.

Sources of Information

Epping Forest DC Corporate Plan 2018-2023

Local Plan Submission Version, including Main Modifications.

Departmental Business Plans

Cabinet Corporate Aims and Objective 2021/22

Cabinet Work Programme 1 July to 31 October 2021

Key Objectives

1. To develop a work programme each year that effectively scrutinises the areas of responsibility outlined above.
2. To engage in policy review and development, with a focus on improvement and how this can be best achieved.
3. To consider any matter referred by the Overview and Scrutiny Committee, Cabinet or a Portfolio Holder and to make recommendations as appropriate.
4. To establish working groups and task and finish panels to undertake any activity within the terms of reference.
5. To undertake pre-scrutiny through the review of specific proposals of the Council and its partner organisations or other local service providers to help develop policy.
6. To engage with the community and encourage community engagement.
7. District Wide Management Contracts and provide scrutiny of services that are not performing to standard and develop proposals for their improvement.
8. To monitor and review relevant projects and associated closure and benefits reports.

To provide scrutiny for the following corporate projects:

1. Local Plan Delivery, Infrastructure Delivery Plan, S106 Agreements, associated parking
2. Epping Centre Development - St. Johns Road
3. North Weald airfield development (including master-planning)

4. Council Housebuilding
5. Economic growth, skills and employment
6. District Wide Waste Management Provision

To have overview of the green agenda – helping to inform policy and future proofing the Place.

To maintain an awareness of the impact of relevant external policies and partners.

Stronger Place Select Committee Work Programme 2022/23

Chairman: Cllr R Balcombe

No.	Item	Deadline	Progress and Comments	Lead Officer	Programme of Meetings
1.	Litter Strategy	5 July 2022, and 8 Nov 2022	Recommendations to strengthen the strategy, circulate to members of the committee and reconsider at next meeting 13 Sept 2022 Completed	J Warwick	5 July 2022 13 Sept 2022 - (cancelled) 8 Nov 2022 16 Jan 2023 7 Mar 2023
2.	Local Plan	tbc	Update	N Richardson	
3.	Leisure Services Contract Update	13 Sept 2022 8 Nov 2022	To be considered by Cabinet 17 Oct 2022. Completed	J Warwick	
4.	Waste Management Update	8 Nov 2022	Paper considered - comments provided Completed	J Warwick	
5.	Parking Update	16 Jan 2023	Update on impact of tariff change	J Warwick	
6.	Sustainable Transport	7 Mar 2023	Update on Sustainable Transport	S Llyod Jones	
7.	Essex Highways	n/a	Remove: External update from ECC Portfolio Holder – wider interest part of members briefing Removed from work programme		
8.	Air Quality Action Plan	16 Jan 2023	To be considered by Cabinet 13 March 2023	M Thompson	
9.	Climate Change Action Plan	7 March 2023	Update	N Richardson	
10.	Epping Forest District Market Policy	13 Sept 2022	To be Considered by Cabinet 19 Sept 2022 Stronger Place Meeting Postponed, - Cabinet Papers Circulated Completed	M Thompson/D King	
11	Off Street Civil Parking Enforcement	16 Jan 2023	Civil Parking Enforcement Policy and processing of Penalty Charge Notices	A. Hoke	

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Report to Stronger Place Select Committee

Date of meeting: 16 January 2023

Portfolio: Internal Resources Portfolio (Councillor S Kane)

Subject: Parking Update

Officer contact for further information: James Warwick

Democratic Services Officer: Laura Kirman

Recommendations/Decisions Required:

To consider and comment on:

- 1) the update on impact of off-street car parks tariff change.
- 2) the on-street parking update.

Report:

Update on Impact of Tariff Change

In December 2021, Cabinet agreed the report to increase tariff changes in Epping Forest District Council (EFDC) operated car parks for implementation from April 2022. The report was brought to the Select Committee before Cabinet in November 2021.

The decision was for the existing tariffs of £0.20 for 30 minutes, £0.80/£0.90 for up to 1 hour and £1.60/£1.80 for up to 2 hours to be increased to £0.30 for 30 minutes, £1.00 for up to 1 hour and £2.00 for up to 2 hours across the District. This would create uniform tariffs across the District and simplify parking tariffs. Tariffs for stays above 2 hours would be unchanged. 1 hour free parking on Sunday was extended to 2 hours across the District and increase all day £1.00 charge to £2.00.

It was also agreed to introduce business and residents permits in Cornmill car park (Waltham Abbey) and business permits in Oakwood Hill East car park (Loughton).

The changes to the off-street car parking tariffs were implemented successfully on Monday 4th April 2022. The tariff implementation project was delivered on time and on budget, with a project saving of £32,700 generated through Value Engineering.

The new tariffs are generating additional income to the Council, with a projected annual increase of approximately £150,000 in parking fees and charges, compared to the previous year (post-pandemic). However, it should be noted that pre-pandemic parking income levels have not been reached. We are seeing long-term behaviour change with regard to parking income post-pandemic, as occupancy levels have not reached pre-pandemic levels in long-stay car parks. This is assumed to be due to the prevalence of working from home.

The Council have also successfully introduced business and residents permits in Cornmill car park (Waltham Abbey) and business permits in Oakwood Hill East car park (Loughton). The introduction of these permits has generated additional income to the Council as there is local demand and sufficient capacity for the proposed permits.

Car park income and occupancy rates is continually being reviewed by EFDC officers.

Electric Vehicle (EV) Charging Points

The Council partnered with InstaVolt Ltd and have installed 2 x rapid EV charging stations in Oakwood Hill East car park, Loughton. EV charging station usage levels are high and is helping EFDC with its climate change commitments. EV charging stations have also increased car park occupancy levels and generating additional income to the Council via fees & charges and ground rent.

The Council have entered into another agreement with InstaVolt for 4 x rapid EV charging stations in Basons Lane car park, Ongar. The installation date for the chargers is to be confirmed. Further work is being done for EV charging stations in Cornmill car park, Waltham Abbey and Burton Road car park, Debden.

NEPP (North Essex Parking Partnership) On-Street Parking Update

Obstructive Parking and Enforcement

In 2019, the Department for Transport (DfT) carried out a consultation to review the laws on pavement parking and to potentially decriminalise obstructive parking offences. At present, pavement parking is not prohibited in Essex and therefore the North Essex Parking Partnership cannot enforce against obstructive parking. Obstructive parking can only be enforced by the Police; however enforcement of parking offences is not a priority for the Police. There is no further news regarding obstructive parking from Government, nor progress on any legislation. The potential decriminalisation of obstructive parking will enable NEPP officers to carry out enforcement actions, alongside the Police, where this was felt to be appropriate.

3PR Scheme

3PR is a school-led initiative offered across the North Essex Parking Partnership (NEPP) to help prevent inconsiderate and dangerous parking around schools. The initiative engages and educates pupils with the use of incentives and other means to change and influence parking behaviours of parents/guardians.

EFDC have worked with NEPP to support the 3PR initiative by providing a Park and Stride in the EFDC Traps Hill car park for Staples Road Primary School (Loughton).

Below is a list of the schools in the Epping Forest District that NEPP have worked with, or are working with at present, for the 3PR initiative.

School Name	Package level	Consists of	Launch Date
Ivy Chimneys Primary School - Epping	Bronze	Base Educational package with signage resources outside	13th January 2019
Buckhurst Hill Community Primary School – Buckhurst Hill	Bronze	Base Educational package with signage resources outside	7th March 2022
Staples Road Primary School - Loughton	Silver	Base Education package with addition of a Park and Stride	5 th September 2022
Oaklands School - Loughton	Silver	Base Education Package with Patrolled zone and token system outside the school	11th November 2022
Leverton Primary School – Waltham Abbey	Silver	Base Education Package with Patrolled zone and token system outside the school	7th November 2022

Traffic Regulation Orders (TRO)

Traffic Regulation Orders (TROs) are legal documents that restrict or prohibit the use of the highway network, in line with The Road Traffic Regulation Act 1984.

They help NEPP to manage the highway network for all road users, including pedestrians and they aim to improve road safety and access to facilities.

A TRO can only be proposed for the reasons set out in the legislation and a scheme can only be proposed if the regulations allow it to be signed and lined accordingly.

NEPP TRO PROCESS

TRO applications need to be submitted via a formal application to North Essex Parking Partnership (NEPP) via <http://www1.parkingpartnership.org/north/technical.php>.

Please note that this process can take at least 18 months even if the request is approved. This is due to many factors which influence this process such as funding, public consultations, and as this is a necessary legal process.

TRO applications, with support, will need to be made before July 31st to allow Partner Authority members to consider all applications made. Applications made after July 31st are not considered until the following year.

The applicant would need the following:

To show:

- That there is a genuine proven parking safety, congestion or social need before the request can be considered.

To evidence local support:

- This can be from a Local Councillor, County Councillor, a Town or Parish Council.
- Failure to evidence that support for an application is in place from a councillor will result in the application not being considered.

For a new parking scheme:

- A minimum 75% support from other residents living in the street.
- Provide as much information as possible to support the application.
- Depending upon the size of the request, the timescale for implementation is 12 months from the date of approval. However, this can be exceeded due to other factors beyond NEPP's control.
- All requests will be initially considered by each individual Council in consultation with their responsible Member.

Reason for decision: For good governance.

Options considered and rejected: N/a

Consultation undertaken: None

Resource implications: There are no resourcing implications.

Legal and Governance Implications: N/a

Safer, Cleaner, Greener Implications: None

Consultation Undertaken: None

Background Papers: None

Impact Assessments: N/a

Risk Management: N/a



Report to Stronger Place Select Committee

Date of meeting: 16 January 2023

Portfolio: Internal Resources Portfolio (Councillor S Kane)

Subject: Off-Street Civil Parking Enforcement Policy

Officer contact for further information: Amelia Hoke

Democratic Services Officer: Laura Kirman (01992 564273)

Recommendations/Decisions Required: To adopt the updated off-street Civil Parking Enforcement Policy and the processing of Penalty Charge Notices for Epping Forest District Council.

Report:

The current Civil Parking Enforcement policy was adopted by Cabinet in 2016 and last updated in 2016. The Civil Parking Enforcement policy is an overarching policy outlining the broad legal framework and approach to parking enforcement in EFDC off-street car parks across the District, to ensure the way enforcement is applied is fair, transparent and consistent.

Civil Parking Enforcement is subject to strict legislative and statutory guidance and requires processes to be put in place to enable transparency and accountability. For the Council to enforce against motorists for contraventions under the Traffic Management Act 2004 and statutory guidance, it is necessary to have a Civil Parking Enforcement Policy which sets the regulatory framework and how Penalty Charge Notices are processed. The Civil Parking Enforcement policy does not replace or replicate national guidance but rather provides transparency to motorists and those enforcing the guidance.

The updated policy will be made available on the Council's website under the district-wide policies, plans and strategies page. This is to provide transparency to the public on the Council's processes for Civil Parking Enforcement and processing of Penalty Charge Notices, including handling challenges, representations and appeals.

It is important to note that the updated policy does not introduce any new approach to Civil Parking Enforcement in EFDC off-street car parks across the District. Summary of changes to the updated policy is outlined below.

Summary of Changes

- Information on parking in Electric Vehicle (EV) bays and how challenges/representations regarding EV bays are assessed have been added.
- The updated Policy adopts the same terminology as the Traffic Management Act 2004 to ensure that the policy remains relevant and up to date.
- References to on-street parking have been removed as this does not fall within the Council's jurisdiction. It is clarified that on-street parking enforcement in the District is the responsibility of the North Essex Parking Partnership (NEPP).
- Updated policy follows a new template and is split into four sections (Civil Parking Enforcement, Civil Enforcement Officers, Processing of Penalty Charge Notices and Enforcement of Penalty Charge Notices) for a simpler document structure.

- An administration fee has been added to suspension requests in addition to standard suspension charges per bay. This fee is to cover officer time and resources required to arrange suspensions and will generate additional income to the Council.
- Updated policy includes that periodic tariff reviews are to be conducted every three to five years, to demonstrate best practice car parking management.
- Updates to legislation and statutory guidance, contravention codes, clarifying processes and wording generally.

Reason for decision: For good governance and to ensure that the Council's Civil Parking Enforcement processes are up to date and promote the updated policy openly, as advised by the Department for Transport (statutory guidance for local authorities in England on civil enforcement of parking contraventions).

Options considered and rejected: n/a

Consultation undertaken: None

Resource implications: There are no resourcing implications.

Legal and Governance Implications: The policy complies with legislation

Safer, Cleaner, Greener Implications: None

Consultation Undertaken: None

Background Papers: None

Impact Assessments: See Appendix 1.

Risk Management: The parking risk register includes an item to review the CPE policy periodically to ensure the policy remains up to date as having outdated policies may put the Council at risk if the policy is not compliant with changes in laws and regulations.

CIVIL PARKING ENFORCEMENT

A Civil Parking Enforcement Policy
and
the Processing of Penalty Charge Notices
for
Epping Forest District Council

January 2023

Version 3

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INTRODUCTION

Epping Forest District Council's Civil Parking Enforcement Policy is a policy statement, designed to help to manage off-street parking by providing a clear framework for effective parking enforcement in Epping Forest District Council (EFDC) off-street car parks.

This policy covers off-street parking enforcement only. On-street parking enforcement in the district is the responsibility of the North Essex Parking Partnership (NEPP). Essex County Council (ECC), as Highway Authority, transferred delegated authority to NEPP in respect of on-street civil parking enforcement. EFDC only has the powers for enforcement in its operated off-street areas.

The advice contained within this document is intended to assist in understanding how off-street parking is enforced in the district and to support both Council and contracted employees when undertaking civil parking enforcement and in particular when assessing informal challenges/formal representations.

EFDC is committed to making sure that it provides Equality of Opportunity in how its services are delivered. This commitment has been translated into its core values by ensuring that different groups and individual needs are reflected in the delivery of service. The policy seeks to meet the needs of road users eligible for parking in EFDC car parks and to clearly prioritise different parking enforcement needs in the EFDC car parks. The aim is to manage parking enforcement in EFDC car parks on a fair and consistent basis.

This policy will be subject to rigorous and frequent review to ensure that it reflects current best practice nationally. This in turn will enable enforcement to be carried out consistently and clearly across the district.

LEGISLATION & STATUTORY GUIDANCE

The statutory acts governing parking enforcement are the Traffic Management Act (2004) and The Road Traffic Regulation Act (1984). There are also a number of accompanying Regulations:

- The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022
- The Civil Enforcement of Road Traffic Contraventions (Representations and Appeals) (England) Regulations 2022
- The Civil Enforcement Officers (Wearing of Uniforms) (England) Regulations 2007.

The statutory guidance for civil parking enforcement by local authorities, as regulated by the Traffic Management Act 2004:

- Statutory guidance for local authorities in England on civil enforcement of parking contraventions (Secretary of State, August 2022).

This local policy is not intended to replace or replicate legislation or statutory guidance. If there is any conflict between this enforcement policy and statutory guidance or any other legislation, then the relevant legal requirements take precedence.

SECTION 1 – CIVIL PARKING ENFORCEMENT

1.1 PARKING MANAGEMENT

Parking management includes the enforcement of off-street parking regulations in Epping Forest District Council car parks.

Illegal parking is inconsiderate, and it can be dangerous. Under civil enforcement, the District Council is directly responsible for all off-street parking enforcement in EFDC car parks.

The policy supports effective parking management by;

- Coordinating off-street parking enforcement management to ensure a comprehensive and complementary approach.
- Allocating parking permits/season tickets with clear conditions of use based on transparent and consistent principles.
- Maximising the potential of the Council's information technology system to support an effective and efficient parking management operation.

Sensible and safe parking within Epping Forest District Council car parks will be encouraged, as will greater compliance with the Off-street Regulations and Traffic Regulations as regards parking.

Parking provision is becoming more responsive to the public's needs because EFDC control both the provision and management of off-street parking in their car parks.

The policy focuses on customer needs by:

- Ensuring an efficient, robust and customer-friendly parking system.
- Effective tackling of parking fraud, and abuse of the Blue Badge Scheme.
- Ensuring an effective, fair and consistent enforcement operation to maximise compliance with EFDC's parking regulations.
- Consulting and communicating with both internal and external stakeholders to inform parking management issues.
- Take into account the needs of local residents, shops and businesses, thereby sustaining the District Council's economic growth.
- Ensure that people with disabilities are able to have equal access to all facilities within the EFDC car parks
- Actively discourage indiscriminate parking that causes obstruction to other motorists.

1.2 BLUE BADGE HOLDERS

Blue Badges are issued to either a disabled driver or a disabled passenger. They can only be used when the vehicle is being used to transport that disabled person. It is not permitted to use the badge for any other purpose e.g., shopping for the disabled person when they, themselves, are not being transported in the vehicle.

Blue badges must be clearly and properly displayed whilst the vehicle is parked.

Failure to do so will result in a PCN being issued for the contravention of the appropriate parking condition. Further details on how any representations will be

addressed by the Council are covered in Section 4.

Providing the Blue Badge is clearly and properly displayed the Badge holder can park in EFDC car parks in accordance with details provided on the car park tariff boards.

Blue Badge holders are not allowed to park in any area where there is a loading restriction, reserved bays, motorcycle bays and a restricted area. Parking must always be in accordance with the Blue Badge Scheme.

Civil Enforcement Officers (CEO's) have the power to inspect a Blue Badge and confiscate it if they believe it is being misused. There is no amnesty or grace period for the use of an expired Blue Badge and therefore it is appropriate for an Officer or CEO to seize a Blue Badge if it has expired.

1.3 ACCESSIBLE BAYS

Blue Badge holders can park for free in an accessible bay as long as the Blue Badge is valid, correctly displayed on the dashboard and the Blue Badge holder is present. Any vehicle without a valid Blue Badge displayed is parked in contravention of the surrounding restriction.

Blue Badge holders can also park free of charge in pay and display bays, provided that they are parked wholly within a marked bay only.

1.4 MOTORCYCLE BAYS

Motorcycle bays are not mandatory bays but are exemptions to the normal restrictions in car parks. Consequently any vehicle, other than a motorcycle, parked in such a bay is parked in contravention of the surrounding restriction, not for being parked in a motorcycle bay.

Motorcycles can park for free in a dedicated motorcycle bay. Motorcycles can also park free of charge in pay and display bays.

1.5 ELECTRIC VEHICLE PARKING BAYS

Electric Vehicle (EV) parking bay is provided specifically for charging electric vehicles. Where within a parking place there is a sign or surface marking indicating that a parking bay is an electric vehicle parking bay, no vehicle should be parked in that parking bay unless the vehicle is an electric vehicle. Parking in a charging bay with a non-electric car will be liable to a PCN. Electric vehicle parking is subject to existing car park tariffs and hours of operation within the public car parks and must be charging while in bay.

1.6 VEHICLE WEIGHT AND CLASS

- Trailers or caravans are not permitted in EFDC off-street car parks.
- Any vehicle over 3.5T is not permitted in EFDC off-street car parks.

1.7 PERMITS & SEASON TICKETS

EFDC car park permits and season tickets are virtual and are applied for online via the Epping Forest District Council MiPermit portal. The District Council does not issue paper permits. When purchasing a virtual permit/season ticket, it is the responsibility of the driver to ensure that the correct information is completed. This includes the location, date, duration of stay and vehicle registration mark prior to leaving the vehicle unattended. Having a permit does not guarantee a parking space.

All permits/season tickets are valid only in the specified car park as determined by the District Council.

The District Council will determine the eligible areas to purchase permits and also determine the maximum number of permits as it deems appropriate.

1.7.1 RESIDENTS PERMITS

Residents permits are obtained by residents from the postal address of which is in the eligible areas specified. Please note evidence will be required upon application.

1.7.2 VISITOR PERMITS

Visitor permits are obtained by residents and issued to genuine visitors to their homes. Please note evidence will be required upon application.

1.7.3 BUSINESS PERMITS

Business permits are obtained by businesses or employee of a business or other corporate body that carries out business or provides a service from any premises the postal address of which is in the eligible areas specified. Please note evidence will be required upon application.

1.7.4 SEASON TICKETS

The District Council may at its discretion issue Season Tickets for use at any parking place for issue to such persons, business or companies in respect of such car parks as the Council may specify and upon such terms and conditions as may be agreed.

A Season Ticket may be used only:

- By the person to whom it is issued
- In the case of a ticket issued to a business or company for the use of a named employee, by that employee
- In respect of the Vehicle or one of the Vehicles for which it is issued.

1.7.5 COMMERCIAL PERMITS

The Council may at its discretion provide a duly appointed agent with Commercial Permits for issue to such persons, business or companies in respect of such car parks as the Council may specify and upon such terms and conditions as may be agreed between the Council and such agent, persons, business or companies.

1.8 CLAMPING AND REMOVAL

It is not the intention to carry out clamping & removal by Epping Forest District Council save for a circumstance where a case of an Epping Forest District Council debt is transferred to our enforcement agent. We reserve the right to instruct those agents to clamp and/or remove the vehicle in question, wherever that vehicle may be located.

1.9 SUSPENSIONS

The Council has the power to suspend parking within a designated parking bay(s). Designated parking bays off-street at a charge, may be suspended for the following reasons:

- To allow maintenance of adjacent property where access is required for deliveries, essential vehicles, skips, scaffolding etc. (Cars will not be considered as 'essential vehicles' and will be expected to park in accordance with parking restrictions)
- Maintenance to trees
- At the request of the Police
- For security reasons
- Any other reason accepted by the Council.

Applications for suspensions must be received at least 10 working days prior to the required date and must be made to the Council's Leisure and Parking Team. The Council's decision is final.

The District Council will display notices which will indicate the location and extent of the suspension with the start and finish dates and times. These signs will be displayed at least 5 days before the suspension comes into operation. Additionally, external communications may be issued via the Council's social media platforms. Furthermore, adjacent properties may receive advanced notice of the suspension if deemed appropriate.

Vehicles parked in contravention of a suspension will receive a PCN.

A suspension charge per bay and per day will be made and is payable upon application. The charge per bay will be as the daily pay & display fee of the relevant off-street car park. In addition to the suspension charge, each application will be subject to an administration fee of £50.00. The District Council's Leisure and Parking manager may exercise discretion and waive suspension charges or administration fees.

Upon application, Council may request copies of insurances and a risk assessment depending on the reason for suspension.

The onus is on the requestor to arrange the suspension of bays, as cones or barrier fencing will be required. The Council will not suspend bays and cannot guarantee that the space/s are available.

The car park must be left clean and tidy at the end of the suspension. It is the responsibility of the requestor to include arrangements for managing waste.

1.10 DISPENSATIONS

Not applicable.

1.11 TARIFF REVIEWS

Periodic tariff reviews are important to ensure the charging regime is appropriate and proportionate to help maintain and improve car parking facilities, whilst continuing to recognise their importance to our community and town centre economies. The Council will conduct an off-street car parking tariff review every three to five years to demonstrate best practice car parking management. The Council may use their discretion to conduct a tariff review as and when it is deemed necessary.

1.12 COMPLAINTS & ENQUIRIES

Enquiries regarding EFDC off-street car parks should be directed to the District Council's Leisure and Parking Team. Complaints in relation to off-street civil parking enforcement will be investigated by the District Council's Leisure and Parking Manager. The findings of the investigation will be communicated to the complainant, in writing, within the stipulated timescale. Should the findings not be acceptable to the complainant advice of how to invoke the Council's Formal Complaints Procedure will be given.

On-street parking is the responsibility of Essex County Council and is delegated to the North Essex Parking Partnership (NEPP). Enquiries and complaints regarding on-street parking should be directed to the North Essex Parking Partnership.

SECTION 2 – CIVIL ENFORCEMENT OFFICERS

2.1 CIVIL ENFORCEMENT OFFICERS

Civil Enforcement Officers (CEOs) are deployed from the enforcement contractor by the District Council to enforce parking restrictions in off-street car parks.

The hours of operation and deployment hours are Monday to Sunday 8am – 6pm.

Requests from the public for targeted enforcement will be addressed where appropriate. Priority will be given to requests received from the Police.

2.2 CEO DISCRETION

The exercise of discretion rest with the District Council's Leisure and Parking Team as part of considering challenges against PCNs and representations against Notice to Owners (NtO's). This is to protect CEO's from allegations of inconsistency, favoritism or suspicion of bribery. It also gives greater consistency in the enforcement of traffic regulations.

2.3 CEO UNIFORM

When exercising prescribed functions, a CEO must wear a uniform. This uniform should promote his or her visibility and be seen to be in the vicinity and operating overtly, and clearly show:

- The wearer is engaged in parking enforcement
- The name of the District Council
- A personal identity number
- High visibility outer garments
- Bodycam.

2.4 CLAIMS, COMPLAINTS AND ENQUIRIES

The enforcement contractor maintains the procedure of dealing with any claims, complaints and enquiries direct from any member of the public or received from the District Council. The District Council's complaints protocols and timescales shall be complied with. The findings of the investigation will be communicated to the complainant, in writing, within the stipulated timescale. Should the findings not be acceptable to the complainant advice of how to invoke the Council's Formal Complaints Procedure will be given.

Allegations that a Civil Enforcement Officer has made an error whilst issuing a PCN will be investigated under the normal informal challenges or formal representation procedures and a formal written notice of acceptance or rejection will be sent within the stipulated timescale.

SECTION 3 – PROCESSING OF PENALTY CHARGE NOTICES

Penalty Charge Notices issued under the Traffic Management Act (Part 6) are processed via a civil debt recovery process. In Epping Forest District Council, all Penalty Charge Notices (PCNs) issued are dealt with by the Leisure and Parking Team. This ensures a clear and consistent approach to processing across the District.

3.1 REGISTERED KEEPER'S LIABILITY

Under the Traffic Management Act 2004 the responsibility for any PCN rests with the Registered Keeper of the vehicle as recorded at the Driver & Vehicle Licensing Agency (DVLA). If the registered keeper was not the driver at the time of the offence it remains his/her responsibility to pay the PCN and any recompense from the driver should be obtained by the registered keeper.

3.2 HOW TO PAY OR APPEAL PENALTY CHARGE NOTICE

Instructions on how to pay or appeal PCNs is contained in all statutory documentation issued. Motorists must follow the information contained in the statutory documents. Challenges via email will not be accepted.

The processing of PCNs must be carried out in a transparent manner and well-evidenced. The Leisure and Parking Team do not accept telephone calls in relation to Penalty Charge Notices, at any stage, as there is no audit trail or evident process for ensuring what has been verbally stated and recorded is an accurate interpretation of what the motorist intended.

3.3 PCN ADMINISTRATIVE PROCESS

3.3.1 REGULATION 9 PCN

1. PENALTY CHARGE NOTICE ISSUE

The PCN (Regulation 9 PCN) served on the vehicle allows a period of 28 days to pay the charge or make an informal challenge against the issue of the PCN from the service date.

In accordance with statutory requirements, a discount amount of 50% of the penalty charge is available within 14 days from the service date and will be accepted in full settlement of the matter.

If a challenge is received from the registered keeper within 14 days from the service date, the discount amount will remain frozen until the enforcement authority responds. If the challenge is not accepted the District Council will generally restart the period of 14 days within which the reduced penalty charge may be paid and this should be included in the District Council's response. The District Council may request registered keeper details from the DVLA in the event of an unpaid PCN.

Should a PCN be issued on a vehicle with a diplomatic registration plate, then the Notice to Owner will not be sent but a record of the fine will be kept and passed to the Foreign and Commonwealth Office annually for pursuit.

INFORMAL CHALLENGE

The keeper of the vehicle may make a written informal challenge against the issue of the PCN and within this challenge he/she can mention any mitigating circumstances as well as challenging the validity of the PCN. The Council must respond, in writing, within 10 working days of receipt of the challenge and must either give notification of acceptance of the challenge and cancellation of the PCN or rejection of the challenge.

If a challenge is rejected the written notification from the Council must give precise reasons why this decision has been reached. Providing the written challenge was received within fourteen (14) days of the PCN being issued the discounted rate will be restarted and last for fourteen (14) days from the date of the rejection notice.

The making of a challenge in no way detracts from the ability of the keeper to make a subsequent formal representation against the issue of the PCN to the Council or to the Traffic Penalty Tribunal (TPT).

2. NOTICE TO OWNER

If the PCN remains unpaid after 28 days of the PCN service date, the statutory notice process is implemented and a Notice to Owner (NtO) is issued.

The NtO served allows a period of 28 days beginning with the date on which the notice is served to either pay the penalty charge in full or make a formal representation.

The Traffic Management Act 2004 sets out statutory ground on which the registered keeper can make a formal representation. This is detailed in Section 4 of this document.

Any representations received after the 28-day period may be disregarded by the enforcement authority.

If a NtO is sent to the keeper who subsequently states that the PCN was not received at the time of the offence the discounted amount will be accepted if paid within 14 days. This should be communicated in writing to the keeper with the restarted discount period starting from the date of the NtO. When it is claimed that the PCN was not received the notice processing system will be interrogated to ensure that previous such claims have not been made by the same person. If there is history of such claims the discounted period should not be restarted and the full amount paid.

FORMAL REPRESENTATION

The keeper of the vehicle may make a written formal representation against a PCN within 28 days of receipt of the Notice to Owner. The vehicle owner will be provided with information on the statutory grounds for appeal. The statutory grounds for appeal are outlined in Section 4, Item 4.3. Information on how to submit a formal representation will be in the NtO issued by the District Council. Formal representations will not be accepted via email.

In addition to the statutory grounds for appeal the District Council is also obliged to consider any mitigating circumstances, and the owner/keeper is required to give full details and supporting evidence of any such circumstances. Mitigating circumstances are outlined in Section 4, Item 4.4. It is recognised that each case is different and

situations occur that are beyond the control of the motorist and in which cases it would be unreasonable to pursue the PCN. This is not an exhaustive list but does offer guidance on likely scenarios that would warrant cancellation of the PCN.

Within 10 working days of receipt of a formal representation the District Council must issue a written notice of acceptance or rejection:

- Notice of Acceptance: This will confirm that the representation has been accepted and that the person's liability for the PCN has been cancelled.
- Notice of Rejection: This formally rejects the representation and gives detailed reasons why the Council has come to this conclusion. The rejection is also accompanied with the necessary instruction on how a further representation can be made to the independent Traffic Penalty Tribunal (TPT). This representation must be made within twenty-eight (28) days of receipt of the notice of rejection.

3. CHARGE CERTIFICATE

A Charge Certificate will be issued if the PCN has not been paid within 28 days of the NtO being issued and no representation is being considered. The penalty charge will increase by a further 50% of the original charge and payment is required within 14 days of the service date. At this stage there is no longer a formal right to appeal.

PRE-DEBT REGISTRATION LETTER

There is no requirement for the Council to send a further reminder once a Charge Certificate has been issued.

4. DEBT REGISTRATION

If the PCN remains unpaid after 14 days of the service of the Charge Certificate, the District Council will apply to register the debt with the Traffic Enforcement Centre (TEC). A registration fee is applied to the debt. Once the debt is registered, the TEC will send the enforcement authority to issue an order to recover the debt. Within 7 days of receipt of TEC authority the Order for Recovery and Statutory Declaration must be sent to the debtor.

5. ENFORCEMENT AGENTS

Failure to either pay or complete a Statutory Declaration after 21 days have elapsed since service of the registration order was effected will result in the authority applying for a Warrant of Control from the Traffic Enforcement Centre. Once a Warrant of Control is issued, the authority will instruct approved Enforcement Agents to collect the debt on their behalf. No communication can be made to the District Council at this stage.

3.3.2 REGULATION 10 PCN

A Regulation 10 PCN is the service of a PCN by post. There are two circumstances in which a PCN (a Regulation 10 PCN) may be served:

- The PCN was prevented from being served due to threat of violence
- There has been a prevention of service by drive away.

In any of these circumstances a PCN is served by post on the registered keeper

(whose identity is ascertained from the DVLA), and also acts as the Notice to Owner. Postal PCNs should be sent within 14 days of the contravention. In these circumstances, the motorist gets a 14 day discount period.

In circumstances where the vehicle was driven away and the CEO had begun to issue the PCN or finished issuing the PCN but been unable to serve it, the CEO should cancel the Regulation 9 PCN and a Regulation 10 PCN should be served by post. The District Council should ensure that they have sufficient primary and supporting evidence to deal with any subsequent representations and appeals and obtain a witness statement from the CEO.

The PCN, which serves as the NtO, must be served using first class post.

A PCN may not be served by post if the motorist returns to the vehicle before the CEO has started to issue the PCN. It is only when the CEO starts to create a PCN and would otherwise have to formally cancel it.

3.3.3 TRAFFIC PENALTY TRIBUNAL APPEAL

All motorists have the ultimate right to refer the matter to an independent arbitrator, the Traffic Penalty Tribunal (TPT). The District Council is responsible for determining any formal appeal to the TPT and is involved accordingly. Should the appellant decide to progress the appeal to the Traffic Penalty Tribunal (TPT), they will be able to decide whether to proceed with a written appeal or attend a telephone, virtual or in person hearing to put their case. An independent adjudicator from TPT will consider the case in due course and his or her decision is considered final. Further information on the appeals procedure can be found on the TPT website at www.parking-appeals.gov.uk.

3.4 INTERVENTION IN CHALLENGE & REPRESENTATION PROCESSES BY ELECTED MEMBERS AND OTHER OFFICERS

The process of dealing with challenges and representations against the issue of PCNs is well documented and will be carried out in a fair, unbiased and equal manner. These procedures include the ultimate right of all motorists to refer the matter to an independent arbitrator (TPT).

To preserve the integrity of these procedures they will be managed and carried out by the Leisure and Parking Team and no undue external pressure shall be brought, by either members of the Council or other senior officers, designed to unduly influence the decisions by virtue of their position alone.

For the avoidance of doubt, Civil Enforcement Officers cannot cancel PCNs due to requests from Members and other Officers. The PCN process must be followed and the motorist must submit a challenge/representation if they believe the penalty should not be paid.

3.5 DISCRETION

The District Council will approach the exercise of discretion objectively. The Council has the power of discretion to cancel the PCN at any point in the process even if it is established that a contravention did occur. The District Council's Leisure and Parking

Manager is the nominated officer within the authority delegated to them via standing orders and the discretion to cancel PCNs. Such discretion should be exercised in conjunction with the content of this document.

3.6 CORRESPONDENCE

3.6.1 EMAIL ADDRESS

The person completing the challenge must ensure they enter a correct email address at the time of submission as the Council does not have the ability to change this when responding. The system will automatically infill the email address provided.

3.6.2 JUNK EMAIL

If providing an email address for the response to be provided by the Council by email, the person awaiting a response should ensure they check their junk email for any correspondence in relation to the informal challenge submitted.

3.6.3 RESPONSE AWAITED

It is the responsibility of the person submitting an informal challenge to check a response from the Council to an informal challenge or formal representation has been received within the required time. If no response has been received, after checking junk email in respect of an informal challenge, then they should contact the Council to enquire if their informal challenge/formal representation has been received and responded to.

3.6.4 ADDRESS

If an informal challenge is sent to the Council at their offices by post, the letter must contain their name and full postal address. Without this information, the informal challenge cannot be responded to and the case will progress and a Notice to Owner will be sent to the DVLA registered keeper.

3.7 PAYMENT

3.7.1 PENALTY CHARGE RATE

The PCN charge in the District for off-street contraventions is set by the Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations. Epping Forest District Council have set penalty charges in accordance with Price Band 2 under the legislation. The higher or lower charge is dictated by the contravention and code used and is not at the discretion of the District Council.

Any increase in PCN rate will only be possible by guidance from Central Government and will require proper advertisement prior to introduction.

3.7.2 EFFECTS OF PAYMENT BEING RECEIVED AT ANY STAGE

Once full payment of a PCN is made at any stage, the rules of Traffic Penalty Tribunal apply, where no more challenges/representations can be submitted and the case will

be closed. Payment is reasoned the motorist has accepted liability and therefore the case will be closed. All further enforcement action ceases.

3.7.3 CHALLENGES/REPRESENTATIONS ACCOMPANIED BY PAYMENT

To avoid the loss of the discount period or to avoid County Court action keepers may opt to enclose settlement of the PCN with a challenge or formal representation. In such circumstances the District Council must act in good faith and deal with the challenge/representation in a fair and equitable manner. At the same time the District Council must comply with its own financial regulation regarding the banking of cheques as agreed with the District Council's Internal Audit Department.

Challenges and representations accompanied by a payment will be separately logged, will be dealt with as a priority. If the challenge/representation is successful, the District Council would immediately make arrangements for a refund to be issued to the keeper the letter of acceptance. If the challenge is unsuccessful the payment will be immediately banked and the keeper duly notified that we have accepted it in full or part settlement as part of the rejection notice.

Any letter of acceptance or rejection sent to the keeper must make specific reference to the fate of the payment.

3.7.4 TIME TO PAY/INSTALMENT PAYMENTS

As a general rule, the District Council does not offer extended time in which to pay PCNs. Exceptions to this are only made in cases of demonstrated, genuine financial hardship agreed with the Leisure and Parking Team. Applications for time to pay must be in made to the Leisure and Parking Team in writing and must contain any evidence supporting the claim of financial hardship. Applications will be responded to within 8 working days. The Council's response will signify acceptance or rejection of the proposal.

The Council will not consider such arrangements if Enforcement Agent warrant(s) have been issued for recovery of the amount due although the enforcement agent may enter into such an arrangement.

For all cases, the District Council expects the PCN(s) to be paid in full and will not enter into any instalment payment arrangements.

3.8 REFUNDS

The District Council does not offer refunds in relation to paid parking tickets, however the Leisure and Parking Team may use their discretion to offer a free alternative stay for the value of the purchase where it is deemed reasonable. Requests should be made to the Leisure and Parking Team via email (parking@eppingforestdc.gov.uk) with the following details:

- Reason for request/Issue
- Name of Car Park
- Date of Incident
- Vehicle Registration Number
- How much was paid
- Proof of payment of stay purchased.

Arranging an alternative stage may be deemed reasonable if money has been paid into a pay & display machine but it did not issue a ticket and has taken the motorists money.

The Leisure and Parking Team will assess the information provided and determine whether free parking up to the value of the equivalent stay can be arranged.

A free stay can be arranged up to the value of the parking stay that was paid in any EFDC operated pay & display car park, as long as it is taken within 3 months. Requests to use a free stay must be made to the Leisure and Parking Team via email (parking@eppingforestdc.gov.uk) and must include the following information:

- Date and time they wish to make use of the free stay
- The car park
- Vehicle registration number

This information must be provided within 24 hours prior to when the parking session is required. If the parking session is required on a Saturday or Sunday, then the request must be received by 2pm on the preceding Friday.

The District Council does not offer refunds in relation to paid PCNs with the exception of double payment.

3.9 CCTV FOOTAGE

There may be CCTV in car parks to record, view and monitor activity for crime detection, prevention of anti-social behaviour and public safety. Epping Forest District Council does not check CCTV footage with regards to PCN challenges or representations. Motorists may request CCTV images by contacting the Council's Safer Communities Team via safercommunities@eppingforestdc.gov.uk for further information on CCTV requests. CCTV requests are chargeable with the exception of law enforcement agencies such as the Police.

SECTION 4 – ENFORCEMENT OF PENALTY CHARGE NOTICES

The Council is obliged to consider any statutory grounds for appeal and mitigating circumstances when dealing with challenges/representations to PCNs. It is recognised that each case is different and situations occur that are beyond the control of the motorist and in which cases it would be unreasonable to pursue the PCN and consider cancellation of the PCN. All grounds for a cancellation that are submitted will be considered fairly and objectively. This is not prescriptive guidance as each case will be assessed fairly and reasonably on its merits and it is not appropriate to prescribe a response for every set of circumstances.

This section addresses the following:

- Contravention codes for which PCNs are issued
- Observation times for enforcement
- The statutory grounds upon which representations may be made
- Mitigating circumstances.

4.1 CONTRAVENTION CODES

Epping Forest District Council has previously given notice of the adoption of the powers of the Council under the Traffic Management Act for its parking contraventions at Pricing Band 2 as set out in the Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations.

Parking contravention penalty charges is set by legislation and fall into the two following categories Higher and Lower, see Tables 1 and 2.

Table 1: Off-Street Higher-Level Contraventions

Contravention Offence code	Contravention
70	Parked in a loading area during restricted hours without reasonable excuse
71	Parked in an electric vehicles' charging place during restricted hours without charging
74	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited
81	Parked in a restricted area in a car park
85	Parked in a permit bay without clearly displaying a valid permit
87	Parked in a disabled person's parking space without clearly displaying a valid disabled person's badge in the prescribed manner
89	Vehicle parked exceeds maximum weight and/or height and/or length permitted in the area
91	Parked in a car park or area not designated for that class of vehicle
92	Parked causing an obstruction

Table 2: Off-Street Lower-Level Contraventions

Contravention Offence code	Contravention
73	Parked without payment of the parking charge
80	Parked for longer than the maximum period permitted
82	Parked after the expiry of paid for time
83	Parked in a car park without clearly displaying a valid pay & display ticket or voucher or parking clock
84	Parked with additional payment made to extend the stay beyond time first purchased
86	Parked beyond the bay markings
90	Re-parked in the same car park within one hour after leaving
93	Parked in car park when closed
94	Parked in a pay and display car park without clearly displaying 2 valid pay and display tickets when required
95	Parked in a parking place for a purpose other than the designated purpose for the parking place
96	Parked with engine running where prohibited

4.2 OBSERVATION & GRACE PERIODS

Prior to the issue of a PCN, a Civil Enforcement Officer will allow an observation period of 5 minutes to elapse between first observing the vehicle and the issue of the PCN to determine if a contravention has taken place. This is to satisfy national guidance as set out in the Deregulation Act 2015. With certain contraventions, however, this observation time is not appropriate. The Council reserves the right to reduce or remove the observation time to address local problems.

A grace period is where a contravention has occurred due to exceeding the maximum time permitted or the time paid for has expired. In these cases, the CEO is legally required to allow a minimum of 10 minutes to have elapsed from the expiry time before a PCN can be served. The grace period does not apply if the vehicle itself is parked unlawfully, for example, where the motorist does not have a valid parking stay where required. Grace periods only apply to designated parking places where a person is permitted to park.

The details of the vehicle will be entered into the Civil Enforcement Officers Hand Held Computer (HHC) when first seen and the computer will prevent issue of the PCN within the specified observation/grace period.

The Civil Enforcement Officers will be able to continue with their patrols and then return to the contravening vehicle. The observation time and the PCN issue time will appear on the face of the PCN itself and will be recorded by the enforcement software system.

4.3 STATUTORY GROUNDS FOR APPEAL

The Council is obliged to consider any statutory grounds for appeal and the owner/keeper is required to give full details and supporting evidence of any such circumstances. Each case will be assessed fairly and reasonably upon its own merits.

The statutory grounds to make representations are as follows:

- A. The recipient –
 - i. Has never been the owner of the vehicle in question;
 - ii. Has ceased to be the owner of the vehicle before the date of the alleged contravention;
 - iii. Became the owner of the vehicle after the date of the alleged contravention.
- B. The alleged contravention did not occur.
- C. The vehicle has been permitted to remain at rest in the place in question by a person who was in control of the vehicle without the consent of the owner.
- D. The Order which is alleged to have been contravened in relation to the vehicle concerned was invalid.
- E. The recipient is a vehicle-hire firm and the vehicle in question was at the time hired from that firm under a hiring agreement AND the person hiring the vehicle had signed a statement of liability acknowledging his or her liability in respect of any Penalty Charge Notice served in respect of any parking contravention involving the vehicle during the currency of the hiring agreement.
- F. The penalty charge exceeded the amount applicable in the circumstances of the case.
- G. There has been a procedural impropriety on the part of the Enforcement Authority.
- H. The Notice to Owner should not have been served because the penalty charge has already been paid in full OR the penalty charge has been paid, reduced by the amount of any discount set in accordance with Schedule 9 to the 2004 Act, within the period specified.
- I. Any other reasons why the recipient considers the Council should cancel the Penalty Charge Notice and refund any sum already paid.

Further information on these grounds for appeal is given below.

(A. i.) THE RECIPIENT HAS NEVER BEEN THE OWNER OF THE VEHICLE IN QUESTION

Representations are likely to be accepted if the DVLA confirms that the motorist was not the registered keeper at the time of the contravention

(A. ii.) THE RECIPIENT HAS CEASED TO BE THE OWNER OF THE VEHICLE BEFORE THE DATE OF THE ALLEGED CONTRAVENTION

Representations are likely to be accepted if the current registered keeper is able to provide proof that that the vehicle was sold or otherwise disposed of before the date of the contravention. Such documentation could include a bill of sale, registration or insurance documents or a letter from the DVLA.

(A. iii.) THE RECIPIENT BECAME THE OWNER OF THE VEHICLE AFTER THE DATE OF THE ALLEGED CONTRAVENTION

Representations are likely to be accepted if the current registered keeper is able to provide proof that the vehicle was purchased after the date of the contravention. Such documentation could include an invoice, registration or insurance documents or a letter from the DVLA. The new owner should be able to provide details of the previous owner whereupon a new Notice to Owner can be issued.

(B) THE CONTRAVENTION DID NOT OCCUR

This means that the parking ticket was issued incorrectly because no illegal parking took place. Keeper must explain why they think no contravention took place and enclose any relevant details or copies of paperwork in support.

(C) THE VEHICLE HAS BEEN PERMITTED TO REMAIN AT REST IN THE PLACE IN QUESTION BY A PERSON WHO WAS IN CONTROL OF THE VEHICLE WITHOUT THE CONSENT OF THE OWNER.

Representations should in this instance be accompanied with a valid police crime report reference number. Claims that a family member or friend had unauthorized use of the vehicle will also need supporting with evidence that the police were contacted prior to or soon after the issuing of the PCN.

(D) A. THE ORDER WHICH IS ALLEGED TO HAVE BEEN CONTRAVENED IN RELATION TO THE VEHICLE CONCERNED WAS INVALID.

Claims made on these grounds are infrequent and are specifically concerned with the correct legal procedure for the making of the Off Street Parking Places Order. Claims are likely to be upheld if proof can be provided that the relevant Order that the vehicle was parked in contravention of was not properly constructed. For example, the correct consultation process had not been followed.

(E) THE RECIPIENT IS A VEHICLE-HIRE FIRM AND THE VEHICLE IN QUESTION WAS AT THE TIME HIRED FROM THAT FIRM UNDER A HIRING AGREEMENT AND THE PERSON HIRING THE VEHICLE HAD SIGNED A STATEMENT OF LIABILITY ACKNOWLEDGING HIS OR HER LIABILITY IN RESPECT OF ANY PENALTY CHARGE NOTICE SERVED IN RESPECT OF ANY PARKING CONTRAVENTION INVOLVING THE VEHICLE DURING THE CURRENCY OF THE HIRING AGREEMENT.

Representations are likely to be accepted if the hire company can provide proof that the vehicle was hired at the time of the contravention (with a signed hire agreement that includes the appropriate liability clause for PCNs) and the company can provide the full name and address of the person who hired the vehicle. In these instances, a new Notice to Owner will be sent to the person named by the hire company.

(F) THE PENALTY CHARGE EXCEEDED THE AMOUNT APPLICABLE IN THE CIRCUMSTANCES OF THE CASE.

The penalty charge amount is more than the recipient is legally obliged to pay. Reasons such as feeling the charge is too much to pay will not be accepted.

(G) THERE HAS BEEN A PROCEDURAL IMPROPRIETY ON THE PART OF THE ENFORCEMENT AUTHORITY.

The recipient must provide clear evidence that the Council or any person or body acting on its behalf failed to observe any requirement imposed on it by the Traffic Management Act 2004.

(H) THE NOTICE TO OWNER SHOULD NOT HAVE BEEN SERVED BECAUSE THE PENALTY CHARGE HAS ALREADY BEEN PAID IN FULL OR THE PENALTY CHARGE HAS BEEN PAID, REDUCED BY THE AMOUNT OF ANY DISCOUNT SET IN ACCORDANCE WITH SCHEDULE 9 TO THE 2004 ACT, WITHIN THE PERIOD SPECIFIED.

Representations are likely to be accepted if the registered keeper is able to provide evidence of payment that the PCN has already been paid in full or by the amount of any discount allowed under the 2004 Act.

(I) ANY OTHER REASONS WHY THE RECIPIENT CONSIDERS THE COUNCIL SHOULD CANCEL THE PENALTY CHARGE NOTICE AND REFUND ANY SUM ALREADY PAID.

The recipient must explain the reason/s why the Council should cancel the Penalty Charge Notice and refund any sum already paid. The recipient should enclose any relevant details or copies of paperwork in support.

4.4 MITIGATING CIRCUMSTANCES

4.4.1 ABANDONED VEHICLES

Where a vehicle remains parked, in a Car Park area, for a period during which multiple PCNs (minimum 3) are issued for the same contravention. The Civil Enforcement Officer will report the vehicle as potentially abandoned and it will be dealt with by the District Council's abandoned vehicle section under the provisions of Refuse Disposal (Amenity) Act 1978.

Criteria used in identifying Abandoned Vehicles:

1. Untaxed
2. General poor condition
3. No evidence of movement
4. Multiple PCNs attached to the vehicle.

Whilst the vehicle is being dealt with as potentially abandoned no further PCNs will be issued.

Issued PCNs will be enforced against the registered keeper of the vehicle in the normal way.

The District Council and Essex Police abandoned vehicles protocols shall continue to apply.

4.4.2 BANK HOLIDAYS – RESTRICTIONS APPLICATION

Motorists cannot assume that restrictions do not apply to Bank Holidays unless this is specifically stated in the relative signage. Enforcement on Bank Holidays should pay particular attention to known problem areas such as Car Boot Sales, Markets etc.

4.4.3 BANK VISITS

Claims from individuals or companies that because money is being taken to or from a bank will not be accepted as a reason to cancel a PCN. Motorists should be advised to contact the bank about future security arrangements.

It is appreciated that difficulty may be experienced when visiting banks but the exemption that may apply is in relation to bullion vehicles whilst loading / unloading large quantities of coin and cash boxes.

4.4.4 BAY MARKINGS/LINES

Where drivers claim bay markings were not visible, this will be investigated with CEO photographs/notes and the existing lines will be checked against the appropriate legislation. An assessment will then be made as to the validity of the PCN. Any subsequent cancellation on the grounds of incorrect lines will result in prompt rectification of the problem.

4.4.5 BLOCKED ACCESS

Drivers who claim that they were unable to gain access to their private or commercial property are not entitled to park in contravention of any parking restriction.

Where a restriction is in place a PCN may be issued to the vehicle providing it is parked in contravention.

4.4.6 BLUE BADGES

Blue badges are issued to either a disabled driver or a disabled passenger. They can only be used when the vehicle is being used to transport the disabled person. It is not permitted to use the badge for any other purpose e.g., shopping for the disabled person when they, themselves, are not being transported in the vehicle.

Blue badges must be clearly and properly displayed whilst the vehicle is parked and it is the motorist's duty to ensure this. Failure to do so will result in a PCN being issued for the contravention of the relative parking restriction. When considering the matter the Council will take into account previous contraventions by the same vehicle and/or badge holder for failure to display a blue badge. Where no previous contravention has occurred the representation should be allowed, providing proof of the existence of a valid badge is supplied. In such circumstances the letter sent to the person making the representation should make it clear that this contravention will be taken into account when considering any future contravention and that this may lead to future representations being rejected.

There is no amnesty or grace period for the use of an expired Blue Badge and therefore a PCN may be issued if the Blue Badge has expired and challenges/representations in this regard will not be accepted.

4.4.7 BROKEN DOWN VEHICLES

Claims of alleged breakdown should be accepted if they appear to be unavoidable and, if supporting evidence in the form of one or more of the following is produced:

- Garage Receipt, on headed paper, properly completed and indicating repair of the alleged fault within a reasonable time of the contravention.
- Till receipt for purchase of seemingly relevant spare parts purchased on or soon after the date of contravention.
- Confirmatory letter from the RAC, AA or other similar motoring organisation.

Each case should ultimately be considered upon its own merits although previous

cases where breakdowns have been accepted as mitigating circumstances should also be considered.

A note left in the windscreen, stating that 'the vehicle has broken down' will not be accepted, by a Civil Enforcement Officer, as reason for not issuing a PCN. If the vehicle remains in the car park for more than 24 hours, the onus is on the driver to arrange a virtual payment stay to cover the period the vehicle will remain in the car park.

Also see 'Vandalised Vehicles' (item 4.4.58).

Listed below are some areas of contention relative to the alleged breakdown of vehicles:

A) FLAT BATTERY

The receipt for the purchase of a new battery or parts that could cause a flat battery (alternator, solenoid etc.), should be requested. The receipt should not pre-date the date of the contravention or postdate it by an unreasonable length of time.

In cases where it is alleged that the vehicle was bump/jump started and no other evidence received, the PCN should be enforced. (NB. Vehicles with automatic transmission cannot be bump started).

If no evidence is forthcoming, the PCN should be enforced.

Consideration should also be given as to how the vehicle became illegally parked in the first instance.

B) FLAT TYRE

It is reasonable to expect that in the event of a flat tyre the driver would be with the vehicle and making efforts to change the vehicle's wheel. If the vehicle is left unattended a PCN will be issued and will be cancelled only if it subsequently transpires that the driver was: Elderly, disabled or infirm and had gone to obtain assistance. In such instances evidence from the assisting party is required.

If the wheel could not be changed because of a mechanical difficulty evidence must be produced from the attending breakdown service supporting this.

Failure to carry a spare wheel is not sufficient reason to cancel a PCN.

C) OVERHEATING

All cases where it is claimed that the vehicle had overheated due to lack of water should be enforced unless it is directly attributable to a mechanical fault such as: broken fan belt, cracked radiator, burst hose, faulty water pump or thermostat. In such cases evidence of repair must be produced.

D) RUNNING OUT OF FUEL

Unless this is due to a mechanical / electrical fault evidenced by repair all PCNs are to be enforced.

If it is apparent from previous records that the same driver is continuously trying to avoid liability for PCNs by claiming that his/her vehicle is broken down, this should be

considered when deciding on whether or not to accept their representations

Where representations are accepted on the second or subsequent occasion the keeper should be informed, in writing, that due consideration to previous incidents will be taken into account should another contravention be committed for the same reason.

4.4.8 CHILDREN/ELDERLY PEOPLE

Claims are often made by people, accompanied by young children or elderly people, that they were delayed because of them. This should not be considered as a reason to cancel a PCN because allowance should be made for this when purchasing parking time (also see 'Emergencies', item 4.4.21).

Claims that PCNs issued whilst children were being dropped-off or collected from schools etc., should not be cancelled unless a reasonable amount of time was not allowed by the CEO. The normal observation period should be enough time in such circumstances.

4.4.9 CLONED VEHICLES

If a motorist receives a NtO relating to a vehicle registered to them with the DVLA but they were not in the area within which the PCN was issued or on the date specified, the motorist must provide evidence which contains photographs of their vehicle and details of any differences between their vehicle and the one shown in the photographs taken by the CEO (which can be viewed online) at the time of observation and issue the PCN, and a Police crime reference number from the reporting of the potential cloning of their vehicle. Consideration will be given to the cancellation of the PCN if evidence is supplied of the potential cloning of vehicle.

4.4.10 COUNCIL OFFICERS AND MEMBERS ON DUTY

All Council officers and members on duty are expected to fully comply with parking regulations.

Council employee/member permits are available for business purposes and as such staff are provided virtual permits to use on certain off-street car parks during work time only, to receive a discount on the daily parking charges.

4.4.11 COURT ATTENDANCE - DEFENDANTS

The conditions applying to Jury Members and Witnesses equally apply to Defendants. However, there have been instances when a defendant has unexpectedly been given a custodial sentence and, as a direct result, is unable to remove his/her vehicle from a Council car park. In such instances the Council will expect that the vehicle will be removed, as soon as is reasonably possible, by the defendant's family, friends or legal representatives. Any PCN issued will not be enforced providing supporting evidence is supplied by the defendant's legal representative.

4.4.12 COURT ATTENDANCE – JURY SERVICE OF WITNESS

The length or timing of any Court hearing or trial cannot be guaranteed and often Jury members and/or witnesses find that they are unable to leave Court to purchase further pay & display time in a car park. This often leads to overstay and to PCNs being issued. To counter this, the Courts issue clear instructions to all Jury members

and witnesses advising them as to how and where they should park.

The Courts will not pay any PCN issued to a witness or Jury member whilst carrying out their legal duties even if they are delayed by the Court.

In such circumstances the Council will enforce PCNs against the keeper unless evidence is produced to support the fact that they were delayed to an extent that could not have been reasonably foreseen; i.e. moved to a hotel overnight.

4.4.13 DELAYS

Delays due to queues at shops, banks etc., meetings taking longer than expected, caught up in crowds etc., are not considered as valid reasons to cancel a PCN. Allowance should be made for such delays when purchasing parking time as they are a regular occurrence and part of normal life (see emergencies below).

4.4.14 DENTAL/DOCTORS APPOINTMENTS

If the claim is made that, due to a delay in the appointment time or that treatment took longer than anticipated and this resulted in a PCN being issued for overstaying the parking time purchased on arrival, consideration should be given to the validity of the claim.

Such claims should be supported by written confirmation from the dentist or doctor that the delay was caused for reasons outside of the driver's control. However, the Council must be satisfied that the parking time purchased was reasonably sufficient to allow for normal delays experienced whilst attending such appointments.

4.4.15 DESCRIPTION OF VEHICLE ON PCN

When issuing a PCN the Civil Enforcement Officer will note the make and registration number of the vehicle, which will appear on the PCN. The Civil Enforcement Officer will also note other details such as positions of tyre valves, which will form part of the supporting records.

- Incorrect make: A make mismatch will not necessarily affect the validity of the PCN but it would call into question the accuracy of other details. In such cases serious consideration must be given to cancelling the PCN.
- Incorrect colour: Incorrect colour of the vehicle will not affect the validity of the PCN.

4.4.16 DIPLOMATIC VEHICLES

- 'D' PLATES: The driver has full diplomatic immunity. PCNs issued to 'D' plate vehicles should automatically be cancelled upon input to the processing system although, should the driver subsequently decide to make payment, it will be accepted. Details of these PCNs will be taken up with the Foreign & Commonwealth Office and payment may be obtained later.
- 'X' PLATES: The driver has limited diplomatic immunity. In effect these PCNs should be cancelled upon input. If correspondence is received from the driver and enforcement seems appropriate a request for payment should be made.

4.4.17 DRINK DRIVING OR OTHER ARREST

If the driver of a vehicle has been arrested and, as a direct result, has been forced to leave the vehicle in contravention of a parking restriction any resultant PCN should be enforced.

In all cases of arrest claims the driver should be asked to provide date, time and evidence of arrest including custody number, officer and Police Station involved.

Where written evidence of the arrest cannot be supplied, confirmation should be obtained from the appropriate Police Station, by the Council, before the PCN is cancelled. Failure to supply or obtain supporting evidence of the arrest will lead to the PCN being enforced.

4.4.18 DROPPING OFF – PICKING UP PASSENGERS

It is deemed that two minutes is sufficient allowance for this unless it involves the elderly, disabled persons, young children or large amounts of luggage etc. Special consideration will be given to Hackney Carriages or Private Hire Vehicles who will need additional time to announce their arrival and accept payment. The Civil Enforcement Officer will exercise reasonable discretion in such circumstances.

4.4.19 ELECTRIC VEHICLE BAYS

Electric Vehicle bays are solely for the use of Electric Vehicles that is capable of being propelled by electrical power derived from a storage battery, and for the avoidance of doubt shall include plug-in hybrid vehicles.

Electric Vehicle bays are provided specifically for charging Electric Vehicles and the vehicle must be connected to and using the electric charging point.

Car park tariffs apply in Electric Vehicle bays and therefore, parking in an Electric Vehicle bay with a non-electric vehicle; parking in an Electric Vehicle without connecting to and using the electric charging point, and; without paying the applicable car park tariffs will be liable to a PCN.

4.4.20 ENFORCEMENT AGENTS

Enforcement Agents, as agents of the Court, are Court Officers. Of the many functions they perform, executing Warrants is one that is likely to concern us most. These are Court Orders for the collection of money and/or goods of sufficient value to produce the required amount. For this purpose the Enforcement Agent will always have an appropriate vehicle nearby.

For their other activities they do not need a vehicle nearby, e.g. if they are serving a Summons or Warrant (not enforcing it). In such circumstances they would be expected to comply with parking restrictions.

When they are taking goods or high values in cash, we can exercise discretion where it appears reasonable to do so. Enforcement Agents are not exempt from legislation, however, an official badge or permit should be displayed on the vehicle and, further, the act of loading/unloading should be observed as taking place. Once goods have been seized the enforcement agent is required to list them prior to leaving the premises and this could legitimately take some time. In such circumstances we should ask for a warrant number, identification and confirmation of the nature of goods being

seized before the PCN is either issued or subsequently cancelled.

4.4.21 EMERGENCIES

An emergency is an unforeseen situation that prevented the driver from moving his/her vehicle. They are usually of a medical nature and leniency should be exercised where it can be seen that the driver could not have foreseen the situation. Wherever possible such claims should be supported by independent evidence.

4.4.22 EMERGENCY CALL OUT

An emergency is considered to last as long as it takes to make the premises safe i.e. turn off the main supply. Following this any vehicle should be moved to a permitted parking place before any subsequent repairs are undertaken. Consideration will be given to the cancellation of a PCN if evidence can be supplied of the emergency.

4.4.23 EMERGENCY DUTIES

Doctors, nurses, midwives engaged on emergency duties are, wherever possible, expected to park legally. Should a PCN be issued it will be cancelled only upon evidence of the emergency being provided. Regular or programmed visits will not be considered an emergency.

Also see 'Health Emergency Badge Scheme' (item 4.4.29).

4.4.24 EXEMPT VEHICLES

The following vehicles are considered to be exempt from parking restrictions whilst attending emergencies:

- Fire and Rescue Service Vehicles
- Marked Police Vehicles – Lights flashing
- Ambulances – lights flashing.

The following vehicles are exempt in the circumstances described;

- Local Authority Vehicles (or those of their contractual agents), whilst being used to carry out statutory duties (i.e. Refuse Collection, Street Cleansing, Highway Maintenance), or whilst carrying out duties that require the vehicle to be in close proximity (i.e. Verge Grass Cutting), including Civil Enforcement Officer Vehicles.
- Post Office and other vehicles engaged in the delivery of postal packets (i.e. Courier companies such as UPS). This does not include private vehicles used by such organisations.
- Postmen/women whilst carrying out letter deliveries. The Council will expect such vehicles to be parked in compliance with any parking restriction Pay and display.
- Electricity Board, Gas Board, Water Authority, British Telecom or other telecommunications organisations (and/or their appointed contractors), whilst actively laying or undertaking repairs to pipes, cables or other apparatus Pay and display.
- Furniture vans whilst moving furniture to and from a dwelling, office or depository. Wherever possible these vehicles should not be parked in contravention of a loading restriction Pay and display.
- Vehicles involved in building, excavating and demolition work whilst lawfully and actively engaged on those duties.

All exempt vehicles should be liveried, not private cars or unmarked vans and the exemption does not apply to sub contractor's vehicles unless specified above.

4.4.25 FUNERALS AND WEDDINGS

Any vehicles, other than a privately owned vehicle which is being used as an official vehicle for the purposes of a wedding or a funeral at a church or place of worship will be given due consideration and respect and PCNs will not be issued.

Vehicles belonging to mourners or wedding guests that are not actively involved in the funeral or wedding will not be able to park in contravention.

Any PCN issued to vehicles associated with a funeral or wedding should be considered with due respect and PCNs would only be enforced when blatant disregard to restrictions has been confirmed.

4.4.26 GLAZIERS

Claims from glazier companies that a vehicle needed to be parked close to the location of an emergency repair should be treated leniently providing it is confirmed, from the Civil Enforcement Officers notes, that such activity was taking place at the time of the issue of the PCN.

PCNs will not be cancelled when issued to vehicles that are not actively involved in the work.

4.4.27 GOVERNMENT DEPARTMENT VEHICLES

Unless the reason for parking the vehicle was under exceptional circumstances PCNs issued to vehicles owned or operated by Government Departments should be enforced.

They are not exempt purely by virtue of the fact that they are operated by a Government Department.

If the vehicles are involved in exceptional activities such as surveillance by Customs & Excise or the Benefits Agency evidence to support this, in the form of a written statement from a senior manager on headed notepaper must be supplied.

Wherever possible Government Agencies involved in such activities should be encouraged to give the Council advance notice and details if the vehicle(s) involved.

4.4.28 HAZARDOUS CHEMICALS/SUBSTANCES

Claims by companies that toxic or dangerous substances were being delivered or collected from a premise and, as a result, a PCN was incorrectly issued to the vehicle being used should be given careful consideration.

If so, then serious consideration should be given to the cancellation of the PCN in view of the Health & Safety of the public.

Any such representation should be accompanied by documentary evidence showing the nature of the goods being delivered.

4.4.29 HEALTH EMERGENCY BADGE SCHEME

Epping Forest District Council does not, at this moment, operate a Health Emergency Badge (HEB) scheme but will review this should the need for such a scheme arise. The following, therefore is for reference only:

The Council may issue Health Emergency Badges (HEB's) to doctors etc., who may be called upon to attend medical emergencies. These badges must be clearly displayed and will incorporate a dry wipe area in which the location of the emergency should be written.

4.4.30 HEAVY EQUIPMENT

Dealt with as loading/unloading, see item 4.4.35.

4.4.31 HIRE AGREEMENT

It is within the legislation that, in the case of a hired vehicle, responsibility for a PCN is that of the hirer of the vehicle at the time.

Consequently, in this case, the responsibility does not rest with the registered keeper, i.e. the Hire Company, providing they make formal representation to the Council once the Notice to Owner is received. This representation must be accompanied by a copy of the relative hire agreement.

In all cases this agreement must clearly state:

- The name and address of the hirer
- The start and finish dates for the hire period
- The hirer's signature.

The agreement must also include a statement regarding the hirer's liability for any PCNs incurred during the hire period. Should any of the foregoing be unclear, absent or in contradiction of the date / time of issue of the PCN then the PCN will be enforced against the registered keeper/Hire Company and a notice of rejection of the representation sent to them with the reasons clearly stated therein.

4.4.32 HOLIDAYS

Vehicles are often left parked in one place whilst the keeper is away on holiday. In such cases a PCN could be issued for being parked in a suspended parking place or for failing to have a valid parking stay, parked in a restricted area, motorcycle bay, disabled bay (without displaying a valid Blue Badge), reserved bay or causing an obstruction.

4.4.33 HOSPITAL CAR SERVICE

The display of a 'Hospital Car Service' badge does not automatically exempt the holder from parking restrictions. However, all representations or challenges against the issue of a PCN should given due consideration bearing in mind that this is a voluntary service provided for the elderly and sick so that they can be transported to and from hospitals.

Generally, such consideration should extend to:

- Allowing sufficient time to enable the driver to make his/her presence known to

- the passenger(s).
- Allowing sufficient time to assist the passenger(s) between the vehicle and their home(s), bearing in mind that they may be elderly, infirm, disabled or unwell. This may well involve sufficient time to ensure that the passenger is comfortably settled within his or her own home prior to departure by the driver.

Representations / challenges should be accompanied by documentary evidence giving the date, time, the pick-up and drop-off locations for the trip and, wherever possible, a description of the passenger (i.e. Elderly, Disabled, Post-Operative etc.).

4.4.34 LEGISLATION

The statutory acts governing parking enforcement are: The Traffic Management Act (2004) and The Road Traffic Regulation Act (1984).

If a driver is querying the legislation it should be explained to him/her in simple terms. There is no need to supply specific reference unless especially requested.

When such a request is made the Council will make reference to specific, relevant paragraphs and will quote them verbatim within any correspondence. The Council will not supply full copies of the relevant acts, which can be accessed via www.legislation.gov.uk.

If the keeper is specifically querying the authority behind a specific restriction then reference should be made to the relevant Off Street Parking Places Order, held by the Council. Prior to any correspondence with the keeper this Order should be checked to ensure the validity of the PCN. If any doubt exists then the PCN should be cancelled and the decision communicated to the keeper.

4.4.35 LOADING/UNLOADING

Loading is defined as the movement of goods to or from a vehicle. Goods should be heavy, bulky or must be of a type that cannot easily be carried by one person in one trip.

The loading/unloading need not be for commercial activity only, motorists can legitimately carry out loading and unloading of private/personal goods from their vehicle.

The following are all permitted within the time allowed for loading & unloading:

- Waiting for goods
- Checking of goods for deliveries/collections
- Completing paperwork.

If loading/unloading satisfies the above criteria accompanied by any supporting evidence, the PCN should be cancelled.

4.4.36 LOCATION - INCORRECT

When a PCN is issued the location of the vehicle is stated on the PCN itself. If this is recorded incorrectly then this is deemed to be a material error and the PCN should be cancelled.

4.4.37 LOST KEYS

Where it is claimed that car keys have been lost, stolen or locked in a car thus preventing removal of the car from a parking area which in turn resulted in the issue of a PCN, then due consideration should be given to its cancellation. When considering this the representation should be accompanied by any supporting evidence from the police, motoring organisations or relatives.

The following factors should also be considered:

- If the vehicle was parked in a pay & display car park
- Did the loss of the keys prevent purchase of additional parking time?

4.4.38 MISSPELLING OF KEEPER'S NAME

The miss-spelling of the keeper's name and/or address on the Notice to Owner does not invalidate it or discharge the liability of the person receiving it. The onus is still on the genuine keeper to deal with the matter.

Such names and addresses are, in most cases, obtained from the DVLA and are supplied by the keepers themselves. It is also incumbent upon the keeper to ensure that these are correct.

If any miss-spelling is discovered, the District Council does not have the power to alter information provided by the DVLA and consideration should not be given to the cancellation of the PCN.

4.4.39 MOTORCYCLE BAYS

These are not mandatory bays but are exemptions to the normal restrictions in car parks. Consequently, any vehicle, other than a motorcycle, parked in such a bay is parked in contravention of the surrounding restriction, not for being parked in a motorcycle bay.

4.4.40 MOTORIST WAS ISSUED A PCN AND HAD A VALID SUSPENSION ISSUED FROM THE APPROPRIATE LOCAL AUTHORITY

Evidence that matches the details of the vehicle is likely to result in a cancellation of the PCN for a first offence for this contravention.

4.4.41 PAY & DISPLAY MACHINES – DID NOT REALISE THERE WAS ONE THERE

Claims from keepers that they did not see or realise that they had to use a pay & display machine should be dismissed providing that they are clearly sign posted and the PCN is unlikely to be cancelled. It is also reasonable to expect that drivers would use MiPermit virtual parking.

4.4.42 PAY & DISPLAY MACHINES – NOT WORKING

Where it is claimed that a machine is not working then reference must be made to both the maintenance records, the CEO's notes and machine test records (machines are tested before every patrol). If it is confirmed that the machine was not working at the time then consideration should be given to cancelling the PCN.

However, if there was an alternative machine in working order and in close vicinity then it is reasonable to expect that the driver would use this machine or via MiPermit

virtual parking, then the PCN is unlikely to be cancelled.

4.4.43 PAY & DISPLAY TICKETS

All of the District Council's car parks operate as Pay & Display and/or virtual parking areas.

Pay & Display requires the purchase of a ticket at the time of parking for the amount of time required. All tickets display the expiry date and time on them along with the fee paid and car park (in some car parks the driver is required to enter the vehicle's registration numbers into the machine). These will also appear on the ticket and are designed to prevent illegal transfer of the ticket from one vehicle to another. The car park fee tariff is clearly displayed adjacent to each machine.

Pay & Display Tickets must be:

- Clearly displayed whilst the vehicle is parked
- Covering the period the vehicle is in the car park, including observation/grace period
- For the date shown
- Un-expired
- For the car park indicated
- For the vehicle indicated – where applicable.

PCNs will be issued for:

- Failing to display a valid ticket
- Displaying a ticket that has expired.

Challenges/representations made because the driver failed to correctly display a valid ticket, even though one was held, will not be allowed as it is incumbent upon the driver to ensure that the ticket is clearly displayed throughout the time that the vehicle is parked. Exceptions to this may be permissible where the ticket can be identified as being vehicle specific through recording of the VRM and that it covers the time of the alleged contravention.

Challenges/representations made because the driver did not have change will not be upheld.

Challenges/representations made because the driver displayed a valid ticket but the Civil Enforcement Officer did not see it will be considered assuming that the valid ticket can be produced and the Civil Enforcement Officer confirms that a ticket was in evidence that could not be clearly seen. However, motorists should note that this reason will only be accepted if it is the first such representation on these grounds from that person. Repeat claims for subsequent PCNs for the same contravention are unlikely to be cancelled.

Representations made because of delays returning to the car park will be dealt with in accordance with 'Delays' (see item 4.4.13).

Where virtual parking is available and is the chosen method of payment then the need to pay and display is removed. Vehicle details will always be checked against the cashless data system in real time by the Civil Enforcement Officer where there is nothing on display. Should such a check show that payment by means other than pay and display has not occurred or the vehicle is parked beyond the paid for time then a PCN shall be issued.

4.4.44 PENALTY CHARGE NOTICE WAS NEVER SERVED ON THE VEHICLE

It is accepted that PCNs are sometimes maliciously removed from vehicles. The Civil Enforcement Officer should have photographic evidence to support the correct serving of the PCN where further evidence or investigations support the claim that the PCN was removed the motorist will be given the opportunity to pay at the discounted rate for a period of 14 days from receipt of the notice of rejection.

4.4.45 PENALTY CHARGE NOTICE, EARLY ISSUE OF

Claims that a PCN was issued before the time that an offence is deemed to be committed requires careful investigation.

The issue of PCNs is controlled by Hand Held Computers carried by each Civil Enforcement Officer. These computers have in built clocks, which are calibrated prior to commencement of the patrols to ensure that they reflect the correct time and date. An observation period, where appropriate, may be imposed prior to allowing a PCN to be issued. These times will appear on the PCN itself as 'Time First Seen' and 'Time of Issue'. The computer system will prevent any subsequent alteration to these times.

Pay & display machines are tested at the outset of each patrol to ensure that they are showing the correct time and date. This is done by obtaining a 'test' ticket from the machines, which are kept as part of a daily report function.

The normal procedure is for a Civil Enforcement Officer to enter the observation details into the computer, then to continue with his/her patrol before returning to the vehicle to complete the issue of the PCN.

4.4.46 PERMITS

The Council issue virtual permits (residents, business, visitor and season tickets). Failure to have a valid permit in place for the correct vehicle, correct location or date will not be cancelled unless there are mitigating reasons that account fully for the contravention. Representations may be considered if the validity of the permit was delayed by the Council's administrative processes or it can be established that other reasonably unforeseen circumstances delayed the renewal of a valid permit.

4.4.47 POLICE OFFICERS ON DUTY

PCNs should not be issued to marked police vehicles when on official duty.

Requests for cancellation of any PCN issued to an unmarked police vehicle must be made by the officer's area Inspector or equivalent. They should contain confirmation that the officer was on official business and that it was inappropriate for the vehicle to be parked elsewhere.

4.4.48 POLICE OFFICER GAVE PERMISSION TO PARK

Where details of the officer concerned are given, confirmation should be sought prior to cancellation of the PCN.

Where these details are not given then the PCN should be enforced unless they are supplied subsequently.

4.4.49 PREGNANCY OR PARENTS/GUARDIANS WITH YOUNG CHILDREN

Generally pregnancy is not considered to be a disability and delays caused by young children should not normally lead to the cancellation of a PCN.

However, this is a sensitive area and each case should be treated on its merits. i.e. if the delay was short (up to 10 minutes) or was caused by a minor medical emergency, child being sick or mother feeling unwell, leniency should be shown.

If the delay was caused by the parents/guardians not allowing additional time enough to deal with young children or her own condition, both of which he/she is fully aware of, then the PCN should be enforced.

4.4.50 PRIVATE PROPERTY

Parking restrictions placed on private land are not the concern of Epping Forest District Council and are outside the scope of its enforcement operation.

Private landlords, residents etc., can impose any reasonable restriction on their own property i.e. the need for permits, clamping etc. Enforcement of such restrictions, however, is also their responsibility although it may be subcontracted to other companies including the local authorities.

Any person querying such an area should be referred to the relevant landlord or resident.

4.4.51 PUBLIC UTILITY VEHICLES

These vehicles will be exempt from restrictions if necessary if the following criteria apply:

- The vehicle is on an emergency call and is actually involved in the emergency work.
- The vehicle is involved in non-emergency maintenance of apparatus.
- A board or note showing the address and nature of the emergency is clearly displayed in the vehicle.
- The activity should normally be seen to be taking place.

If abuse is suspected a PCN should be issued and the Civil Enforcement Officer should note the reason why in his/her notebook. i.e. 'Vehicle parked, no activity observed, no indication of location of any emergency'.

In such cases the PCN should be enforced unless supporting evidence of the emergency / maintenance is supplied by the utility company.

A Public Utility Vehicle is any vehicle involved in the mains supply of Gas, Electricity, Water or Telephone services.

4.4.52 REGISTRATION NUMBER IS INCORRECT

The appellant will be asked to provide a copy of their current valid car registration documents which will be checked against the DVLA data. If this is shown to be different, then the PCN is likely to be cancelled.

4.4.53 ROYAL MAIL AND UNIVERSAL SERVICE PROVIDER VEHICLES

Vehicles being used for the collection or delivery of postal packets are exempt from the regulations as long as they can be seen to be actively involved in such.

Vehicles parked for long periods with no activity observed are subject to the same restrictions as ordinary motorists and a PCN should be issued.

Cancellation of a PCN will only be considered if written confirmation is received from the area manager that the vehicle was actively involved in the collection / delivery of mail.

4.4.54 SECURITY VANS

Secure cash vans are occasionally required to park in close proximity to premises in order to effect safe delivery or collection of cash. PCNs issued under such circumstances should be cancelled upon receipt of a representation from the security company confirming such an activity at the time, unless it can be clearly shown that the vehicle was parked for longer than was necessary.

Security vans involved in the delivery of mail or other such low value items are expected to comply with parking restrictions.

4.4.55 SIGNS/TARIFF BOARDS

The hours during which restrictions are in force should be clearly signed in all car parks.

A) OBSCURED SIGNS

Information signs must be clearly visible at all times. If it is claimed that a sign was obscured and could not be read (graffiti, weather or overhanging trees etc.) the sign should be inspected as soon as practicable and remedial action taken. If the claim is proved to be correct the PCN should be cancelled.

If the sign can be easily read then the PCN should be enforced but the sign should be returned to pristine condition immediately if required.

B) MISSING SIGNS

If a sign is claimed to be missing the location and restriction this should be inspected as soon as practicable and, if confirmed, arrangements made for the sign(s) replacement. Where a sign is missing the PCN should be cancelled.

4.4.56 SUSPENSIONS

The Council has the power to suspend parking within a designated parking bay. Designated parking bays for maintenance or any other reason accepted by the Council. In such cases advance notice will be placed in the car park.

If the notice is issued after the keeper departed, then any PCN issued will likely be cancelled. Evidence must be provided and this should be compared with records relative to the display and distribution of notices.

4.4.57 UNAUTHORISED MOVEMENT OF A VEHICLE

Movement of any vehicle by the police is considered to be authorised unless there is clear evidence that a vehicle has been moved by an unauthorised person then all

PCNs should be enforced.

For stolen vehicles, confirmation from the police that the vehicle was reported stolen, including the relative crime report number is required.

Unauthorised use of a vehicle by another family member or a friend is difficult to substantiate and under these circumstances the PCN should be enforced unless it can be demonstrated that the matter was reported to the police prior to or just after the issue of the PCN. Subsequent reports will not lead to the cancellation of the PCN.

4.4.58 VANDALISED VEHICLE

When a vehicle has been vandalised to an extent that prevents it from being safely moved any PCN issued will be cancelled providing acceptable supporting evidence is provided.

This evidence should be from either:

- The Police – quoting the recorded crime number
- Motoring Organisation / Garage Service who removed the vehicle from site.

Civil Enforcement Officers observation from his/her pocket book must also be considered providing that it clearly states the extent of the damage.

Failure to provide supporting evidence or the absence of Civil Enforcement Officers observation will lead to the PCN being enforced.

4.4.59 VEHICLES LEFT UNATTENDED TO GAIN ACCESS

When a driver has to collect a key to gain access to a property this should take no longer than 10 minutes and will be covered by the 10 minutes Civil Enforcement Officers observation time.

4.4.60 VEHICLE NOT AT SCENE

Where a keeper receives a Notice to Owner and claims that his/her vehicle was not parked in the area at that time a written request should be made to the keeper to confirm the make, registration plate and colour of the vehicle.

If these match the records of the Council the PCN should be enforced. If they do not then the PCN should be cancelled.

4.4.61 VISITOR TO BRITAIN

If a PCN is issued to a vehicle displaying foreign registration plates it should automatically be recognised by the processing system as the registration number will not be in DVLA format.

Consideration should be given to cancellation of the PCN but, should payment be made then it should be accepted in the normal way. Equally all correspondence and representations should be dealt with in the normal way.

If a PCN is issued to a UK registered vehicle, which has been borrowed or driven by a foreign resident, the PCN should be enforced against the registered keeper(s) as they remain liable for it.

Equality Impact Assessment

1. Under s.149 of the Equality Act 2010, when making decisions, Epping District Council must have regard to the Public Sector Equality Duty, ie have due regard to:

- eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
- advancing equality of opportunity between people who share a protected characteristic and those who do not,
- fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.

2. The characteristics protected by the Equality Act are:

- age
- disability
- gender
- gender reassignment
- marriage/civil partnership
- pregnancy/maternity
- race
- religion/belief
- sexual orientation.

Section 1: Identifying details

Your function, service area and team: Leisure and Car Parking Team - Contracts

If you are submitting this EqIA on behalf of another function, service area or team, specify the originating function, service area or team: N/a

Title of policy or decision: Civil Parking Enforcement Policy and the processing of Penalty Charge Notices for Epping Forest District Council

Officer completing the EqIA: Amelia Hoke Tel: 0199256 4442 Email: adhoke@eppingforestdc.gov.uk

Date of completing the assessment: 20 December 2022

Section 2: Policy to be analysed

2.1	Is this a new policy (or decision) or a change to an existing policy, practice or project? Change to an existing policy.
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2.2	Describe the main aims, objectives and purpose of the policy (or decision): To adopt the updated off-street Civil Parking Enforcement Policy and the processing of Penalty Charge Notices for Epping Forest District Council. The updated policy does not introduce any new approach to Civil Parking Enforcement
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	<p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?</p> <p>Commissioning a service.</p>
2.3	<p>Does or will the policy or decision affect:</p> <ul style="list-style-type: none"> • service users • employees • the wider community or groups of people, particularly where there are areas of known inequalities? <p>The Civil Parking Enforcement Policy affects all EFDC off-street car park users, which can include service users, employees and the wider community or groups of people.</p> <p>Will the policy or decision influence how organisations operate?</p> <p>Yes, however it is important to note that the updated policy does not introduce any new approach to Civil Parking Enforcement.</p>
2.4	<p>Will the policy or decision involve substantial changes in resources?</p> <p>No.</p>
2.5	<p>Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes?</p> <p>Yes, the policy is an update to the existing Civil Parking Enforcement Policy. It is necessary to have a Civil Parking Enforcement policy to discharge its duties to deliver off-street civil parking enforcement, which is mandated by statute. The updated policy ensures the policy remains relevant and accurate.</p>

Section 3: Evidence/data about the user population and consultation¹

As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).

3.1	<p>What does the information tell you about those groups identified?</p> <p>Civil Parking Enforcement may relate to any member of the public seeking parking information or pay/challenge their Penalty Charge Notice (PCN) issued by the District Council. This can include members of public under the characteristics of the Equality Act. For example, disabled motorists/Blue Badge holders.</p>
3.2	<p>Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision?</p> <p>No. The updated policy does not propose any new approach to Civil Parking Enforcement. The Council must comply with all statutory duties and requirements in exercising Civil Parking Enforcement. In addition to this, Council does make provisions in appreciation of car park users under the characteristics of the Equality Act and these remain in place. For example, Blue Badge holders park for free in all Council operated pay & display car parks. Requests made for parking suspensions which may be made for those attending religious events are approved where possible.</p>
3.3	<p>If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary:</p> <p>We feel this is not necessary as the proposed policy is an update to the existing policy, there are no changes proposed that will affect car park users under the characteristics of the Equality Act.</p>

Section 4: Impact of policy or decision

Use this section to assess any potential impact on equality groups based on what you now know.

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	Neutral. There are no changes proposed that will affect this equality group.	L
Disability	Neutral. There are no changes proposed that will affect this equality group.	L
Gender	Neutral. There are no changes proposed that will affect this equality group.	L
Gender reassignment	Neutral. There are no changes proposed that will affect this equality group.	L
Marriage/civil partnership	Neutral. There are no changes proposed that will affect this equality group.	L
Pregnancy/maternity	Neutral. There are no changes proposed that will affect this equality group.	L
Race	Neutral. There are no changes proposed that will affect this equality group.	L
Religion/belief	Neutral. There are no changes proposed that will affect this equality group.	L
Sexual orientation	Neutral. There are no changes proposed that will affect this equality group.	L

Section 5: Conclusion


		Tick Yes/No as appropriate	
5.1	Does the EqIA in Section 4 indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups?	<u>No</u> ✓ <input type="checkbox"/>	
		<input type="checkbox"/>	If ' YES ', use the action plan at Section 6 to describe the adverse impacts and what mitigating actions you could put in place.

Section 6: Action plan to address and monitor adverse impacts

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.

Section 7: Sign off

**I confirm that this initial analysis has been completed appropriately.
(A typed signature is sufficient.)**

Signature of Head of Service: 	Date: 20/12/2022
Signature of person completing the EqIA: A.Hoke	Date: 20/12/2022

Advice

Keep your director informed of all equality & diversity issues. We recommend that you forward a copy of every EqIA you undertake to the director responsible for the service area. Retain a copy of this EqIA for your records. If this EqIA relates to a continuing project, ensure this document is kept under review and updated, eg after a consultation has been undertaken.

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Report to Overview & Scrutiny Committee



Date of meeting: 16 Jan 2023

Portfolio: Technical Services (Cllr K Williamson)

Subject: Draft Air Quality Action Plan

SCRUTINY



Officer contact for further information: Mandy Thompson 01992 564076

Democratic Services Officer: Laura Kirman (01992 564273)

Decisions Required:

1. To consider and comment on the draft Air Quality Action Plan in Appendix 1; and
2. To agree that the proposed draft Air Quality Action Plan can go out to public consultation for a period of four weeks between January and February 2023.

Reasons for Decisions:

- To ensure that members are kept up to date on the progress of the draft Air Quality Action Plan
- The Air Quality Action Plan is required as part of the Council's statutory duty within the Local Air Quality Management framework.
- The process to develop the Air Quality Action Plan is prescribed in law and requires a public consultation exercise before submitting to Defra for approval and subsequent adoption by Council.
- The Environment Act 2021 includes provision for additional air quality objectives related to particulate matter which have not been previously included in the national framework. The proposed draft AQAP reflects this addition.
- The proposed draft AQAP seeks to improve air quality in the District and support the aims of our Climate Change Action Plan and our work around improving air quality for the Epping Forest Special Area of Conservation.

Other Options for Action:

To not to agree that the draft Air Quality Action Plan can be published for public consultation. This would result in a delay in meeting our statutory duties.

Executive Summary

This report provides Cabinet members with a draft Air Quality Action Plan (AQAP), which we are seeking approval to release for a four-week public consultation between the months of January and February 2023. The intention is that after a public consultation and any updates arising from it, a final AQAP will be presented to Cabinet for endorsement and adoption.

For context, air pollution has major health impacts on human health and any authority who has a declared Air Quality Management Area (AQMA) for pollution exceedances, has a statutory duty to produce an AQAP with a list of measures aimed at addressing the AQMA. Our District currently has one AQMA declared near the B1393/ Theydon Road junction at Epping, Bell Common for nitrogen dioxide (NO₂). Additionally, whilst we currently do not have any AQMA's declared for particulates (PM₁₀ and PM_{2.5}), the Public Health Outcomes Framework (PHOF) indicator that looks at the fraction of mortality attributable to long-term exposure to PM_{2.5} calculates that our District is above the England average.

This draft AQAP has been developed to not only address our statutory obligations relating to our AQMA, but also improve air quality in our District as well as support the aims of our Climate Change Action Plan and our work around improving air quality for the Epping Forest Special Area of Conservation.

The draft AQAP supports our Council corporate objectives:

- Reduce our carbon footprint across the District and within our council by working to reduce emissions, offsetting pollution by increasing tree planting including through new housing developments and community initiatives.
- Ensure all residents have the opportunity to lead healthy and fulfilling lives by delivering the objectives of the joint Health and Wellbeing Strategy and working with our colleagues in the NHS.

It also links to the environmental and sustainable travel Policies T1, DM 2 and DM15-22 in the Emerging Local Plan.

Report:

1. Exposure to nitrogen dioxide (NO₂) and particulates (PM₁₀, PM_{2.5}) can cause significant harm to human health and cost the economy billions. The annual mortality of human-made air pollution in the UK is roughly equivalent to between 28,000 and 36,000 deaths every year. It is estimated that between 2017 and 2025 the total cost to the NHS and social care system from exposure to these pollutants will be £1.6 billion. Air pollution can cause and worsen health effects in all individuals, particularly society's most vulnerable populations. Long-term exposure to air pollution can cause chronic conditions such as cardiovascular and respiratory diseases as well as lung cancer, leading to reduced life expectancy. Short-term increases in levels of air pollution can also cause a range of health impacts, including effects on lung function, exacerbation of asthma, increases in respiratory and cardiovascular hospital admissions and mortality.
2. The local air quality management (LAQM) regime is the statutory process by which local authorities monitor, assess and act to improve local air quality. The LAQM framework requires local authorities to regularly review and assess air quality in their areas and to determine whether the air quality objectives (expressed as concentration limits) set out in the Air Quality (England) Regulations 2000 (2002 as amended) are likely to be achieved. Where exceedances are considered likely, the local authority must then 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 to bring air pollution to within limits by addressing the issues identified. The Environment Act 2021 includes provision for additional air quality objectives related to particulate matter which have not been previously included in the Local Air Quality Management regime.
3. Air quality in the District in relation to human health is generally good with nitrogen NO₂ and PM₁₀ levels below the UK legal limit value for these pollutants. The District does have one AQMA declared for exceedances of the 1 hour mean and annual mean for NO₂ near the B1393/ Theydon Road junction at Epping, Bell Common attributed to vehicle emissions.
4. Whilst air quality is generally good in the District, the Public Health Outcomes Framework (PHOF) indicator that looks at the fraction of mortality attributable to long-term exposure to PM_{2.5} calculates that our District is above the England average. It also calculates that the District also has a higher fraction of mortality as compared to some of our neighbouring Essex Authorities. This PHOF indicator is used by our public health colleagues when producing the Joint Strategic Needs Assessment.
5. In response to the Bell Common AQMA and the PHOF indicator, this draft AQAP has been produced outlining the actions we will take to improve air quality not only within our AQMA but throughout the District between 2023 to 2028. Its measures will also have an added

benefit of helping to improve air quality around the Epping Forest Special Area of Conservation and support the measures within our Climate Change Action Plan.

6. Along with its proposed measures, the draft AQAP also includes air quality focus areas (AQFA) with respect to PM_{2.5} exposure. By using a pilot tool developed by the UK Health Security Agency, the draft AQAP has identified wards within the District with a high air pollution vulnerability score with respect to PM_{2.5}. The AQFA's will help us further target the measures within the draft AQAP and assist in lowering our PHOF score.
7. The format of the AQAP is constrained by Defra guidance which has a set list of measures/themes that authorities must consider within their plan. As the primary sources of pollution in our District are from vehicles and building emissions, the measures within the draft AQAP look at reducing these emissions via 6 priority themes:
 - Alternatives to private vehicle use/ promoting low/zero emission transport
Key measures include:
 - Continue providing a demand responsive transport service
 - Work with ECC and developers to ensure the provision of infrastructure to support walking, cycling and public transport use
 - Work with ECC to ensure schools have travel plans and encourage the use of Modeshift STARS programme
 - Environmental Permitting and other regulatory measures
Key measures include:
 - Continuing environmental permitting activities throughout the District
 - Continue to promote and enforce anti idling
 - Ensure Smoke Control areas are promoted within the borough and enforced when necessary
 - Freight and Delivery Management
Key measures include:
 - Introduce a Local Plan policy requiring submission and implementation of Routing Management Plans (for construction and operational phases) to manage the sustainable delivery of goods and materials
 - Offer free annual car checks to Council members
 - Work with ECC to lower bus emissions
 - Policy Guidance and Development Management
Key measures include:
 - Ensure air quality is taken into account as a material consideration in planning decision making
 - Assess the feasibility of introducing air quality neutral planning guidance for developments
 - Ensure large developments have and follow a construction management plan
 - Promoting Low Emission Plant
Key measures include:
 - Increase the amount of EV charge points in the District
 - Assess the suitability of heat pumps, solar PV and solar thermal on council owned sites
 - Installation of energy efficiency measures in low income, low efficiency homes using grant funding
 - Public health, awareness raising and monitoring
Key measures include:
 - Work with our Public Health colleagues to increase awareness of air quality around our District
 - Conduct air quality audits at schools around our District
 - Continue to monitor air quality throughout the District for both human health and the EFSAC
8. The draft AQAP is supported by the Council's corporate objectives:
 - Reduce our carbon footprint across the District and within our council by working to

reduce emissions, offsetting pollution by increasing tree planting including through new housing developments and community initiatives.

- Ensure all residents have the opportunity to lead healthy and fulfilling lives by delivering the objectives of the joint Health and Wellbeing Strategy and working with our colleagues in the NHS

Programme for Consultation

9. The measures within the draft AQAP will require a whole organisation approach and teams within our organisation have been consulted on the measures within the draft AQAP to ensure they are appropriate and deliverable. External parties such as Essex County Council and Qualis Group have also been approached as some measures cross over to their remit and require partnership working.
10. The draft AQAP consultation will be promoted for a four-week period between January and February 2023 via social media platforms, direct email and our council website. We will also reach out to local community groups to assist with those who may not have access to digital forms of communication. A hard copy of the draft Air Quality Action Plan will also be provided to those who request it and one will also be available on request at the Civic Office.

Statutory consultees will include:

- Neighbouring authorities
- Essex County Council
- The Conservators of Epping Forest
- Parish and Town Councils
- Defra

Outside of our statutory consultees, we will also aim to consult with:

- local businesses and organisations
- resident associations and societies
- educational facilities
- parent groups
- community groups
- council staff
- those on our EFDC databases

11. It should be noted that some of the measures within the draft AQAP may change following feedback from this committee, further comments from teams within our organisation and the public consultation phase.

Appendices: Appendix 1, draft Air Quality Action Plan

Resource implications:

The work to support the draft Air Quality Action Plan is covered by the Environmental Health Team.

Legal and Governance Implications:

Currently with Legal

Safer, Cleaner, Greener Implications:

The draft Air Quality Action Plan aims to improve air quality in the District whilst also supporting our Climate Change Action Plan and help support our commitment to improve air quality around the Epping Forest Special Area of Conservation.

Consultation undertaken:

Informal engagement has taken place between EFDC officers Qualis Group and ECC officers.

Background Papers:

None

Risk Management:

If the Council does not produce a new Air Quality Action Plan, we will not be meeting our statutory requirements and further action can be considered by Defra. There will also be a reputational damage to consider should the Council not move forward with producing a new AQAP.

Equality Impact Assessment

Under s.149 of the Equality Act 2010, when making decisions, Epping District Council must have regard to the Public Sector Equality Duty, ie have due regard to:

- eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
- advancing equality of opportunity between people who share a protected characteristic and those who do not,
- fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.

Section 1: Identifying details

Your function, service area and team: **Regulatory Services - Environmental Health Team**

If you are submitting this EqIA on behalf of another function, service area or team, specify the originating function, service area or team: N/A

Title of policy or decision: Draft Air Quality Action Plan

Officer completing the EqIA: Tel: 01992 564063 Email: bstalabrass@eppingforestdc.gov.uk

Date of completing the assessment: 23 December 2023

Section 2: Policy to be analysed

2.1	<p>Is this a new policy (or decision) or a change to an existing policy, practice or project?</p> <p>No</p>
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision):</p> <p>To ensure that members are briefed on the requirement for an Air Quality Action Plan.</p> <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?</p> <p>Members agree to allow the draft AQAP out for public consultation.</p>
2.3	<p>Does or will the policy or decision affect:</p> <ul style="list-style-type: none"> • service users • employees • the wider community or groups of people, particularly where there are areas of known inequalities? <p>The report is to provide an overview of the Draft Air Quality Action Plan to be approved for public consultation. This decision will not affect any group at this stage as it is being recommended that the draft guidance documents should be subject to consultation.</p> <p>Will the policy or decision influence how organisations operate?</p> <p>No</p>
2.4	<p>Will the policy or decision involve substantial changes in resources?</p> <p>No</p>
2.5	<p>Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes?</p> <p>The draft AQAP provides a direct positive contribution to the stated Council Objectives.</p> <ul style="list-style-type: none"> • Reduce our Carbon Footprint across the district and within our council. • Ensure the residents have the opportunity to lead healthy and fulfilling lives.

Section 3: Evidence/data about the user population and consultation¹

As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).

3.1	What does the information tell you about those groups identified? The current position affects the District as a whole.
3.2	Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision? No, they will be consulted once the draft AQAP is approved for public consultation.
3.3	If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary: As soon as it passes the Scrutiny stage.

Section 4: Impact of policy or decision

Use this section to assess any potential impact on equality groups based on what you now know.

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	Positive, will contribute to improved health outcomes across the district and within known areas of deprivation.	M
Disability	Positive, will contribute to improved health outcomes across the district and within known areas of deprivation, specifically those with respiratory conditions but not exhaustively.	M
Gender	Neutral	L
Gender reassignment	Neutral	L
Marriage/civil partnership	Neutral	L
Pregnancy/maternity	Positive, will contribute to improved	L

	health outcomes.	
Race	Neutral	L
Religion/belief	Neutral	L
Sexual orientation	Neutral	L

Section 5: Conclusion

		Tick Yes/No as appropriate	
5.1	Does the EqIA in Section 4 indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups?	No X	
		Yes	If ' YES ', use the action plan at Section 6 to describe the adverse impacts and what mitigating actions you could put in place.

Section 6: Action plan to address and monitor adverse impacts

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.
Digital engagement may be more challenging for some groups who are less digitally connected.	Connect with community groups and agencies who are able to assist us in reaching out to these people. We will also provide a paper copy of the draft Plan to anyone who requests it. One will also be held at the Civic Office.	Jan-Feb 2023

Section 7: Sign off

**I confirm that this initial analysis has been completed appropriately.
(A typed signature is sufficient.)**

Signature of Head of Service:

Date:

Signature of person completing the EqIA:

Date:

Advice

Keep your director informed of all equality & diversity issues. We recommend that you forward a copy of every EqIA you undertake to the director responsible for the service area. Retain a copy of this EqIA for your records. If this EqIA relates to a continuing project, ensure this document is kept under review and updated, eg after a consultation has been undertaken.

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Epping Forest District Council Draft Air Quality Action Plan

In fulfilment of Part IV of the Environment Act 1995
Local Air Quality Management
2023

Information	Epping Forest District Council Details
Local Authority Officer	Ana Ventura
Department	Environmental Health
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Report Reference Number	EFDCAQAP2023
Date	TBA

Executive Summary

This draft Air Quality Action Plan (AQAP) has been produced as part of our statutory duties required by the Local Air Quality Management framework. It outlines the action we will take to improve air quality in Epping Forest District Council between 2023 to 2028.

This action plan replaces the previous action plan which ran from 2012 to 2014.

Projects delivered since the last action plan include:

- Optimising traffic flow through the Bell Common junction by adjusting the traffic signal timings
- Reduction of maximum speed through Epping Forest to 40 mph (to include the B1393 approaching the AQMA at Bell Common)
- Implementing anti idling legislation throughout the district
- Promoting clean air days
- Increasing monitoring throughout the District
- Introducing demand responsive transport

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. There is also often a strong correlation with equalities issues, because areas with poor air quality are also often the less affluent areas^{1,2}.

The annual health cost to society of the impacts of particulate matter alone in the UK is estimated to be around £16 billion³. Epping Forest District Council is committed to

¹ Environmental equity, air quality, socioeconomic status and respiratory health, 2010

² Air quality and social deprivation in the UK: an environmental inequalities analysis, 2006

³ Defra. Abatement cost guidance for valuing changes in air quality, May 2013

reducing the exposure of people in the District to poor air quality in order to improve health.

We have developed actions that can be considered under 6 broad topics:

- Alternatives to private vehicle use/ promoting low/zero emission transport
- Environmental Permitting and other regulatory measures
- Freight and Delivery Management
- Policy Guidance and Development Management
- Promoting Low Emission Plant
- Public health, awareness raising and monitoring

In this AQAP we outline how we plan to address air quality issues within our control. However, we recognise that there are a large number of air quality policy areas that are outside of our influence (such as vehicle emissions standards agreed in Europe), but for which we may have useful evidence, and so we will continue to work with regional and central government on policies and issues beyond the Council's direct influence.

Responsibilities and Commitment

This AQAP was prepared by the Environmental Health team of Epping Forest District Council with the support and agreement of the following internal and external departments:

- Planning Team, Epping Forest District Council (EFDC)
- Licensing, EFDC
- Procurement, EFDC Building Regulations, EFDC
- Public Health, Community, Culture & Wellbeing, EFDC
- Sustainable Travel Team, EFDC
- Communications Team, EFDC
- Environmental Health, EFDC
- Highways Department, Essex County Council (ECC)
- Public Health, (Wellbeing, Public Health and Communities) ECC
- Sustainable Transport Team, ECC
- Trading Standards, ECC
- Qualis Group

This AQAP will be subject to an annual review. Progress each year will be reported in the Annual Status Reports (ASRs) produced by Epping Forest District Council, as part of our statutory Local Air Quality Management duties.

If you have any comments on this AQAP please send them to Environmental Health at:

Civic Offices,
High Street,
Epping,
Essex,
CM16 4BZ

Telephone: 01992564000

Email: EnvironmentalHealth@eppingforestdc.gov.uk

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Introduction

This report outlines the actions that Epping Forest District Council will deliver between 2023 to 2028 in order to reduce concentrations of air pollutants and exposure to air pollution; thereby positively impacting on the health and quality of life of residents and visitors to the District.

It has been developed in recognition of the legal requirement on the local authority to work towards Air Quality Strategy (AQS) objectives under Part IV of the Environment Act 1995 and relevant regulations made under that part and to meet the requirements of the Local Air Quality Management (LAQM) statutory process.

This Plan will be reviewed every five years at the latest and progress on measures set out within this Plan will be reported on annually within Epping Forest District Council's air quality Annual Status Report (ASR).

Summary of Current Air Quality in Epping Forest District Council

Air quality in the District is generally good with only small pockets of elevated concentrations of pollution related to vehicle emissions, which are limited to congested high street areas and busy junctions. The Council continues to monitor air quality across the District, using nitrogen dioxide as the key indicator.

Our monitoring shows that nitrogen dioxide concentrations across the District has for most of the monitoring locations in the District improved slightly. A significant improvement was experienced in 2020, however, it is most likely that this improvement is due to the national lockdown initiated by government in response to the COVID-19 pandemic, as these trends have been seen nationally.

The Council retains one small Air Quality Management Area (AQMA) near the B1393 / Theydon Road junction at Epping, Bell Common. The concentration of nitrogen dioxide measured during 2020 was $32.5\mu\text{g}/\text{m}^3$, significantly below both the $60\mu\text{g}/\text{m}^3$ concentration which is used to indicate that the hourly objective is likely to be exceeded, and the $40\mu\text{g}/\text{m}^3$ annual mean objective. In normal circumstances this would indicate that Council should consider the revocation of this management area, however as traffic volumes have returned to normal, it is not appropriate to consider such an action at present.

In January 2020 four additional nitrogen dioxide diffusion tube monitoring locations were set up. Two of these were close to residential receptors in the vicinity of Rectory Lane Loughton which experiences high volumes of traffic, and the other two were close to Nazeing crossroads, where queuing traffic is commonplace. As monitoring for these locations commenced during the pandemic, it is too early to make any conclusions with regards to pollution concentrations for these locations, however, monitoring has suggested that NO_2 concentrations at these locations are below the annual objective.

Further details with regards to our AQMA and pollution monitoring can be found on our Annual Status Reports found in <https://essexair.org.uk/>

Epping Forest District Council's Air Quality Priorities

The main pollution sources in our District continue to be vehicle emissions and emissions from buildings both domestic and commercial. Whilst the majority of the District experiences good air quality and complies with the current air quality standards set by the government, it's important to acknowledge that there is no safe exposure limit for certain pollutants like fine particulates.

The World Health Organization (WHO) has recently updated its guideline values which are lower than the air quality standards set out by our Government. We therefore aim to continue to improve air quality in our District and set an ambitious goal to work towards the WHO values.

To help us do this, we have set out priority measures within this AQAP that include:

1. Alternatives to private vehicle use/ promoting low/zero emission transport
2. Environmental Permitting and other regulatory measures
3. Freight and Delivery Management
4. Policy Guidance and Development Management
5. Promoting Low Emission Plant
6. Public health, awareness raising and monitoring

These are supported by the Council's Corporate Objectives:

- Reduce our carbon footprint across the District and within our council by working to reduce emissions, offsetting pollution by increasing tree planting including through new housing developments and community initiatives.
- Ensure all residents have the opportunity to lead healthy and fulfilling lives by delivering the objectives of the joint Health and Wellbeing Strategy and working with our colleagues in the NHS.

This draft Air Quality Action Plan (2023-2028) has been produced as part of our statutory duties under the Environment Act 1995, as required by the Local Air Quality Management (LAQM) framework.

1.1 Public Health Context

Air pollution is one of the largest environmental risk to public health in the UK. The annual mortality of human-made air pollution in the UK is roughly equivalent to between 28,000 and 36,000 deaths every year.⁴ It is estimated that between 2017 and 2025 the total cost to the NHS and social care system of air pollutants (fine particulate matter and nitrogen dioxide), for which there is more robust evidence for an association, will be £1.6 billion.⁵ Air pollution can cause and worsen health effects in all individuals, particularly society's most vulnerable populations. Long-term exposure to air pollution can cause chronic conditions such as cardiovascular and respiratory diseases as well as lung cancer, leading to reduced life expectancy. Short-term increases in levels of air pollution can also cause a range of health impacts, including effects on lung function, exacerbation of asthma, increases in respiratory and cardiovascular hospital admissions and mortality. Air pollution can affect anyone's health; nevertheless, some individuals can be more susceptible than others. These include children, the elderly, individuals with existing cardiovascular or respiratory diseases, pregnant women, communities in areas of higher pollution, such as close to busy roads and low-income communities.⁶

The Public Health Outcomes Framework (PHOF) examines indicators that help to understand trends in public health. It also enables local authorities to benchmark and compare their own outcomes with other local authorities. For example, one indicator looks at the health impacts of air pollution: the fraction (%) of mortality attributable to long-term exposure to PM_{2.5}. This is calculated using modelled PM_{2.5} levels. Based on the PHOF indicator as seen in table 3.1(a) below, Epping Forest District is above the England average of 5.1% under the old method for assessing this indicator at 5.9%. The District is also above the England average of 5.6% using the new method for assessing this indicator at 6.1%.

⁴ <https://www.gov.uk/government/publications/air-pollution-applying-all-our-health/air-pollution-applying-all-our-health>

⁵ <https://www.gov.uk/government/publications/air-pollution-applying-all-our-health/air-pollution-applying-all-our-health>

⁶ <https://www.gov.uk/government/publications/air-pollution-applying-all-our-health/air-pollution-applying-all-our-health>

Table 3.1(a): Fraction (%) of mortality attributable to long-term exposure to PM_{2.5} for Epping Forest using old and new method

Indicator	Period	Epping For			England			
		Recent Trend	Count	Value	Value	Worst/ Lowest	Range	Best/ Highest
Fraction of mortality attributable to particulate air pollution								
Fraction of mortality attributable to particulate air pollution (old method)	2019	–	-	5.9%	5.1%	2.6%		7.0%
Fraction of mortality attributable to particulate air pollution (new method)	2020	–	-	6.1%	5.6%	3.0%		7.8%

Whilst the District is above the England average for mortality attributable to long-term exposure to PM_{2.5}, the percentage has reduced since 2018 as seen in table 3.1(b) below. This is in line with reductions seen nationally.

Table 3.1(b): Trend of fraction (%) of mortality attributable to long-term exposure to PM_{2.5} using the new method for Epping Forest in the past 3 years

Period	Epping Forest					East of England	England
		Count	Value	95% Lower CI	95% Upper CI		
2018	○	-	8.0%	-	-	7.6%	7.1%
2019	○	-	8.1%	-	-	7.6%	7.1%
2020	○	-	6.1%	-	-	5.8%	5.6%

Table 3.1(c) below, shows where Epping Forest District Council stands in comparison to neighbouring boroughs with regards to mortality attributable to long-term exposure to PM_{2.5} using the new method for neighbouring authorities. Whilst the District does not have the highest mortality attributable to long-term exposure to PM_{2.5} as compared to neighbouring authorities, it does still have a high value. Furthermore, as more research confirms the negative health impacts associated with exposure to particulates, the Council acknowledges that more needs to be done both on a local and national scale to reduce particulate exposure. Our actions in table 5.1 below demonstrate what the council is doing to reduce particulate emissions and exposure in our District.

Table 3.1(c): Trend of fraction (%) of mortality attributable to long-term exposure to PM_{2.5} using the new method for neighbouring authorities

Authority	2020 value (%) new method
Thurrock Council	6.5%
Basildon Borough Council	6.2%
Castle Point Borough Council	6.1%
Epping Forest District Council	6.1%
Southend-on-Sea City Council	6.1%
Brentwood Borough Council	6.0%
Chelmsford City Council	5.9%
Colchester City Council	5.9%
Harlow Council	5.9%
Rochford District Council	5.9%
Braintree District Council	5.7%
Maldon District Council	5.7%
Tendring District Council	5.6%
Uttlesford District Council	5.5%

1.2 Air Quality Focus Areas for PM_{2.5}

In addition to implementing actions to improve air quality within our AQMA, the Council has also created air quality focus areas (AQFA) for PM_{2.5} exposure. AQFA's have normally been locations that not only exceed the EU annual mean limit value for NO₂ but are also locations with high human exposure. We wanted to use a similar concept to create focus areas for PM_{2.5} as that is the pollutant used in the Public Health Indicator for assessing mortality attributable to long-term exposure.

Under the Strategic Health Asset Planning and Evaluation (SHAPE) platform, The UK Health Security Agency has developed a pilot indicator to represent population level vulnerability to air pollution at Lower-layer Super Output Areas level. This is a ranking of the level of vulnerability from low (1-2) to high (9-10) decile scores. This is based on the population characteristics (% of young people (<16 years) and older adults (65+ years)), Levels of Deprivation (Index of multiple deprivation score), location of vulnerable populations (any hospitals, schools, care homes and childcare facilities) and the concentration of air pollution (NO₂ and PM_{2.5}) modelled for 2018.

Based on SHAPE's air pollution vulnerability indicator for PM_{2.5}, we have chosen locations with the highest scores 9 and 10 as our AQFA's. These are represented in

figure 3.2 below with the darkest shades. As seen below, most of the areas with the highest pollution vulnerability scores are also the areas closest to main roads such as the M11, M25.

As this is a pilot indicator, we are conducting district wide air quality modelling which will help to confirm of the results from the SHAPE platform. The modelling will be completed by April 2023 and the pollution vulnerability map will be updated accordingly.

A full list of districts with a high pollution vulnerability score is provided in Appendix A.

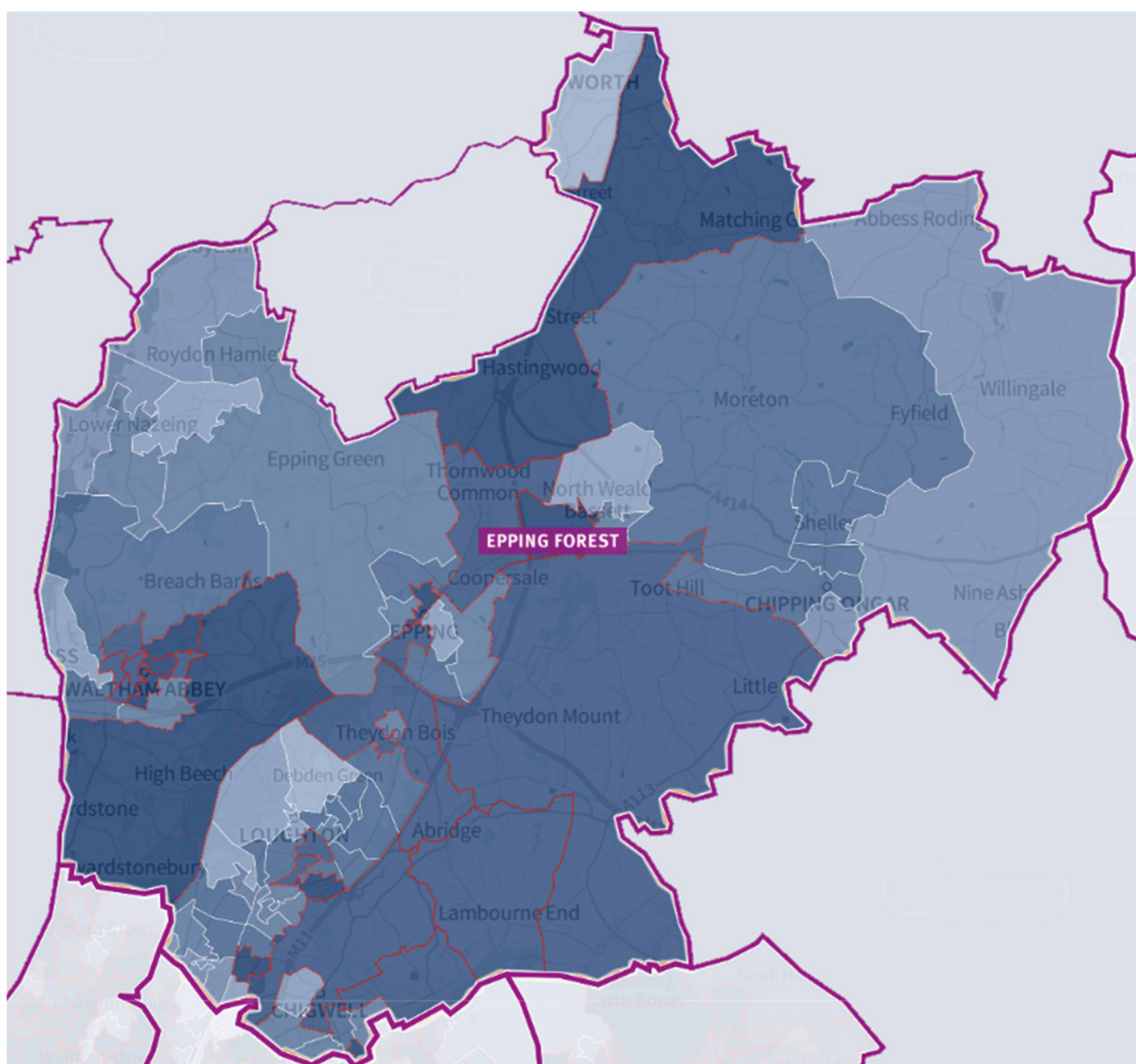


Figure 3.2: Air Pollution Vulnerability Indicator for PM_{2.5}

1.3 Planning and Policy Context

The planning regime continues to be a main tool for the Council with regards to improving air quality. Whilst our Local Plan has yet to be adopted and is currently being reviewed by the planning inspector, the Council has ensured that air quality both with regards to human health and the Epping Forest Special Area of Conservation (EFSAC) is considered material consideration within the planning regime. Most large applications require an air quality assessment (detailed or screening) to ensure that new developments are not contributing to poor air quality in the District as well as not introducing new receptors to areas of poor air quality. A Habitats Regulation Assessment (HRA) is also required to ensure developments do not negatively impact on the EFSAC.

Whilst a London policy, the Council is also looking at air quality neutral options to address both vehicle as well as building emissions from new developments. This will ensure that new developments do not negatively impact on local air quality or contribute to an increasing pollution baseline, also known as creeping pollution baseline. This not only benefits air quality in the District but also helps with regards to the Council's commitment to become carbon neutral by 2030.

The Council is also focussing on construction impacts and working to reduce emissions from site by working with developers to ensure robust measures are put in place via planning conditions to limit emissions from the demolition, earthworks, construction and track out phases of a development. Whilst we can currently address emissions from construction activities, we have no powers with regards to emissions from non road mobile machinery (NRMM) which can contribute a significant amount of emissions to local air quality. At the moment, we are encouraging developers to adopt measures within the London Plan that require a specific emission standards from NRMM's. At present, we do not have enforcement powers with regards to NRMM. Legislation from central government with respect to this matter would be greatly welcomed.

1.4 Source Apportionment

The AQAP measures presented in this report are intended to be targeted towards the main sources of emissions within the District; these are vehicle and building emissions.

In 2021 the Council commissioned Bureau Veritas to produce a detailed modelling and source apportionment assessment to support the update of this Air Quality Action Plan. The detailed modelling assessment focussed on the road network within and around the Epping Forest AQMA to establish concentrations and determine the sources that contribute to pollutant concentrations within the AQMA. It assessed NO₂, PM₁₀ and PM_{2.5} concentrations.

Amongst its conclusions, the assessment determined that:

- the main pollution source contributing to the AQMA came from vehicle emissions
- the background concentrations show that for NO_x, motorway emissions account for around half of background concentrations
- within the AQMA, congestion accounted for 81.9% of NO_x contributions from the road and that traffic smoothing measures would help to reduce this pollution contribution
- petrol cars were the most prevalent vehicles on the road within the AQMA, with 46.6% of all vehicles within the assessment being petrol cars
- the NO_x source apportionment exercise demonstrated that diesel cars and diesel light good vehicles (LGVs) were the primary contributors to local road NO_x concentrations within the AQMA
- PM₁₀ and PM_{2.5} concentrations within the AQMA are largely made up of residual background sources. For both pollutants, the greatest road contributor was identified as being Diesel Cars, followed by Petrol cars and Diesel LGVs
- the estimated year of compliance within the AQMA, should no additional measures be put in place, is 2024 and will be below 10% of the air quality objectives (AQO) by 2026.

Whilst the assessment concluded that the AQMA should comply with the AQO by 2024 without any measures, the Council will still be delivering air pollution reduction measures to ensure that our District not only complies with the air quality standards but also works towards the World Health Organization air quality guidelines and helps towards our Climate Change Action Plan as well as improving air quality around the Epping Forest Special Area of Conservation.

The full detailed modelling and source apportionment assessment can be found in Appendix B of this AQAP. Additionally, all our ASR's can be found on the Essex Air website: <https://essexair.org.uk>

1.5 Greater London Authority's proposed Ultra Low Emission Zone expansion

In the summer of 2022, the Greater London Authority (GLA) via Transport for London (TfL) consulted on the possibility of expanding the Ultra Low Emission Zone (ULEZ) to cover most of the Great London area. Whilst the consultation information was detailed, it failed to demonstrate that our AQMA would not be negatively impacted by the proposed expansion. Because of this, the 2024 estimated date of compliance of our AQMA may be delayed to a later date. Monitoring of our AQMA will continue until a time that we are certain that levels are below the limit values. Revocation of our AQMA will not occur until we have confirmed with Defra that it is the appropriate step to take. Our full response to the GLA's proposed ULEZ expansion is included in Appendix C.

Development and Implementation of Epping Forest District Council's AQAP

1.6 Consultation and Stakeholder Engagement

Once approved by Scrutiny, the draft AQAP will be circulated to neighbouring local authorities and statutory consultees for comment. We will also engage with the local community and businesses for additional feedback to be considered in the final AQAP document. Engagement will occur via email, social media and our website and will last for a minimum of four-weeks.

A summary of the responses to the consultation will be published in the final AQAP document.

1.7 Steering Group

In the production of this AQAP, the following stakeholders contributed to the creation of the measures within table 5.1.

Internal:

- Planning Team, Epping Forest District Council (EFDC)
- Licensing, EFDC
- Procurement, EFDC
- Public Health, Community, Culture & Wellbeing, EFDC
- Sustainable Travel Team, EFDC
- Communications Team, EFDC
- Environmental Health, EFDC

External:

- Highways Department, Essex County Council (ECC)
- Public Health, (Wellbeing, Public Health and Communities) ECC
- Sustainable Transport Team, ECC
- Trading Standards, ECC
- Qualis Group

AQAP Measures

Table 0.1 below shows Epping Forest District Council's AQAP measures. It contains:

- a list of the actions that form part of the plan
- the responsible individual and departments/organisations who will deliver this action
- estimated cost of implementing each action (overall cost and cost to the local authority)
- expected benefit in terms of pollutant emission and/or concentration reduction
- the timescale for implementation
- how progress will be monitored

NB: Please see future ASRs for regular annual updates on implementation of these measures

Table 0.1 – Air Quality Action Plan Measures

Measure No.	Measure	Timescale	Organisations Involved	Funding Source	Defra AQ Grant Funding	Cost Low - <£5K Medium - £5-20K High - £20K +	Expected Benefit	Key Performance Indicator	Comments / Potential Barriers / Progress
Category A - Alternatives to private vehicle use/ promoting low/zero emission transport									
A01	Continue providing a demand responsive transport service	Ongoing	Epping Forest District Council ❖ Sustainable Transport Team ❖ Epping Forest Community Transport Essex County Council	Epping Forest District Council (subsidized) and fare revenue	No	High	Reduced private vehicle usage Reduced tailpipe and brake wear emissions Reduced traffic congestion	Passenger numbers	
A02	Promote Essex Car Share Scheme (Liftshare)	Ongoing	Epping Forest District Council ❖ Communications Team ❖ Sustainable Transport Team ❖ Environmental Health Essex County Council	Essex County Council Epping Forest District Council	No	Low	Reduced private vehicle usage Reduced tailpipe and brake wear emissions Reduced traffic congestion	User uptake	
A03	Review the Council's grey fleet and where feasible reduce its usage	2024	Epping Forest District Council ❖ Fleet Operations Team ❖ Contracts and Technical Services Team	Epping Forest District Council	No	Medium	Reduced grey vehicle usage Reduced emissions to air Reduced traffic congestion	Review completed by 2024 with summary of possible options	
A04	Review the Council fleet and move towards cleaner vehicles when possible	2024	Epping Forest District Council ❖ Fleet Operations Team ❖ Contracts and Technical Services Team Qualis Group	Epping Forest District Council Qualis Group	No	High	Cleaner vehicle fleet Less emissions to air	Review completed by 2024 with summary of possible options Qualis Group to move to	

Measure No.	Measure	Timescale	Organisations Involved	Funding Source	Defra AQ Grant Funding	Cost Low - <£5K Medium - £5-20K High - £20K +	Expected Benefit	Key Performance Indicator	Comments / Potential Barriers / Progress
								electric/hybrid by 2025	
A05	Work with ECC to ensure schools have travel plans and encourage the use of Modeshift STARS programme		Epping Forest District Council ❖ Sustainable Transport Team ❖ Public Health Team and Wellbeing Team Essex County Council ❖ Sustainable Travel Team	Essex County Council Epping Forest District Council	No	Medium	Less vehicles driving children to school Less air pollution around schools and surrounding areas Less road congestion	Number of schools enlisted in the Modeshift Stars programme	
A06	Support and influence Essex County Council's Epping Forest District Cycling Action Plan	Ongoing	Epping Forest District Council ❖ Sustainable Transport Team ❖ Communications Team Essex County Council ❖ Sustainable Travel Team	Essex County Council Epping Forest District Council	No	Medium	Uptake in cycling and reduction in private vehicle use Reduced emissions to air from vehicles	Ensure the cycling strategy is promoted on the Council's website and signposted in other promotional materials	
A07	Improve experiences of EFDC staff working remotely to reduce the need to commute and travel for business	Ongoing	Epping Forest District Council ❖ ICT	Epping District Council	No	High	Less employees driving for/to work Less road congestion Reduced emissions to air from vehicles	ICT customer surveys having a 90% satisfaction response	

Measure No.	Measure	Timescale	Organisations Involved	Funding Source	Defra AQ Grant Funding	Cost Low - <£5K Medium - £5-20K High - £20K +	Expected Benefit	Key Performance Indicator	Comments / Potential Barriers / Progress
A08	Work with ECC and developers to ensure the provision of infrastructure to support walking, cycling and public transport use	Ongoing	Epping Forest District Council ❖ Planning Team ❖ Sustainable Transport Team Essex County Council ❖ Sustainable Travel Team	Essex County Council Epping Forest District Council	No	High	Reduced vehicle congestion Reduced emissions to air from vehicles	Increase in trips by means other than private vehicle	
A09	Promote car free days	Ongoing	Epping Forest District Council ❖ Environmental Health ❖ Sustainable Transport Team ❖ Communications Team	Epping Forest District Council	No	Low	Reduced vehicle congestion Reduced emission to air from vehicles	One car free day event delivered per year	
Category B – Environmental Permitting and other regulatory measures									
B01	Continuing environmental permitting activities throughout the District	Ongoing	Epping Forest District Council ❖ Environmental Health	Epping Forest District Council Business operator permit fees	No	Medium	Reduced particulates and solvent emissions to air	All permitted activities inspected within their required timeframe	
B02	Continue to promote and enforce anti idling	Ongoing	Epping Forest District Council ❖ Environmental Health	Epping Forest District Council	No	Low	Reduced vehicles idling in the District	Minimum 1 anti idling event per year	Aim to get residents, associations and businesses involved as well. Prioritize schools and idling hot spot areas.
B03	Review and consult on Hackney Carriage/Private Hire policy to include a transitional requirement for minimum euro 6	2024	Epping Forest District Council ❖ Licensing Team ❖ Sustainable Travel Team ❖ Environmental Health	Epping Forest District Council	No	Low	Reduced emissions to air from taxi fleet operating in our District	Review with conclusions and recommendations completed by 2024	

Measure No.	Measure	Timescale	Organisations Involved	Funding Source	Defra AQ Grant Funding	Cost Low - <£5K Medium - £5-20K High - £20K +	Expected Benefit	Key Performance Indicator	Comments / Potential Barriers / Progress
	emission vehicles and encourage low/zero emission vehicles.								
B04	Ensure Smoke Control areas are promoted within the borough and enforce when necessary	ongoing	Epping Forest District Council ❖ Environmental Health ❖ Communications Team	Epping Forest District Council	No	Low	Reduced emissions from wood burners and open fires	At least 2 social media campaigns per year	
B05	Work with colleagues in Trading Standards to ensure the Domestic Solid Fuels Regulations are complied with	2023	Essex County Council ❖ Trading Standards Epping Forest District Council ❖ Environmental Health	Essex County Council Epping Forest District Council	No	Low	Compliance with the Domestic Solid Fuels Regulations Reduced emissions to air from wood burners and open fires	Pass intelligence of any premises suspected of supplying non-compliant fuel to Trading Standards	
Category C - Freight and Delivery Management									
C01	Introduce a Local Plan policy requiring submission and implementation of Routing Management Plans (for construction and operational phases) to	2023 onwards	Epping Forest District Council ❖ Environmental Health ❖ Planning Directorate ❖ Developers Essex County Council ❖ Highways Team	Epping Forest District Council Developers Essex County Council	No	Low	Lower vehicle emissions Reduced vehicle trips Cleaner vehicle engines	Routing Management plan submitted as part of planning application for large developments	

Measure No.	Measure	Timescale	Organisations Involved	Funding Source	Defra AQ Grant Funding	Cost Low - <£5K Medium - £5-20K High - £20K +	Expected Benefit	Key Performance Indicator	Comments / Potential Barriers / Progress
	manage the sustainable delivery of goods and materials								
C02	Work with ECC to lower bus emissions	ongoing	Essex County Council ❖ Sustainable Transport Team ❖ Epping Forest District Council ❖ Sustainable Travel Team	Essex County Council DfT	No	High	Reduced public transport emissions in the District	Bus fleet at least euro 6 compliant by 2028	Follow up on the Essex County Council Bus Service Improvement Plan 2021 to 2026
C03	Offer free annual car checks to Council members	Ongoing (winter)	Epping Forest District Council ❖ Fleet Operations team	Epping Forest District Council	No	Medium	Less emissions from properly maintained vehicles	Number of drivers who use the service	
C04	Register fleet with FORS (Fleet Operators Recognition Scheme)	2023	Qualis Group ❖ Fleet Operations Team	Qualis Group	No	Low	Fuel efficiency and reduced vehicle emissions	Number of drivers who use the system	FORS is an over-arching scheme that encompasses all aspects of safety, fuel efficiency, economical operations and vehicle emissions. FORS is a voluntary accreditation scheme that helps improve operators' performance in each of these areas
Category D - Policy Guidance and Development Management									
D01	Ensure air quality is taken into account as a material consideration in planning decision making	ongoing	Epping Forest District Council ❖ Planning Team ❖ Environmental Health	Epping Forest District Council	No	Low	Reduced emissions from new developments	Planning Guidance on air quality produced The number of Air Quality Assessments submitted in accordance with the Planning Application	

Measure No.	Measure	Timescale	Organisations Involved	Funding Source	Defra AQ Grant Funding	Cost Low - <£5K Medium - £5-20K High - £20K +	Expected Benefit	Key Performance Indicator	Comments / Potential Barriers / Progress
								Local Validation Checklist	
D02	Assess the feasibility of introducing air quality neutral planning guidance for developments	2023	Epping Forest District Council ❖ Planning Team ❖ Environmental Health	Epping Forest District Council	No	Low	Reduced emissions from new developments	Air quality neutral planning guidance produced	
D03	Ensure large developments have and follow a construction management plan	Ongoing	Epping Forest District Council ❖ Planning Team ❖ Environmental Health ❖ Planning Enforcement	Epping Forest District Council	No	Low	Reduced emissions to air from construction activities and associated plant	Reduced resident complaints 100% of developments having a CMP when required	
D04	Assess the feasibility of introducing a non road mobile machinery (NRMM) emissions planning guidance for large developments	2023	Epping Forest District Council ❖ Environmental Health ❖ Planning Team	Epping Forest District Council	No	Low	Reduced emissions from construction plant	Feasibility exercise completed by 2023	
D05	Limit parking spaces for new developments in sustainable locations, ensure that provision of EV charge points is maximised,	Ongoing	Epping Forest District Council ❖ Planning Team ❖ Sustainable Travel Team ❖ Building Regulations Team Essex County Council	Epping Forest District Council Essex County Council	No	Low	Reduced vehicle emissions to air	Production of an electric vehicle charging point strategy	

Measure No.	Measure	Timescale	Organisations Involved	Funding Source	Defra AQ Grant Funding	Cost Low - <£5K Medium - £5-20K High - £20K +	Expected Benefit	Key Performance Indicator	Comments / Potential Barriers / Progress
	cycle storage and associated facilities are provided in accordance with ECC standards								
D06	Encourage the uptake of zero emission / net zero carbon technology in new developments	ongoing	Epping Forest District Council ➤ Planning Team ➤ Climate Change Team ➤ Environmental Health	Epping Forest District Council	No	Low	Reduced emissions from new developments	Number of planning applications where the submitted Sustainability Checklist states that a Medium or High Quality rating will be achieved	
D07	Support the measures within the Council's Interim Air Pollution Mitigation Strategy	Ongoing	Epping Forest District Council ➤ Planning Team ➤ Environmental Health	Epping Forest District Council	No	Low	Reduction in vehicle emissions	Monitoring around the EFSAC shows decreased pollution levels	The measures are specific to the health of the Epping Forest Special Area of Conservation, however, as NO2 is a pollutant of concern for the EFSAC, improvements in local air quality around the EFSAC are also expected.
D08	Support the measures within the Council's Climate Change Action Plan as well as the Essex Climate Action Plan	Ongoing	Epping Forest District Council ➤ Planning Team ➤ Climate Change Team ➤ Environmental Health	Epping Forest District Council	No	Low	Reduction in vehicle and building emissions	Calculation of emission reductions	There is cross-over between the measures AQAP and the Climate Change Action Plan as well as the Essex Climate Action Plan as they support actions to reduce fossil fuel emissions in the District
D09	Secure the provision and implementation	Ongoing	Epping Forest District Council ❖ Planning Team	Epping Forest District Council	No	High	Reduced vehicle congestion	Increase in number of trips by means	

Measure No.	Measure	Timescale	Organisations Involved	Funding Source	Defra AQ Grant Funding	Cost Low - <£5K Medium - £5-20K High - £20K +	Expected Benefit	Key Performance Indicator	Comments / Potential Barriers / Progress
	of Travel Plans in accordance with Local Plan policy		❖ Sustainable Transport Team				Reduced emissions to air from vehicles	other than private vehicle	
Category E - Promoting Low Emission Plant									
E01	Increase the amount of public EV charge points in the District	ongoing	Epping Forest District Council ❖ Sustainable Travel Team Essex County Council ❖ Sustainable Transport Team	Essex County Council Epping Forest District Council	No	High	Reduced vehicle emissions to air	Adoption of Epping Forest District Electric Vehicle Charging Strategy DfT EV public charger statistics figure to increase annually	
E02	Assess the suitability of heat pumps, solar PV and solar thermal on council owned sites	ongoing	Epping Forest District Council ❖ Building Services ❖ Qualis Group	Epping Forest District Council Qualis Group	No	High	Reduced emissions from Council owned sites Improve energy efficiency ratings	Number of properties fitted with associated cleaner technology	
E03	Maintain council utilities under renewable energy tariffs	Ongoing	Epping Forest District Council ❖ Facilities Management Team	Epping Forest District Council	No	Low	Reduced emissions from Council owned facilities	Reviewed every year to confirm renewable energy tariffs	Electricity tariffs held with EDF under the Crown Commercial Services Framework have been on 100% Renewable tariffs for a couple of years. Due to recent increases, this has been moved to a Zero Carbon for Business tariff, which is renewable energies and nuclear.
E04	Work with local residents associations, businesses, schools, and	Ongoing	Epping Forest District Council ❖ Private Sector Housing Team ❖ Climate Change Team	Epping Forest District Council Qualis Group	No	Low	Reduced emissions from Council housing, schools and businesses	Min 1 bid per year (where bids are available)	Relevant to Qualis Commercial and Qualis Management – review fleet, office locations, site offices for developments, logistics management, delivery and collection of materials plans.

Measure No.	Measure	Timescale	Organisations Involved	Funding Source	Defra AQ Grant Funding	Cost Low - <£5K Medium - £5-20K High - £20K +	Expected Benefit	Key Performance Indicator	Comments / Potential Barriers / Progress
	housing associations to bid for zero emission technology		<ul style="list-style-type: none"> ❖ Environmental Health Qualis Group Essex County Council 	Essex County Council					
E05	Installation of energy efficiency measures in low income, low efficiency homes using grant funding	Ongoing	<ul style="list-style-type: none"> Epping Forest District Council ❖ Building Services ❖ Climate Change Team Qualis Group 	Epping Forest District Council	No	High	Reduced building emissions to air	Number of measures installed per year	
E06	Assess if procurement policies can include a preference for zero/low emission suppliers/products	2023 onwards	<ul style="list-style-type: none"> Epping Forest District Council ❖ Procurement and Contracts ❖ Environmental Health Qualis Group 	Epping Forest District Council	No	Low	Reduced emissions to air and lower carbon emissions	Assessment completed by end of 2023, if feasible procurement document updated by 2028	
Category F - Public health, awareness raising and monitoring									
F01	Work with our Public Health colleagues to increase awareness of air quality around our District	2023 onwards	<ul style="list-style-type: none"> Epping Forest District Council ❖ Community, Culture & Wellbeing Team ❖ Environmental Health ❖ Communications Team Essex County Council ❖ Public Health Team 	<ul style="list-style-type: none"> Epping Forest District Council Essex County Council 	No	Low	Increased public awareness, reduced exposure to poor air quality, decrease in pollution contribution	At least one public awareness campaign per year	
F02	Ensure the Director of Public Health signs off on Annual Status	Ongoing	<ul style="list-style-type: none"> Essex County Council ❖ Public Health, Wellbeing and Communities Team 	Essex County Council	No	Low	Ensures colleagues in ECC who share public health	Reports signed off when needed	1 ASR is produced and signed off annually

Measure No.	Measure	Timescale	Organisations Involved	Funding Source	Defra AQ Grant Funding	Cost Low - <£5K Medium - £5-20K High - £20K +	Expected Benefit	Key Performance Indicator	Comments / Potential Barriers / Progress
	Reports and Air Quality Action Plans						responsibilities are aware of air quality in our District and part of the air quality dialogue		1 AQAP is produced and signed off every 5 years
F03	Conduct air quality audits at schools around our District	2023 onwards	Epping Forest District Council ❖ Environmental Health ❖ Community, Culture & Wellbeing Team	Epping Forest District Council Essex County Council	No	Medium	Less children exposed to poor air quality	Audits completed by 2028	Similar to GLA school audit programme
F04	Ensure air quality is included in the JSNA	Ongoing	Essex County Council ❖ Public Health Team	Essex County Council	No	Low	Air quality integrated into public health programmes	Every JSNA to include an air quality component for Epping Forest District	
F05	Continue to monitor air quality throughout the District for both human health and the EFSAC	Ongoing	Epping Forest District Council ❖ Environmental Health ❖ Planning Team	Epping Forest District Council	No	High	Air quality data available for our District to assess our progress with regards to the air quality objectives	Data capture rate 90% or higher	

Appendix A:

Wards with High Pollution Vulnerability Score for PM_{2.5}

Ward Name
Hastingwood, Matching & Sheering Village
Epping Lindsey & Thornwood Common
North Weald Bassett
Epping Hemnall
Passingford
Lambourne
Chigwell Row

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Ward Name
Chigwell Village
Grange Hill
Buckhurst Hill East
Loughton Alderton
Loughton St Mary's
Theydon Bois
Waltham Abbey High Beach
Waltham Abbey Paternoster
Waltham Abbey Honey Lane

Epping Forest District Council Air Quality Action Plan - 2023

Appendix B: Detailed Modelling and Source Apportionment



Epping Forest District Council
Source Apportionment Assessment
November 2021





Move Forward with Confidence

Document Control Sheet

Identification	
Client	Epping Forest District Council
Document Title	Source Apportionment Study
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Configuration				
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Executive Summary

Purpose of Assessment

Bureau Veritas has been commissioned by Epping Forest District Council (the Council) to complete a Detailed Modelling and Source Apportionment Assessment to support the update of their Air Quality Action Plan (AQAP). Currently there is one Air Quality Management Area (AQMA) within Epping Forest, declared in 2008 as a result of exceedances of the 40 µg/m³ annual mean and 200 µg/m³ 1-hour objectives for Nitrogen Dioxide (NO₂). This AQMA is located near the B1393/Theydon Road junction at Epping, Bell Common. The aim of this Detailed Modelling Assessment is to increase the Councils' understanding of pollutant concentrations within the Epping Forest District AQMA, in order to provide technical input into their forthcoming AQAP.

The Detailed Modelling Assessment focusses on the road network within and around the Epping Forest AQMA to establish concentrations and determine the sources that contribute to pollutant concentrations within the AQMA. The area was modelled using the advanced atmospheric dispersion model ADMS-Roads (Version 5.0.0.1) and latest emissions from the Emissions Factors Toolkit (Version 10.1), with annual mean NO₂ concentration outputs produced at two discrete receptor locations, and across a receptor grid.

Assessment Findings

The highest annual mean concentration of NO₂ was recorded at R1 with a concentration of 52.2 µg/m³. This is slightly higher than the adjacent recorded monitoring which recorded 48 µg/m³ as a result of a slightly lower modelling height and its position relative to the road but still demonstrated an exceedance of the air quality objective limit of 40µg/m³.

The empirical relationship given in LAQM.TG(16)¹ states that exceedances of the 1-hour mean objective for NO₂ is only likely to occur where annual mean concentrations are 60 µg/m³ or above at a location of relevant exposure (Table 2-1). Given the NO₂ annual mean concentration recorded at all receptors is below 60 µg/m³, exceedances of the hourly NO₂ AQS objective are unlikely.

PM₁₀ and PM_{2.5} concentrations have also been predicted as part of the modelling assessment. No modelled receptors recorded concentrations in exceedance of either of the annual mean objectives for these pollutants. The highest modelled PM₁₀ concentration was 20.6 µg/m³ at R1. The highest modelled PM_{2.5} concentration was 12.9 µg/m³ at R1.

Estimated Year of Compliance

Using the recommended method in TG(16), the estimated year of compliance within the AQMA, should no additional measures be put in place, is 2024 and will be below 10% of the AQO by 2026. It should be noted that this estimate is based on assumptions that were correct prior to the COVID- 19 pandemic which is likely to affect behaviour and vehicle fleet predictions, so this result should be treated with some caution.

Source Apportionment

To help inform the development of measures as part of a future AQAP, a source apportionment exercise was undertaken to provide an understanding of any potential similarities in vehicle emission contributors within the AQMA. The source apportionment exercise has considered concentrations of oxides of Nitrogen (NO_x) and Particulate Matter measuring 10 microns and below (PM₁₀) and 2.5 microns and below (PM_{2.5}).



Petrol Cars were the most prevalent vehicles on the road within the AQMA, 46.6% of all vehicles were petrol cars. The fleet makeup, as determined by the ANPR survey, also indicated that vehicles using High Road Epping were made up of older vehicles than the default fleet assumption within the EFT derived from the National Air Emissions Inventory (NAEI).

The background concentrations show that for NO_x, motorway emissions account for around half of background concentrations.

The NO_x source apportionment exercise demonstrates Diesel Cars and Diesel Light Good Vehicles (LGVs) being the primary contributors to local road NO_x concentrations within the AQMA. The split between overall car, LGV and Heavy Good Vehicles (HGV) emissions was roughly equal with each contributing around a third to total road NO_x.

An assessment of queueing traffic showed that, within the AQMA, congestion accounts for 81.9% of NO_x contributions from the road. This is to be expected as the receptors is located adjacent to traffic lights. Should any traffic smoothing measures such as replacing the lights with a roundabout be introduced, this is likely to reduce pollutant concentrations within the AQMA.

PM₁₀ and PM_{2.5} concentrations within the AQMA are largely made up of residual background sources. For both pollutants, the greatest road contributor was identified as being Diesel Cars, followed by Petrol cars and Diesel LGVs.

1 Introduction

Bureau Veritas has been commissioned by Epping Forest District Council (the Council) to complete a Source Apportionment Assessment to update their outdated Air Quality Action Plan (AQAP). Currently there is one Air Quality Management Area (AQMA) within Epping Forest, declared as a result of exceedances of the 40 µg/m³ annual mean and 200 µg/m³ 1-hour objectives for Nitrogen Dioxide (NO₂). This AQMA is located near the B1393/Theydon Road junction at Epping, Bell Common.

In order to provide technical input into an updated AQAP that will cover the area within the existing AQMA boundary, the air quality modelling has been completed using 2019 traffic data, 2019 monitoring data and the latest Local Air Quality Management (LAQM) tools. This report details the findings of this updated analysis, and provides recommendation on matters related to NO₂ exceedances, in order to inform the update of the AQAP.

1.1 Scope of Assessment

It is the general purpose and intent of this assessment to determine, with reasonable certainty, the magnitude and geographical extent of any exceedances of the AQS objectives for NO₂, enabling the Council to provide for a focused consideration on updating measures as part of the revision of the AQAP.

The following are the objectives of the assessment:

- To assess the air quality at selected locations (“receptors”) representative of worst-case exposure relative to the averaging period of focus (i.e. annual objective - façades of the existing residential units), based on modelling of emissions from road traffic on the local road network;
- To establish the spatial extent of any likely exceedances of the UK annual mean NO₂ AQS objective limit, and to identify the spatial extent of any areas within 10%;
- To establish the required reduction in emissions to comply with the UK AQS objectives; and
- To determine the relative contributions of various source types to the overall pollutant concentrations within the new AQMA, through source apportionment, in order to inform an updated AQAP.

The approach adopted in this assessment to assess the impact of road traffic emissions on air quality utilised the atmospheric dispersion model ADMS-Roads version 5.0.0.1, focusing on emissions of oxides of nitrogen (NO_x), which comprise of nitric oxide (NO) and nitrogen dioxide (NO₂). Particulate Matter (PM₁₀ and PM_{2.5}) emissions have also been considered for completeness.

In order to provide consistency with the Council’s own work on air quality, the guiding principles for air quality assessments, as set out in the latest guidance provided by Defra for air quality assessment (LAQM.TG(16))¹, have been used.

¹ LAQM Technical Guidance LAQM.TG(16) – April 2021. Published by Defra in partnership with the Scottish Government, Welsh Assembly Government and Department of the Environment Northern Ireland.

2 Air Quality – Legislative Context

2.1 Air Quality Strategy

The importance of existing and future pollutant concentrations can be assessed in relation to the national air quality standards and objectives established by Government. The Air Quality Strategy² (AQS) provides the over-arching strategic framework for air quality management in the UK and contains national air quality standards and objectives established by the UK Government and Devolved Administrations to protect human health. The air quality objectives incorporated in the AQS and the UK Legislation are derived from Limit Values prescribed in the EU Directives transposed into national legislation by Member States.

The CAFE (Clean Air for Europe) programme was initiated in the late 1990s to draw together previous directives into a single EU Directive on air quality. The CAFE Directive³ has been adopted and replaces all previous air quality Directives, except the 4th Daughter Directive⁴. The Directive introduces new obligatory standards for PM_{2.5} for Government but places no statutory duty on local government to work towards achievement of these standards.

The Air Quality Standards (England) Regulations⁵ 2010 came into force on 11 June 2010 in order to align and bring together in one statutory instrument the Government's obligations to fulfil the requirements of the new CAFE Directive.

The objectives for ten pollutants – benzene (C₆H₆), 1,3-butadiene (C₄H₆), carbon monoxide (CO), lead (Pb), nitrogen dioxide (NO₂), sulphur dioxide (SO₂), particulate matter (PM₁₀ and PM_{2.5}), ozone (O₃) and Polycyclic Aromatic Hydrocarbons (PAHs), have been prescribed within the AQS².

The AQS objectives apply at locations outside buildings or other natural or man-made structures above or below ground, where members of the public are regularly present and might reasonably be expected to be exposed to pollutant concentrations over the relevant averaging period. Typically, these include residential properties and schools/care homes for long-term (i.e. annual mean) pollutant objectives and high streets for short-term (i.e. 1-hour) pollutant objectives. Table 2-1 taken from LAQM TG(16)¹ provides an indication of those locations that may or may not be relevant for each averaging period.

This assessment focuses on NO₂ due to the significance this pollutant holds within the Council's administrative area - evidenced by the declared AQMA. Moreover, as a result of traffic pollution the UK has failed to meet the EU Limit Values for this pollutant by the 2010 target date. As a result, the Government has had to submit time extension applications for compliance with the EU Limit Values, which has since passed and its continued failure to achieve these limits is currently giving rise to infraction procedures being implemented. The UK is not alone as the challenge of NO₂ compliance at EU level includes many other Member States.

In July 2017, the Government published its plan for tackling roadside NO₂ concentrations⁶, to achieve compliance with EU Limit Values. This sets out Government policies for bringing NO₂ concentrations within statutory limits in the shortest time period possible. Furthermore, the Clean Air Strategy was published in 2019, which outlines how the UK will meet international commitments relating to arsenic, cadmium, mercury, nickel and polycyclic hydrocarbons in ambient air.

² Defra (2007), The Air Quality Strategy for England, Scotland, Wales and Northern Ireland.

³ Directive 2008/50/EC of the European Parliament and of the Council of 21 May 2008 on ambient air quality and cleaner air for Europe.

⁴ Directive 2004/107/EC of the European Parliament and of the Council of 15 December 2004

⁵ The Air Quality Standards Regulations (England) 2010, Statutory Instrument No 1001, The Stationary Office Limited.

⁶ Defra, DfT (2017), UK plan for tackling roadside nitrogen dioxide concentrations

to significantly reduce emissions of five damaging air pollutants by 2020 and 2030 under the adopted revised National Emissions Ceiling Directive (NECD).

The AQS objectives for these pollutants are presented in [Table 2-2](#).

Table 2-1 – Examples of where the Air Quality Objectives should apply

Averaging Period	Objectives should apply at:	Objectives should generally not apply at:
Annual mean	All locations where members of the public might be regularly exposed. Building facades of residential properties, schools, hospitals, care homes etc.	Building facades of offices or other places of work where members of the public do not have regular access. Hotels, unless people live there as their permanent residence. Gardens of residential properties. Kerbside sites (as opposed to locations at the building façade), or any other location where public exposure is expected to be short term
24-hour mean and 8-hour mean	All locations where the annual mean objectives would apply, together with hotels. Gardens or residential properties ¹ .	Kerbside sites (as opposed to locations at the building façade), or any other location where public exposure is expected to be short term.
1-hour mean	All locations where the annual mean and 24 and 8-hour mean objectives would apply. Kerbside sites (e.g. pavements of busy shopping streets). Those parts of car parks, bus stations and railway stations etc. which are not fully enclosed, where the public might reasonably be expected to spend one hour or more. Any outdoor locations at which the public may be expected to spend one hour or longer.	Kerbside sites where the public would not be expected to have regular access.
15-minute mean	All locations where members of the public might reasonably be expected to spend a period of 15 minutes or longer.	

Note ¹ For gardens and playgrounds, such locations should represent parts of the garden where relevant public exposure is likely, for example where there is seating or play areas. It is unlikely that relevant public exposure would occur at the extremities of the garden boundary, or in front gardens, although local judgement should always be applied.

Table 2-2 – Relevant AQS Objectives for the Assessed Pollutants in England

Pollutant	AQS Objective	Concentration Measured as:	Date for Achievement
Nitrogen dioxide (NO ₂)	200 µg/m ³ not to be exceeded more than 18 times per year	1-hour mean	31 st December 2005
	40 µg/m ³	Annual mean	31 st December 2005
Particles (PM ₁₀)	50 µg/m ³ not to be exceeded more than 35 times a year	24-hour mean	31 st December 2004
	40 µg/m ³	Annual Mean	31 st December 2004
Particles (PM _{2.5})	25 µg/m ³	Annual Mean	2020

2.2 Local Air Quality Management (LAQM)

Part IV of the Environment Act 1995⁷ places a statutory duty on local authorities to periodically review and assess air quality within their area, and determine whether they are likely to meet the AQS objectives set down by Government for a number of pollutants – a process known as Local Air Quality Management (LAQM). The AQS objectives that apply to LAQM are defined for seven pollutants: benzene, 1,3-butadiene, CO, Pb, NO₂, SO₂ and Particulate Matter.

Local Authorities were formerly required to report on all of these pollutants, but following an update to the regime in 2016, the core of LAQM reporting is now focussed around the objectives of three pollutants: NO₂, PM₁₀ and SO₂. Where the results of the Review and Assessment process highlight that problems in the attainment of the health-based objectives pertaining to the above pollutants will arise, the authority is required to declare an AQMA – a geographic area defined by high concentrations of pollution and exceedances of health-based standards.

The areas in which the AQS objectives apply are defined in the AQS as locations outside (i.e. at the façade) of buildings or other natural or man-made structures above or below ground where members of the public are regularly present and might reasonably be expected to be exposed to pollutant concentrations over the relevant averaging period of the AQS objective.

Following any given declaration, the Local Authority is subsequently required to develop an Air Quality Action Plan (AQAP), which will contain measures to address the identified air quality issue and bring the location into compliance with the relevant objective as soon as possible.

One of the objectives of the LAQM regime is for local authorities to enhance integration of air quality into the planning process. Current LAQM Policy Guidance⁸ recognises land-use planning as having a significant role in term of reducing population exposure to elevated pollutant concentrations. Generally, the decisions made on land-use allocation can play a major role in improving the health of the population, particularly at sensitive locations – such as schools, hospitals and dense residential areas.

⁷ <http://www.legislation.gov.uk/ukpga/1995/25/part/IV>

⁸ Local Air Quality Management Policy Guidance LAQM.PG(16). April 2016. Published by Defra in partnership with the Scottish Government, Welsh Assembly Government and Department of the Environment Northern Ireland.

3 Review and Assessment of Air Quality Undertaken by the Council

3.1 Local Air Quality Management

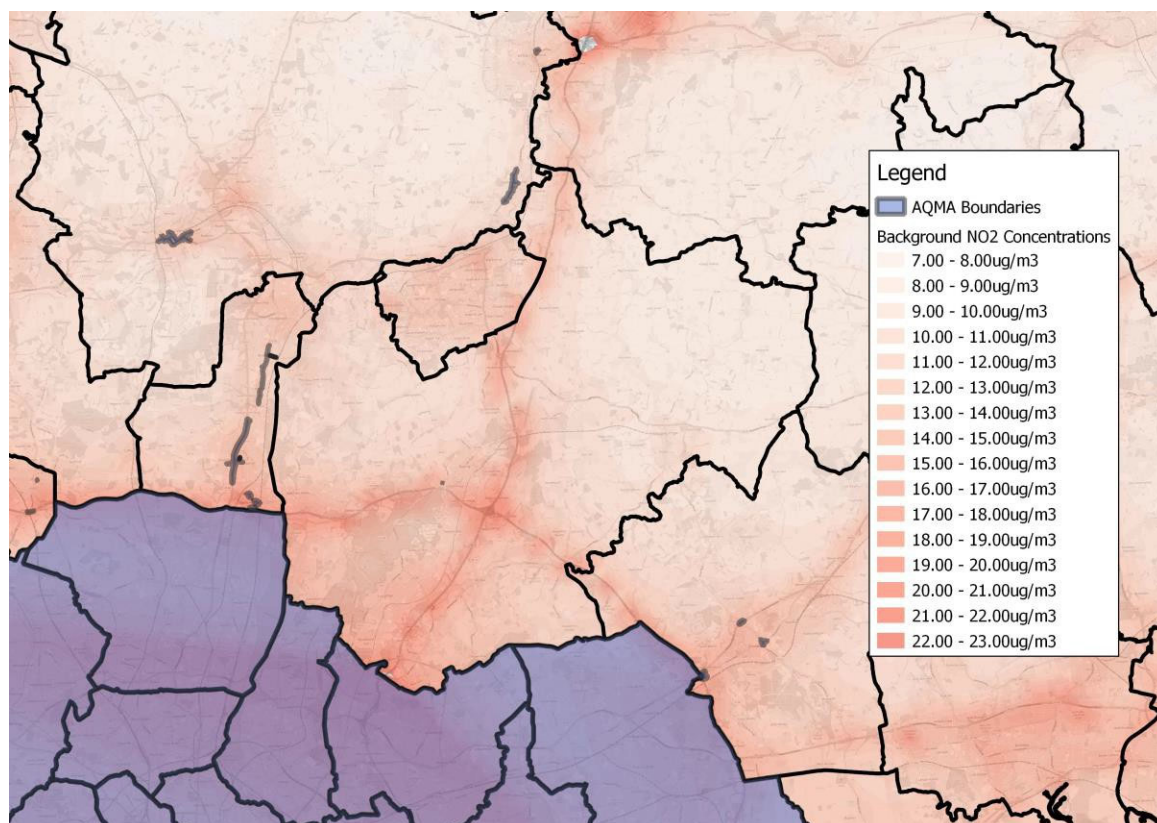
The Council currently has one AQMA (AQMA Epping Forest District Council No.2 2012), declared in 2008 for the exceedance of the NO₂ annual mean UK AQS objective of 40 µg/m³ and 1-hour mean objective. The AQMA, as shown in Figure 3-2, is located near the B1393/Theydon Road junction at Epping, Bell Common.

The most recent AQAP for this AQMA was published in 2012. Monitoring within the borough has shown that concentrations of NO₂ are generally declining. In the most recently available Annual Status Report (ASR), the only monitored exceedance of the NO₂ annual mean AQS objective was within the existing AQMA.

Every local authority that has an active AQMA, is required under Part IV of the Environment Act 1995 and Part III of the Environment (NI) Order 2002 to provide an AQAP as a means to address the areas of poor air quality that have been identified within the AQMA. Nonetheless, the specifications for this tender only detail the requirement for source apportionment study to be undertaken. As a result, the proposal herein has focussed on the proposed scope for a source apportionment study.

From an initial review of background annual mean NO₂ concentrations as shown in Figure 3-1, the M25 and M11 corridors are key contributors to pollutant concentrations within the district as pictured below, the darker red highlighting the higher concentrations.

Figure 3-1 – Background NO₂ Concentrations in EFDC



3.2 Review of Air Quality Monitoring

3.2.1 Local Air Quality Monitoring

During 2019, the latest available year of baseline monitoring, the Council's non-automatic monitoring programme consisted of recording NO₂ concentrations using a network of passive diffusion tubes at 42 sites across Epping Forest District. No automatic (continuous) monitoring took place within the District during 2019.

Between 2015 and 2020 there have been exceedances of the annual mean AQS objective at Sites; 1, 3 and 11 as set out in the latest ASR available for EFDC⁹. During 2019, there was only one recorded exceedance of the annual mean AQS objective for NO₂ at Site 3: Bell Vue which monitored 48 µg/m³.

The details of the diffusion tube monitoring within Epping for 2019 used for the purpose of the modelling assessment are shown in Table 3-1, and monitored concentrations for 2015-2019 are presented in Table 3-2.

Table 3-1 – Epping Forest District Council LAQM Diffusion Tube Monitoring

Site ID	Site Location	Site Type	In AQMA	OS Grid Ref X	OS Grid Ref Y	Monitoring Height (m)
3	Epping: Bell Vue	Roadside	Y	544928	201281	2
33	Epping: Copped Hall, Bell Common	Roadside	N	544709	201139	2

Table 3-2 – Relevant Epping Forest District Council LAQM Diffusion Tube Monitoring

Site ID	Valid Data Capture for 2019 (%)	Annual Mean NO ₂ Concentration (µg/m ³)				
		2015	2016	2017	2018	2019
1	100.0	39	48	45	39	39
11	100.0	45	42	39	39	34
3	100.0	63	64	64	55	48
33	75.0	-	-	-	-	31

Notes
All values reported are bias adjusted as required and represent the monitoring location (i.e. absence of distance correction calculations)

The only monitored exceedance of the annual average NO₂ limit was at location 3 which has recorded an exceedance every year since 2015. Monitoring at site 33 commenced in 2019 so there are no historical data available for this site.

The empirical relationship given in LAQM.TG(16)¹ states that exceedances of the 1-hour mean objective for NO₂ is only likely to occur where annual mean concentrations are 60 µg/m³ or above at a location of relevant exposure (Table 2-1). This indicates that an exceedance of the 1-hour mean objective is unlikely to have occurred at these sites past 2017 at location 3.

Epping Forest District Council AQMA boundary and the relevant 2019 council-operated monitoring locations are presented in [Figure 3-2](#).

⁹ <https://www.eppingforestdc.gov.uk/wp-content/uploads/2021/02/2020-Annual-Status-Report.pdf>

Figure 3-2 – Epping Forest District Council AQMA Boundary



3.3 Defra Background Concentration Estimates

Defra maintains a nationwide model of existing and future background air pollutant concentrations at a 1 km x 1 km grid square resolution. This data includes annual average concentration for NO_x, NO₂, PM₁₀ and PM_{2.5}, using a base year of 2018 (the year in which comparisons between modelled and monitoring are made)¹⁰. The model used to determine the background pollutant levels is semi-empirical in nature: it uses the National Atmospheric Emissions Inventory (NAEI) emissions to model the concentrations of pollutants at the centroid of each 1km grid square, but then calibrates these concentrations in relation to actual monitoring data.

Pollutant background concentrations used for the purposes of this assessment have been obtained from the Defra supplied background maps for the relevant 1 km x 1 km grid squares covering the modelled domain for the year 2019. The relevant annual mean background concentration will be added to the predicted annual mean road contributions in order to predict the total pollutant concentration at each receptor location. The total pollutant concentration can then be compared against the relevant AQS objective to determine the event of an exceedance.

The Defra mapped background concentrations for base year of 2019, which cover the modelled domain, are presented in Table 3-3. All of the mapped background concentrations presented are well below the respective annual mean AQS objectives.

Table 3-3 – Defra Background Pollutant Concentrations in the AQMA

Grid Square (E,N)	2019 Annual Mean Background Concentration (µg/m ³) ¹			
	Total Background NO _x	Total Background NO ₂	Total Background PM ₁₀	Total Background PM _{2.5}
544500, 201500	25.2	18.1	17.9	11.1

Note:
¹ Values obtained from the 2019 Defra Mapped Background estimates for the relevant 1km x 1km grid squares covering the modelled domain

¹⁰ Defra Background Maps (2019), available at <https://uk-air.defra.gov.uk/data/laqm-background-home>

4 Assessment Methodology

To predict pollutant concentrations of road traffic emissions the atmospheric model ADMS Roads version 5.0.0.1 was used to model a 2019 baseline scenario. The guiding principles for air quality assessments as set out in the latest guidance and tools provided by Defra for air quality assessment (LAQM.TG(16)¹ have been used.

The approach used in this assessment has been based on the following:

- Prediction of NO₂ concentrations at the two existing receptors within the AQMA and comparison with the relevant AQS objectives;
- Quantification of relative NO₂ contribution of sources to overall NO₂ pollutant concentration; and
- Determination of the geographical extent of any potential exceedances in regard to the existing AQMA boundary.

4.1 Traffic Inputs

Traffic flows and vehicle class compositions for the 2019 baseline scenario were taken from the following sources:

- Epping High Road - Provided by Epping Forest District Council as ANPR data allowing for detailed understanding of vehicle splits at the junction of the AQMA for 2019.
- M25 - The Department for Transport (DfT) traffic count point database for traffic for 2019.

Traffic speeds were modelled at either the relevant speed limit for each road or, where available, monitored vehicle speeds provided. Where appropriate, vehicle speeds have been reduced in accordance with LAQM TG(16)¹ to simulate queues at junctions, traffic lights and other locations where queues or slower traffic are known to be an issue. Congestion has been modelled at the junction by the AQMA by modelling the traffic speed at 5 km/h.

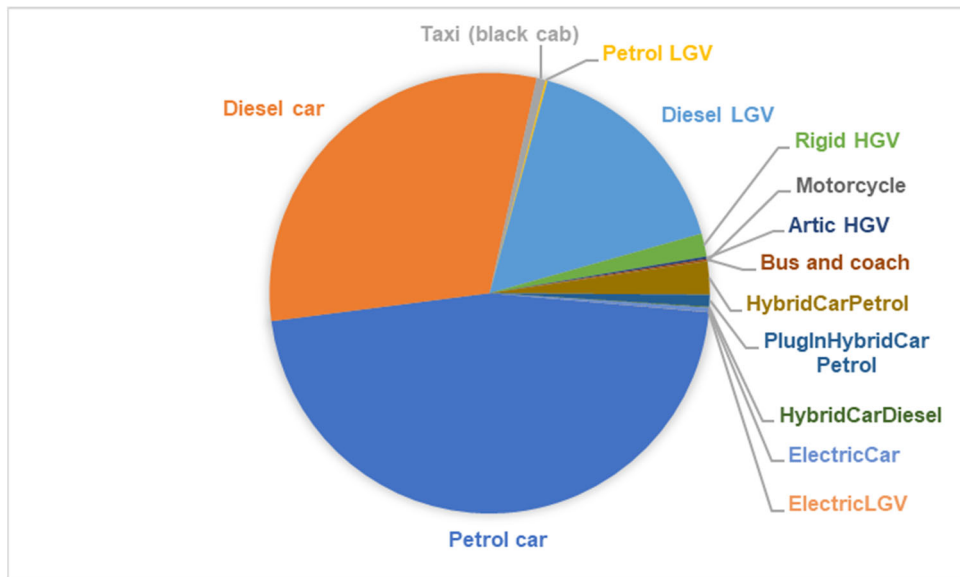
The Emissions Factors Toolkit (EFT) version 10.1 developed by Defra¹¹ has been used to determine vehicle emission factors for input into the ADMS-Roads model, based upon the traffic data inputs.

Details of the traffic flows used in this assessment including vehicle splits and Euro Class distribution are provided in Table B. 1 of the Appendices. The modelled road network is presented in Figure 4-4.

The traffic data provided by Aecom has been provided broken down by vehicle type and Euro class. The split of each vehicle type is shown in [Figure 4-1](#) below.

¹¹ Defra, Emissions Factors Toolkit. <https://laqm.defra.gov.uk/review-and-assessment/tools/emissions-factors-toolkit.html>

Figure 4-1 – Proportion of Vehicles on Epping High Road



A comparison of the observed Euro vehicles and the default UK fleet has been undertaken and is included below:

Figure 4-2 – Comparison of Observed ANPR data with UK Default Vehicle Fleet – Cars and LGVs

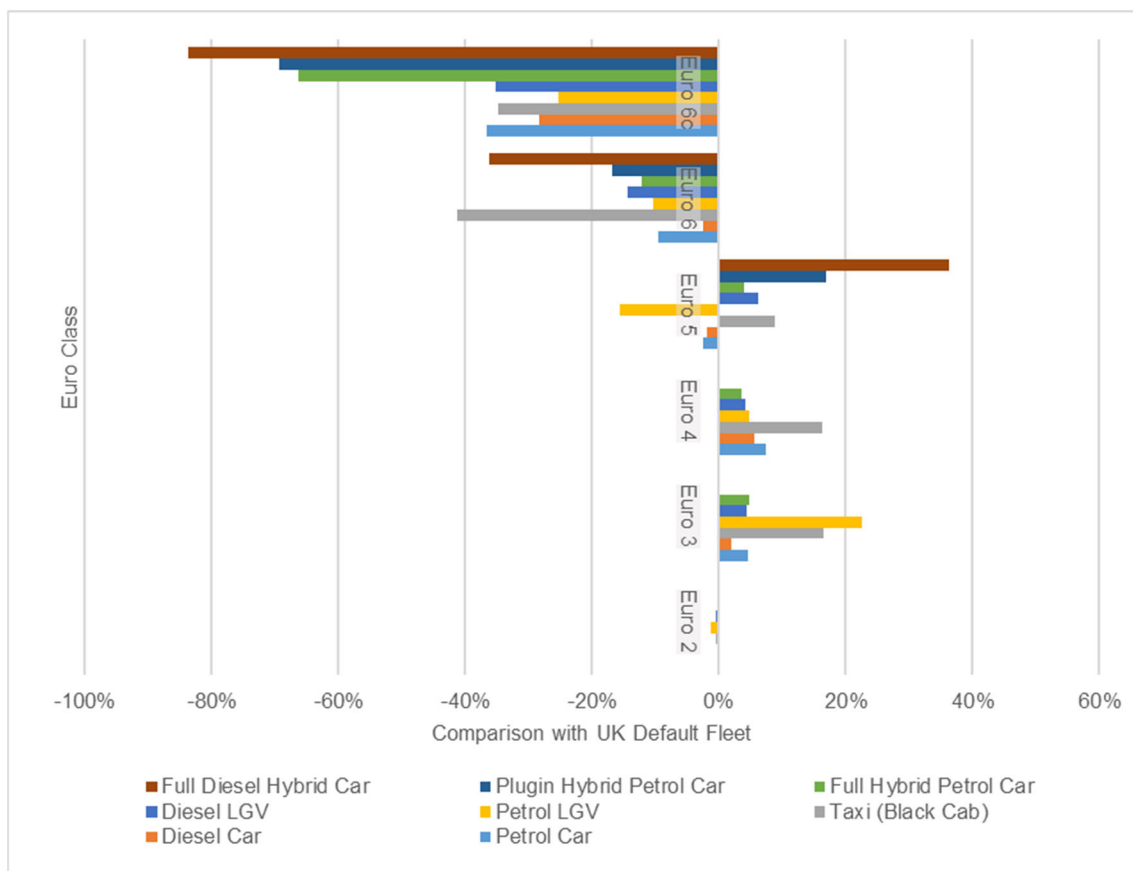
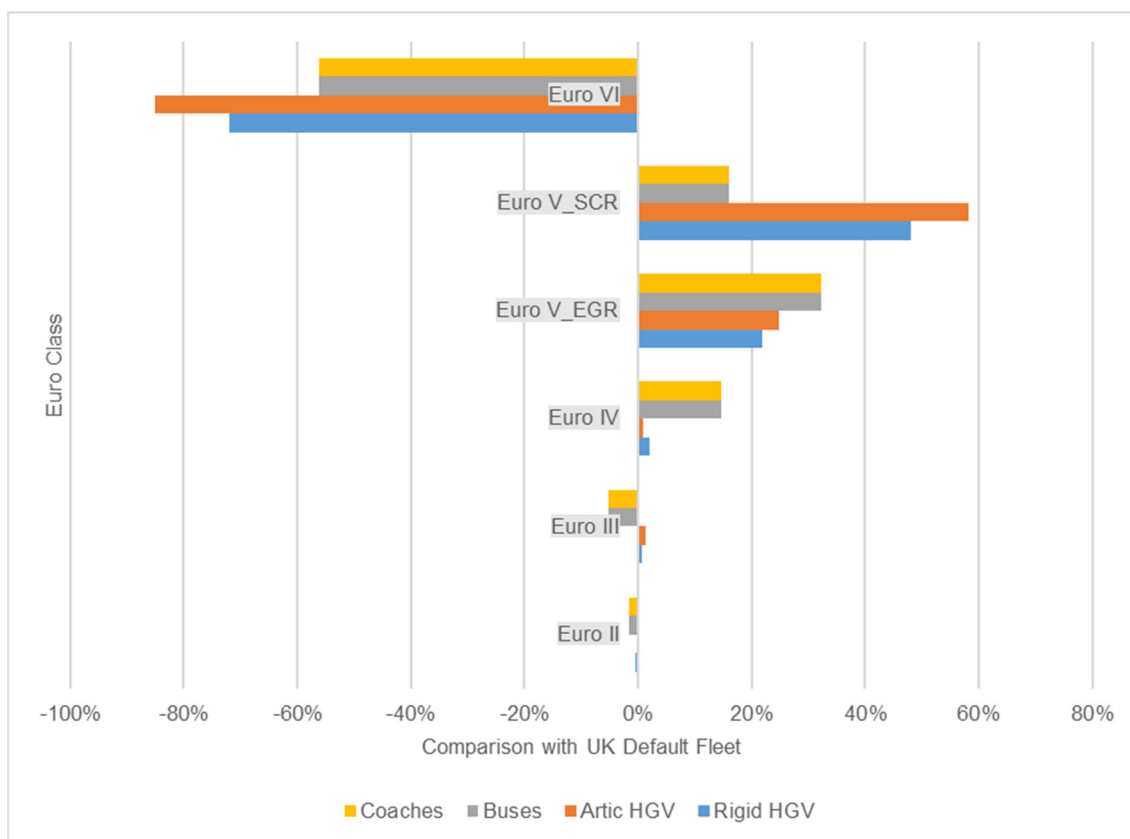


Figure 4-3 – Comparison of Observed ANPR data with UK Default Vehicle Fleet – HGVs



As shown above, the observed fleet typically contains more older vehicles (Euro 5 and below) than the default UK fleet and fewer new Euro 6 vehicles for all vehicle types.

The AQMA is located within 250 m of Bell Common Tunnel on the M25. Emissions from this tunnel will be considered using the Roads Tunnel module within ADMS Roads.

4.2 Sensitive Receptors

A total of two discrete receptors were included within the assessment to represent locations of relevant exposure at the two properties within the AQMA. Details of the receptors are presented within Table 4-1 and their locations are illustrated in Figure 4-5.

A receptor was included at ground floor at both properties within the AQMA.

Concentrations were also modelled across a regular gridded area, at a standardised ‘breathing zone’ height of 1.5 m, covering the full extent of the model domain. The intelligent gridding option was applied to the ADMS-roads model meaning additional points were added at locations close to the roads for greater output resolution.

Table 4-1 – Discrete Receptor Locations

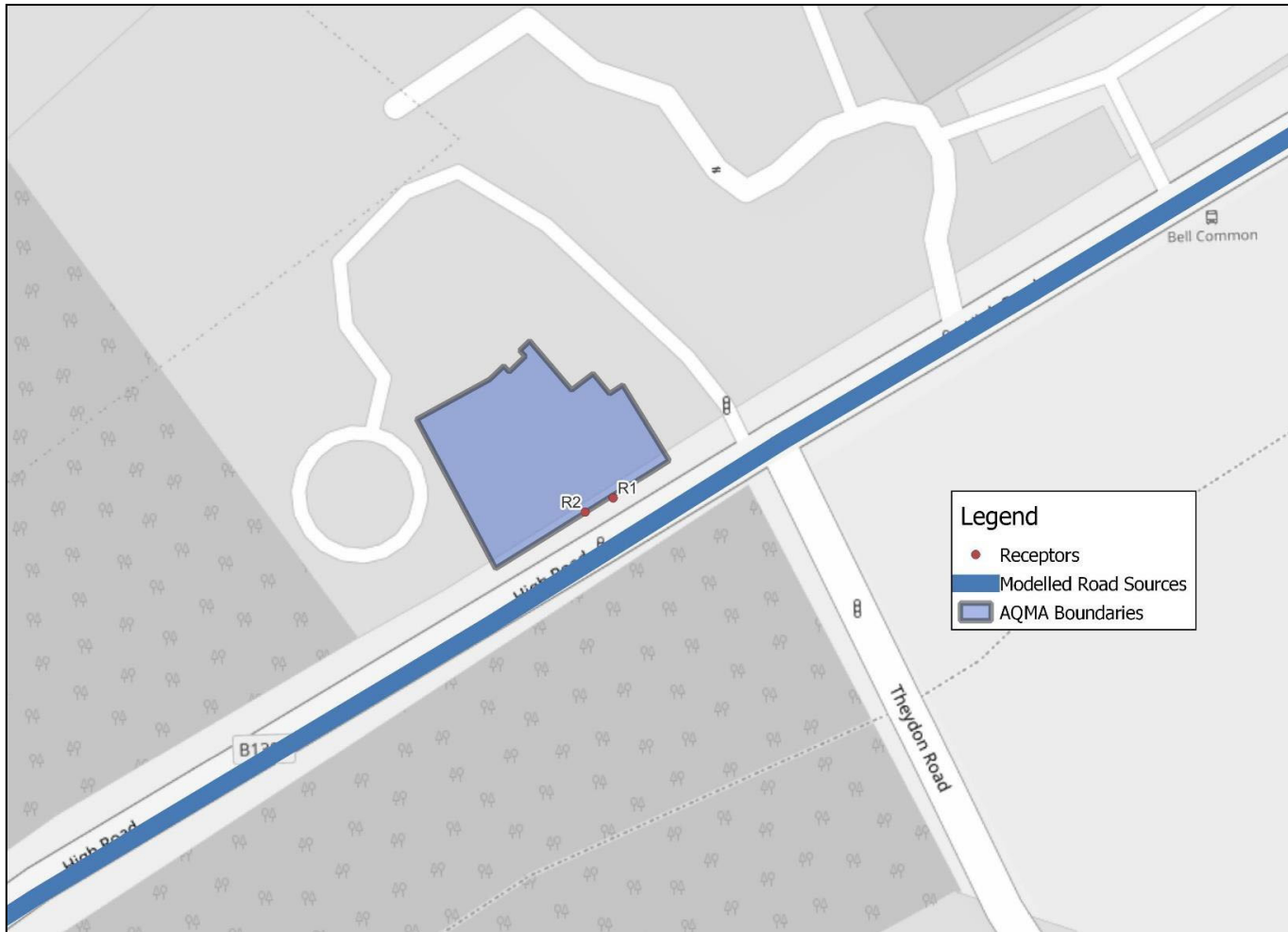
Receptor ID	X	Y	Height
R1	544928	201281	1.5
R2	544925	201279	1.5

Figure 4-4 – Modelled Road Network



Base map and data from OpenStreetMap and OpenStreetMap Foundation (CC-BY-SA). © <https://www.openstreetmap.org> and contributors.

Figure 4-5 – Modelled Receptors



Base map and data from OpenStreetMap and OpenStreetMap Foundation (CC-BY-SA). © <https://www.openstreetmap.org> and contributors.

4.3 General Model Inputs

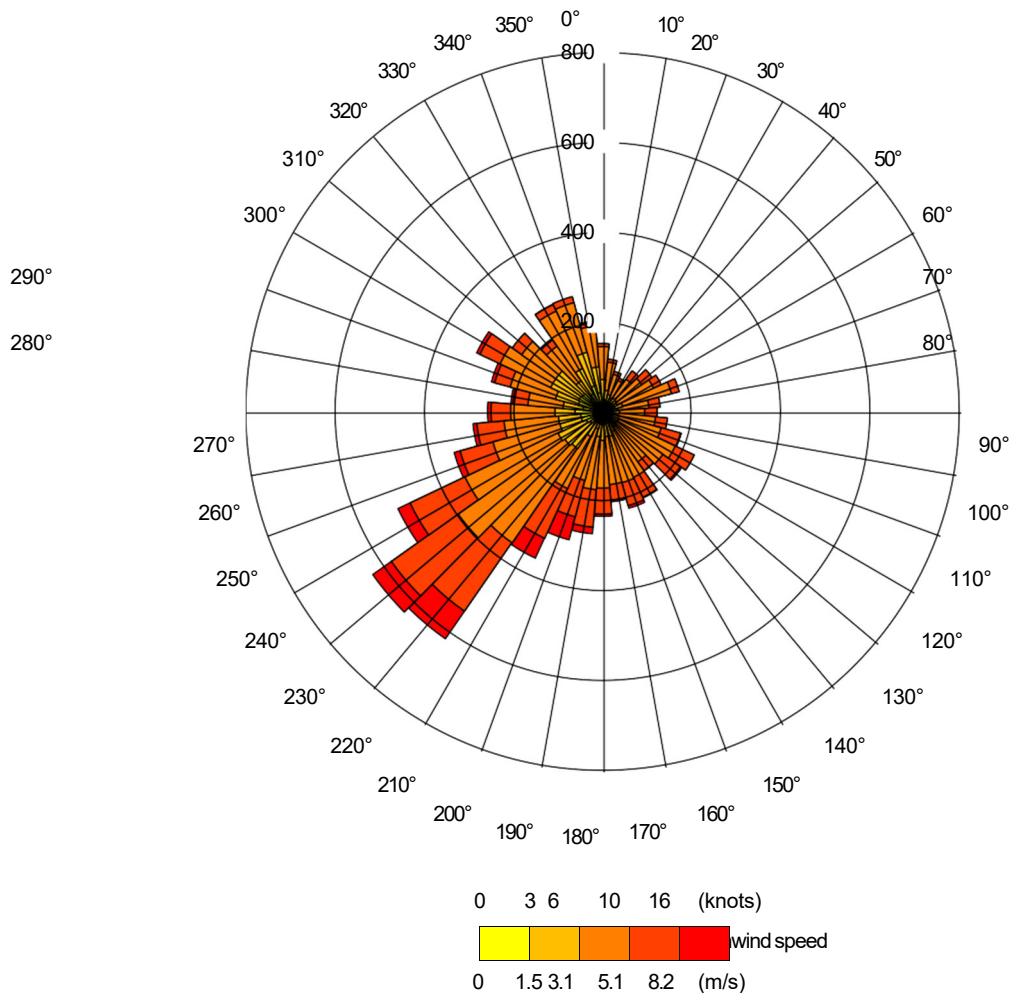
A site surface roughness value of 0.5 m was entered into the ADMS-roads model, consistent with the parkland/open suburbia. In accordance with CERC’s ADMS Roads User Guide¹², a minimum Monin-Obukhov length of 10 m was used for the ADMS Road model to reflect the topography of the model domain.

One year of hourly sequential meteorological data from a representative synoptic station is required by the dispersion model. 2019 meteorological data from Stansted Airport weather station has been used in this assessment. The station is located approximately 23 km north of the AQMA and is considered representative of the meteorological conditions experienced throughout the borough. A surface roughness value of 0.5 m was used for the area surrounding the meteorological station, representative of the Stansted airfield location and surrounding buildings.

Within the modelled domain a review of topography was undertaken to establish whether it was required to include modelled road gradients. Following this review, it was considered to not be required.

A wind rose for this site for the year 2019 is shown in Figure 4-6.

Figure 4-6 – Wind rose for Stansted Data 2019



Most dispersion models do not use meteorological data if they relate to calm winds conditions, as dispersion of air pollutants is more difficult to calculate in these circumstances. ADMS-Roads treats calm wind conditions by setting the minimum wind speed to 0.75 m/s. It is recommended in LAQM.TG(16)¹ that the meteorological data file be tested within a dispersion model and the relevant output log file checked, to confirm the number of missing hours and calm hours that cannot be used by the dispersion model. This is important when considering predictions of high percentiles and the number of exceedances. LAQM.TG(16)¹ recommends that meteorological data should have a percentage of usable hours greater than 85%. If the data capture is less than 85% short-term concentration predictions should be expressed as percentiles rather than as numbers of exceedances. The 2019 meteorological data from Stansted includes 8,666 lines of usable hourly data out of the total 8,760 for the year, i.e. 98.9% usable data. This is therefore suitable for the dispersion modelling exercise.

4.4 Bell Common Tunnel

To account for the emissions from Bell Common Tunnel, the Road Tunnel Module within ADMS has been used. This involves creating an additional input file to account for emissions from both the entrance and exit of the Tunnel. The inputs for Bell Common Tunnel are included below. This has been completed in line with the CERC ADMS User Guide¹². This module has been validated using monitoring data gathered at Bell Common tunnel.

Table 4-2 – Additional Input File Tunnel Inputs

Name	Bell Common Tunnel
X1	544555.3
Y1	201054.4
X2	545066.2
Y2	200992.4
NumTrafficDir	2
BoreDepth1	8
PortalBaseElev1	0
OutflowRoad1	M25 E of BCT
OutflowWidth1	32
OutflowWall1	No
BoreDepth2	8
PortalBaseElev2	0
OutflowRoad2	M25 W of BCT
OutflowWidth2	32
OutflowWall2	No

4.5 Model Outputs

The background pollutant values discussed in Section 3.3 have been used in conjunction with the concentrations predicted by the ADMS-Roads model to calculate predicted total annual mean concentrations of NO_x.

For the prediction of annual mean NO₂ concentrations for the modelled scenarios, the output of the ADMS-Roads model for road NO_x contributions has been converted to total NO₂ following the methodology in LAQM.TG(16)¹, using the NO_x to NO₂ conversion tool developed on behalf of Defra. This tool also uses the total background NO_x and NO₂ concentrations. This assessment has used version 8.1 (August 2020) of the NO_x to NO₂ conversion tool¹³. The road contribution is then added to the appropriate NO₂ background concentration value to obtain an overall total NO₂ concentration.

The same process has been applied to provide annual mean concentrations for PM₁₀ and PM_{2.5}. As no Particulate Matter monitoring was available within the study area, the verification factor used for NO₂ has been applied.

In addition to annual mean concentrations, NO_x source apportionment was carried out for the following vehicle classes:

- Cars
- Taxis
- Light-Goods Vehicles (LGVs);
- Rigid Heavy-Goods Vehicles (HGVs)
- Articulated HGVs;
- Bus and Coaches;
- Motorcycles;
- Full Hybrid Petrol Cars;
- Plug-in Hybrid Petrol Cars;
- Full Hybrid Diesel Cars;
- Battery Electric Vehicle (EV) Cars; and,
- Battery EV LGVs.

Verification of the ADMS-Roads assessment has been undertaken using a number of local authority diffusion tube monitoring locations. All NO₂ results presented in the assessment are those calculated following the process of model verification. Full details of the verification process are provided in Appendix A – ADMS Model Verification.

¹³ Defra NO_x to NO₂ Calculator (2020), available at <https://laqm.defra.gov.uk/review-and-assessment/tools/background-maps.html#NOxNO2calc>

4.6 Uncertainty

Due to the number of inputs that are associated with the modelling of the study area there is a level of uncertainty that has to be taken into account when drawing conclusions from the predicted concentrations of NO₂. The predicted concentrations are based upon the inputs of traffic data, background concentrations, emission factors, street canyon calculations, meteorological data, modelling terrain limitations and the availability of monitoring data from the assessment area(s).

4.7 Uncertainty in NO_x and NO₂ Trends

Recent studies have identified historical monitoring data within the UK that shows a disparity between measured concentration data and the projected decline in concentrations associated with emission forecasts for future years¹⁴. Ambient concentrations of NO_x and NO₂ have shown two distinct trends over the past twenty-five years: (1) a decrease in concentrations from around 1996 to 2002/04, followed by (2) a period of more stable concentrations from 2002/04 rather than the further decline in concentrations that was expected due to the improvements in vehicle emissions standards.

The reason for this disparity is related to the actual on-road performance of vehicles, in particular diesel cars and vans, when compared with calculations based on the Euro emission standards. Preliminary studies suggest the following:

- NO_x emissions from petrol vehicles appear to be in line with current projections and have decreased by 96% since the introduction of 3-way catalysts in 1993;
- NO_x emissions from diesel cars, under urban driving conditions, do not appear to have declined substantially, up to and including Euro 5. There is limited evidence that the same pattern may occur for motorway driving conditions; and
- NO_x emissions from HDVs equipped with Selective Catalytic Reduction (SCR) are much higher than expected when driving at low speeds.

This disparity in the historical national data highlights the uncertainty of future year projections of both NO_x and NO₂.

Defra and the Devolved Administrations have investigated these issues and have since published updated versions of the EFT that utilise COPERT 5 emission factors, which may go some way to addressing this disparity, but it is considered likely that a gap still remains. This assessment has used the latest EFT version 10.1 and associated tools published by Defra to help minimise any associated uncertainty when forming conclusions from the results.

All tools used within the modelling process and baseline year of assessment used are based on assumptions prior to the COVID-19 pandemic. All assumptions made are based on the best understanding at the time of writing but there is the potential for behaviours to change in future as a result of a shift towards more flexible working or changes in uptake of newer vehicles.

¹⁴ Carslaw, D, Beevers, S, Westmoreland, E, Williams, M, Tate, J, Murrells, T, Steadman, J, Li, Y, Grice, S, Kent, A and Tsagatakis, I. 2011, Trends in NO_x and NO₂ emissions and ambient measurements in the UK, prepared for Defra, July 2011.

5 Results

5.1 Modelled Concentrations

5.1.1 Baseline 2019 NO₂ Concentrations

The assessment has considered emissions of NO₂ from road traffic at the two existing receptor locations within the AQMA.

Table 5-1 provides a summary of the modelled receptors.

Table 5-1 – Summary of 2019 Modelled Receptor Results NO₂

Receptor ID	Modelled Annual Mean Concentration		
	NO ₂	PM ₁₀	PM _{2.5}
R1	52.2	20.6	12.9
R2	50.5	20.5	12.9
AQO	40	40	20

The modelled NO₂ results are slightly higher than the monitored concentration as a result of the difference in heights modelled and their positions relative to the road. The monitoring is located at 2 m height and the receptors at 1.5 m to represent typical ground floor windows.

Modelled concentrations of both PM₁₀ and PM_{2.5} are below the relevant national objectives.

Short Term

The empirical relationship given in LAQM.TG(16)¹ states that exceedances of the 1-hour mean objective for NO₂ is only likely to occur where annual mean concentrations are 60 µg/m³ or above at a location of relevant exposure (Table 2-1). Given the NO₂ annual mean concentration recorded at all receptors is below 60 µg/m³, exceedances of the hourly NO₂ AQS objective are unlikely.

Contour Plots

Modelled contour plots for total NO₂, PM₁₀ and PM_{2.5} annual mean concentrations are included below inclusive of both road and background concentrations at the modelled study area. Where there are exceedances of the relevant objective for NO₂ these areas are highlighted in green.

The contour plot is representative of gridded output from the ADMS model showing how the model has dispersed pollutants based on the sources input. This shows the spatial extent of pollutant concentrations as assumed in the model. The contour plots are inclusive of the model outputs and background concentrations and are subject to the same assumptions around verification and conversion from NO_x to NO₂.



Figure 5-1 – Annual Mean NO₂ Concentration Isopleth



Figure 5-2 – Annual Mean PM₁₀ Concentration Isoleth

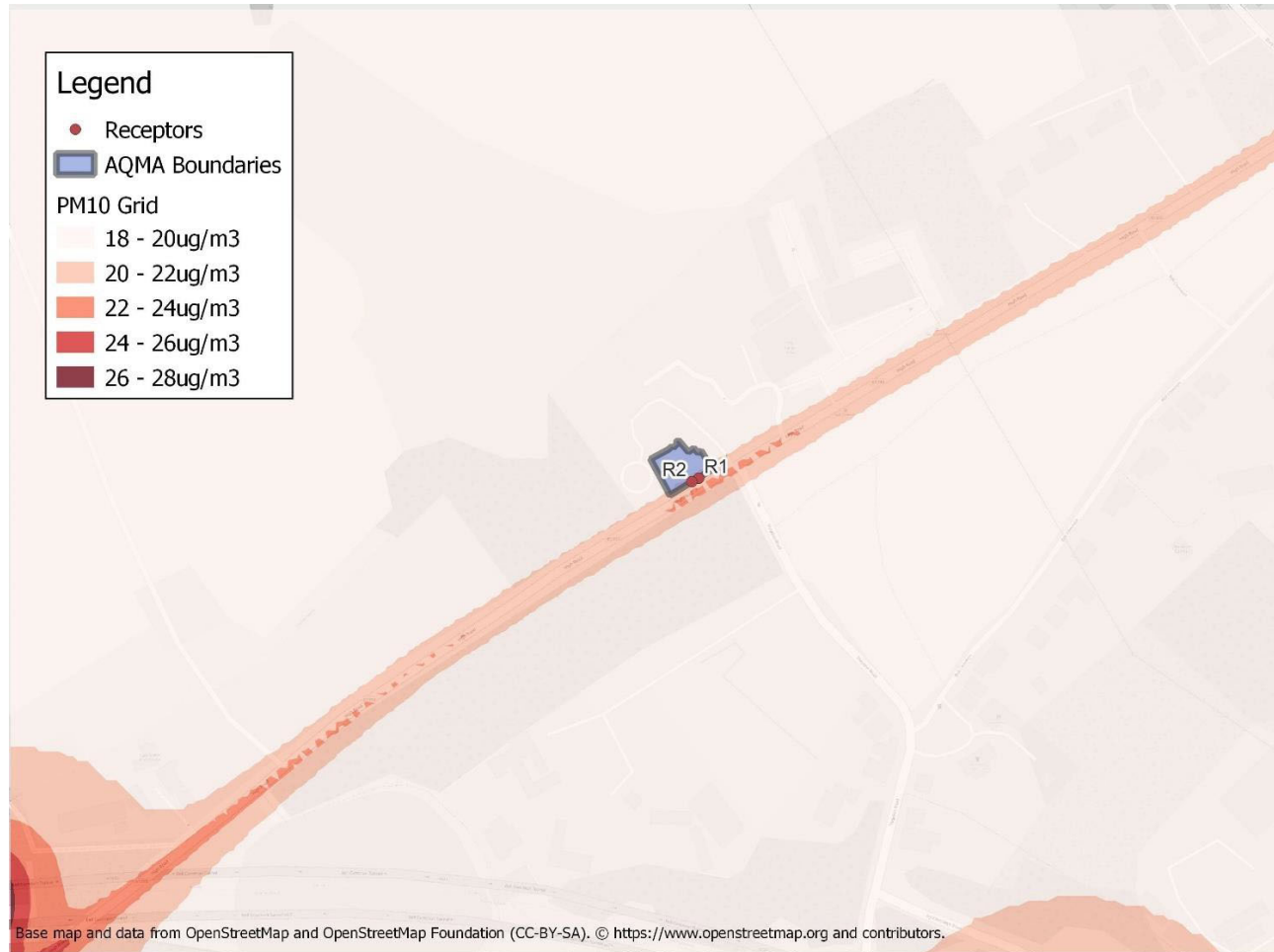




Figure 5-3 – Annual Mean PM_{2.5} Concentration Isoleth



5.1.2 Required Reduction in Emissions

In line with the methodology presented in Box 7.6 of TG(16)¹, the necessary reduction in Road NO_x and NO₂ emissions required to bring the current AQMA into compliance is calculated below, as shown in Table 5-2. This has been completed at the maximum annual mean concentration location, either monitored or modelled, for the existing AQMA. The TG(16) procedure calculates the required reduction of road NO_x to achieve a total NO₂ concentration of 40 µg/m³.

Table 5-2 – Required Reduction in NO_x and NO₂

Metric	Value (Concentrations as µg/m ³)
Worst-Case Relevant Exposure NO₂ Concentration	52.2
Equivalent NO_x Concentration	99.1
Background NO_x	25.2
Background NO₂	18.1
Road NO_x - Current	73.9
Road NO₂ - Current	34.1
Road NO_x - Required (to achieve NO₂ concentration of 39.9 µg/m³)	44.5
Road NO₂ - Required (to achieve NO₂ concentration of 39.9 µg/m³)	21.8
Required Road NO_x Reduction	29.4
Required Road NO₂ Reduction	12.3
Required % Reduction NO_x	39.8%

5.2 Estimated Year of Compliance

Following the identification of exceedances of the AQS objectives, it is useful to provide an estimate of the year by which concentrations at the identified locations of exceedances will become compliant with the relevant AQS objective. This is initially provided below assuming only the trends for future air quality, as currently predicted by Defra, are realised which should be treated with caution as it is expected that these will change as a result of the COVID-19 pandemic. The implementation of specific intervention measures to mitigate the local air quality issues, as are currently being developed by the Council within a revised AQAP, would then be considered most likely to bring forwards the estimated date of compliance.

Following the methodology outlined in LAQM.TG(16)¹ paragraph 7.70 onward, the year by which concentrations at the identified locations of exceedances will become compliant with the NO₂ annual mean AQS objective has been estimated. This has been completed using the predicted modelled NO₂ concentrations from the 2019 Base scenario.

As a worst-case approach, the projection is based upon the monitoring from 2019 predicted as having the maximum annual mean NO₂ concentration at R1. The appropriate roadside NO₂ projection factors, as provided on the LAQM Support website¹⁵, are then applied to this

¹⁵ <https://laqm.defra.gov.uk/tools-monitoring-data/roadside-no2-projection-factor.html>

concentration value to ascertain the estimated NO₂ annual mean reduction per annum, and hence the anticipated year of compliance. In this case, roadside projection factors for 'Rest of UK (HDV <10%)' have been applied, consistent with the receptor location.

The projected NO₂ annual mean concentrations following the above approach are presented in Table 5-3.

Table 5-3 – Projected Annual Mean NO₂ Concentrations

Receptor 1							
2019 Annual Mean Concentration (µg/m ³)	Predicted Annual Mean Concentration (µg/m ³)						
	2020	2021	2022	2023	2024	2025	2026
52.2	49.6	46.8	44.2	41.9	39.7	37.6	35.8
In bold , exceedance of the NO ₂ annual mean AQS objective of 40µg/m ³ Vehicle Adjustment Factor = Rest of UK (HDV <10%)							

Table 5-3 indicates that the first year by which Receptor 1 will be exposed to a concentration below the annual mean NO₂ AQS objective will be 2024 at the very earliest. Concentrations are expected to be below 10% of the annual mean NO₂ AQS objective at the very earliest by 2026.

It should be noted that these calculations are made based on assumptions which were correct prior to the COVID-19 pandemic and so the results should be treated with caution.

5.3 Source Apportionment

5.3.1 Background Source Apportionment

The Defra maps provide high level source apportionment for a number of different emissions sources. For the background map square within which the AQMA is located the breakdown of sources is shown below for NO_x, PM₁₀ and PM_{2.5}.

'Other' sources are defined as per the Background Maps user guide as 'ships, off-road and other emissions'. 'Point Sources' are those which come are defined as emissions of a known amount from a known location (e.g. a power station) but do not fall under the 'Industry' source category.

Secondary PM is defined as any inorganic and organic aerosol sources of particulate matter and 'Residual + Salt is inclusive of Sea Salt, calcium and iron rich dusts and regional primary PM and residual non-characterised sources.



Table 5-4 – NO_x Background Source Apportionment

	Motorway	Trunk Road	Primary Road	Minor Road	Industry	Domestic	Aircraft	Rail	Other	Point Sources	Rural
NO_x Concentration (µg/m³)	11.0	<0.1	1.6	1.5	1.1	1.4	<0.1	<0.1	0.4	0.6	7.7
Percent of Background NO_x	43.4	0.1	6.2	6.1	4.3	5.5	<0.1	0.2	1.5	2.2	30.5

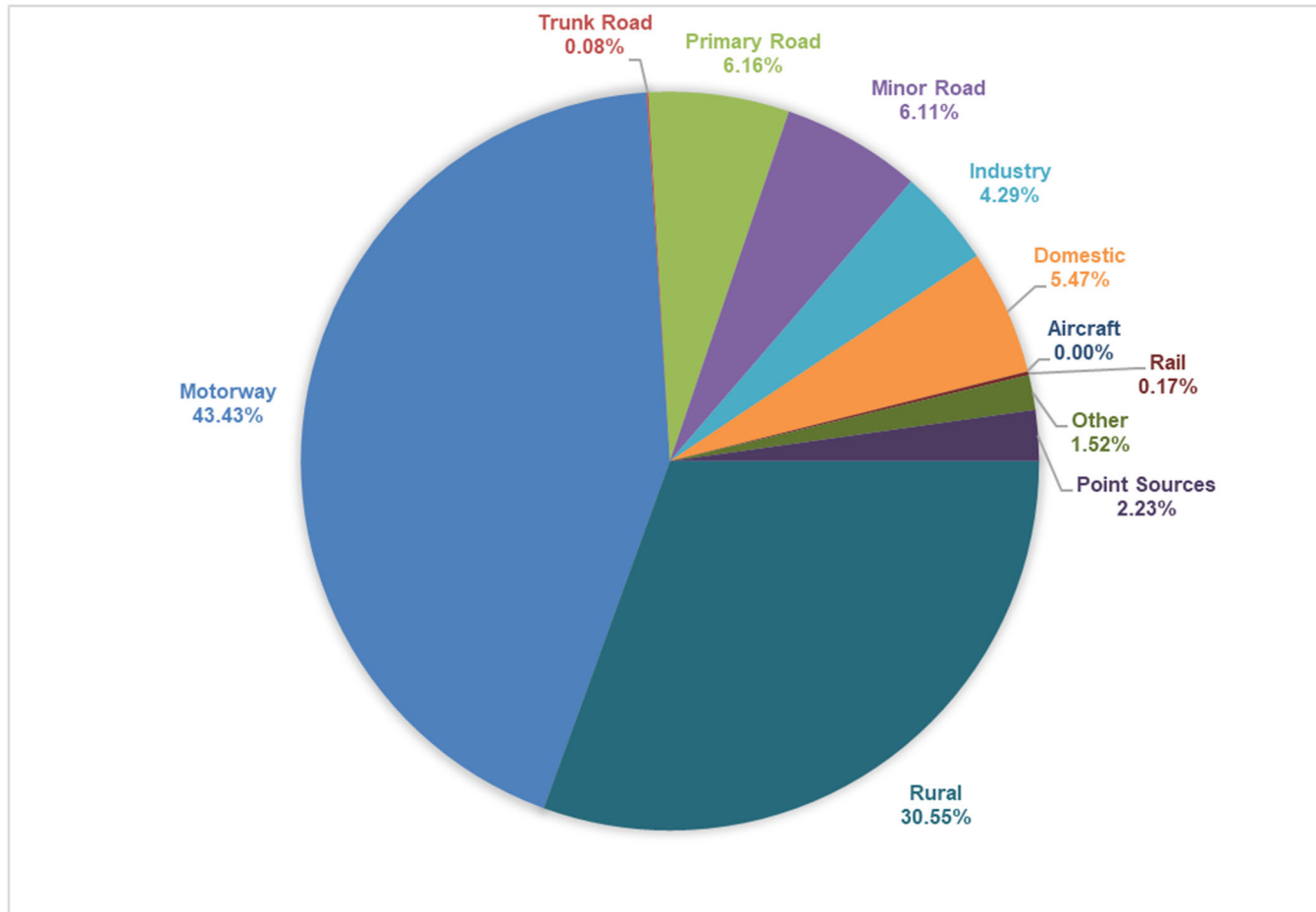
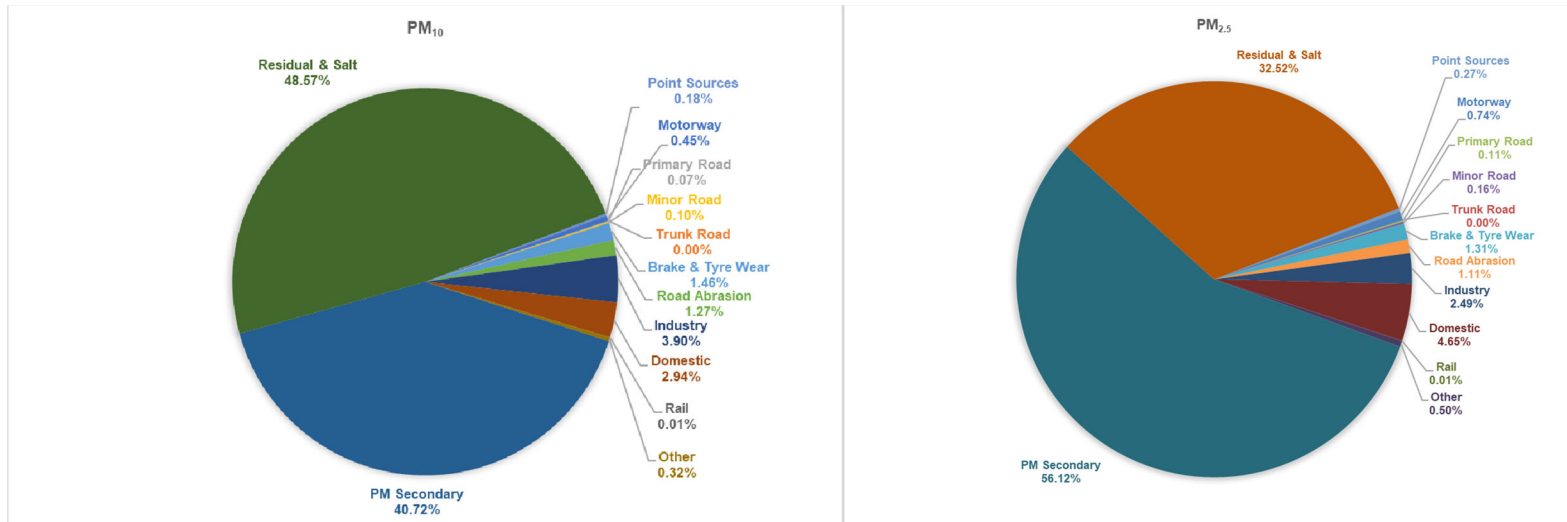


Table 5-5 – PM₁₀ and PM_{2.5} Background Source Apportionment

	Motorway	Trunk Road	Primary Road	Minor Road	Brake & Tyre Wear	Road Abrasion	Industry	Domestic	Rail	Other	PM Secondary	Residual & Salt	Point Sources
PM₁₀ Concentration (µg/m³)	<0.1	<0.1	<0.1	<0.1	0.3	0.2	0.7	0.5	<0.1	<0.1	7.3	8.7	<0.1
Percent of Background PM₁₀	0.5	<0.1	<0.1	<0.1	1.5	1.3	3.9	2.9	<0.1	0.3	40.7	48.6	0.2
PM_{2.5} Concentration (µg/m³)	<0.1	<0.1	<0.1	<0.1	<0.1	<0.1	0.3	0.5	<0.1	<0.1	6.2	3.6	<0.1
Percent of Background PM_{2.5}	0.7	<0.1	<0.1	0.2	1.3	1.1	2.5	4.7	<0.1	0.5	56.1	32.5	0.3

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As shown above, the motorway makes up around 43% of the background NO_x concentration within the grid square containing the AQMA. PM₁₀ and PM_{2.5} concentrations are mainly made up of Residual and secondary emissions.

5.3.2 Vehicle Type and Age

To help inform the development of measures as part of the action plan stage of the project, a NO_x source apportionment exercise was undertaken for the following vehicle classes:

- Cars
- Taxis
- Light-Goods Vehicles (LGVs);
- Rigid Heavy-Goods Vehicles (HGVs)
- Articulated HGVs;
- Bus and Coaches;
- Motorcycles;
- Full Hybrid Petrol Cars;
- Plug-in Hybrid Petrol Cars;
- Full Hybrid Diesel Cars;
- Battery Electric Vehicle (EV) Cars; and,
- Battery EV LGVs.

This will provide vehicle emission proportions of NO_x that will allow the Council to design specific AQAP measures targeting a reduction in emissions from specific vehicle types.

It should be noted that emission sources of NO₂ are dominated by a combination of direct NO₂ (f-NO₂) and oxides of nitrogen (NO_x), the latter of which is chemically unstable and rapidly oxidised upon release to form NO₂. Reducing levels of NO_x emissions therefore reduces levels of NO₂. As a consequence, the source apportionment study has considered the emissions of NO_x which are assumed to be representative of the main sources of NO₂.

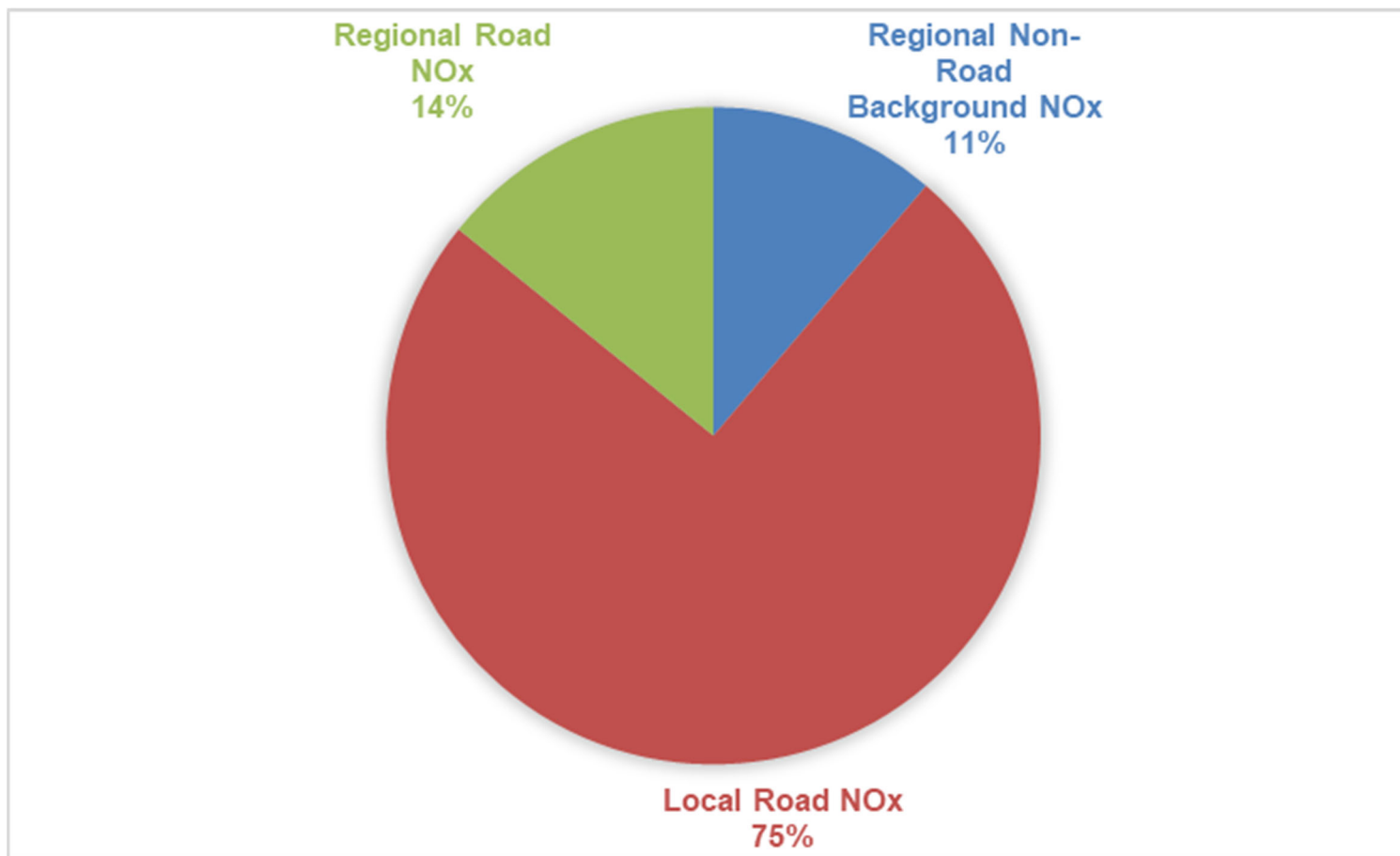
The source apportionment study has also included PM₁₀ and PM_{2.5}.

The age of vehicles has been determined by accounting for the 'Euro Class' they are assigned.

Table 5-6 – Detailed Source Apportionment of NO_x Concentrations at R1

Results	All Vehicles	Petrol Car	Diesel Car	Taxis	Petrol LGV	Diesel LGV	Rigid HGV	Artic HGV	Buses/ Coaches	Motorcycle	Full Hybrid Petrol Cars	Plug-in Hybrid Petrol Cars	Full Hybrid Diesel Cars	Battery EV Cars	Battery EV LGVs	Background
NO_x Concentration (µg/m³)	73.9	3.3	21.1	0.8	<0.1	23.0	19.7	4.1	1.9	<0.1	0.1	<0.1	0.1	0.0	0.0	25.2
Percentage of Total NO_x	74.5%	3.3%	21.3%	0.8%	<0.1%	23.2%	19.8%	4.2%	1.9%	<0.1%	0.1%	<0.1%	0.1%	0.0%	0.0%	25.5%
Percentage Contribution to Road NO_x	100%	4.4%	28.5%	1.1%	<0.1%	31.1%	26.6%	5.6%	2.5%	<0.1%	0.1%	<0.1%	0.1%	0.0%	0.0%	

Figure 5-4 – Source Apportionment of NO_x Concentrations – High Level



'Regional Road' – Emissions from roads not included in the model
'Local Road' – Emissions from roads included within the model
'Regional Non-Road' – All other emissions

Figure 5-5 – Detailed Source Apportionment of NO_x Concentrations – All Sources

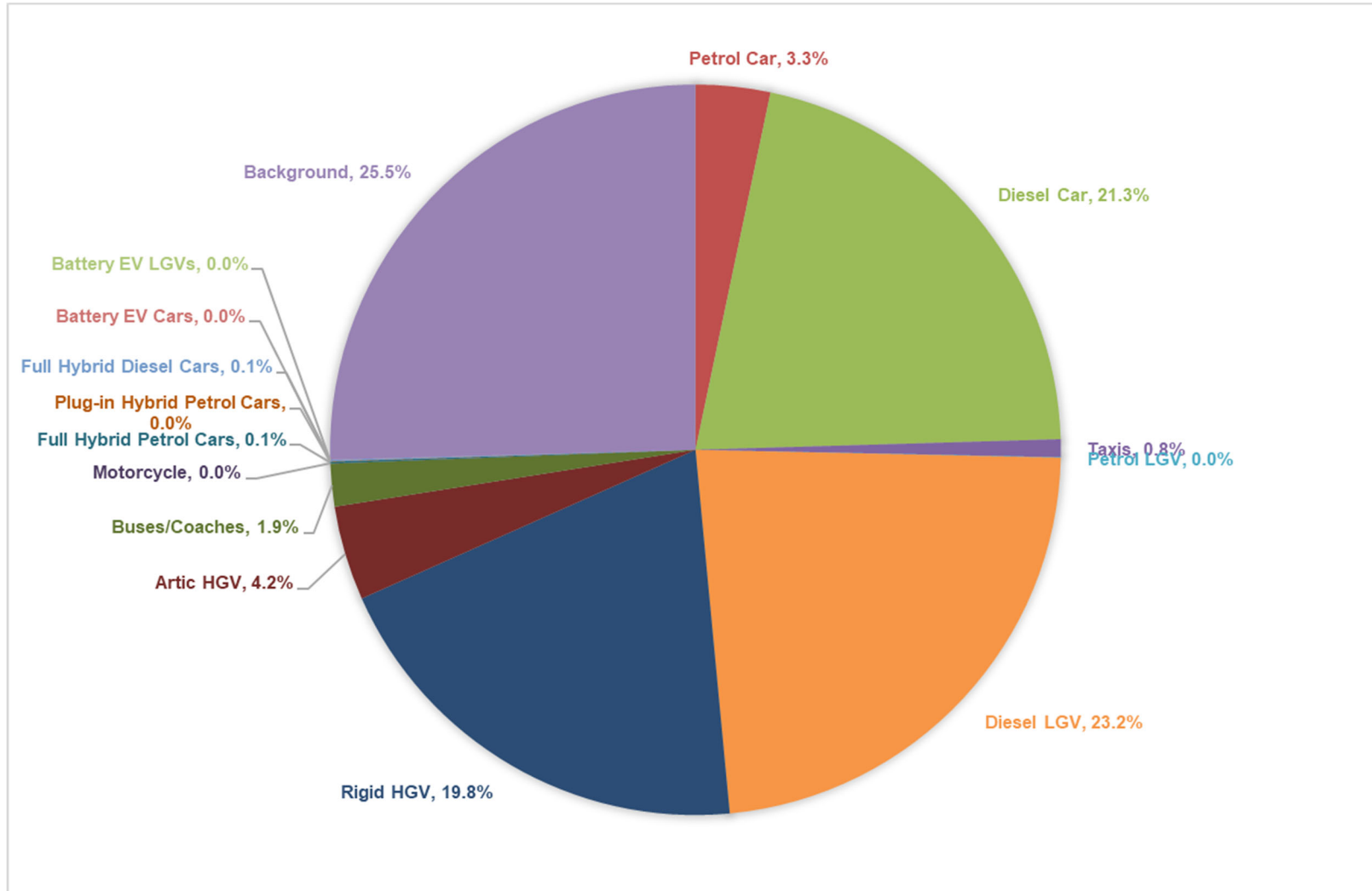


Figure 5-6 – Detailed Source Apportionment of NO_x Concentrations – Road Sources

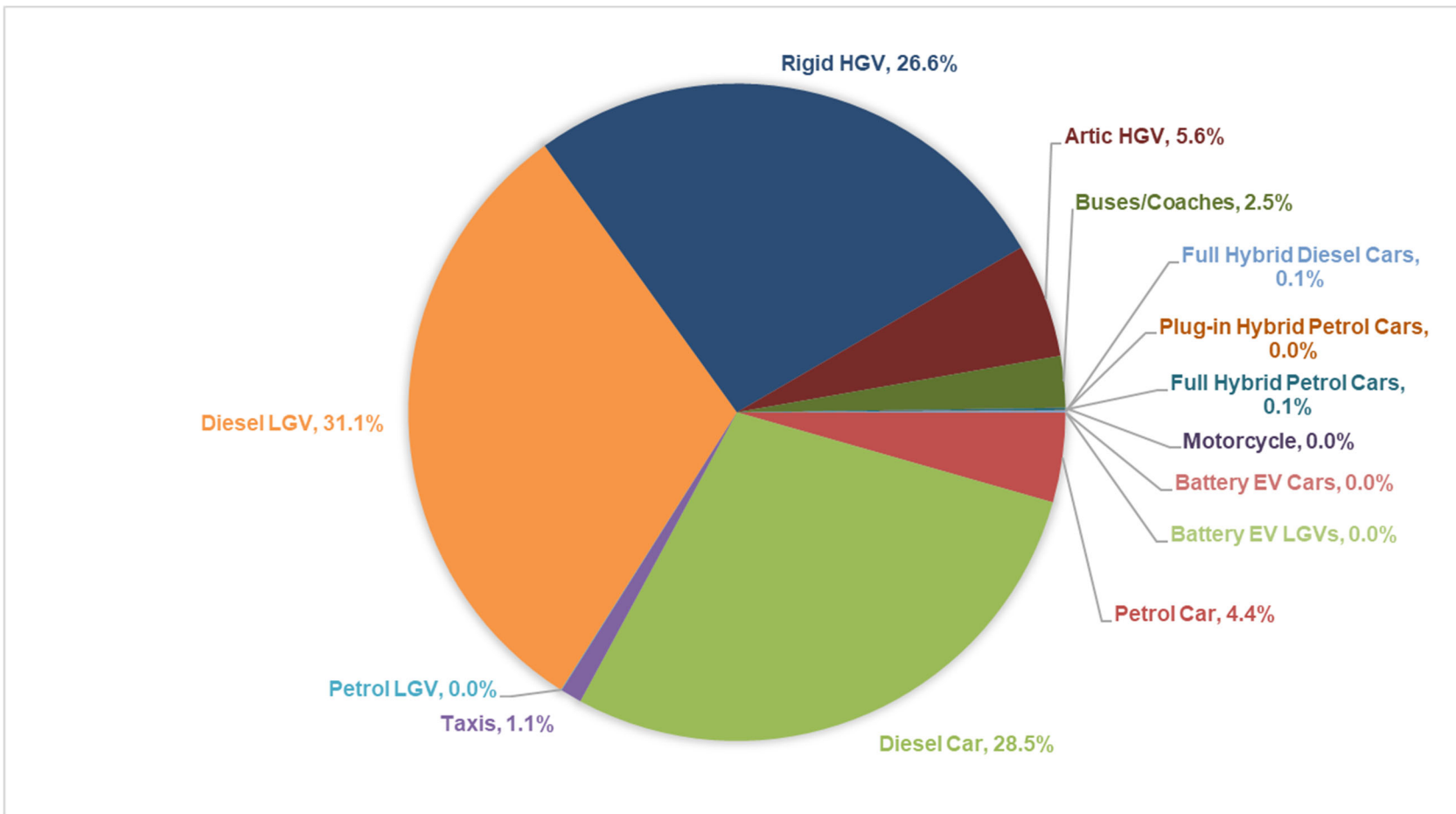


Table 5-7 – Detailed Source Apportionment of PM₁₀ Concentrations at R1

Results	All Vehicles	Petrol Car	Diesel Car	Taxis	Petrol LGV	Diesel LGV	Rigid HGV	Artic HGV	Buses/Coaches	Motorcycle	Full Hybrid Petrol Cars	Plug-in Hybrid Petrol Cars	Full Hybrid Diesel Cars	Battery EV Cars	Battery EV LGVs	Background
PM ₁₀ Concentration (µg/m ³)	2.7	0.8	0.8	<0.1	<0.1	0.6	0.3	0.1	<0.1	<0.1	<0.1	<0.1	<0.1	<0.1	<0.1	17.9
Percentage of Total PM ₁₀	13.2%	4.0%	3.8%	0.1%	<0.1%	2.9%	1.2%	0.7%	0.1%	<0.1%	0.2%	0.1%	<0.1%	<0.1%	<0.1%	86.8%
Percentage Contribution to Road PM ₁₀	100%	30.1%	28.9%	0.9%	0.2%	22.1%	9.3%	5.5%	0.7%	<0.1%	1.5%	0.5%	0.1%	0.2%	<0.1%	

Figure 5-7 – Detailed Source Apportionment of PM₁₀ Concentrations – All Sources

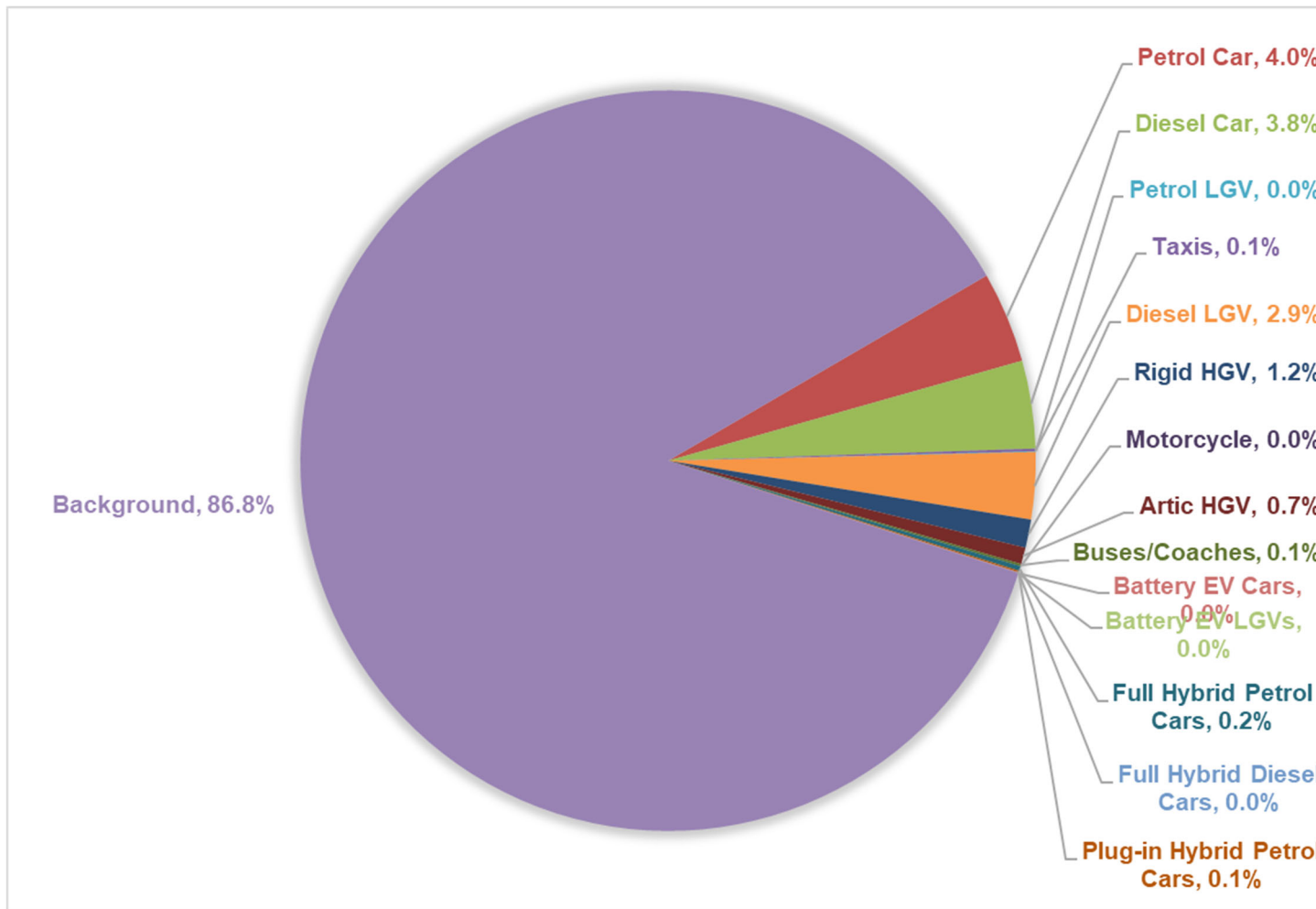


Figure 5-8 – Detailed Source Apportionment of PM₁₀ Concentrations – Road Sources

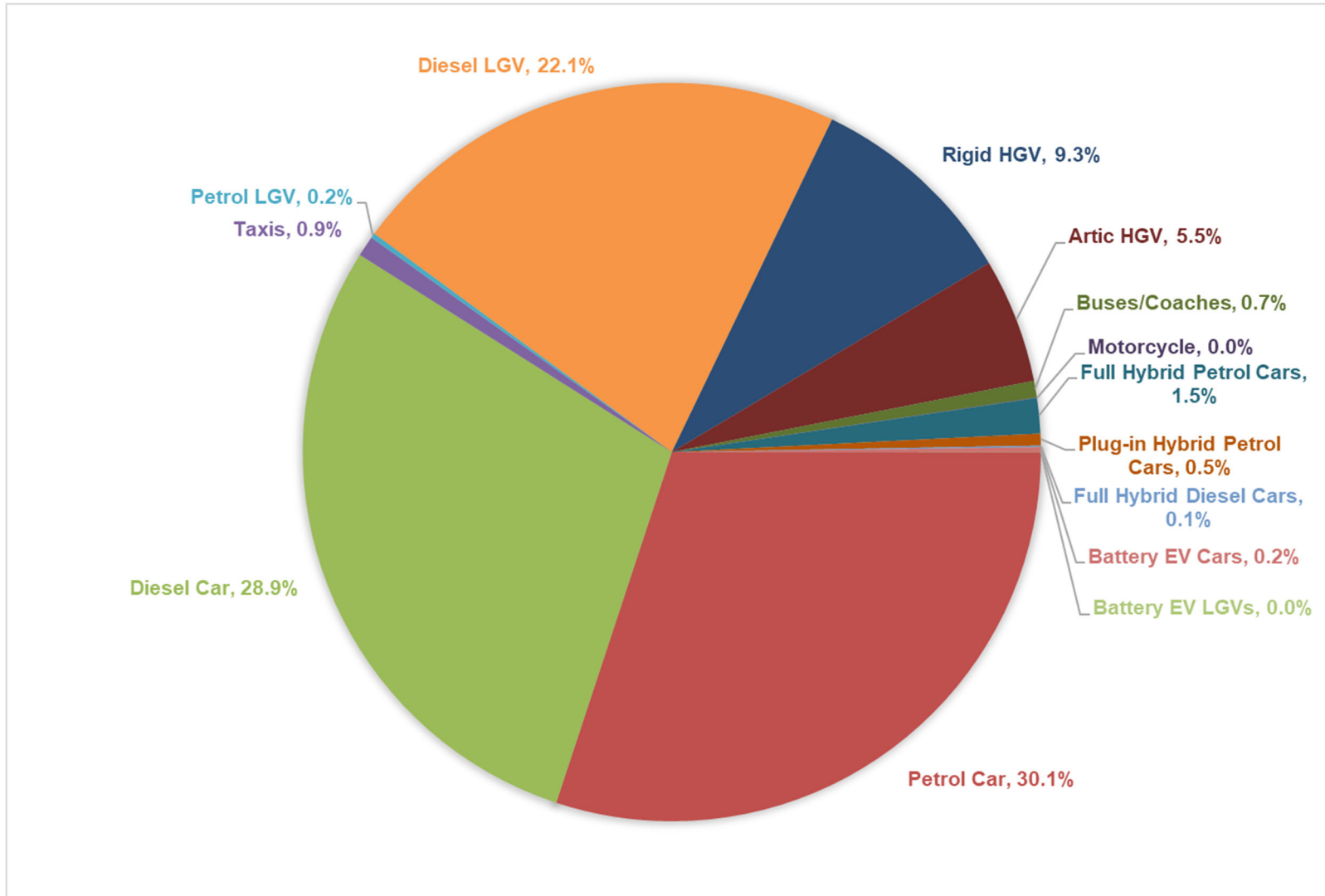




Table 5-8 – Detailed Source Apportionment of PM_{2.5} Concentrations at R1

Results	All Vehicles	Petrol Car	Diesel Car	Taxis	Petrol LGV	Diesel LGV	Rigid HGV	Artic HGV	Buses/Coaches	Motorcycle	Full Hybrid Petrol Cars	Plug-in Hybrid Petrol Cars	Full Hybrid Diesel Cars	Battery EV Cars	Battery EV LGVs	Background
PM _{2.5} Concentration (µg/m ³)	1.8	0.5	0.6	<0.1	<0.1	0.4	0.2	0.1	<0.1	<0.1	<0.1	<0.1	<0.1	<0.1	<0.1	11.1
Percentage of Total PM _{2.5}	14.3%	3.8%	4.3%	0.2%	<0.1%	3.4%	1.5%	0.8%	0.1%	<0.1%	0.2%	0.1%	<0.1%	<0.1%	<0.1%	85.7%
Percentage Contribution to Road PM _{2.5}	100%	26.3%	30.1%	1.1%	0.2%	23.7%	10.2%	5.4%	0.8%	<0.1%	1.4%	0.4%	0.1%	0.2%	<0.1%	

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Figure 5-9 – Detailed Source Apportionment of PM_{2.5} Concentrations – All Sources

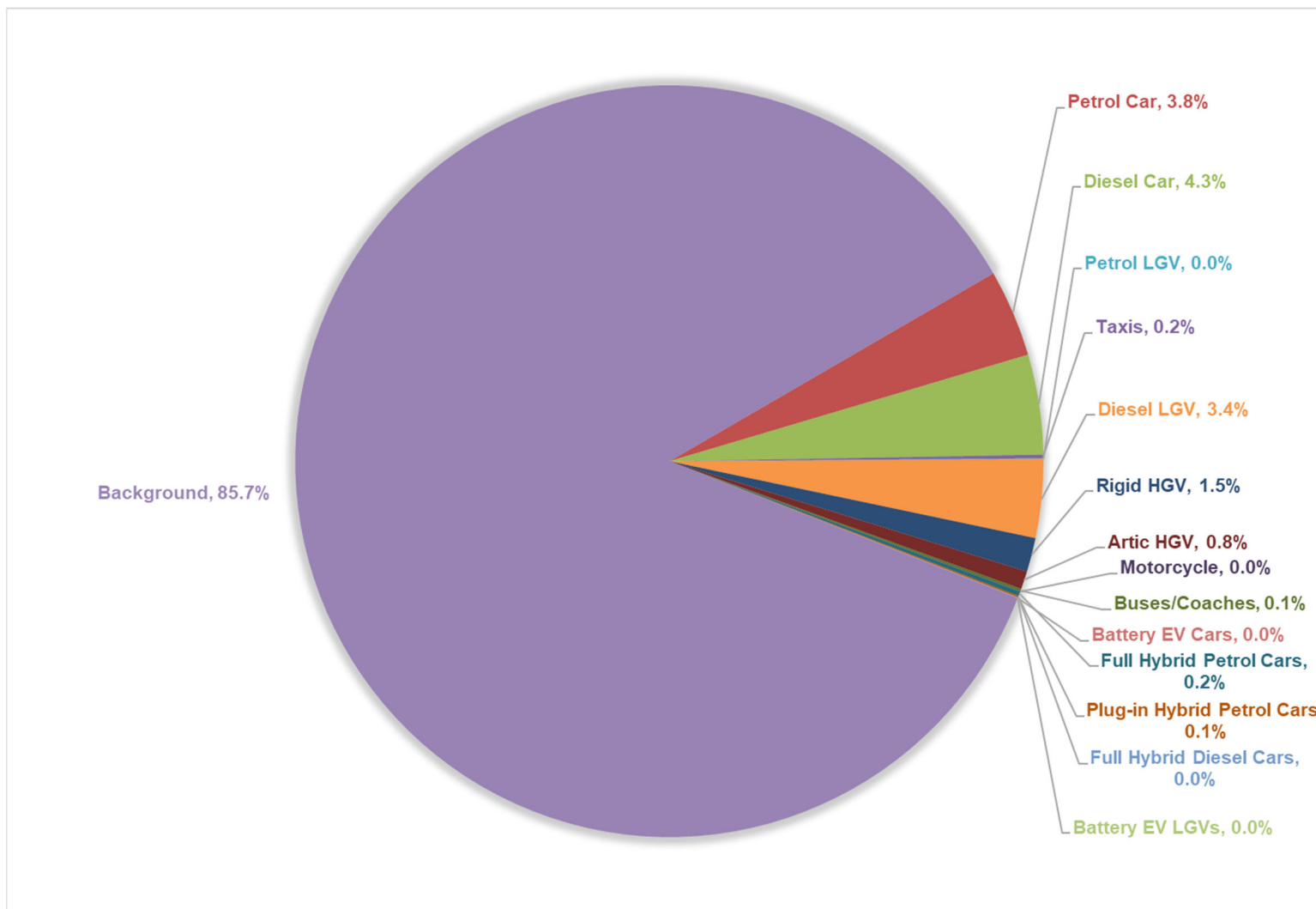
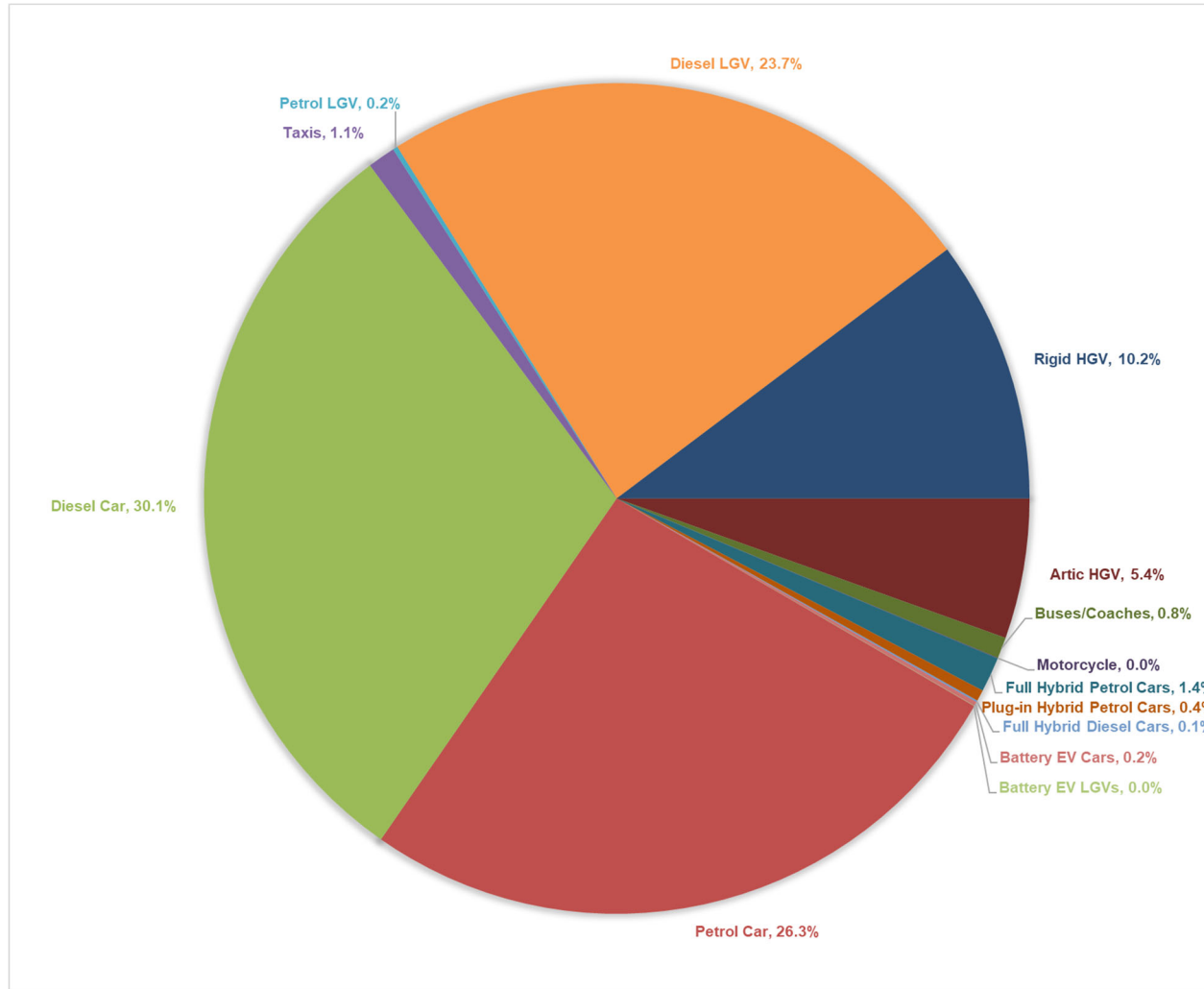


Figure 5-10 – Detailed Source Apportionment of PM_{2.5} Concentrations – Road Sources



NO_x

The following observations can be made:

- Road traffic accounts for 73.9 µg/m³ (74.5%) of total NO_x (99.1 µg/m³), with background accounting for 25.2 µg/m³ (25.5%);
- Of the total road NO_x, the contribution of Petrol and Diesel Cars (32.%), Petrol and Diesel LGVs (31.1%) and Rigid and Artic HGVs including Buses and Coaches (34.8%) are split fairly evenly making up the total road NO_x;
- Of the cars included in the model, Diesel cars account for 28.5% of Road NO_x where Petrol cars account for only 4.4% and Taxis 1.1%;
- Of the LGVs, Diesel LGVs account for 31.1% of road NO_x emissions and Petrol LGVs >0.1%;
- Rigid HGVs account for 26.6% of Road NO_x compared to Articulated HGVs which account for only 5.6% and Buses/Coaches only 2.5%
- Motorcycles are found to contribute <1%; and
- Hybrid Vehicles account for only 0.2% of Road NO_x.

The NO_x source apportionment exercise demonstrates Diesel Cars and LGVs being the primary contributors to road NO_x concentrations within the AQMA.

PM₁₀ and PM_{2.5}

PM₁₀ and PM_{2.5} concentrations within the AQMA are largely made up of residual background sources. For both pollutants, the greatest road contributor was identified as being Diesel Cars, followed by Petrol cars and Diesel LGVs.

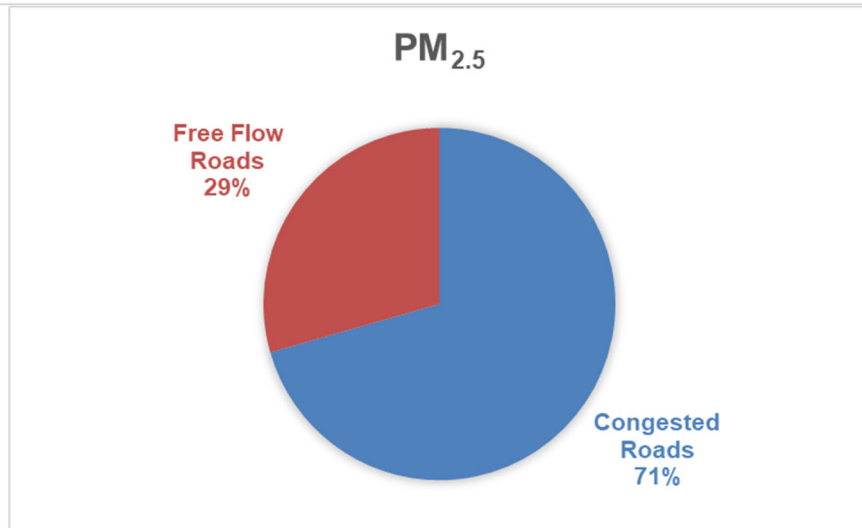
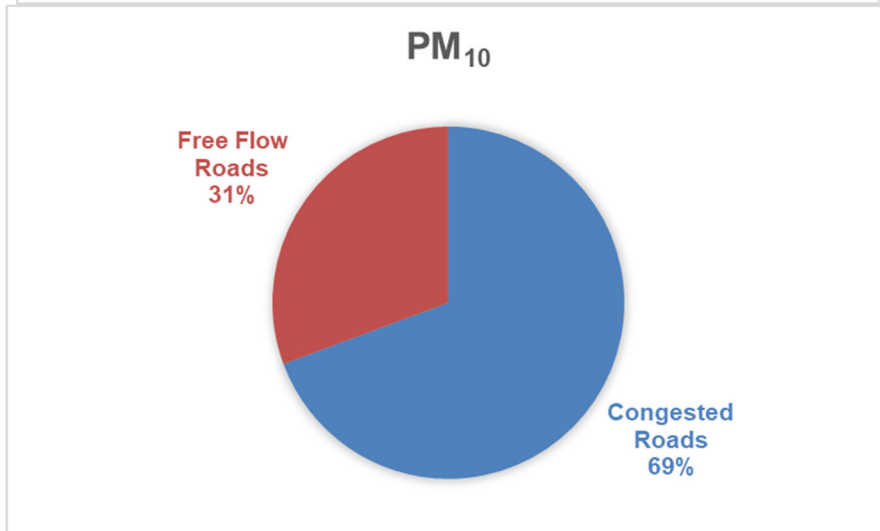
5.3.3 Congestion in AQMA

To achieve a verified model, the link within the AQMA has been modelled at 5 km/h in line with TG(16) to be representative of congestion and queueing traffic at this junction where vehicles are stopped as a result of traffic lights. The contribution from those links which have been modelled at slower speeds as a result of congestion and those with free-flowing traffic are compared below.

Pollutant		Congested Roads	Free Flowing Roads
NO _x	Total Road NO _x (µg/m ³)	60.5	13.4
	Percent of Total Road NO _x	81.9	18.1
PM ₁₀	Total Road PM ₁₀ (µg/m ³)	1.10	0.49
	Percent of Total Road PM ₁₀	69.3	30.7
PM _{2.5}	Total Road PM _{2.5} (µg/m ³)	0.76	0.32
	Percent of Total Road PM _{2.5}	70.6	29.4

It should be noted that the receptor used as representative of the worst-case location within the AQMA is located closest to a road with congestion, so it is to be expected that this would account for the majority of contributions to the total concentration.

Figure 5-11 – Source Apportionment of Road Congestion



6 Conclusions

The dispersion modelling exercise undertaken has provided the following updated perspective on NO₂ challenges within the Epping Forest AQMA.

6.1 Predicted Concentrations

All of receptors reporting NO₂ annual mean concentrations to be above or within 10% of the AQS objective limit are either located within the existing AQMA or are concentrated to roadside locations of junctions where key arterial roads meet and form the main transportation network within the region.

The highest annual mean concentration of NO₂ was recorded at R1 with a concentration of 52.2 µg/m³. This is slightly higher than the adjacent recorded monitoring which recorded 48 µg/m³ as a result of a slightly lower modelling height and its position relative to the road.

The empirical relationship given in LAQM.TG(16)¹ states that exceedances of the 1-hour mean objective for NO₂ is only likely to occur where annual mean concentrations are 60 µg/m³ or above at a location of relevant exposure. Given the NO₂ annual mean concentration recorded at all receptors is below 60 µg/m³, exceedances of the hourly NO₂ AQS objective are unlikely.

PM₁₀ and PM_{2.5} concentrations have also been predicted as part of the modelling assessment. No modelled receptors recorded concentrations in exceedance of either of the annual mean objectives for these pollutants. The highest modelled PM₁₀ concentration was 20.6 µg/m³ at R1. The highest modelled PM_{2.5} concentration was 12.9 µg/m³ at R1.

6.2 Estimated Year of Compliance

Using the recommended method in TG(16), the estimated year of compliance within the AQMA should no additional measures be put in place is 2024 and will be below 10% of the AQO by 2026.

6.3 Source Apportionment

To help inform the development of measures as part of a future AQAP, a NO_x source apportionment exercise was undertaken to provide an understanding of any potential similarities in vehicle emission contributors within the AQMA.

Petrol Cars were the most prevalent vehicles on the road within the AQMA, 46.6% of all vehicles were petrol cars. The fleet makeup, as determined by the ANPR survey, also indicated that vehicles using High Road Epping were made up of older vehicles than the default fleet assumption within the EFT derived from the National Air Emissions Inventory (NAEI).

The NO_x source apportionment exercise demonstrates Diesel Cars and Diesel LGVs being the primary contributors to road NO_x concentrations within the AQMA. The split between overall car, LGV and HGV emissions was roughly equal with each contributing around a third to total road NO_x.

An assessment of queueing traffic showed that, within the AQMA, congestion accounts for 81.9% of NO_x contributions from the road. Should any traffic smoothing measures be introduced, this is likely to reduce pollutant concentrations within the AQMA.

PM₁₀ and PM_{2.5} concentrations within the AQMA are largely made up of residual background sources. For both pollutants, the greatest road contributor was identified as being Diesel Cars, followed by Petrol cars and Diesel LGVs..



Appendices

Appendix A – ADMS Model Verification

The ADMS-Roads dispersion model has been widely validated for this type of assessment and is specifically listed in the Defra's LAQM.TG(16)¹ guidance as an accepted dispersion model.

Model validation undertaken by the software developer (CERC) will not have included validation in the vicinity of the AQMA. It is therefore necessary to perform a comparison of modelled results with local monitoring data at relevant locations. This process of verification attempts to minimise modelling uncertainty and systematic error by correcting modelled results by an adjustment factor to gain greater confidence in the final results.

The predicted results from a dispersion model may differ from measured concentrations for a large number of reasons, including uncertainties associated with:

- Background concentration estimates;
- Source activity data such as traffic flows and emissions factors;
- Monitoring data, including locations; and
- Overall model limitations.

Model verification is the process by which these and other uncertainties are investigated and where possible minimised. In reality, the differences between modelled and monitored results are likely to be a combination of all of these aspects.

Model setup parameters and input data were checked prior to running the models in order to reduce these uncertainties. The following were checked to the extent possible to ensure accuracy:

- Traffic data;
- Distance between sources and monitoring as represented in the model;
- Speed estimates on roads;
- Background monitoring and background estimates; and
- Monitoring data.

The traffic data for this assessment has been collated using a combination of data provided by the highways department at GCC and DfT traffic count data, as outlined in Section 4.1.

The details of the LAQM monitoring sites considered for the purposes of model verification are presented in [Table A.1](#) below.

Table A.1 – Local Monitoring Data Available for Model Verification

Site ID	OS Grid Reference		2019 Annual Mean NO ₂ Concentration (µg/m ³)	2019 Data Capture (%)
	X	Y		
3	544928	201281	48.0	100
33	544709	201139	31.0	100

NO₂ Verification Calculations

The verification of the modelling output was performed in accordance with the methodology provided in Chapter 7 of LAQM.TG(16)¹. For the verification and adjustment of NO_x/NO₂, the 2019 monitoring data presented in [Table A.1](#) was used.

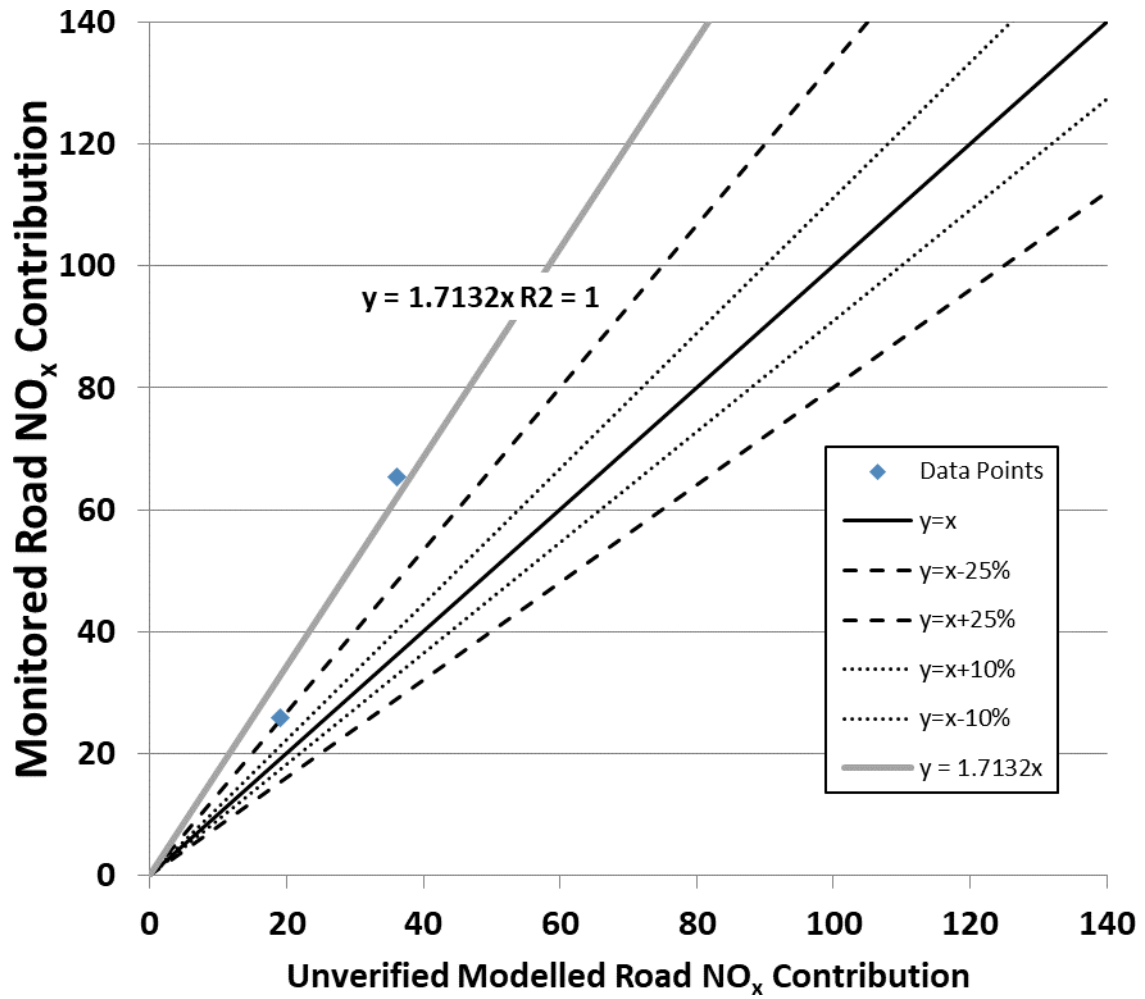
Verification was completed using the 2019 (2018 reference year) Defra background mapped concentrations for the relevant 1 km x 1 km grid squares within Epping Forest (i.e. those within which the model verification locations are located), as displayed in [Table 3-3](#).

Table A.2 below shows an initial comparison of the monitored and unverified modelled NO₂ results for the year 2019, in order to determine if verification and adjustment was required. [Figure A-1](#) shows this data graphically.

Table A.2 – Comparison of Unverified Modelled and Monitored NO₂ Concentrations

Site ID	Background NO ₂	Monitored total NO ₂ (µg/m ³)	Unverified Modelled total NO ₂ (µg/m ³)	Difference (modelled vs. monitored) (%)
3	15.3	48.0	36.1	-24.8
33	15.3	31.0	28.0	-9.8

Figure A-1 – Unverified Comparison of the Modelled Road Contribution NO_x versus Monitored Road Contribution NO_x



The data in the table above show that the model was under predicting at both verification points, with the highest under prediction between the modelled and monitored concentrations observed at Site 3 (-24.8 %). At this stage all model inputs were checked to ensure their accuracy, this includes road and monitoring site geometry, traffic data, link emission rates, 2019 monitoring results, background concentrations and modelling features such as street canyons. Following a level of QA/QC completed upon the model, no further improvement of the modelled results could be obtained on this occasion. The difference between modelled and monitored concentrations was almost 25% at the monitoring location within the AQMA, therefore adjustment of the results was necessary. The relevant data was then gathered to allow the adjustment factor to be calculated.

Model adjustment needs to be undertaken based on NO_x and not NO₂. For the Council operated monitoring results used in the calculation of the model adjustment, NO_x was derived from NO₂; these calculations were undertaken using a spreadsheet tool available from the LAQM website¹⁶.

¹⁶ <http://laqm.defra.gov.uk/review-and-assessment/tools/background-maps.html#NOxNO2calc>

Verification (AQMA)

Table A.3 provides the relevant data required to calculate the model adjustment based on regression of the modelled and monitored road source contribution to NO_x.

Figure A-2 provides a comparison of the Modelled Road Contribution NO_x versus Monitored Road Contribution NO_x, and the equation of the trend line based on linear regression through zero. The Total Monitored NO_x concentration has been derived by back-calculating NO_x from the NO_x/NO₂ empirical relationship using the spreadsheet tool available from Defra's website. The equation of the trend lines presented in gives an adjustment factor for the modelled results of 1.713.

Table A.3 – Data Required for Adjustment Factor Calculation

Site ID	Monitored total NO ₂ (µg/m ³)	Monitored total NO _x (µg/m ³)	Background NO ₂ (µg/m ³)	Background NO _x (µg/m ³)	Monitored road contribution NO ₂ (total - background) (µg/m ³)	Monitored road contribution NO _x (total - background) (µg/m ³)	Modelled road contribution NO _x (excludes background) (µg/m ³)
3	48.0	90.6	18.1	25.2	29.9	65.4	36.1
33	31.0	51.1	18.1	25.2	12.9	25.9	19.1

Figure A-2 – Comparison of the Modelled Road Contribution NO_x versus Monitored Road Contribution NO_x

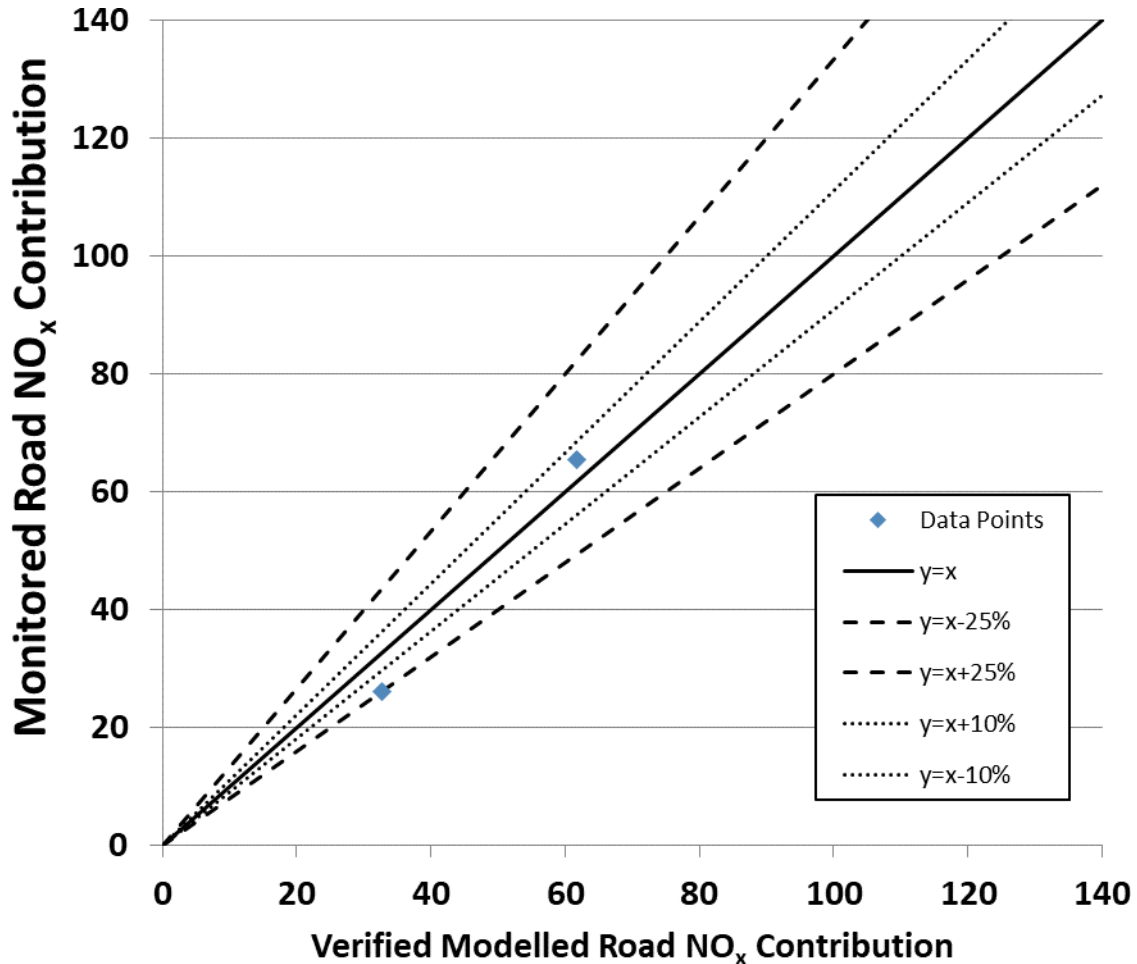


Table A.4 – Adjustment Factor and Comparison of Verified Results against Monitoring Results

Site ID	Ratio of monitored road contribution NO _x / modelled road contribution NO _x	Adjustment factor for modelled road contribution NO _x	Adjusted modelled road contribution NO _x (µg/m ³)	Adjusted modelled total NO _x (including background NO _x) (µg/m ³)	Modelled total NO ₂ (based upon empirical NO _x / NO ₂ relationship) (µg/m ³)	Monitored total NO ₂ (µg/m ³)	Difference (adjusted modelled NO ₂ vs. monitored NO ₂) (%)
3	1.81	1.713	61.8	87.0	47.3	48.0	-1.4
33	1.36		32.7	57.9	34.5	31.0	11.4

Figure A-3 – Comparison of the Verified Modelled Total NO₂ versus Monitored NO₂

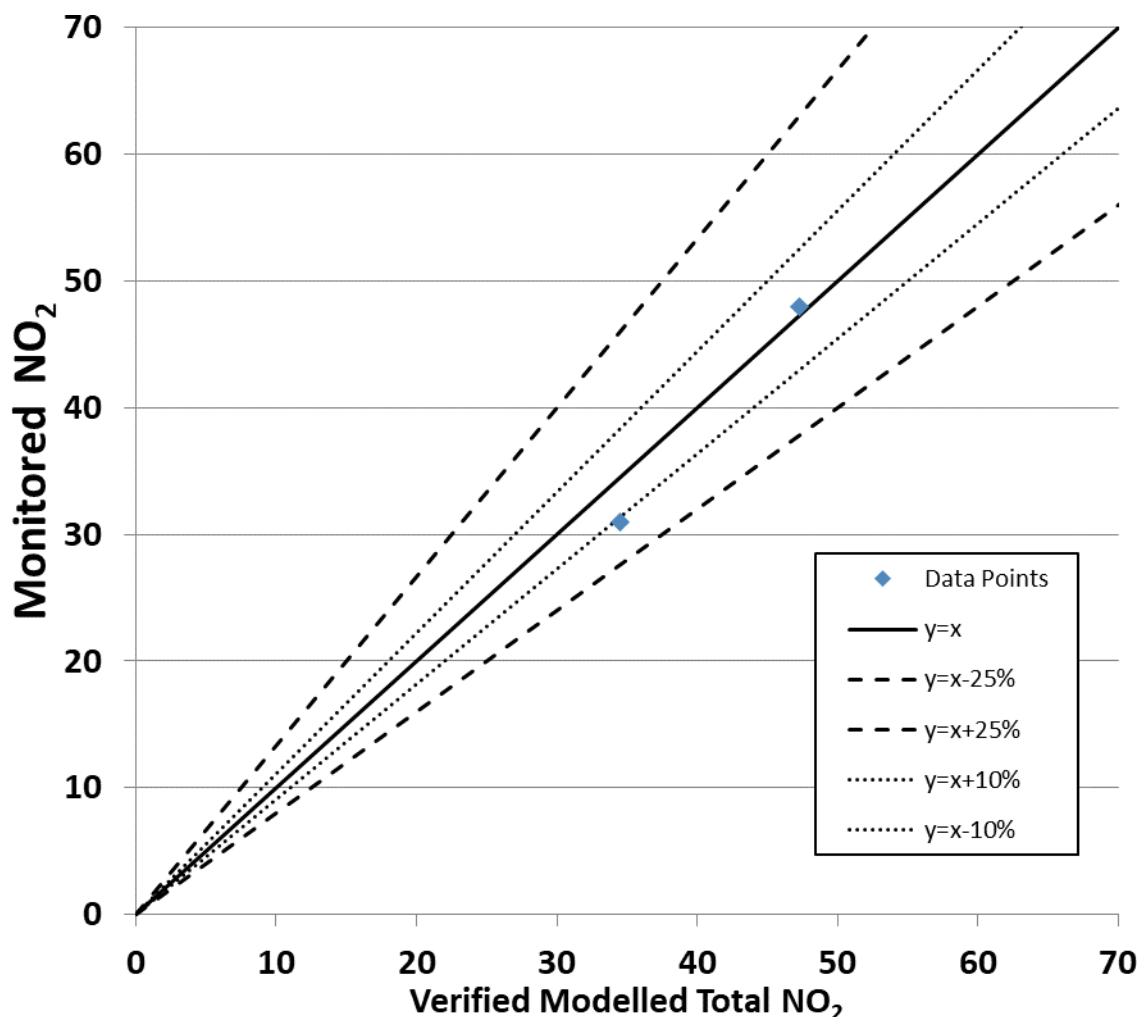


Table A.4 and Figure A-3 show the ratios between monitored and modelled NO₂ for each monitoring location after using the calculated adjustment factor. LAQM.TG(16)¹ states that:

“In order to provide more confidence in the model predictions and the decisions based on these, the majority of results should be within 25% of the monitored concentrations, ideally within 10%.”

The sites show good agreement between the ratios of monitored and modelled NO₂. It can be seen that the verification point within the AQMA is within ±10% tolerance as detailed in LAQM.TG(16), and is less than 1% different. Monitoring at Site 33 is just outside of 10% difference and within the acceptable 25% tolerance.

A factor of 1.713 reduces the Root Mean Square Error (RMSE) from a value of 40.4 to 2.5, which is in line with the guidance value of 4 µg/m³ as stated within LAQM.TG(16).

The adjustment factor was applied to the road contribution NO_x and PM concentrations predicted by the model to arrive at the final NO₂ concentrations in the AQMA.

Appendix B – Traffic Inputs

Table B. 1 – Traffic Data used in the Detailed Assessment - ANPR Data provided by AECOM for High Road Epping

Modelled Road Link	AADT	% Petrol Car	% Diesel Car	% Taxi (black cab)	% LGV	% Rigid HGV	% Artic HGV	% Bus and Coach	% Motorcycle	% Full Hybrid Petrol Cars	% Plug-In Hybrid Petrol Cars	% Full Hybrid Diesel Cars	% Battery EV Cars	% Battery EV LGV	Speed (km/h)
High Rd Epping Sth	25237	46.58	30.47	0.67	16.54	1.69	0.20	0.14	0.01	2.43	0.86	0.08	0.32	0.02	64
High Rd Epping Sth SD	25237	46.58	30.47	0.67	16.54	1.69	0.20	0.14	0.01	2.43	0.86	0.08	0.32	0.02	5
High Rd Epping Nth	25237	46.58	30.47	0.67	16.54	1.69	0.20	0.14	0.01	2.43	0.86	0.08	0.32	0.02	64
High Rd Epping Nth SD	25237	46.58	30.47	0.67	16.54	1.69	0.20	0.14	0.01	2.43	0.86	0.08	0.32	0.02	5

Notes

Traffic speeds were modelled at either the relevant speed limit for each road or where available monitored vehicle speeds

Where appropriate, vehicle speeds have been reduced to simulate queues at junctions, traffic lights and other locations where queues or slower traffic are known to be an issue – in accordance with LAQM TG(16)¹



Table B. 2 – Traffic Data used in the Detailed Assessment – Euro Compositions on High Road Epping

Cars & LGVs	Pre-Euro 1	Euro 1	Euro 2	Euro 3	Euro 4	Euro 5	Euro 6	Euro 6c
Petrol Car	-	-	0.00	0.09	0.22	0.25	0.44	-
Diesel Car	-	-	-	0.04	0.16	0.33	0.46	-
Taxi (Black Cab)	-	-	-	0.19	0.29	0.40	0.12	-
Petrol LGV	-	-	-	0.29	0.20	0.14	0.37	-
Diesel LGV	-	-	-	0.07	0.17	0.36	0.40	-
Full Hybrid Petrol Car	-	-	-	0.05	0.08	0.21	0.67	-
Plugin Hybrid Petrol Car	-	-	-	-	-	0.24	0.76	-
Full Diesel Hybrid Car	-	-	-	-	-	0.42	0.58	-
E85 Bioethanol Car	-	-	0.00	0.04	0.15	0.27	0.17	0.37
LPG Car	-	-	0.00	0.04	0.15	0.27	0.17	0.37
Full Hybrid Petrol LGV	-	-	-	-	0.17	0.32	0.24	0.27
Plug-In Hybrid Petrol LGV	-	-	-	-	-	0.39	0.29	0.33
E85 Bioethanol LGV	-	-	0.01	0.06	0.15	0.30	0.22	0.25
LPG LGV	-	-	0.01	0.06	0.15	0.30	0.22	0.25
HGVs and Buses	Pre-Euro I	Euro I	Euro II	Euro III	Euro IV	Euro V_EGR	Euro V_SCR	Euro VI
Rigid HGV	-	-	-	0.05	0.07	0.27	0.62	
Artic HGV	-	-	-	0.02	0.02	0.28	0.68	
Buses	-	-	-	0.03	0.22	0.39	0.36	
Coaches	-	-	-	0.03	0.22	0.39	0.36	
B100 Rigid HGV	-	-	0.01	0.04	0.05	0.05	0.14	0.72
B100 Artic HGV	-	-	0.00	0.01	0.01	0.03	0.10	0.85
Biodiesel Buses	-	-	0.02	0.08	0.08	0.07	0.20	0.56
Biodiesel Coaches	-	-	0.02	0.08	0.08	0.07	0.20	0.56
Hybrid Buses - Single Decker	-	-	-	-	-	0.20	0.61	0.19
Hybrid Buses - Double Decker	-	-	-	-	-	0.20	0.61	0.19
Hybrid Buses - Articulated	-	-	-	-	-	0.20	0.61	0.19
Motorcycles	Pre-Euro 1	Euro 1	Euro 2	Euro 3	Euro 4	Euro 5		
0-50cc	-	-	0.33	0.67	-	-		
2-stroke - 50-100cc	-	-	0.33	0.67	-	-		
4-stroke - 50-150cc	-	-	0.33	0.67	-	-		

4-stroke - 150-250cc	-	-	0.33	0.67	-	-
4-stroke - 250-750cc	-	-	0.33	0.67	-	-
4-stroke - >750-cc	-	-	0.33	0.67	-	-

Table B. 3 – Traffic Data used in the Detailed Assessment – M25 data sourced from DfT

Modelled Road Link	AADT	% Car	% LGV	% HGV	% Bus and Coach	% Motorcycle	Speed(kph)
M25 W of BCT	140908	64.7	20.3	14.6	0.2	0.3	112
M25 E of BCT	140908	64.7	20.3	14.6	0.2	0.3	112.00
Bell Common Tunnel	140908	64.7	20.3	14.6	0.2	0.3	112.00

Notes

Traffic speeds were modelled at either the relevant speed limit for each road or where available monitored vehicle speeds

Where appropriate, vehicle speeds have been reduced to simulate queues at junctions, traffic lights and other locations where queues or slower traffic are known to be an issue – in accordance with LAQM TG(16)¹

Euro Compositions along the M25 are based on the default included within the EFT

Appendix C:

Epping Forest District Council Response to TfL Consultation on Proposals to Extend the Ultra Low Emission Zone (ULEZ)



Epping Forest District Council Response to TfL Consultation on Proposals to Extend the Ultra Low Emission Zone (ULEZ) London-wide From 29 August 2023

Background

Population and transportation in Epping Forest District

Epping Forest District is in the south-west of Essex abutting both Hertfordshire and Greater London, specifically the London boroughs of Waltham Forest, Enfield, Redbridge, and Havering. Based on ONS data from 2021, the District has a population of around 135,000.

The south-west of the District is served by the London Underground Central Line (both the main line and the 'Hainault via Newbury Park' loop). Epping Station is the eastern terminus and there are 7 other stations in service in the District. There is one national railway station in the District – at Roydon on the Liverpool Street to Stansted and Cambridge line, although other railway stations (Broxbourne, Sawbridgeworth, Harlow Town and Harlow Mill) are close to, and accessible from, the District. The Central Line used to run further than Epping through stations at North Weald and Blake Hall to the end of the line at Ongar. Blake Hall station closed in 1981 with the line closing in 1994.

Some areas of the District have relatively good transport links with both the M11 and M25 motorways running through the area and the A406 being a short distance from

the south of the District. However, in the rural areas there are accessibility issues for some without private transport, especially in outlying villages. In addition, making east-west trips across the District by public transport is extremely challenging.

Around half of the District's working residents commute out of the District for work, with the largest proportion travelling to London.

Air quality in the District

Air quality in the District in relation to human health is generally good with nitrogen dioxide (NO₂) and particulates (PM₁₀) levels below the UK legal limit value for these pollutants. The District does have one air quality management area (AQMA) declared for exceedances of the 1 hour mean and annual mean for NO₂ near the B1393/ Theydon Road junction at Epping, Bell Common attributed to vehicle emissions. Source apportionment work conducted by Bureau Veritas on behalf of the Council in December 2021 concluded that by 2024, our AQMA for NO₂ will be in compliance with the air quality limit values. It further concluded that NO₂ concentrations will be below 10% of the air quality limit value by 2026.

The District, together with the London Boroughs of Waltham Forest and Redbridge, also has a Special Area of Conservation (SAC) which is an international designation applied to sites whose habitats and species have significant ecological importance. The Epping Forest SAC (EFSAC) is sensitive to pollutants which include oxides of nitrogen (NO_x) and ammonia (NH₃) and because of this, there are pollutant critical levels set for these pollutants. With respect to the EFSAC, vehicle tailpipe emissions are the main source of pollution (with catalytic convertors being the primary source of NH₃). It is known that much of the EFSAC is in an unfavourable condition. Under the UK legislation the Council is a competent authority with a duty to ensure that plans and projects can only be permitted where there will be no adverse effect either alone or in combination with other plans and projects on the Forest. This is a matter which has been the subject of considerable and ongoing discussion as part of the examination into the Council's emerging Local Plan in order to shape an appropriate policy framework to mitigate the effect of new development on the EFSAC. In addition, to support the delivery of new development Epping Forest District Council has produced an [Air Pollution Mitigation Strategy](#) (which is currently an Interim

Strategy), which provides a list of measures to be implemented in order to mitigate any effects on the EFSAC. One such measure, should it be demonstrated to be necessary through on-site monitoring and subsequent air quality modelling, is the creation of an EFSAC specific Clean Air Zone.

As part of the work to assess air pollution impacts on the EFSAC, ANPR data was obtained to assess fleet composition. It found that in terms of euro class split, the 2019 ANPR data showed that the car and LGV fleet using the roads through the EFSAC is for the main part newer than that in the EFT outer London fleet, but older than the EFT UK average outside of London. Older vehicles with less rigorous euro standards are typically more prevalent in the local vehicle fleet for both 2017 and 2019 ANPR surveys.

Climate Change Emergency

Epping Forest District Council declared a climate emergency in September 2019 and made a commitment to do everything within its power to become a carbon neutral District by 2030. A Climate Change Action Plan has recently been adopted by the Council. Actions to address air quality and climate change are closely linked, so many of the measures in our Climate Change Action Plan will also support improvements in air quality in the District and have beneficial effects on both human health and the EFSAC. As 65% of the District's carbon emissions come from on road transport sources, maximising opportunities to make it easier for residents and businesses to transition to using Ultra Low Emissions Vehicles (ULEV's), encouraging sustainable transport choices and reducing the number of journeys made by vehicles is a major component of this Plan.

Response to the ULEZ expansion consultation

Epping Forest District Council welcomes the opportunity to respond to this consultation. As seen from our background information above, we share a common goal of improving air quality and reducing carbon emissions. With the south of our District bordering three London boroughs and being in close proximity to the A406, the expansion of the ULEZ will undoubtedly have a direct impact on our District.

Having reviewed the consultation documents, in principle we support the aims of the expansion put forth by TfL but also have concerns that TfL and the Mayor of London need to address.

Concern 1: Traffic displacement

Insufficient information has been provided to demonstrate that Epping Forest District would not be impacted by drivers avoiding the ULEZ boundary. The present ULEZ has a clear boundary (A406) which allows drivers to avoid the ULEZ whilst also avoiding residential roads however, the proposed new boundary is not as defined and provides more opportunities for drivers to divert to residential roads and use alternative routes to get to their destinations. Additionally, there is a concern that drivers from both our District and outside who currently drive into London may decide to park near a tube station in our District to avoid paying to enter the London wide ULEZ. This in turn can result in increased vehicle movements in our District and the creation of congestion and pollution hot spots.

Action requested:

We ask that TfL model for this or at least provide additional information to demonstrate whether the hypothesis of traffic displacement is valid and if so, propose measures to mitigate the negative impacts. Without this information, Epping Forest District Council would not be able to support the ULEZ expansion.

Concern 2: Creation of pollution corridor

We do not believe that the mitigation measures put forth in our Interim Air Pollution Mitigation Strategy were fully taken into consideration by TfL when modelling the impacts of the proposed ULEZ expansion. One such measure, a clean air zone in conjunction with the proposed ULEZ expansion may create a pollution corridor in the areas of the District caught between the two boundaries.

Action requested:

We ask that TfL model for this or at least provide further information to demonstrate if the hypothesis of a pollution corridor is valid and if so, propose measures to mitigate the negative impacts. Without this information, Epping Forest District Council would not be able to support the ULEZ expansion.

Concern 3: Impact on our air quality management area

Whilst the modelling produced by TfL goes up to the M25 boundary, our AQMA is just outside of this boundary and we are therefore not able to assess the impact of the expansion on our AQMA. The additional information provided to us by TfL states that the scheme is not expected to increase NO_x emissions on any road links within Epping Forest or within the Epping Forest Areas but the way the data is presented suggests that the data for the A roads, B roads, etc, have been averaged. It is therefore difficult to assess if the ULEZ expansion will increase NO₂ levels in and around our AQMA and delay the time it will take to revoke it.

Action requested:

We ask that TfL provide more detailed information regarding the proposed ULEZ expansion's impact on our AQMA and whether this expansion will delay the time it will take for our AQMA to be revoked. Without this information, Epping Forest District Council would not be able to support the ULEZ expansion.

Concern 4: Impact on the Epping Forest Special Area of Conservation

The ULEZ may influence people to upgrade their vehicles or switch from diesel to petrol. Whilst this may be beneficial with regards to reducing NO₂ and particulate tail pipe emissions, it may result in an increase in ammonia levels as ammonia is a product released by catalyst-equipped petrol vehicles and selective catalytic reduction (SCR) on both light and heavy-duty diesel vehicles. Ammonia is a pollutant of concern for the EFSAC. The additional information provided by TfL states that while ammonia emissions have not been modelled, the baseline proportion of electric vehicles in their model inputs are considerably higher than that assumed in the modelling undertaken to inform the Habitats Regulations Assessment 2021 (HRA 2021) undertaken to support the main modifications to our emerging Local Plan and our Interim Air Pollution Mitigation Strategy. Therefore TfL have suggested that ammonia levels are expected to result in an earlier achievement of the targets set out in the HRA 2021 and the Interim Air Pollution Mitigation Strategy. We feel that a baseline proportion of EV's in the range of 40-50% from 2030 is optimistic and feel

that instead there will be an increase in petrol vehicles. This is supported by the follow up response provided by TfL that acknowledges a potential increase in the proportion of compliant petrol vehicles. This is a matter of importance as there is a need under the Habitats and Species Regulations to take a 'precautionary' approach. The HRA 2021 and Interim Air Pollution Mitigation Strategy set out that, based on current available information, a 30% reduction in petrol cars (such that 12-15% of all vehicles using roads through the EFSAC are ULEVs by that year) would need to be achieved by 2033 in addition to any Clean Air Zone to be able to demonstrate no adverse effect on the integrity of the EFSAC as a result of Local Plan development. The EFSAC ANPR data collected in 2019 also showed that the proportion of the vehicle fleet was 43.8% petrol car as opposed to 31.5% of diesel cars.

Action requested:

We ask that TfL model for the impact of the ULEZ expansion on the EFSAC in relation to ammonia concentrations. Without this information, Epping Forest District Council would not be able to support the ULEZ expansion.

Concern 5: Impact on the current public transport system and road network

Over the past years, TfL has reduced service within our District. The time between tube trains has been increased and some bus routes have been reduced or removed. Should residents decide to use public transport instead of drive, this will add further strain on the public transport system in our District. Conversely, as a result of service reductions some residents may use their cars rather than public transport. This undermines modal shift objectives and could exacerbate vehicle queue lengths within the EFSAC and around our AQMA which could potentially impact on the achievement of our air quality targets.

Action requested:

We ask that TfL keep the provision of public transport in our District under review to ensure that residents and people who commute to and from our District for work, education and leisure are not negatively affected should commuter usage increase as a result of the ULEZ expansion; and to avoid an increase in vehicular traffic in our District.

Concern 6: Insufficient time and scrappage scheme

It appears that the scrappage scheme proposed to support the ULEZ expansion will only be available to London residents. Additionally, the implementation target date of August 2023 will provide little time for residents and businesses to plan for purchasing a new vehicle, especially during the current difficult economic period. The current delays of receiving new vehicles due to production issues caused by the pandemic, global shortage of key microprocessor chips and the war in Ukraine should also be taken into consideration.

Action requested:

We ask that TfL and the Mayor of London expand the scrappage scheme radius to boroughs/Districts that directly border the Greater London border to maximise the effectiveness of the scheme. We also ask that a sunset period extending past the August 2023 implementation date is offered to residents and businesses who reside/operate in boroughs/Districts that directly border Greater London.

Concern 7: Poor provision of EV charge points in TfL car parks

There are 8 London Underground Line stations within the District (Epping, Theydon Bois, Debden, Loughton, Buckhurst Hill, Roding Valley, Chigwell and Grange Hill). Presently the TfL car park at Theydon Bois is the only one that offers charging points for taxis.

Action requested:

We ask that TfL install EV charge points for taxis and public use at their car parks situated in our District.

Glossary of Terms

Abbreviation	Description
AQAP	Air Quality Action Plan - A detailed description of measures, outcomes, achievement dates and implementation methods, showing how the local authority intends to achieve air quality limit values'
AQFA	Air Quality Focus Area
AQMA	Air Quality Management Area – An area where air pollutant concentrations exceed / are likely to exceed the relevant air quality objectives. AQMAs are declared for specific pollutants and objectives
AQO	Air Quality Objectives
AQS	Air Quality Strategy
ASR	Air Quality Annual Status Report
Defra	Department for Environment, Food and Rural Affairs
EU	European Union
EFSAC	Epping Forest Special Area of Conservation
EFDC	Epping Forest District Council
ECC	Essex County Council
GLA	Greater London Authority
HRA	Habitats Regulation Assessment
LAQM	Local Air Quality Management
NO ₂	Nitrogen Dioxide

NO _x	Nitrogen Oxides
PHOF	Public Health Outcomes Framework
PM ₁₀	Airborne particulate matter with an aerodynamic diameter of 10µm (micrometres or microns) or less
PM _{2.5}	Airborne particulate matter with an aerodynamic diameter of 2.5µm or less
SHAPE	Strategic Health Asset Planning and Evaluation
TfL	Transport for London
WHO	World Health Organization
µg/m ³	The concentration of an air pollutant (eg. Nitrogen dioxide) is given in micrograms (one-millionth of a gram) per cubic meter air

