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Meeting	CABINET
Time/Day/Date	5.00 pm on Tuesday, 22 October 2024
Location	Abbey Room, Stenson House, London Road, Coalville, LE67 3FN
Officer to contact	Democratic Services (01530 454512)

AGENDA

Item	Pages
1. APOLOGIES FOR ABSENCE	
2. DECLARATION OF INTERESTS	
Under the Code of Conduct members are reminded that in declaring interests you should make clear the nature of that interest and whether it is a disclosable pecuniary interest, registerable interest or other interest.	
3. PUBLIC QUESTION AND ANSWER SESSION	
4. MINUTES	
To confirm the minutes of the meeting held on 24 September 2024	3 - 6
5. DISTRICT WIDE REGENERATION FRAMEWORK	
The report of the Strategic Director of Place Presented by the Business and Renegeration Portfolio Holder	7 - 38
6. REDEVELOPMENT OF THE FORMER COUNCIL OFFICES/ STENSON SQUARE GARDENS	
The report of the Strategic Director of Place Presented by the Business and Regeneration Portfolio Holder	39 - 42
7. LOCAL ENFORCEMENT PLAN	
The report of the Strategic Director of Place Presented by the Planning Portfolio Holder	43 - 72

8.	COUNCIL DELIVERY PLAN - PERFORMANCE REPORT QUARTER 2 2024/25	73 - 98
	The report of the Chief Executive Presented by the Infrastructure Portfolio Holder	
9.	AIR QUALITY UPDATE	99 - 248
	The report of the Strategic Director of Communities Presented by the Communities and Climate Change Portfolio Holder	
10.	EXCLUSION OF PRESS AND PUBLIC	
	The officers consider that the press and public should be excluded during consideration of the following items in accordance with Section 100(a) of the Local Government Act 1972 as publicity would be likely to result in disclosure of exempt or confidential information. Members are reminded that they must have regard to the public interest test and must consider, for each item, whether the public interest in maintaining the exemption from disclosure outweighs the public interest in making the item available.	
11.	EAST MIDLANDS DEVELOPMENT COMPANY LIMITED	249 - 254
	The report of the Strategic Director of Place Presented by the Infrastructure Portfolio Holder	
12.	AWARD OF CONTRACTS - MARLBOROUGH CENTRE PRE- CONSTRUCTION SERVICES AGREEMENT (PCSA)	255 - 258
	The report of the Strategic Director of Place Presented by the Leader of the Council	
13.	ACQUISITIONS AND DISPOSALS	259 - 264
	The report of the Strategic Director of Communities Presented by the Housing, Property and Customer Services Portfolio Holder	

Circulation:

Councillor R Blunt (Chair)
Councillor M B Wyatt (Deputy Chair)
Councillor T Gillard
Councillor K Merrie MBE
Councillor N J Rushton
Councillor A C Saffell
Councillor A C Woodman

MINUTES of a meeting of the CABINET held in the Abbey Room, Stenson House, London Road, Coalville, LE67 3FN on TUESDAY, 24 SEPTEMBER 2024

Present: Councillor R Blunt (Chair)

Councillors M B Wyatt, T Gillard, K Merrie MBE, A C Saffell and A C Woodman

In Attendance: Councillors S Sheahan

Officers: Mr J Arnold, Mr A Barton, Miss E Warhurst, Mr P Stone, Mr T Devonshire, Ms S Chatha and Mrs E Peachey

39. APOLOGIES FOR ABSENCE

Apologies were received from Councillor N Rushton.

40. DECLARATION OF INTERESTS

There were no interests declared.

41. PUBLIC QUESTION AND ANSWER SESSION

There were no questions received.

42. MINUTES

The minutes of the meeting held on 20 August 2024 were considered.

It was moved by Councillor T Gillard, seconded by Councillor T Saffell, and

RESOLVED THAT:

The minutes of the meeting held on 20 August 2024 be confirmed as an accurate record of proceedings.

43. CORPORATE CHARGING POLICY

The Leader of the Council presented the report, on behalf of the Corporate Portfolio Holder.

It was moved by Councillor R Blunt, seconded by Councillor T Saffell, and

RESOLVED THAT:

The Corporate Charging Policy (Appendix 1) be approved.

Reason for decision: As required by the Council's constitution.

44. TREASURY MANAGEMENT STEWARDSHIP REPORT 2023/24

The Leader of the Council presented the report, on behalf of the Corporate Portfolio Holder.

It was moved by Councillor R Blunt, seconded by Councillor K Merrie, and

RESOLVED THAT:

1. The Council's approach to Treasury Management in 2023/24 be endorsed.
2. A future report covering activities in 2024/25 be requested.

Reason for decision: Informing Cabinet of the Council's Treasury Management Activity is statutory requirement.

45. REVIEW OF CORPORATE GOVERNANCE POLICIES

The Leader of the Council presented the report, on behalf of the Corporate Portfolio Holder.

It was moved by Councillor R Blunt, seconded by Councillor A Woodman, and

RESOLVED THAT:

The corporate governance policies listed in paragraph 2 of the report be approved.

Reason for decision: To ensure that the Council has an up to date suite of governance policies in place reflecting the law and best practice.

46. EQUALITY, DIVERSITY AND INCLUSION POLICY AND ACTION PLAN

The Infrastructure Portfolio Holder presented the report.

A Member expressed a minor concern, and requested an amendment to the wording contained within paragraph 1.2 of the appendix, to make explicitly clear that all groups within the community would be treated equally. Officers accepted this.

It was moved by Councillor K Merrie, seconded by Councillor T Saffell, and

RESOLVED THAT:

Subject to amending paragraph 1.2 of the appendix to read 'all community groups', the updated Equality, Diversity and Inclusion Policy and associated action plan be adopted.

Reason for decision: The previous Equality, Diversity and Inclusion policy is out of date and thus required an update to be in line with current legislation and good practice.

47. MINUTES OF THE COALVILLE SPECIAL EXPENSES WORKING PARTY

The Business and Regeneration Portfolio Holder presented the report.

It was moved by Councillor T Gillard, seconded by Councillor T Saffell, and

RESOLVED THAT:

1. The minutes of the Coalville Special Expenses Working Party at appendix 1 be noted.
2. That there were no recommendations made by the Working Party at its meeting on 13 August 2024 be noted.

Reason for decision: So that the decisions of the Coalville Special Expenses Working Party can be considered.

48. EXCLUSION OF PRESS AND PUBLIC

It was moved by Councillor R Blunt, seconded by Councillor T Gillard, and

RESOLVED THAT:

In pursuance of Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the remainder of the meeting on the grounds that the business to be transacted involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act and that the public interest in maintaining this exemption outweighs the public interest in disclosing the information.

Reason for decision: To enable the consideration of exempt information.

49. SPORT ENGLAND SWIMMING POOL SUPPORT FUND

The Communities and Climate Change Portfolio Holder presented the report.

A discussion was had.

It was moved by Councillor M Wyatt, seconded by Councillor R Blunt, and

RESOLVED THAT:

The recommendations contained within the report be approved.

Reason for decision: To seek approval from Cabinet to claim a grant of £242,259 from the Swimming Pool Support Fund to install additional solar panels at Whitwick and Coalville Leisure Centre.

50. COMMERCIAL LETTINGS

The Housing, Property and Customer Services Portfolio Holder presented the report.

It was moved by Councillor A Woodman, seconded by Councillor T Gillard, and

RESOLVED THAT:

The recommendation contained within the report be approved.

Reason for decision: To enable the letting of Council owned commercial properties to proceed and rental income to be generated.

51. AWARD OF CONTRACTS

The Leader of the Council presented the report, on behalf of the Corporate Portfolio Holder.

It was moved by Councillor R Blunt, seconded by Councillor K Merrie, and

RESOLVED THAT:

The recommendations contained within the report be approved.

Reason for decision: to comply with the contract procedure rules.

The meeting commenced at 5.00 pm

The Chairman closed the meeting at 5.15 pm

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – TUESDAY, 22 OCTOBER 2024



Title of Report	DISTRICT-WIDE REGENERATION FRAMEWORK	
Presented by	Councillor Tony Gillard Business and Regeneration Portfolio Holder PH Briefed <input checked="" type="checkbox"/>	
Background Papers	Council Delivery Plan 2023-2028	Public Report: Yes
		Key Decision: Yes
Financial Implications	Identified projects within the Framework utilise existing internal budgets or external funding, e.g. UK Shared Prosperity Fund (UKSPF)	
	<p>The Council approved the five-year capital programme for the period 2024/25 to 2028/29 at the Council meeting on 22 February 2024. This included investment of £22m over the period of the programme, of which there is £3.7m of investment in Council-owned land to support regeneration and bring employment to the district. This will be subject to the development of further business cases.</p> <p>The Council funds its capital investments from business rates reserves in order to minimise borrowing costs.</p>	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	UKSPF projects are covered by a Memorandum of Understanding with the Department of Levelling Up, Housing and Communities (DLUHC) (Now Ministry Of Housing, Communities and Local Government (MHCLG)).	
	The Economic Development team works closely with colleagues in Legal Services to ensure compliance as the projects progress.	
	Legal advice will be provided on projects as required.	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	Delivery of the projects identified in this Framework will require capacity and officer input from the Economic Development team and other services.	
	Projects will be managed in line with corporate project management guidelines.	
	Future involvement from Legal and other key support services will be required as they develop.	

	<p>Delivery of these projects and the projects identified within the existing Coalville Regeneration Framework will utilise the capacity of the Economic Development team over the life of the current Council Delivery Plan period until 2028, meaning that new projects can only be considered as others complete.</p> <p>Signed off by the Head of Paid Service: Yes</p>
Purpose of Report	To present to the North West Leicestershire District-wide Regeneration Framework for consideration.
Reason for Decision	The 2023-28 Council Delivery Plan identifies that the Council will have developed a regeneration framework and will be on the way to supporting thriving towns, villages and communities across the district.
Recommendations	<p>THAT CABINET:</p> <p>1) ADOPTS THE DOCUMENT APPENDED TO THIS REPORT AS THE DISTRICT-WIDE REGENERATION FRAMEWORK</p> <p>AND</p> <p>2) DELEGATES AUTHORITY TO THE STRATEGIC DIRECTOR OF PLACE, IN CONSULTATION WITH THE BUSINESS AND REGENERATION PORTFOLIO HOLDER, TO MAKE ANY MINOR CHANGES TO THE DOCUMENT REQUIRED PRIOR TO PUBLISHING.</p>

1.0 BACKGROUND

- 1.1 In January 2023, the Council published the first Coalville Regeneration Framework, a document which explored some of the issues and opportunities within Coalville and identified eleven key projects which would help towards creating the right environment in Coalville for people and businesses to thrive.
- 1.2 In November 2023, Council approved a new Council Delivery Plan for 2023-2028 (CDP). One of the priorities is planning and regeneration. A key aim within that priority is to “Support towns, villages and communities across the district to improve for people and businesses”.
- 1.3 The CDP identifies that this will be achieved by developing a new regeneration framework and identifying projects and initiatives which will fulfil it. This district-wide approach will sit alongside the existing Coalville Regeneration Framework.
- 1.4 The first draft of the District Wide Regeneration Framework was considered by Community Scrutiny on 19 September 2024. The Committee’s feedback on monitoring and evaluation has been incorporated into the document at appendix 1. Further feedback on future project scoping and development will be taken into account as part of any future review of the document.

2.0 CONTENT

2.1 The structure of the District Wide Regeneration Framework is as follows:

- Foreword from Leader of the Council.
- A contextual introduction which highlights large scale developments in the district and important projects which the Council may have limited influence over.
- A set of data led infographics which help to illustrate why the District is in high demand as a place to live and work.
- A comment on our vision and approach to the identification of projects within the framework.
- The list of projects that make up the framework.
- An overview of how success will be monitored and reported.

2.2 The projects within the District-wide Regeneration Framework, set out below, will be annually reviewed in line with our commitments set out in the Council Delivery Plan.

2.2.1 Enabling Health and Wellbeing

- Castle Donington 3G Pitch - The development of new 3G pitch provision in the village of Castle Donington.
- Leisure provision opportunities research - The commission of a Community and Recreational Facilities strategy which will identify the need and opportunity for new leisure facilities across the district.

2.2.2 Reducing the need to travel by car

- Reopening the Ivanhoe Line - Supporting Network Rail and the Campaign to Reopen the Ivanhoe Line (CRIL) toward the reopening of the Ivanhoe Railway Line.
- Kegworth Quietway - The creation of a new cycling Quietway at Long Lane, Kegworth.

2.2.3 Supporting our Economy and Local Centres

- Kegworth Marketplace - Working with Kegworth Parish Council on the reimagined public realm space in Kegworth's Marketplace.
- Coalville Regeneration - Continue to monitor progress of the projects within the Coalville Regeneration Framework and update it annually with new initiatives as projects are completed.
- Employment workspace site development - Identify and develop sites which will help provide employment opportunities and meet local need.

- North West Leicestershire Ambassadors Programme - Starting with a Pilot scheme in Coalville, the Ambassador Programme will empower local champions on every high street in our Towns and Local Centres.

2.2.4 Conserving and Enhancing our Heritage

- Moira Furnace - Develop and enhance the Moira Furnace visitor experience and undertake repairs to conserve and protect the Furnace
- Ashby Canal - Support the continued development and restoration of the canal and collaborate with the Ashby Canal Association on future joint funding bids.

2.2.5 Conserving and Enhancing our Natural Environment

- National Forest - Support the National Forest Company to deliver the Heart of the Forest Masterplan
- Visitor Economy Action Plan – The creation and implementation of a Visitor Economy Action Plan

2.3 It is intended that the District-wide Regeneration Framework remains a ‘live’ document and that annual reviews will be undertaken to assess project progress and to consider new projects as they complete.

3.0 REPORTING AND OVERSIGHT

- 3.1 The delivery of the District-wide Regeneration Framework will be overseen by a Programme Group.
- 3.2 The Programme Group will make reports to the relevant Portfolio Holders and to the Council’s Capital Strategy Group for oversight.
- 3.3 Quarterly progress will be reported through the Council’s regular performance reporting to Cabinet and relevant Scrutiny committees.

Policies and other considerations, as appropriate	
Council Priorities:	Planning and Regeneration
Policy Considerations:	Council Delivery Plan
Safeguarding:	No safeguarding considerations
Equalities/Diversity:	No equality/diversity considerations – an Equality Impact Assessment will be completed for each of the projects within the framework as part of the ongoing project management arrangements.
Customer Impact:	The framework sets out a range of projects which will support and benefit residents and businesses.
Economic and Social Impact:	The framework sets out a range of projects which will support and benefit residents and businesses.
Environment and Climate Change:	Several projects identified will improve green

	spaces within the district and contribute toward the Council's Zero Carbon Roadmap.
Consultation/Community/Tenant Engagement:	Officers have and will continue to engage with stakeholders to help further shape the delivery of the projects identified within the District Wide Regeneration Framework
Risks:	Risks have been and will continue to be considered within the preparation of the District Wide Regeneration Framework. A risk register for each of the projects will be developed and monitored on an ongoing basis by the Programme Group.
Officer Contact	Paul Wheatley Head of Economic Regeneration Paul.wheatley@nwleicestershire.gov.uk

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North West Leicestershire District
*Regeneration
Framework*



2024

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Revision	Date	Notes
00	06.08.24	First Issue
01	04.08.24	Work in progress

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Introduction

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Introduction

The Regeneration Framework for North West Leicestershire highlights exciting planned developments and shows our commitment to making the district an incredible place to live, work and play.

These projects will boost our town centres, protect important historic assets and help to unlock new leisure opportunities for our communities across the district as we work alongside the large scale investment and development that the district attracts.

The framework builds on previous investment – the state of the art Whitwick and Coalville Leisure Centre and our Newmarket facility in a reimagined Marlborough Square are just two examples.

This is a framework for everyone – for residents in new housing, businesses in new office space, but also for existing residents and businesses alike. We hope the district will be enthused by the growth of the district economy and will rally round the framework as we set out our aspirations for North West Leicestershire.



Councillor Richard Blunt, Council Leader

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North West Leicestershire
Past, Present, Future

North West Leicestershire *Past, Present, Future*

North West Leicestershire has always been a district at the leading edge of change and development, with a track record of being able to respond to opportunity. Whether it was embracing the Spa movement in the early 1800s and utilising the saline spring found at Moira Colliery to supply the Ivanhoe Baths, riding the wave of the Industrial Revolution with the arrival of one of the worlds' first steam railways, resulting in huge developments in Coal Mining and even the creation of our civic centre, Coalville, or having the vision to see the estate roads of Donington Hall as a racetrack, creating the Midlands' first motorsport venue.

This entrepreneurial spirit remained with the district throughout the 20th Century as the district and its towns underwent other changes – the Belvoir Shopping Centre was one of the country's first pedestrianised shopping centres when it opened in 1963. With the decline of the mining industry through the 1980s the District had to reposition itself, finding alternate sources of employment but also becoming part of the first forest created at scale for over 1,000 years as we looked to repair and refresh the landscape scarred by industry – The National Forest.

For businesses, excellent transport connections by road, rail and air mean it is no surprise that our major business parks and industrial estates are expanding to accommodate demand. Our district also contains one of the three major parts of the East Midlands Freeport, a Gateway Industrial Cluster (GIC). Centred around East Midlands Airport, the GIC will augment what

Today, North West Leicestershire is highly sought after as a place to live, work and play.



is already the country's busiest freight handling airport and now boasts a 50-acre Rail Freight Interchange.

North West Leicestershire is also an attractive place to live. Significant housing developments across Grange Road, Coalville, Money Hill, Ashby and Park Lane, Castle Donington are responding to the high demand for housing in the area. Further proposed settlements, for example at Isley Woodhouse will, subject to local plan approval, also bring homes along with new schools, care facilities and other amenities.

Within our communities, we have also experienced development in our leisure and hospitality offerings. Just one example is the renovation of Donington Hall into a 40-bedroom hotel, which will see it reconnected to the racing circuit for the first time in over 50 years. The park also hosts the continued growth of Download festival, which now attracts over 85,000 music fans each year in a festival second only in size to Glastonbury.



The Royal Hotel in Ashby, now over 200 years old, will be renovated and opened to guests again for the first time since 2018, with sensitively designed townhouses flanking the building also bringing new residential properties to the area.



This work complements the success of the Ashby Business Improvement District and recent re-accreditation of Purple Flag status, awarded in recognition of a secure and vibrant evening and night-time economy.

These developments and others, show the demand and the high esteem that North West Leicestershire is held in.

Within this Framework, we set out the NWLDC's ambitions to contribute towards these growth areas while also maintaining, protecting and improving our existing communities, town centres and green spaces – acknowledging our past as we build and change to face the future.

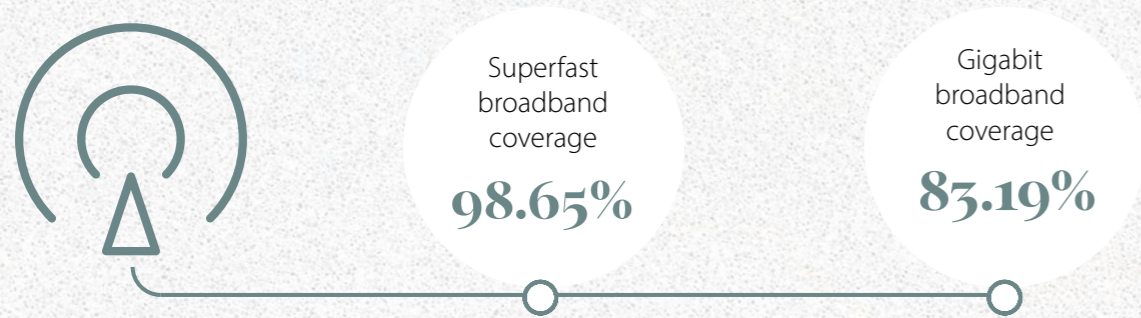
The District *in Numbers*

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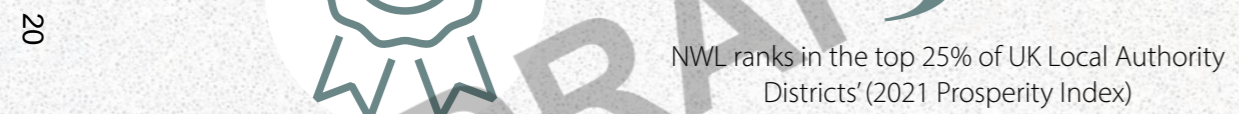


Place

Broadband coverage



Prosperity



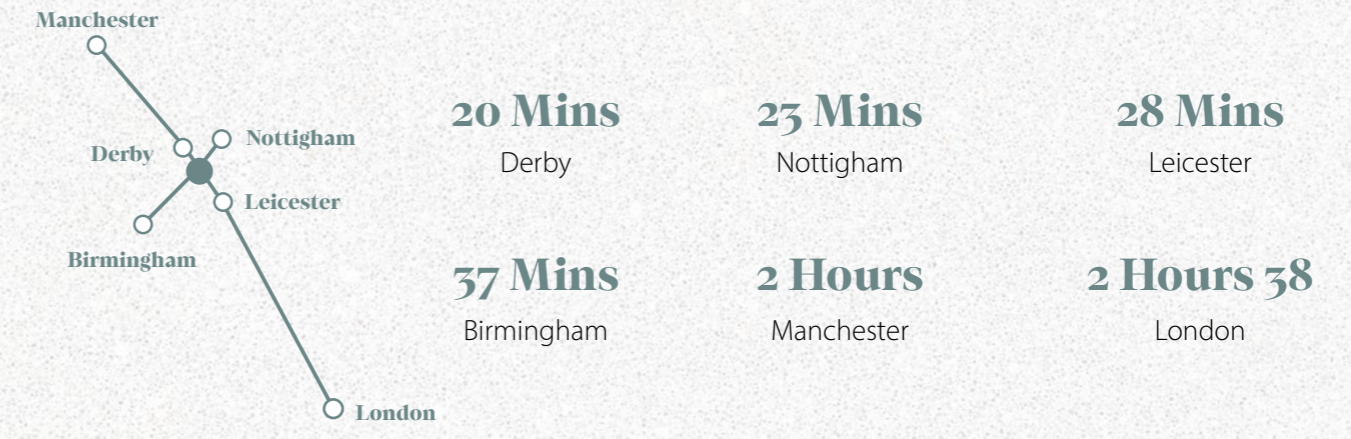
National Forest



Scheduled monuments



Proximity to key destinations



Download Music Festival



East Midlands Airport

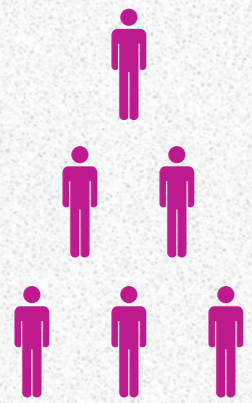


Donington Park Racetrack



People

Population Growth over time



104,700

12% growth in population
2011-2021

+ 12.0%

The population here increased by a greater percentage than the overall population of the East Midlands (7.7%), and by a greater percentage than the overall population of England (up 6.6% since the 2011 Census)

Job density

21



5%

NWL is in the top 5% of UK Local Authority Districts for job density (ratio of jobs to population aged 16-64)

Universities



6 Universities

within 30 minutes

Business

Business Turnover



52

52 of the top 200 businesses in Leicestershire by turnover

Employment Sites



**10 million
Sq.ft.**

Over 10 million Sq.ft. of commercial floorspace developed since 2015

How many businesses



4,995

In 2023 there were 4,995 businesses in North West Leicestershire (local units). This was nearly double (96%) higher than in 2010

Vision
& Approach

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Vision & Approach



In the Council Delivery Plan for 2023-2028, North West Leicestershire set out the vision to support a clean, green and prosperous place where people want to live, work and visit. This vision is supported by four priorities, three of which are often interlinked with the projects set out in this document: Planning and Regeneration; Clean, Green and Zero Carbon and Communities and Housing. Like the National Forest that grows at the heart of the district, our work is rooted in the lives of the people we are here for. As in nature, we believe good growth comes from creating the right environment. Just like the branches of a tree extend out from the centre, we know that our reach is greater than our size.

We are proud to be part of North West Leicestershire, getting on with the vital day-to-day work of supporting and encouraging communities and businesses so that they are as healthy and prosperous as they can be.



All across our district there are positive things to shout about. We successfully attract big brands, whilst nurturing specialist and independent businesses so that there are jobs at all levels. We're focused on creating clean and green places where people want to live and visit.

Whether it's Download music festival or motor racing at Donington Park, family fun at Conkers, Hicks Lodge and Snibston Colliery Park, getting active at one of our leisure centres or enjoying heritage at Moira Furnace - everyone is welcome and there's something for everyone.

We aim to get our services right first time and will negotiate hard to make sure our residents benefit from change. Our location at the centre of the country, with the airport and road network, gives us some great advantages but that same thing also puts pressure on our district as we embrace growth in the right places.

Our duty is to act as a custodian of the district's welfare for future generations. We will be here in the tough times and the good. We will go the extra mile to get things right and share your frustrations when that doesn't happen. We know we need to be better at listening and responding to what residents tell us. We want the best because so many of us live here too.

Our challenge is to make the most of all the positive things and minimise any impact.

This isn't easy. We are realistic that a council of our size and budget can't do everything or support what everyone wants. It can be hard to meet the needs of all our different communities.

But from Ashby to Castle Donington, from Coalville to Ibstock, the rural areas, villages and towns in between, we will proudly work to make the biggest positive impact we can.

This is about leadership, creating the right environment, making connections, speaking up for the area and encouraging ambition. Our forest stands as a powerful symbol of a connected and resourceful council, one that nurtures, adapts and grows together with its community. That's what we aim to be.



Key
Projects

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Enabling Health and Wellbeing

The Health and Wellbeing of the district population is paramount to its continued growth and success.

As part of our commitment to modernising and increasing our provision in this area, the Whitwick and Coalville Leisure Centre was opened in 2022 following a £22.5m investment. Ashby Leisure Centre, which hosts the only outdoor pool in Leicestershire, also underwent a £1m investment.

Project 1: Castle Donington 3G Pitch

NWLDC is part of a joint venture project team aiming to create a full sized 3G multi-sport pitch and changing facilities within Castle Donington College grounds. This responds to studies which show a gap in this provision within the North of the district and also to the forecast increased demand for such facilities as local population increases.

Project 2: Leisure provision opportunities research

NWLDC will commission a Community and Recreational Facilities strategy which will identify other local need across the district for new facilities, allowing us to include and support the Local Plan and secure Section 106 contributions toward such infrastructure when proposed.



Evidence Summary

A key aim of the North West Leicestershire Playing Pitch Strategy produced by Knight, Kavanagh and Page in 2017 identified that there was likely to be an increased demand for 3G pitches and recommended that new outdoor facilities should be explored.

This was further supported by the 2019 Local Football Facilities Plan, produced by the Football Federation in partnership with Sport England and locally with Leicestershire and Rutland County Football Association and NWLDC.

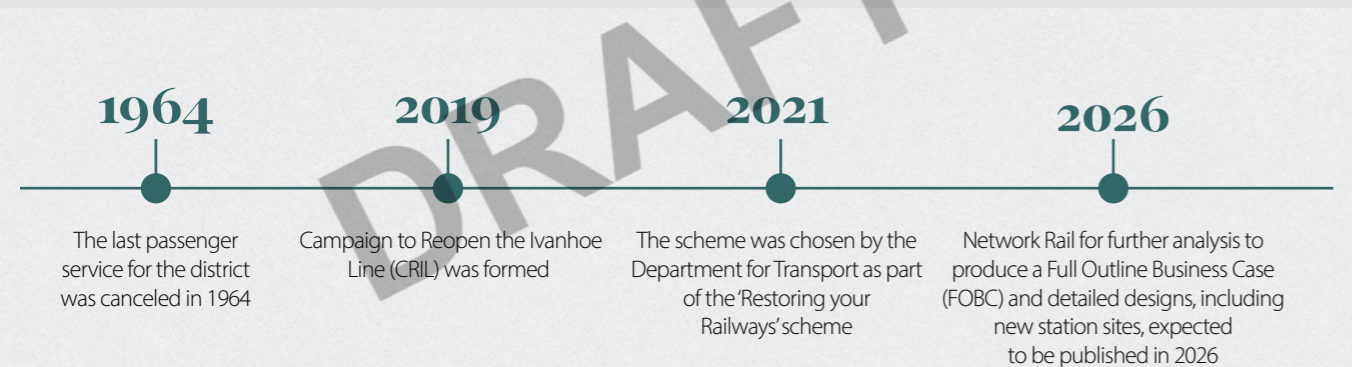


The plan identified only one full sized 3G pitch in the district and predicted future demand for up to five pitches.

Target	Responsibility	Timescale	Project Cost	Funding Source
3G pitches due for completion	Joint venture with Castle Donington College and Castle Donington Parish Council	Q4 24-25 (January-March)	£250,000 NWLDC contribution Total project cost likely to cost C.£1,000,000	TBC
Community and Recreational Facilities scoping	NWLDC	Starts Q2 24-25 (July-September)	£20,000 (estimated)	NWLDC
Site and Opportunity Feasibility assessments arising from scoping above	NWLDC	TBC	TBC	TBC

Reducing the Need to Travel by Car

As well as the physical health and wellbeing benefits, active travel also reduces pollution and congestion on our roads. A well implemented structure of public transport options also enables those without a vehicle to travel across the district more easily for work or leisure.



Reopening the Ivanhoe Line

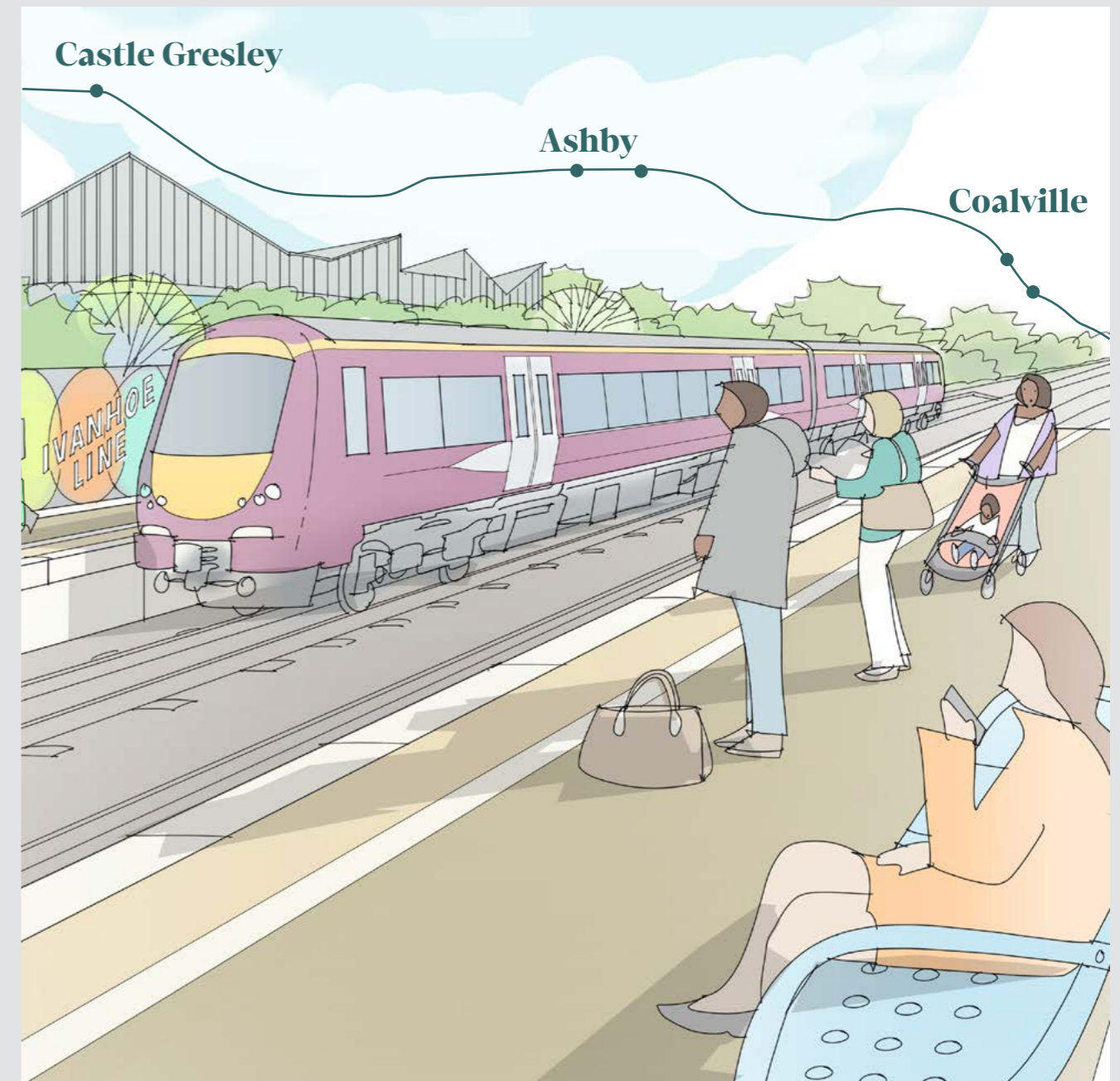
The last passenger service for the district was cancelled in 1964, in response to falling revenues and the rise in private car usage. The intervening 60 years have seen both sharp population growth and a change in attitudes towards cars and public transport.

In 2019, the Campaign to Reopen the Ivanhoe Line (CRIL) was formed. The group was successful in securing funding to prepare a Strategic Outline Business Case (SOBC) for reopening the line, which was submitted in May 2021. In November 2021, the scheme was chosen by the Department for Transport as part of the 'Restoring your Railways' scheme, which has provided funding to Network Rail for further analysis to produce a Full Outline Business Case (FOBC) and detailed designs, including new station sites, expected to be published in 2026.

NWLDC is supporting Network Rail and the Campaign to Reopen the Ivanhoe Line (CRIL) toward the reopening of the Ivanhoe Railway Line and regularly attending multi-agency progress meetings with Network Rail, CRIL, Leicestershire County Council and other districts along the line. We are also focussed on where we can add value; for example, in ensuring station sites are supported by other infrastructure.

Evidence Summary

While work continues on the Full Outline Business Case, early indications from Network Rail support the initial work by CRIL and show a significant passenger demand - around 350,000 journeys per year - from both Coalville and Ashby, were services able to run between Derby and Coalville. A 2021 report from the Rail Industry Association, showed that for every £1 spent on the railway, £2.50 was generated in the local economy, as well as providing a boost in jobs, lowering carbon emissions and improved social outcomes resulting from rail connections.



Target	Responsibility	Timescale	Project Cost	Funding Source
Outline Business Case to be published	Network Rail	Q1 24-25 (April-June)	N/A	N/A
Full Business Case and designs to be published	Network Rail (input from CRIL, NWLDC and other parties)	Q1 26-27 (April-June)	N/A	N/A
Transport Feasibility Studies outlining parking and active travel connections for prospective station sites	NWLDC	Q2 26-27 (July-September)	TBC	TBC



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Kegworth Quietway

NWLDC is leading on the creation of a new cycling Quietway along Long Lane, Kegworth. A Quietway is a well connected cycle route which follow highway routes with low traffic activity. They include carriageway signage to guide riders and provide some segregation from motorised traffic.

This Quietway will improve links between Kegworth and East Midlands Parkway, with potential for improved onward routes to Ratcliffe Power Station, Nottingham and the Aldi distribution centre at Sawley.

Evidence Summary

The creation of a Quietway along Long Lane was identified as a priority project for Kegworth in the Leicestershire Cycling and Walking Strategy 2022-2032, published by Knight, Kavanagh and Page.



Target

Road Survey to be completed



Responsibility

NWLDC
Leicestershire County Council



Timescale

Q2 24-25 (July-September)
Q4 2024-25 (January-March)



Project Cost

N/A
£150,000



Funding Source

N/A
UK Shared Prosperity Fund

Supporting our *Economy and Local Centres*

Responding to the needs of a diverse range of businesses in the district is key to supporting the growth of our economy, including in rural areas.

Because of our unique make up of rural and urban centres, the needs of our businesses from place to place is different and nuanced, so our responses must also be individualised.

Our local centres, as well as forming part of the district economy, are important community centres which hold significant heritage assets and hold civic functions. We must be able to support our centres to adapt to emerging trends for the future while also ensuring they retain their special character.



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Kegworth Marketplace

NWLDC is leading on the reimagined public realm space in Kegworth's Marketplace alongside Kegworth Parish Council. The new space will be a vibrant multi-area in the heart of Kegworth, incorporating space for pedestrians, parking and occasional events. This will encourage footfall and increased dwell time, benefitting local businesses. Improved access and parking will also make it more attractive for visitors.

Evidence Summary

Improved Accessibility, Appearance and Space are some of the key factors noted by the High Streets Task Force towards creating a vital and viable high street. The Kegworth Public Realm scheme has taken feedback from Kegworth residents and businesses so that local needs and desires have shaped the overall scheme.



Target

Completed public realm works



Responsibility

Technical delivery by Leicestershire County Council



Timescale

Q3 24-25 (October-December)



Project Cost

£450,000 contribution from NWLDC
Total project cost £1,000,000



Funding Source

Jointly funded between NWLDC, Kegworth Parish Council and the Leicester and Leicestershire Enterprise Partnership (LLEP)



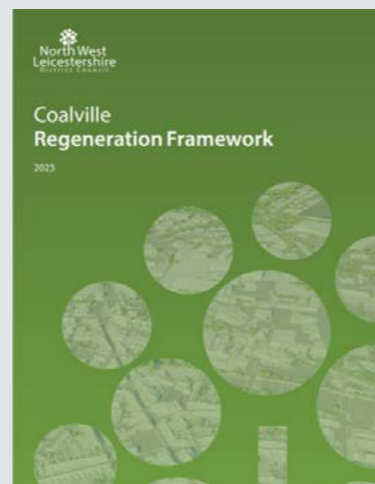
Four Squares

Memorial Square had been part pedestrianised by 2000, but much work has gone in subsequently to improving the square and environs, including new artwork, the restoration of the Memorial Clock Tower in 2018 and improvements to the Mantle Lane gateway over 2022-2023. A new square was created in the South East corner of the shopping precinct by the owners in early 2022, alongside other visual and public realm improvements to the centre. This leaves two other squares, of which, Marlborough Square is undergoing a comprehensive redesign, allowing it to cater for modern needs and improving the attractiveness of this historic area of the town. The final square, planned for the area around Stenson House, is currently undergoing design and feasibility work.

Coalville Regeneration Framework

NWLDC published the first Coalville Regeneration Framework in January 2023. This document identified several projects which build on the Prince's Foundation study and contribute toward making Coalville a vital and viable centre, helping to meet the specific Council Delivery Plan objective of 'Creating the right environment in Coalville for people and businesses to thrive'.

The Council will continue to monitor progress of the projects within this framework and update it annually with new initiatives as projects are completed.



Evidence Summary

The Prince's Foundation produced a study in 2009 which identified challenges within connectivity within the town centre area. It advised measures to create more public realm spaces, specifically four squares, and supporting infrastructure to make walking between them attractive. The Regeneration Framework outlined the other challenges Coalville faces, given its location and resulting competition from outlying towns and nearby cities, and the need for the regeneration projects to make it a more attractive centre.



Target



Responsibility



Timescale

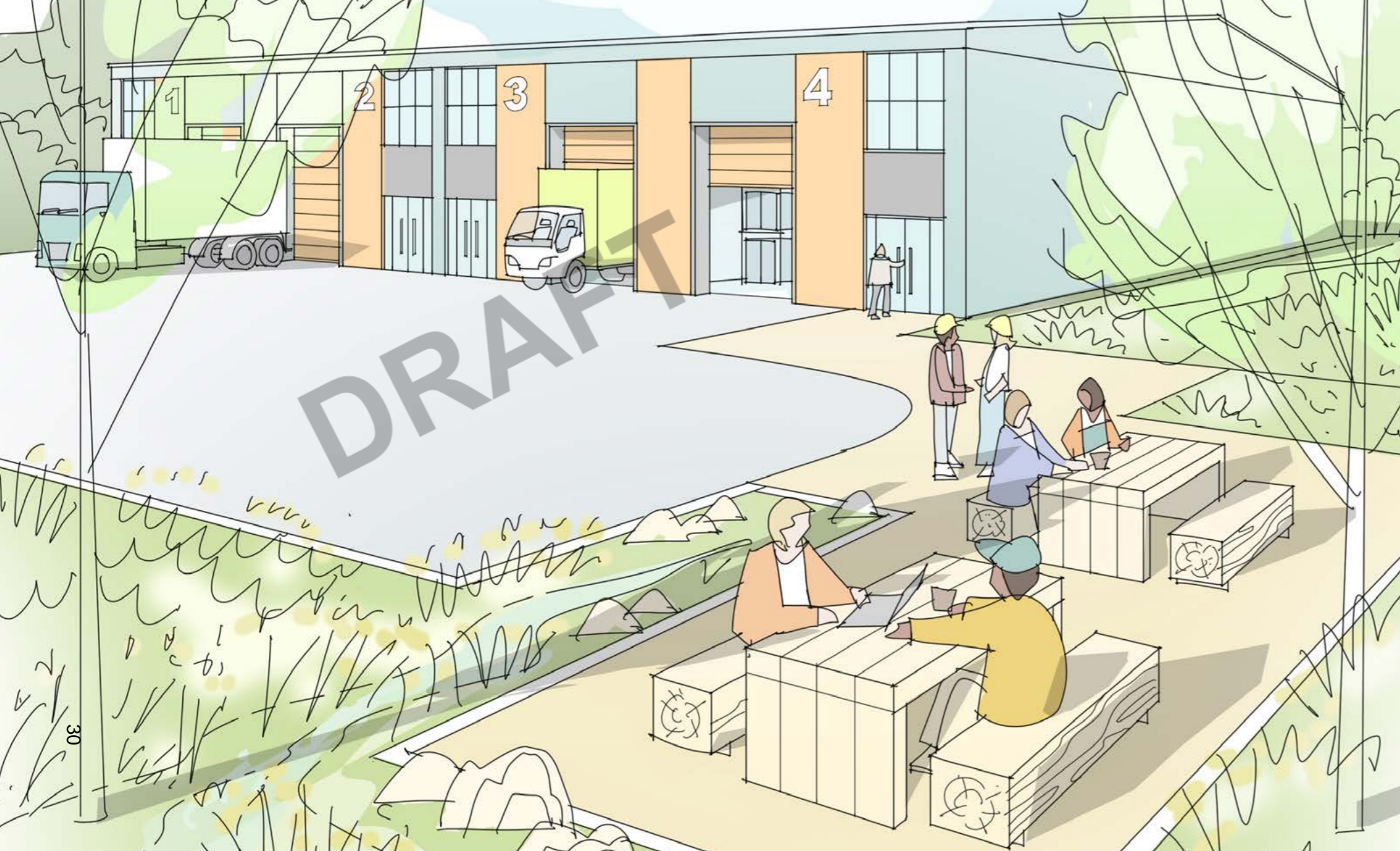


Project Cost



Funding Source

Redevelopment of Marlborough Square	NWLDC through Gleeds and Stepnells	Q2 24-25 (July-September)	£2.7m	Joint funded by NWLDC and Leicester and Leicestershire Enterprise Partnership (LLEP)
Marlborough Square events, activities and further usage	NWLDC	Ongoing post completion	£75,000 – equipment costs and first year of events	NWLDC
Feasibility studies for Stenson Square and former Council Offices	Arup	Q2 24-25 (July-September)	£130,000 (Stage 1 and Stage 2 RIBA)	UK Shared Prosperity Fund
Framework to be updated annually to take account of completed projects and new opportunities	NWLDC	Q1 24-25 (April-June)	N/A	NWLDC to produce document internally Projects identified within may require 3rd party funding



Evidence Summary

Studies from SQW in 2020 and BE Group in 2023 identified growth in industrial businesses within the district, particularly in Manufacturing and Construction. They also found a very high occupancy rate of existing industrial space (over 90%) coupled with a lack of small space (sub 200sqm).

Property agents and NWLDC also advised that most enquiries were for start up space or small units with grow on space.

90%

very high occupancy rate of existing industrial space

sub 200sqm

lack of small space

Workspace Site Development

Studies have identified a gap in the workspace market within North West Leicestershire, especially within the 100-500sqm sector. We will work to identify and develop sites which will help provide employment opportunities and also meet the needs identified by the studies.

Priority will be given to exploring sites which will also generate income for the authority to support the delivery of council services.

Ongoing projects include the refurbishment of the Coalville Memorial Square toilets into a modern workspace, complimenting the new Wolsey Road development.



Target



Responsibility



Timescale



Project Cost



Funding Source

Creation of Memorial Square Workspace

NWLDC

Q4 24-25 (January-March)

£350,000

UK Shared Prosperity Fund

Potential Workspace Project

NWLDC

Begins Q1 25-26 (April-June) pending planning consent and land acquisition

£2-2.5m (estimated)

NWLDC with UKSPF contribution

Future site scoping and feasibilities

NWLDC

Throughout 2024-2025

To be confirmed

NWLDC

Ambassadors

With empowered local champions on every high street, effective stakeholder collaboration will become the norm rather than the exception when it comes to developing towns and local centres.

Based upon the advice and research of SaveTheHighStreet.org and good practice from award winning high streets, North West Leicestershire will launch an innovative pilot Ambassadors Programme for Coalville Town Centre and, if successful, look to expand and roll out the Ambassadors programme districtwide.



Evidence Summary

Ambassador Schemes exist in other places already across the country. In 2014, Belper Town Centre won the Market Town category and went on to win overall at the Great British High Street awards. They later repeated this success and were awarded the England Champion at the same awards in 2020. Amongst a number of initiatives driving their success, Belper has consistently employed a well supported ambassadors scheme. Effective Networks and Partnerships within a town centre are also one of the 25 Key Vital and Viable factors identified by the High Streets Task Force.

- Save the High Streets (2023/4 -Coalville: Local Champions on every high street report)

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Target	Responsibility	Timescale	Project Cost	Funding Source
Ambassador project scoped and approved	NWLDC	Q3 24-25 (October-December)	N/A	N/A



Conserving and Enhancing our Heritage

North West Leicestershire has a rich history, with important spaces and buildings telling over 500 years worth of stories. These spaces give the district its own unique character and are important assets for our communities, who are protective of their shared heritage.

Maintaining these assets is only part of the challenge, as we also need to enhance them – improving access, information and future usage to ensure they are safeguarded for, but also visited by, our future population



Moira Furnace

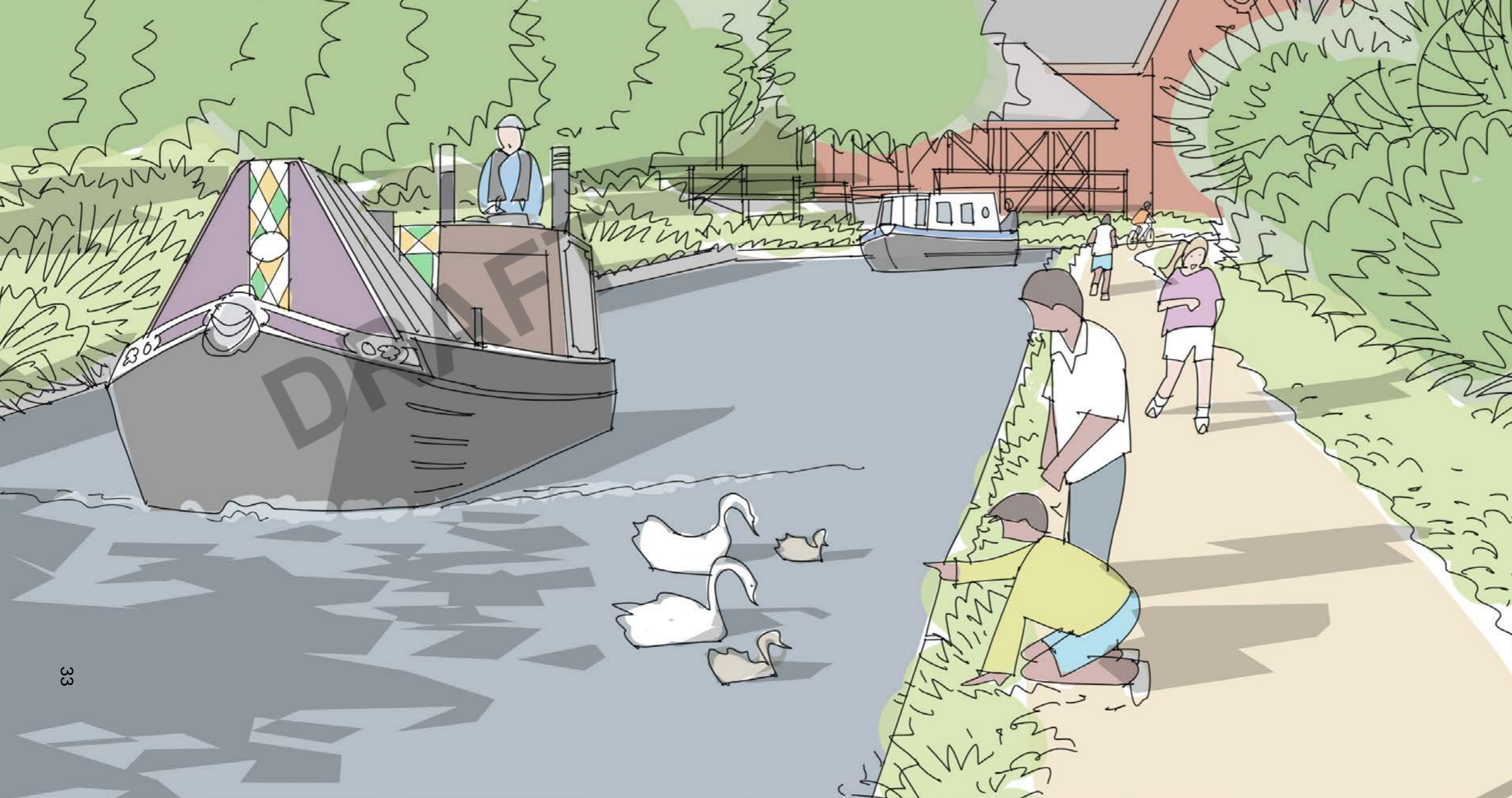
Dating from 1804, Moira Furnace is a scheduled ancient monument and a key surviving example of a blast furnace from the early Industrial Revolution. After years of dereliction, the site was acquired by NWLDC in 1981 and developed as a museum and country park. NWLDC is now leading on a project with Moira Furnace Museum Trust and the National Forest Company to improve the site's footpaths, security and wider facilities to accommodate more visitors and to make visits to the park and museum more attractive, with improved site interpretation. Work will also be undertaken to repair and safeguard the structure itself.

Evidence Summary

In 2017, NWLDC commissioned DarntonB3 Architecture to undertake a visual inspection of Moira Furnace and to provide a detailed condition report. The report identified a range of works required, ranging from urgent to desirable, to safeguard the future of the building.

Alongside this, NWLDC commissioned Planning Solutions Consulting to produce an Options Appraisal for Moira Furnace, specifically to look at opportunities within the site that would enhance the visitor offer, engage with the tourism market and build in financial resilience for Moira Furnace Museum. The report was published in 2021 and the key findings highlighted the need for improvements to the courtyard and catering offer, footpaths, accommodation and parking.

Target	Responsibility	Timescale	Project Cost	Funding Source
Footpath and facility upgrades, improved site interpretation	NWLDC	Q4 24-25 (January-March)	£150,000	UK Shared Prosperity Fund
Building repairs and safeguarding	Gleeds, with permission from Historic England	Q4 25-26 (January-March)	£410,000	UK Shared Prosperity Fund / NWLDC



Ashby Canal

The Ashby-de-la-Zouch canal was opened in 1804 and operated until progressive closures over the 1940s -1960s closed the route North of Snarestone. Work on the restoration of this section has been ongoing for many years, with an isolated section near Moira Furnace opened between 1999 - 2005, and in 2009 the first 100 yards of the infilled section were restored.

New bridges and continued expansion have continued over the last 10 years. NWLDC have previously granted £20,000 towards the restoration efforts. We will continue to support the continued development and restoration of the canal and will look to work together with the Ashby Canal Association on future joint funding bids.

Evidence Summary

Ashby Canal Association was successful in being granted the land and permissions for the continued restoration of the canal from Leicestershire County Council in 2023.

The Canal and River Trust alongside Northampton University published a report in 2014 that showed the wide-ranging benefits of waterway restoration across job creation, improved wellbeing, the visitor economy and more.



Target

Access to towpath through Moira Leisure Centre car park

Future funding opportunities to be explored



Responsibility

NWLDC

NWLDC and ACA



Timescale

Q3 24-25 (October - December)

Throughout 2024 - 2025



Project Cost

Legal and Administrative costs to be confirmed

TBC



Funding Source

NWLDC

TBC

Conserving and Enhancing our Natural Environment

North West Leicestershire has a unique blend of large urban centres and employment sites nestled between large rural expanses.

Our green landscape encompasses farming and rural businesses but also large amounts of leisure space, ranging from ancient woodland to more modern developments, including the National Forest's work to transform former industrial sites and mining activity into large green and blue spaces.

Supporting our natural environment improves biodiversity, the wellbeing of our inhabitants and encourages visitors inward to experience what it is that makes North West Leicestershire so special.

UK Shared Prosperity Fund

The Council was awarded £2,414,817 by the Department for Levelling Up, Housing and Communities (DLUHC) in 2022. A further £469,090 was awarded by the Department for Environment, Farming and Rural Affairs (DEFRA) in 2023.

A highlight project has seen the Council commit over £250,000 to the National Forest to support the Heart of the Forest Masterplan, which sets out the aim to transform the centre of the National Forest over the next 10 years, strengthening the sense of place, improving the visitor experience and encouraging sustainable enterprise and inward investment. Other projects (not including those already highlighted in this document) include £400,000 towards business support and growth initiatives, £300,000 toward community nominated projects and over £100,000 towards skill projects to improve employability of inhabitants who experience barriers to employment.

£2,414,817

The Council was awarded £2,414,817 by the Department for Levelling Up, Housing and Communities (DLUHC) in 2022.

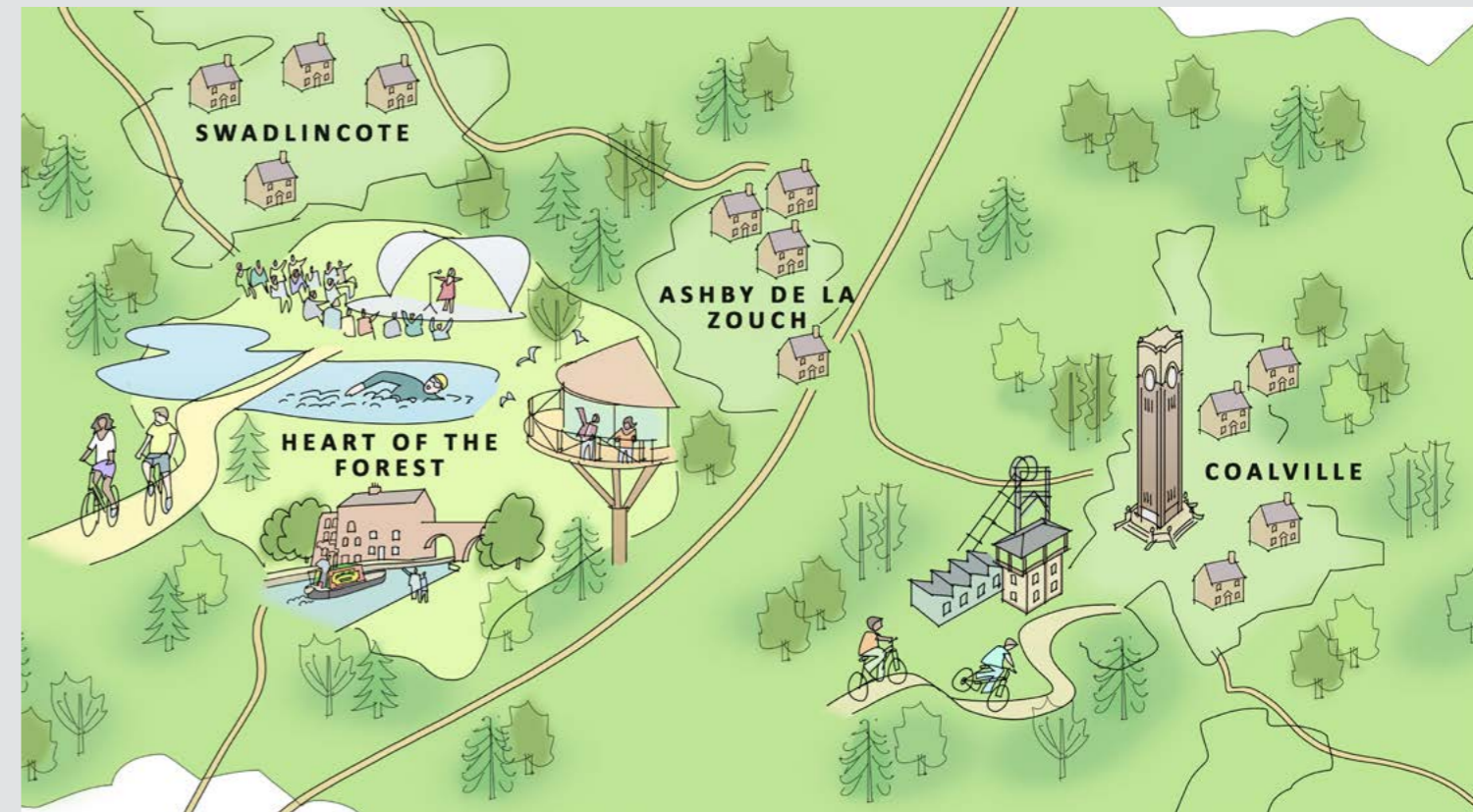
£469,090

A further £469,090 was awarded by the Department for Environment, Farming and Rural Affairs (DEFRA) in 2023.

Evidence Summary

The National Forest's Heart of the Forest Masterplan identified that North West Leicestershire has extensive path networks and accessible woodland. We already have three key attractions in Moira Furnace, Ashby Canal and Conkers, and are surrounded by other strong attractions. However, they also found that we lacked a strong visitor hub, had a shortage of accommodation and also struggled to promote our attractions effectively. Alongside this, the path network is poorly integrated or has gaps in places and many of the activities rely on good weather. The masterplan seeks to respond to these weaknesses and other opportunities.

The NWLDC contribution to the plan was also ratified by DLUHC as part of the approval of our Investment Plan for the UKSPF.



Target



Responsibility



Timescale



Project Cost



Funding Source

Reporting on overall funding and project progress to Department for Levelling Up, Housing and Communities (DLUHC)

NWLDC

3 monthly reports required.
UKSPF programme ends March 2025

N/A

N/A

Feasibility Studies for Heart of the Forest Projects

National Forest

Q1 24-25 (April-June)

£253,000 (NWLDC contribution)

UKSPF

Heart of the Forest development (of projects from feasibilities)

National Forest and external partners including NWLDC

Throughout 2024 - 2025

£253,000 (NWLDC contribution)

UKSPF

Visitor Economy Action Plan

The Leicester and Leicestershire Tourism Growth plan, published in 2019, found that although Leicestershire had almost 35m visitors a year, almost nine in 10 were day visitors, with over five in 10 visiting family, rather than for attractions or other reasons. Additionally, only a little over one in 10 were overnight stays. The plan set out the opportunities around these figures, as despite the low numbers, overnight stays contribute over a third of the economic impact that visitors generate.

The plan set out the ambition to increase the number of overnight stays, visitors and overall economic impact

35m

Leicestershire had almost 35m visitors a year

9 in 10

Almost nine in ten were day visitors


5 in 10

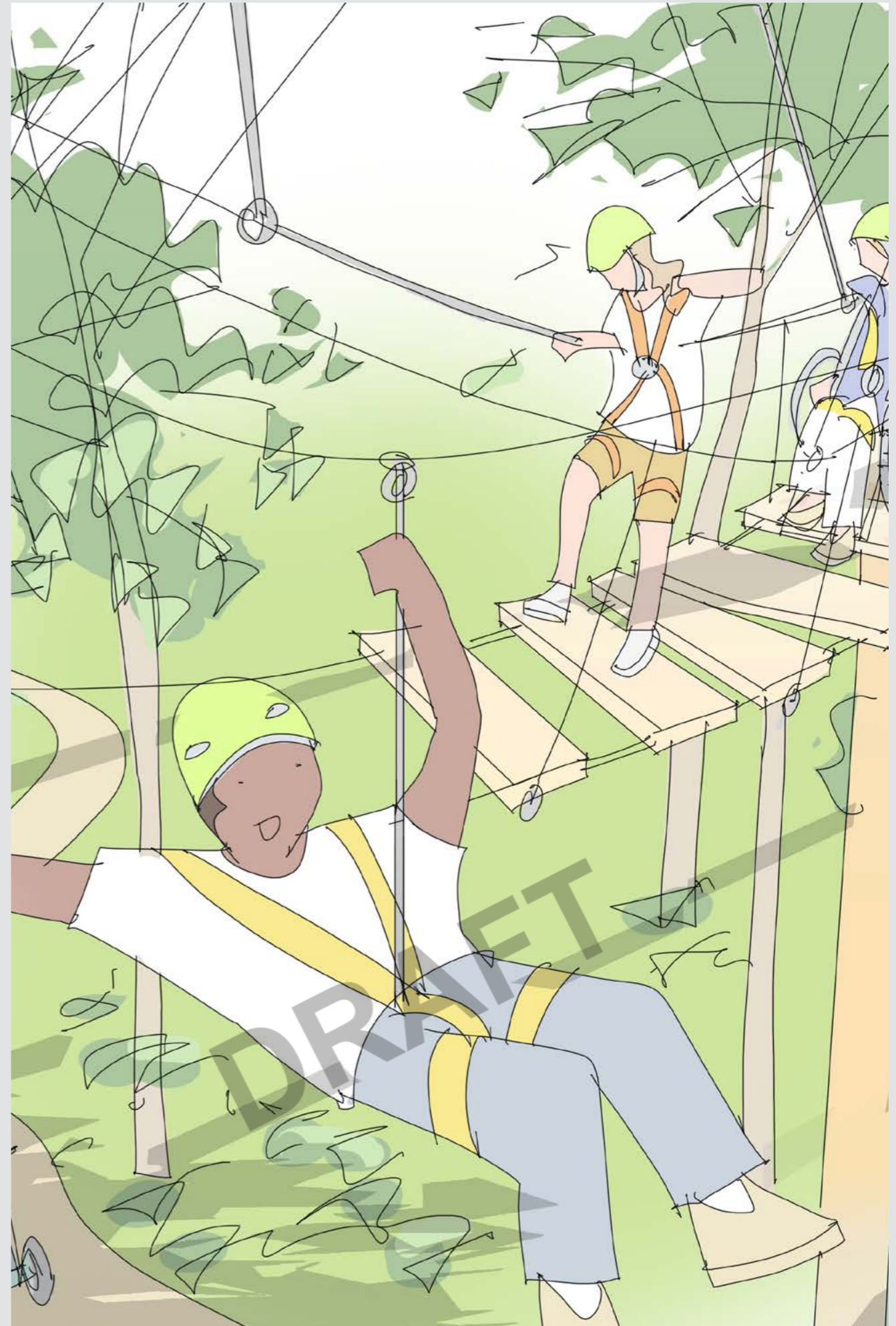
Over five in ten visiting family

Evidence Summary

Published in 2022, the NWLDC Visitor Economy Action Plan responded to the findings of the 2019 Leicester and Leicestershire Tourism Growth Strategy. This identified four priorities North West Leicestershire should take in order to contribute to the county wide plan:

- Providing leadership and championing our visitor economy at a regional level,
- Increasing the amount of officer time in working with local attractions and businesses,
- Prioritising resources to support projects which create infrastructure and allow attractions to support a greater number of visitors, and
- Leading the promotion of the District as a place to visit, particularly through digital channels.

 Target	 Responsibility	 Timescale	 Project Cost	 Funding Source
New visitor economy website	NWLDC	Q3 24-25 (October-December)	£10,000	NWLDC
New woodland festival at Moira Furnace	Moira Furnace Museum Trust with NWLDC support	Q2 24-25 (July-September)	£3,000 (estimated, multi year support)	Part funded by NWLDC and MFMT
District promotion within Download Festival	NWLDC	Q2 24-25 (July-September)	£3,000 (estimated)	Part funded by NWLDC with private sector involvement



Measuring Success



The Council is committed to the above projects achieving the best outcomes possible for the businesses and people in the district.

Progress will be reported through the Council's regular performance reporting to Cabinet and relevant Scrutiny committees. We will monitor the projects as they progress and use a variety of qualitative and quantitative review techniques to gather both numerical data but also thoughts, feelings and behaviours to judge the initial and ongoing impact of the projects as they progress and complete.

Progress will be reported through the Council's regular performance reporting to Cabinet and relevant Scrutiny committees.

We will monitor the projects as they progress and use a variety of qualitative and quantitative review techniques to gather both numerical data but also thoughts, feelings and behaviours to judge the initial and ongoing impact of the projects as they progress and complete. This work will also ensure that we are able to respond to new developments or make future changes or updates to these projects, ensuring we are proactive in our support and reaction to the data we gather.

The Regeneration Framework sets out where funding has been secured or is being sought to deliver individual projects where known. Any further funding required will be subject to securing external funding or through request for funding underpinned with a business case via the Council's Capital Strategy Group.



As part of our ongoing commitment to these and future projects within the district, the Regeneration Framework will be annually reviewed in line with our commitments set out in the Council Delivery Plan.



Corstorphine & Wright



Economic Development and Regeneration Team

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DRAFT



Contact us to discuss your project

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – TUESDAY, 22 OCTOBER 2024



Title of Report	REDEVELOPMENT OF THE FORMER COUNCIL OFFICES/ STENSON SQUARE GARDENS	
Presented by	Councillor Richard Blunt Leader of the Council PH Briefed <input checked="" type="checkbox"/>	
Background Papers	Stenson Square Concept Design	Public Report: Yes
	Council Delivery Plan Coalville Regeneration Framework	Key Decision: Yes
Financial Implications	It is proposed that the next stage of preparatory works for Stenson Square Gardens and Whitwick Road Council Offices site (jointly known as Stenson Square Gardens project) is funded from the North West Leicestershire UKSPF programme (£106,207) with the balance of funding (£43,793) required being sourced from the Coalville Regeneration capital programme.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	The Procurement Hierarchy in the Council's Constitution makes provision for the use of frameworks to procure goods and services. Procurement advice has been sought. It is proposed to procure the contract via the Crown Commercial Services framework (of which the Council is a registered user). Legal advice to support the process will be obtained.	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	The project will be delivered using existing Economic Regeneration staff resources.	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To seek Cabinet approval to enter into a contract with Ove Arup Ltd to deliver the next stages of design and preparatory works for Stenson Square Gardens project (including preparing planning application(s) for submission.	
Reason for Decision	The anticipated contract sum is £150,000. Under the Council's constitutional arrangements, the award of contracts	

	of this size (with spend falling within one year) require a decision of Cabinet.
Recommendations	<p>IT IS RECOMMENDED THAT CABINET:</p> <ol style="list-style-type: none"> 1. ALLOCATES £150,000 (COMPRISING £106,207 FROM UKSPF AND £43,793 FROM THE COALVILLE REGENERATION CAPITAL PROGRAMME) TO THE DELIVERY OF THE NEXT STAGE OF PREPARATORY WORKS FOR THE STENSON SQUARE GARDENS PROJECT 2. APPROVES THE AWARD OF THE CONTRACT TO OVE ARUP LIMITED TO DELIVER THE NEXT STAGES OF DESIGN AND PREPARATORY WORKS FOR STENSON SQUARE GARDENS PROJECT UP TO A VALUE OF £150,000 AND DELEGATES AUTHORITY TO THE STRATEGIC DIRECTOR FOR PLACE TO ENTER INTO ALL NECESSARY LEGAL AGREEMENTS 3. APPROVES THE SUBMISSION OF A PLANNING APPLICATION OR PLANNING APPLICATIONS FOR THE STENSON SQUARE GARDENS PROJECT 4. AUTHORISES THAT £150,000 IS MOVED FROM THE DEVELOPMENT POOL TO THE ACTIVE POOL IN THE CAPITAL PROGRAMME.

1.0 BACKGROUND

- 1.1 The regeneration of Coalville is a key priority within the Council Delivery Plan and the Stenson Square Gardens project (comprising the land around Stenson House and the former Council offices site at Whitwick Road) is one of the flagship schemes highlighted in the approved Coalville Regeneration Framework.
- 1.2 Through previous work by Ove Arup, the Stenson Square element of this project has already been progressed to concept design (RIBA Stage 2 -see background paper ‘Stenson Square Concept Design.’)
- 1.3 The Council now wishes to progress the Stenson Square Gardens project by undertaking the following activities:
 - a) Carry out detailed design and preparation of planning application for the area in front of Stenson House, including London Road car park in order to create a new public square “Stenson Square Gardens” and improved car park for the people of Coalville.
 - b) Carry out feasibility assessments and optioneering for the residential development on the former Council offices site with the relationship between

the public space around Stenson House and the layout of any new housing development on the former Council Offices site being a key consideration to ensure the housing element of the project benefits from the public realm improvements.

2.0 THE PROJECT

2.1 The desired functions for Stenson Square Gardens project are as follows:

- To create a high quality visually attractive arrival point in the town, at the junction between two key roads and outside Stenson House.
- To create a space from which residents can draw civic pride, but which can also be used for socialising.
- To link the London Road public car park (adjacent) to Stenson House.
- To support the use of Stenson House particularly by the Registrars Service by providing an attractive environment for wedding photographs etc.
- To guide pedestrians towards the town centre and the town's other public places such as Memorial Square, and Marlborough Square.
- To create a wider attractive environment for high quality residential accommodation on the former Council Offices site
- To create an attractive street scene on Whitwick Road.
- To continue to provide vehicular access for residents on Park Road.
- To continue to provide vehicular access for the Coalville Bowls Club.
- To ensure through good design that the residential development and Stenson House and Stenson Square Gardens operate in a co-ordinated way.

3.0 SUPPORT REQUIRED

3.1 In order to progress this project, the Council requires the support of landscape architects and spatial planners experienced in master planning town centre residential developments.

4.0 FINANCIAL IMPLICATIONS

4.1 Based on early market testing it is anticipated that fees in the order of £150,000 will need to be expended to achieve the brief that has been prepared. It is proposed that this be funded through a combination of UKSPF funding and Coalville Regeneration capital programme.

5.0 PROCUREMENT

- 5.1 The Stenson Square Gardens element has already progressed to RIBA Stage 2 which has helped to develop the brief for further stages of preparatory works (RIBA Stage 3 onwards). Officers within the Planning team have also advised on matters relating to the brief that Ove Arup will be asked to tender against.
- 5.2 Ove Arup developed the initial concept design for Stenson Square Gardens to RIBA Stage 2. There are significant benefits to retaining the services of Ove Arup to deliver the next stages of the project. The Council's Constitution allows for the use of framework agreements to procure suppliers. Framework agreements have the advantage of enabling swifter procurement when compared to a full tender process (ITT and tender process). A swift procurement is necessary on this project in order to comply with UKSPF funding deadlines. Ove Arup is available for appointment from the Crown Commercial Services framework.
- 5.3 It is proposed to use the Crown Commercial Services framework to make a direct award to Ove Arup for the next stage of the Stenson Square Gardens project. Continued use of Ove Arup will provide continuity of designer engaged on the scheme.

Policies and other considerations, as appropriate	
Council Priorities:	Planning and regeneration
Policy Considerations:	Coalville Regeneration Framework
Safeguarding:	None
Equalities/Diversity:	None
Customer Impact:	None
Economic and Social Impact:	Will progress a regeneration project intended to benefit the people of Coalville
Environment, Climate Change and Zero Carbon:	These matters will be considered within the design approach
Consultation/Community/Tenant Engagement:	Consultation will form part of the commission being awarded
Risks:	A staged approach to this project is being taken which minimises risk.
Officer Contact	Emily Marquez Senior Economic Development Officer

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – TUESDAY, 22 OCTOBER 2024



Title of Report	LOCAL ENFORCEMENT PLAN	
Presented by	Councillor Tony Saffell Planning Portfolio Holder PH Briefed: yes	
Background Papers	Community scrutiny report - (Public Pack)Agenda Document for Community Scrutiny Committee, 19/09/2024 18:30	Public Report: Yes
	Community scrutiny minutes - Agenda Template	Key Decision: Yes
Financial Implications	There are no financial implications for the Council resulting from the adoption of the Local Enforcement Plan.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	There are no legal implications for the Council from the adoption of the Local Enforcement Plan.	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	The Local Enforcement Plan sets priorities for the team and how they will deal with their casework efficiently. Corporately, the plan sets out the Council's priorities on planning enforcement so that councillors, members of the public, and external organisations are clear in terms of what the team can enforce against and what the priority cases for investigation are.	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To agree and adopt an effective enforcement plan to manage enforcement proactively and in a way that is appropriate to the district and to maintain public confidence in the planning system in line with the requirements as set out in paragraph 59 of the National Planning Policy Framework document.	
Reason for Decision	To agree the new Local Enforcement Plan as adopted policy.	
Recommendations	THAT CABINET: 1. APPROVES THE LOCAL ENFORCEMENT PLAN 2. DELEGATES ALL FUTURE TECHNICAL AND MINOR CHANGES TO THE PLAN TO THE STRATEGIC DIRECTOR	

1.0 BACKGROUND

- 1.1 Following concerns raised by members about the Planning Enforcement service, a review of its effectiveness was carried out with reports to the Community Scrutiny Committee in September 2022 and in February 2024.
- 1.2 One of the recommendations to the Community Scrutiny Committee was to replace the existing Planning Enforcement Policy, which was adopted in 2021, with an easier to follow and clearer document which would outline effectively the powers open to the Council in terms of enforcing planning matters, the manner in which the team would use these powers, guidance on the priority given to cases and outlining clearly which matters couldn't be considered under the remit of the planning acts and as such, should be dealt with using different legislation. The purpose of carrying out this exercise was to satisfy the requirements of paragraph 59 of the National Planning Policy Framework which states that the adoption of a local enforcement plan is '*to maintain public confidence in the planning system*' and to '*manage enforcement proactively, in a way that is appropriate to their area*'.

2.0 Community Scrutiny recommendations

- 2.1 The new Local Enforcement Plan was submitted to the Community Scrutiny Committee on 19 September 2024 where the committee was asked to provide their comments on the report, prior to its submission to Cabinet for formal approval.
- 2.2 The minutes of the Community Scrutiny Committee meeting are appended to this report with the main queries and concerns of the members summarised as follows:
 - Staffing resource in the team
 - How any decisions made are challenged by members
 - Queries on reporting on outcomes to the Community Scrutiny Committee and to the Planning Committee
- 2.3 In relation to the first bullet point, a report will be presented to the Community Scrutiny Committee at a future meeting outlining changes that may be made to the team following a review of its structure and the way that it works by the Planning Advisory Service which was carried out in the summer of 2024.
- 2.4 In terms of the second bullet point, decision making is defined in the Council's Constitution, and it was recommended to the members of the Community Scrutiny Committee that any concerns that they had about specific decisions that had been made on cases be addressed directly with either the Head of Planning and Infrastructure or the Planning and Development Team Manager.
- 2.5 The final bullet point related to comments made at the Community Scrutiny Committee about the monitoring section of the new Enforcement Plan, particularly in terms of what should be monitored, how it should be monitored and how outcomes are reported back to the Community Scrutiny Committee and the Planning Committee. Cabinet is advised that section 10.2 of the new Enforcement Plan makes it clear that it is not practicable to use case closures as an effective monitoring tool as some complex cases take a significant amount of time to resolve. Reporting on the number of enforcement cases served over a period is also considered to be an ineffective measure as the serving of a notice is a last resort in the process where effective negotiations with the applicant has failed. Officers are of the view that a better measure, as stated in the new Enforcement Plan, is to report on how quickly cases are investigated. Therefore, the suggestions made by the Community

Scrutiny Committee to change the method of reporting monitoring is not considered to be practicable and as such, no change to the Plan is recommended. However, once the Plan is adopted, officers will give further consideration on the best way to monitor performance and the outcome will be presented to a future meeting of Community Scrutiny Committee with formal performance reporting to Planning Committee twice a year.

2.6 Following comments made by the Community Scrutiny Committee, one change is proposed to the new Local Enforcement Plan, and this relates to the priority categories for the investigation of cases. The Plan as submitted to the Community Scrutiny Committee had three priorities (High, Medium and Low) and it was suggested following good practice elsewhere that a fourth priority should be included. High priority cases (such as demolition works to listed buildings or felling works to trees protected by Tree Preservation Orders) should move up into a Top Priority category, with the High Priority category covering matters such as breaches to the requirements of an enforcement notice and unauthorised development which needs to be visited quickly where it is close to but not within the immunity period from taking action. Officers consider that the introduction of a Top Priority category to the Plan will make it clearer to all readers of the policy what the key priorities for investigating cases are. The amended Local Enforcement Plan follows below this report.

3.0 FINANCIAL IMPLICATIONS

3.1 There are no financial implications that arise from this report.

Policies and other considerations, as appropriate	
Council Priorities:	<ul style="list-style-type: none"> - Planning and regeneration - Communities and housing - A well-run council
Policy Considerations:	Review of adopted Planning Enforcement Policy intended to not only facilitate an improved service and simplified prioritisation system, but to also take account of updated national legislation and guidance as contained in paragraph 59 of the National planning Policy Framework document.
Safeguarding:	None identified
Equalities/Diversity:	An Equalities Impact Assessment has been prepared and the Local Enforcement Plan has been written so that the potential impacts that were identified have been addressed and mitigated against in the plan.
Customer Impact:	The changes being implemented will improve the service offered by clarifying what the Planning Enforcement Team can investigate and how the team members will do it and reduce the potential for unjustified complaints. Clarity is also given as to how individuals can make complaints and how the team will treat their personal data to simplify the process.
Economic and Social Impact:	Effective enforcement of the planning rules will have an economic benefit to the Council as the pursuit of retrospective planning applications (especially as fees have increased) leads to increased fee income. Also, successful prosecutions resulting in appropriate fines generate economic benefits as well as deterring future

	breaches. Improved perception of the service and integrity of the planning system more widely brings social benefits.
Environment, Climate Change and Zero Carbon:	Improvements to service effectiveness will lead to environmental and climate change benefits as breaches of planning control involving these considerations will be better remedied.
Consultation/Community Engagement:	Consultation was carried out with the Community Scrutiny Committee and an assessment of the recommendations made is in the main body of the report.
Risks:	None identified.
Officer Contact	Dylan Jones Planning and Development Team Manager dylan.jones@nwleicestershire.gov.uk



Local Enforcement Plan (Planning)

Adopted:

Key policy details

Item	Details
Reference:	
Status:	Final version
Originator:	
Owner:	Planning and Development
Version No:	2
Date:	Not yet approved

Approvals

Item	Date of Approval	Version No.
Consulted with		
Reviewed by Community Scrutiny Committee	19/09/2024	
Approved by [insert]		

Policy Location

This policy can be found at [insert location of policy e.g. NWLDC website, Sharepoint page under current policies tab]

Equality Impact Assessment (EIA)

Completed by	Completion date
Jonathan Gaynor	July 2024

Revision history

Version Control	Revision Date	Summary of Changes
2	02/10/2024	Inclusion of additional priority category

Policy Review Plans

This policy is subject to a scheduled review once every 3 years or earlier if there is a change in legislation or local policy that requires it.

Distribution

Title	Date of Issue	Version No.
Cabinet	22/10/2024	

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1. Introduction

1.1 What is a Local Enforcement Plan?

A Local Enforcement Plan is a document that sets out how the Council will deal with suspected breaches of planning control, including enquiries received alleging a suspected breach of planning control and when a breach of planning control has been confirmed.

1.2 Why is a Local Enforcement Plan important?

The National Planning Policy Framework (NPPF), which is the overarching national planning policy document for England, sets out at paragraph 59 that:

Effective enforcement is important to maintain public confidence in the planning system. Enforcement action is discretionary, and local planning authorities should act proportionately in responding to suspected breaches of planning control. They should consider publishing a local enforcement plan to manage enforcement proactively, in a way that is appropriate to their area. This should set out how they will monitor the implementation of planning permissions, investigate alleged cases of unauthorised development and take action where appropriate.

It is important to set out a clear, transparent and effective process to how the Council deals with suspected breaches of planning control. It should be:

- appropriate for North West Leicestershire
- allow for engagement in the process
- manage expectations
- explain priorities
- explain the basis for decisions given that the planning enforcement is based on expediency and discretionary powers
- explain what the Council can and cannot deal with, and signpost when the Council cannot deal with the issue
- provide greater certainty and accountability, and;
- set out how the Council will monitor effectiveness of the service.

1.3 What is a breach of planning control?

A breach of planning control may include:

- Building something that requires planning permission without obtaining planning permission;
- Changing the use of land or a building where it would require planning permission without obtaining planning permission;
- Obtaining planning permission for development but then not complying with conditions that have been imposed, planning obligations contained in S106 legal agreements, or not adhering to the approved details/plans;

- Demolishing certain buildings in a Conservation Area without obtaining planning permission;
- Undertaking certain engineering operations which change the levels of the land or create new landforms without obtaining planning permission;
- Undertaking unauthorised works to protected trees (trees protected by Tree Preservation Order (TPO) or trees within a Conservation Area (with certain exclusions));
- Undertaking unauthorised removal of important hedgerows; and,
- Undertaking unauthorised works to listed buildings.

The above may be dealt with utilising powers under the Town and County Planning Act 1990, or other relevant legislation.

1.4 What is the scope of this Local Enforcement Plan?

The remaining sections of this Local Enforcement Plan set out how the Council prioritises suspected breaches of planning control and what is monitored, how suspected breaches of planning control can be reported, matters planning enforcement cannot deal with, how the Council investigates, why it might not take action, what formal action may be taken, other matters, consideration of Human Rights and the Public Sector Equality Duty, how the plan will be implemented and how the effectiveness of the Planning Enforcement team will be monitored.

2. Priorities

2.1 Why is effective enforcement important in the planning system?

It is important to have a robust and effective enforcement service within the planning system ultimately to maintain public confidence and the integrity of the planning regime.

Planning is about place-making, bringing together the environmental, economic and social principles of sustainability to create places that work, in both form and function in their context, as well as contributing to wider strategic objectives. Without effective controls, poorly designed or executed development left unchallenged can detract from the achievement of good place-making and the contribution good planning can have on environmental, economic and social improvement. It can also have detrimental impacts locally such as being visually unacceptable, incompatible with surrounding uses, unsafe, or resulting in unacceptable amenity impacts.

In order to tackle harmful unauthorised development, it is important that an efficient and effective system is in place to investigate suspected breaches of planning control and take reasonable and proportionate action where a breach is identified.

Due to the high volume of enquiries received and to ensure that resource can be directed to the enquiries that have the potential to result in the most harm in planning terms, suspected breaches of planning control are categorised into high, medium or low priority. This determines how quickly a suspected breach of planning control is responded to.

2.2 Top priority

Top priority cases are those which are considered most harmful in planning terms and could lead to irreparable harm. Some of these matters, if founded, could also constitute a criminal offence for which the Council may prosecute. These include:

- Current unauthorised works to a listed building;
- Current unauthorised works to protected trees (trees protected by a Tree Preservation Order (TPO) or by being within a Conservation Area);
- Current removal of an important hedgerow;
- Current demolition of a building within a Conservation Area; and,
- Unauthorised works relating to hazardous substances.

The Council will aim to commence investigations on top priority cases within one working day, and where possible, on the same day as the enquiry is received.

2.3 High Priority

Breaches of either Listed Building or Conservation Area controls not coming into the Top Priority category. These include:

- Breaches of the requirements of an Enforcement Notice or a Breach of Condition Notice.
- Unauthorised development, which without intervention would be nearing immunity from enforcement action by virtue of the 4 or 10 year rules (see appendix A for changes brought in by the Levelling Up and Regeneration Act).
- Unauthorised advertisements, which constitute a potential highway safety.

The Council will aim to commence investigations on high priority cases within three working days of the enquiry being received

2.4 Medium priority

Medium priority cases are those where there is still potential for significant harm in planning terms, but it is unlikely that there is irreparable harm, or the immediacy required compared to high priority cases. These include:

- Anything listed in the high priority category that is not current or it is clear that there is no immediate risk;
- Unauthorised works in the setting of a listed building;
- Development that contravenes local planning policy, and development that significantly impacts on amenity or public safety;
- Unauthorised works within a Conservation Area; and,
- Deviations from planning permissions in terms of not according with approved plans/details or breaching conditions imposed.

The Council will aim to commence investigations on medium priority cases within 14 days of the enquiry being received.

2.5 Low priority

Low priority cases as those which are likely to present a low level of harm in planning terms and make up a large proportion of the enquiries received. These include:

- Domestic developments;
- Small business operating from domestic properties;
- Unauthorised advertisement, and;
- Other minor development.

The Council will aim to commence investigations on low priority cases within 28 days of the enquiry being received.

2.6 Proactive and/or reactive?

Most of the Council's work is based on enquiries being received alleging a breach of planning control. This is because the resource available does not allow for comprehensive monitoring of all planning permissions or patrolling the district in search of potential unauthorised development, although officers do try to work with developers where they can.

Planning permissions that are subject to S106 agreements are, however, monitored in conjunction with the Planning Policy team, as these legal agreements will require either a monetary value to be provided by a certain time required to fund a project necessary to make the development acceptable or provide affordable housing or other infrastructure by a certain time. These times, often referred to as 'trigger points' can vary for different elements of the agreements.

3. Reporting a Suspected Breach of Planning Control

3.1 How to report a suspected breach of planning control

If you wish to report a development that you suspect might be in breach of planning control, you can do so in several ways:

- Online – You can use the online form that can be accessed from this webpage:
https://www.nwleics.gov.uk/pages/development_control_enforcement
- Email – You can email your enquiry to
development.control@nwleicestershire.gov.uk

- Post – You can post your enquiry to Development Control, North West Leicestershire District Council, PO Box 11051, Coalville, LE67 0FW

You should include the precise location of the development and any other details that might help with the investigation, such as when the development took place or where it relates to a change of use, how long the use has been occurring. If relevant there might be other background details you are aware of, or you might want to tell us how the matter is impacting on you. You will receive an acknowledgement to confirm your enquiry has been received.

3.2 How your personal data will be used

The Council understands that people may not feel comfortable reporting a potential breach of planning control if the source of the enquiry is disclosed. As such, the Council does not reveal the origins of an enquiry other than with departments of the Council who may need to be involved in the investigation, unless required to do so by law. If it would benefit the investigation for external organisations to have your contact details; for example, the matter fell under the remit of the local highway authority at Leicestershire County Council and they could liaise directly with you, the Council would either ask you to raise the matter directly with them or obtain your consent to share your contact details.

If the Council receives a Freedom of Information (FOI) Request asking about the origins of an enquiry, it might need to provide limited details about the nature of the enquiry, but exemptions will be applied to either withhold identifying information or sufficiently redact it so that it does not lead back to the enquirer.

3.3 Anonymous enquiries

The Council will usually not investigate anonymous enquiries, unless there has likely been a criminal offence committed or substantial harm caused in planning terms. This is because the matter may need to be discussed with the enquirer as part of the investigation to understand what impact the development is having in them.

4. What Types of Enquiries Planning Enforcement Can't Deal With

4.1 The following list sets out common enquiries we receive that we are unable to deal with:

Approved development or works – The matter being reported might already have the necessary permission(s). For example, planning permission or listed building consent could have already been granted, or the development may have 'deemed consent' by virtue of it according with permitted development rights. These are national development rights that mean a planning application to the local planning authority is not required if the development accords with these provisions and any conditions or restrictions they specify (unless these rights have been removed by a condition of a planning permission or an Article 4 Direction, which can remove certain permitted development rights from a specific site or larger area). Planning

applications and permissions can be viewed on the Council's website: https://www.nwleics.gov.uk/pages/view_planning_applications, and helpful guides on whether permission is required for a variety of domestic developments can be found on the Planning Portal website at the Common Projects pages: <https://www.planningportal.co.uk/permission/common-projects> and Interactive Guidance tools: <https://www.planningportal.co.uk/permission/interactive-guidance>

Boundary disputes – The Council is unable to determine the exact position of boundaries. A dispute over land ownership is a civil matter between the parties involved and you may wish to contact the Land Registry to see whether they can help or seek independent advice.

Breaches of deeds or covenants – Deeds and covenants are separate from planning control, and we therefore cannot enforce a breach of these. They are legal agreements, and you may wish to seek independent legal advice should you wish to pursue a breach of a deed or covenant.

Damage to property – The Council is unable to intervene with any damage to your property, whether it be from implementing a planning permission or not, as damage to property is a civil matter between the parties involved. You may wish to seek independent legal advice if damage has been caused or you are concerned that it will be caused, by the actions of someone else.

Dangerous structures – Dangerous structures are the responsibility of the landowner, however, the Council's Building Control team may be able to help: https://www.nwleics.gov.uk/contacts/building_control

Empty properties – Unless the state of the property is having a significant detrimental impact on visual amenity, the Council cannot deal with empty properties. You can report them to the Environmental Protection Team where the Empty Properties Officer will look at ways to keep properties in use and prevent long-term vacancy: https://www.nwleics.gov.uk/contacts/environmental_protection

Fly-tipping – This is dealt with by the Council's Environmental Protection team: https://www.nwleics.gov.uk/contacts/environmental_protection

Health and safety or security of development sites – It is the responsibility of developers to ensure their sites are safe and secure. The Health and Safety Executive (HSE) may be able to assist with concerns over safe working practices: <https://www.hse.gov.uk/contact/index.htm>

Highway obstructions / dangerous or illegal parking – The Council cannot deal with inconsiderate, dangerous or illegal parking. Depending on the nature of the issue parking issues are dealt with by the Council's Civil Enforcement team: https://www.nwleics.gov.uk/pages/on_street_parking, local highway authority at Leicestershire County Council: <https://www.leicestershire.gov.uk/roads-and-travel>, or the Police.

Internal works to non-listed buildings – Internal works may require consent from Building Control but not from the local planning authority unless they relate to a listed building.

Loss of property value and / or loss of view from development – These factors cannot be considered when considering whether a development is acceptable in planning terms, whether during a planning application or otherwise.

Minerals and waste site – Enquiries relating to minerals and waste sites, such as: quarries, refuse and recycling sites, landfill sites and scrapyards are dealt with by Leicestershire County Council, as the Minerals and Waste planning authority:
<https://www.leicestershire.gov.uk/environment-and-planning/planning/planning-permission/report-a-planning-breach>

Mud and dust – Unless specifically controlled by a condition of a planning permission, mud or debris on the highway, or dust from works, whether related to the implementation of a planning permission or not, is not dealt with by Planning Enforcement. Mud or debris on the highway is dealt with by [Leicestershire County Council as the local highway authority under the Highways Act](#). Dust is dealt with by the Council's Environmental Protection team:
https://www.nwleics.gov.uk/contacts/environmental_protection

Nuisance (noise, disturbance, working hours, light, odour) – Unless specifically controlled by a condition of a planning permission, nuisance; whether related to the implementation of a planning permission or not, is dealt with by the Council's Environmental Protection team:
https://www.nwleics.gov.uk/contacts/environmental_protection. Even if there is a related planning condition, it may still be referred to another department if that department has more effective powers to deal with the concerns. For example, Environmental Protection has powers to serve an Abatement Notice in relation to Statutory Nuisance under the Environmental Protection Act and Leicestershire County Council as the local highway authority has the powers to tackle mud and debris on the road under the Highways Act. These specific powers may often be able to secure results more quickly and effectively than through planning legislation.

Obstruction to public rights of way – Concerns relating to designated public rights of way should be directed to the public rights of way team at Leicestershire County Council: <https://resources.leicestershire.gov.uk/roads-and-travel/parishes-and-communities/public-rights-of-way>

Party Wall Act – The Council cannot deal with disputes relating to the Party Wall Act and you may wish to seek your own independent legal advice.

Trees – Unless protected by Tree Preservation Order (TPO), a condition of planning permission or by virtue of being within a Conservation Area and meeting the criteria for protection, works to, the planting of, or removal of, trees is not a planning matter as trees are not development.

Trespass – The Council cannot deal with matters relating to trespassing. You may wish to seek independent legal advice or report the matter to the Police.

Vermin – Vermin is dealt with by the Council’s Environmental Protection team:
https://www.nwleics.gov.uk/contacts/environmental_protection

5. How We Investigate

5.1 It is not possible to provide a full prescription of exactly how all cases are dealt with due to their individual nature, but the following flow diagram details the general steps of the investigation process:

Enquiry received
Acknowledge enquirer
Triage enquiry to establish whether it appears to relate to a breach of planning control and if so, allocate a priority and assign to a case officer. Otherwise, close the case and where relevant, signpost to alternative departments
Send initial letter out to the subject property seeking discussion/site visit
Visit the site (unless clearly not necessary) to observe the evidence/discuss with the developer
If the development is likely to be acceptable or can be made acceptable with conditions. Invite a retrospective planning application to ‘regularise’ the situation. If the development is not considered to be acceptable. Seek to remedy informally (either undoing what has been done or a lesser step or alternative works that results in an acceptable situation.
If retrospective planning permission is granted, or informal negotiation is complied with, the case can be closed, and correspondence sent to the subject of the case and the enquirer explaining the outcome. If no planning application is received, consider whether it is expedient to take formal enforcement action. If a planning application is received and subsequently refused, it will likely be expedient to take enforcement action as it has been deemed unacceptable in planning terms (unless other considerations outweigh that planning decision). If the decision to refuse planning permission is appealed by the applicant, the Council will need to consider whether enforcement action needs to be taken before the outcome of the appeal.
If it is not considered expedient to pursue further, the case can be closed, and correspondence sent to the subject of the case and the enquirer explaining the outcome.
If it is considered expedient to pursue enforcement action, either to resolve the breach of planning control or remedy the harm caused, commence the appropriate

formal enforcement action and close the case upon satisfactory compliance unless an appeal is upheld. Send correspondence to the subject of the case and the enquirer explaining the outcome.

5.2 Rights of Entry

Local planning authorities and Justices of the Peace can authorise named officers to enter land specifically for enforcement purposes (sections 196A, 196B and 196C of the Town and Country Planning Act 1990). This right is limited to what is regarded as essential, in the circumstances, for effective enforcement of planning control.

The Act specifies the purposes for which entry to land may be authorised ([section 196A \(1\)](#)), namely:

- to ascertain whether there is or has been any breach of planning control on the land or any other land;
- to determine whether any of the local planning authority's enforcement powers should be exercised in relation to the land, or any other land;
- to determine how any such power should be exercised; and
- to ascertain whether there has been compliance with any requirement arising from earlier enforcement action in relation to the land, or any other land.

The phrase "or any other land" means that if necessary neighbouring land can be entered, whether or not it is in the same ownership, or is being occupied by the person whose land is being investigated.

The provisions of the Act (section 196A) state there must be reasonable grounds for entering the land for the purpose in question. This is interpreted to mean that entering the land is the logical means of obtaining the information required by the local planning authority.

Entry to a building used as a dwelling house cannot be demanded as of right unless 24 hours advanced notice of intended entry to the occupier has been given.

It is an offence to wilfully obstruct an authorised person acting in exercise of a right of entry ([section 196C \(2\)](#)).

Where there are reasonable grounds for entering land for enforcement purposes, and entry is refused or is reasonably likely to be refused, or there is a need for urgency, then it is possible for a Justice of the Peace to issue a warrant to allow entry ([section 196B\(1\)](#)).

6. Why the Council might not take action

6.1 Reasons for not taking action

Where a breach of planning control is found, it does not necessarily mean that the Council will take enforcement action. Formal enforcement action is a last resort and there are several reasons why the Council may conclude to take no action:

Expediency - National guidance states that action should not be taken solely to regularise a situation that is acceptable in planning terms. This means that if planning permission would likely be granted for the development should an application be received, and therefore the development is not resulting in unacceptable harm, the Council should not pursue enforcement action. In these instances, retrospective planning applications would usually be invited to provide the opportunity for the developer to get the correct permissions for the development (regularise the situation). If they choose not to apply, the Council will consider whether it is expedient to take any further action. This essentially means weighing up all the planning and any other considerations and deciding if any harm arising from the development is such that it needs to be stopped. If there is no significant harm, or other resulting benefits that outweigh any harm, it is likely that it will not be considered expedient to pursue further and the case will be closed. This does not authorise the development or give it permission but is purely a decision that the Council is not pursuing the matter further.

It has permission – The development may already have the necessary planning permissions and therefore is already authorised in Planning terms. See the ‘Approved development or works’ paragraph at section 4.1 for more details and links to further information.

It is not development – Planning controls development. Development is defined in the Town and Country planning Act 1990 as: “*the carrying out of building, engineering, mining or other operations in, on, over or under land, or the making of any material change in the use of any buildings or other land.*” The list at section 4 provides an overview of matters outside of our control.

Immune from action – If breaches of planning control occurred a long time ago (something built or an unauthorised use that has taken place continuously without a break) and no formal enforcement action has been taken against them, they become immune from enforcement action and therefore become lawful. There are, however, exceptions to this:

Where there has been deliberate concealment of a breach of planning control, the Council can seek to take enforcement action even after the relevant time limit has expired.

Within four years of previous enforcement action (or purported action) in respect of the same breach, the local planning authority could take further enforcement action if that earlier action proved to be defective even after the relevant time limit has expired. This is known as the ‘second bite’ provision and includes situations where

an Enforcement Warning Notice has been issued within the relevant time limit, but further enforcement action is subsequently required.

Legislation has recently changed providing that it is now 10 years for all types of breaches before the development will become immune (other than the above exemptions). There is, however, a transitional period meaning that some operational development or changes of use to a single dwellinghouse may still be immune after four years in the immediate period following the legislation change if the breach commenced before the legislation came into force. More information on this can be found at Appendix A.

7. Formal enforcement action

7.1 When and what formal action might the Council take?

Planning enforcement action is discretionary and as set out above, it is a last resort when there is unacceptable harm and informal attempts to achieve an acceptable outcome have failed. There may be some extreme cases where the harm needs to be stopped urgently and enforcement action may need to be taken promptly and without informal negotiation, however these instances are rare.

The Council has a wide array of formal powers to tackle breaches of planning control and related matters and will consider which powers are the most appropriate and effective for the specific matter. Its powers include:

Planning Contravention Notice (PCN) – This is a notice that can be served on a person when it appears that a breach of planning control has occurred to ask specific questions relating to who is involved in the land and what activities have been taking place. It is an offence to provide false or misleading information, or to not provide the required information within the specified time, which is usually 21 days. There are also other more limited fact-finding notices that can be served to obtain particulars of persons interested in land, provided by section 16 of the Local Government (Miscellaneous Provisions) Act 1976 and section 330 of the Town and Country Planning Act 1990.

Enforcement Notice – This is a notice requiring specified actions within a specified time, when the local planning authority is satisfied that a breach of planning control has occurred and it is expedient to issue the notice, considering the provisions of the development plan and any other material considerations. An Enforcement Notice is served on everybody with an interest in the land. The local planning authority can also ‘under-enforce’, meaning that the requirements in the notice are less than those needed to remedy the whole breach, and anything ‘missed’ then benefits from deemed planning permission. This may be used where some elements are acceptable in planning terms. Persons served with the notice can appeal to the Secretary of State (via the Planning Inspectorate) but shall be guilty of an offence if they do not comply with the notice in the specified time where there is no outstanding appeal. Where a prosecution for non-compliance is successful, the local planning authority can also apply for a Confiscation Order under the Proceeds of Crime Act

2002 to recover the financial benefit obtained through unauthorised development. The local planning authority may also enter land and carry out the works required by the notice themselves where there is non-compliance and recover the costs of undertaking the work from the owner of the land. It is an offence to wilfully obstruct this action.

Planning Enforcement Order – The local planning authority can apply to the Magistrates' Court for a Planning Enforcement Order where a breach of planning control has been deliberately concealed and the time limits for taking enforcement action have expired. If an order is granted, enforcement action can then be taken.

Temporary Stop Notice – This is a notice that can be used to deal with urgent matters where there is a requirement for activities to cease, reduce or minimise immediately. They apply for a maximum of 56 days and it is an offence to not comply. To prevent the breach resuming after the 56 days (or shorter period can be specified), an Enforcement Notice and possibly a Stop Notice are usually prepared and issued / served. A Temporary Stop Notice should only require what is essential to safeguard amenity or public safety; or to prevent serious or irreversible harm to the environment in the surrounding area. There is no right of appeal to the Secretary of State but the validity of the notice and appropriateness of the decision to issue it can be challenged by application to the High Court for judicial review. Compensation may be payable in limited circumstances.

Stop Notice – A Stop Notice can prohibit some or all activities like a Temporary Stop Notice, although it can only be served at the time or after the service of an Enforcement Notice. They are, therefore, usually used where activities need to stop before the deadline for compliance specified in an Enforcement Notice. The effective date of the Stop Notice must normally be no less than three days unless special reasons exist, and no more than 28 days after service. Other considerations are like a Temporary Stop Notice, in that it should only require what is essential to safeguard amenity or public safety; or to prevent serious or irreversible harm to the environment in the surrounding area. There is no right of appeal to the Secretary of State but the validity of the notice and appropriateness of the decision to issue it can be challenged by application to the High Court for judicial review. Compensation may be payable in limited circumstances.

Breach of Condition Notice – A Breach of Condition Notice can be used when a condition imposed on a planning permission (or condition of permitted development rights) isn't complied with. The notice will require compliance within a certain time. It is an offence to not comply with the notice and there is no right of appeal to the Secretary of State, but the validity of the notice and appropriateness of the decision to issue it can be challenged by application to the High Court for judicial review.

Injunction – The local planning authority can apply to the High Court or County Court for an injunction to restrain an actual or apprehended breach of planning control. Proceedings for an injunction are the most serious enforcement action the local planning authority can take as failing to comply can result in the person being committed to prison for contempt of court. This action is, therefore, used in the most serious cases.

Listed Building Enforcement Notice – This notice is like an Enforcement Notice, however, there are no time limits for issuing a Listed Building Enforcement Notice. Unauthorised works to listed buildings is also a criminal offence and the Council may prosecute for the offence committed.

Prosecution – Unauthorised works to listed buildings, relevant demolition in a Conservation Area, unauthorised works to protected trees, removal of important hedgerows, unauthorised works involving hazardous substances, displaying an advertisement in contravention of the relevant advertisement regulations and non-compliance with many of the notices listed here constitute a criminal offence for which the Council may prosecute. It can do this, either alone or in addition to other enforcement action, which may include undertaking works in default to remedy the breach of planning control or harm to amenity.

Section 215 Notices – Section 215 of the Town and Country Planning Act 1990 allows councils to issue notices requiring the improvement to the state of land or buildings where they are having a detrimental effect on local amenity. Powers under section 219 also allow for the Council to undertake the works and recover the costs from the landowner. Untidy land is dealt with by the Environmental Protection team at North West Leicestershire District Council.

Community Protection Notices – These provisions are not specifically planning legislation but are powers provided by the Anti-Social Behaviour, Crime and Policing Act 2014. Following a warning which must be served first, a notice can be issued where the conduct of an individual or body is having a detrimental effect, of a persistent or continuing nature, on the quality of life of those in the locality, and the conduct is unreasonable. The notice can require the recipient to stop doing specified things, do specified things or take reasonable steps to achieve specified results. The recipient can appeal to the Magistrates' Court under specified grounds, but otherwise it is an offence to not comply with the requirements of the notice. The Council may undertake remedial works where the land is open to the air, issue a fixed penalty notice, or the Court may issue a Remedial Order.

High Hedges Complaint – These provisions are not specifically Planning legislation but are powers provided by the Anti-Social Behaviour Act 2003. Where a hedgerow comprising two or more evergreen or semi-evergreen trees is significantly impacting on amenity (in terms of being a barrier to light) and demonstrable attempts to resolve this with the hedge owner have failed, a high hedges complaint can be submitted to the Council as a last resort. The Council will objectively assess, using standardised methodology, whether a Remedial Notice should be issued requiring a reduction to the height of the hedge, or part of it, and to maintain the hedge at that height, to result in an acceptable situation. Failure to comply with the notice is an offence and the Council may prosecute and / or undertake the works in default. This process cannot be used where the concerns relate to other issues, such as concerns over danger/safety of the trees comprising the hedge, damage caused by tree roots or blocking gutters, etc. High Hedge Complaints are dealt with by the Environmental Protection team at North West Leicestershire.

Tree Replacement Notice - A landowner has a duty to replace a tree which is removed in contravention of a tree protection order (TPO). Where the duty is not

complied with, local authorities have powers, under section 207 of the Town and Country Planning Act 1990, to issue tree replacement notices (TRNs). These powers are also exercised where a tree is removed in a conservation area in contravention of section 211 of the Act (i.e. without giving the council six weeks' notice) and in circumstances when a condition to plant a replacement tree, on a consent to fell a tree under a TPO, is not complied with. The notice can be appealed to the Secretary of State (via the Planning Inspectorate) but otherwise failure to comply with the notice is an offence for which the Council may prosecute.

Hedgerow Retention Notice / Replacement Notice – The Council may issue a Hedgerow Retention Notice if it receives an application to remove a protected hedgerow that it considers must be retained, or a Hedgerow Replacement Notice requiring the replacement of protected hedgerow that has already been removed. Unauthorised removal of a protected hedgerow is a criminal offence. The Planning Service would issue a Hedgerow Retention Notice, but the Planning Enforcement team would likely lead on a Replacement Notice as this is when the works have already been carried out without permission.

Enforcement Warning Notice – This notice formalises the process of inviting a retrospective planning application when an unauthorised development has a reasonable prospect of being acceptable in planning terms. The notice will set out the matters that appear to be in breach of planning control, and that unless an application is made by a specified date, further enforcement action may be taken. This notice does not have any specific requirements and cannot force a planning application to be submitted. It does, however, constitute enforcement action meaning that it can provide a longer time for the Council to take further enforcement action depending on when it is served in relation to when the breach took place.

8. Other Matters

8.1 Advertisements, flags and fly-posting

The display of advertisements is subject to a separate consent process within the planning system. This is principally set out in the [Town and Country Planning \(Control of Advertisements\) \(England\) Regulations 2007](#). Advertisements are controlled with reference to their effect on amenity and public safety only. Where advertisement consent is required, planning permission is not required in addition.

For planning purposes, 'advertisement' is defined in section 336(1) of the Town and Country Planning Act 1990 (as amended) as:

“any word, letter, model, sign, placard, board, notice, awning, blind, device or representation, whether illuminated or not, in the nature of, and employed wholly or partly for the purposes of, advertisement, announcement or direction, and (without prejudice to the previous provisions of this definition) includes any hoarding or similar structure used or designed, or adapted for use and anything else principally used, or designed or adapted principally for use, for the display of advertisements.”

There are three categories of advertisement consent:

- Those permitted without requiring either deemed or express consent from the local planning authority;
- Those which have deemed consent;
- Those which require the express consent of the local planning authority.

Express consent is only required to fly certain flags. Many flags (such as national flags) are contained in Schedule 1 to the Regulations and can, therefore, be flown without the need for express consent. Other flags have deemed consent under Schedule 3 to the Regulations. The government's [plain English guide to flying flags](#) provides more information on those flags which can be displayed without obtaining express consent: <https://www.gov.uk/government/publications/flying-flags-a-plain-english-guide>

'A-boards' on highways (including footways) where vehicular traffic is prohibited will require express advertisement consent. They will also require consent from Leicestershire County Council under [section 115E of the Highways Act 1980](#) for permission to place items such as 'A-boards' in highways (including footways) where vehicular traffic is prohibited.

All advertisements, whether they require consent or not, are subject to the standard conditions in [Schedule 2 to the Regulations](#). These are:

1. no advertisement is to be displayed without the permission of the owner of the site on which they are displayed (this includes the highway authority, if the sign is to be placed on highway land);
2. no advertisement is to be displayed which would obscure, or hinder the interpretation of, official road, rail, waterway or aircraft signs, or otherwise make hazardous the use of these types of transport;
3. any advertisement must be maintained in a condition that does not impair the visual amenity of the site;
4. any advertisement hoarding or structure is to be kept in a condition which does not endanger the public; and
5. if an advertisement is required to be removed, the site must be left in a condition that does not endanger the public or impair visual amenity.

It is illegal to display any advertisement (even if it has deemed consent) without first obtaining the permission of the owner of the site, or any other person who is entitled to give their permission.

Anyone who displays an advertisement in contravention of the Regulations commits an offence. For example, by displaying an advert without the necessary consent or without complying with the conditions attached to that consent. It is then immediately open to the local planning authority to bring a prosecution in the Magistrates' Court for an offence under [section 224 of the Town and Country Planning Act 1990](#).

Where a local planning authority achieves a successful conviction for failure to comply with an enforcement notice, they can apply for a Confiscation Order, under the [Proceeds of Crime Act 2002](#), to recover the financial benefit obtained through unauthorised development.

Local planning authorities also have powers to remove any advertisement (and any structure used for its display) which in their view is displayed in contravention of the Regulations. They also have powers to impose more strict conditions, including restricting deemed consent in a specified area, being able to serve a discontinuance notice for advertisements with deemed consent, and defining an Area of Special Control.

There are several provisions under which unauthorised advertisements can be controlled by local planning authorities. The principal mechanisms are in [section 224](#) and [section 225 of the Town and Country Planning Act 1990](#) (as amended). Local planning authorities have specific powers to deal with:

- [illegal hoardings](#);
- [fly-posting](#);
- [graffiti](#); and
- [unauthorised advertisements alongside highways](#).

Unauthorised advertisements alongside highways and attached to highways structures or trees are directed to the local highway authority at Leicestershire County Council to resolve under their powers set out in the Highways Act 1980.

Flyposting is dealt with by the Environmental protection team at North West Leicestershire.

Other unauthorised advertisements are dealt with by planning enforcement. More information on the process can be found here:

<https://www.gov.uk/guidance/advertisements#enforcement-against-specific-unauthorised-advertisements>

8.2 Unauthorised Encampments

An absence of authorised sites does not allow for unauthorised encampments or prevent the Council from taking enforcement action against them. The same process of investigation as any other suspected breach of planning control applies, but officers will usually liaise with the County Gypsy and Traveller Liaison Officer, the Police, and other services such as Environmental Protection and the Council's Equalities Officer where relevant. When dealing with unauthorised encampments, there is a balance between the need to resolve any breaches of planning control with the Human Rights Act and ensuring compliance with the Public Sector Equality Duty.

Often, unauthorised encampments are not dealt with by planning enforcement, either because they are on Council or Highway land, and therefore usually dealt with by the Multi-Agency Traveller Unit (MATU) hosted by Leicestershire County Council, or it

involves trespass onto private land and therefore is the responsibility of the landowner to remove/resolve. It is usually only when encampments commence on private land and the residential use is being authorised by the landowner, that planning enforcement has more involvement in the matter.

8.3 Biodiversity Net Gain (BNG)

There is now a national mandatory requirement for development to provide a minimum of 10% net gain in biodiversity compared to the situation on site before the development takes place. Biodiversity Net Gain must be provided for 30 years and can be provided within the development site or off-site, secured by condition or legal agreement. There is a requirement for developers or 'responsible bodies' who the developer may have entered into contract with, to provide comprehensive plans of how the net gain will be achieved and report on progress. Non-compliance with or breaches of approved schemes will constitute a breach of planning control and ensue investigation and where necessary, enforcement action to secure an acceptable outcome.

8.4 Appeals

While certain types of enforcement action can only be challenged by Judicial Review: where a judge will review the lawfulness of the decision or action made by the Council, some actions such as Enforcement Notices can be appealed to the Secretary of State. In this instance, the Planning Inspectorate will appoint an Inspector to determine whether the appeal should succeed or be dismissed. The appeal may be dealt with by written representations: whereby the appellant and Council submit their statements for the Inspector to consider before reaching their decision, informal hearing: where the Inspector leads an in-person meeting following receipt of each party's statement of case, or a public inquiry: which is used for the most serious or complex breaches of planning control where evidence may be tested by cross-examination on oath.

The timescale for the appeal process is dictated by the Planning Inspectorate and it may be a considerable time before the appeal is decided. The requirements of an Enforcement Notice are held in abeyance until the outcome of the appeal, so the Council may need to consider serving a Stop Notice in the meantime if an ongoing unauthorised development must be stopped urgently.

If the Council has invited a retrospective planning application and that application is subsequently refused, the applicant can also appeal that decision. Appeals are another reason that some cases can be open for long periods of time and the Council will need to consider whether any enforcement action should be taken at the point of a retrospective planning application being refused before awaiting the submission of an appeal.

9. Human Rights and Public Sector Equality Duty

9.1 Human Rights

The provisions of the [European Convention on Human Rights](#), such as Article 1 of the First Protocol (Right to peaceful enjoyment of property), Article 8 (Right to respect for private and family life) and Article 14 (Prohibition of discrimination), are relevant when considering enforcement action. There is a clear public interest in enforcing planning law and planning regulation in a proportionate way. In deciding whether enforcement action is taken, local planning authorities should, where relevant, have regard to the potential impact on the health, housing needs and welfare of those affected by the proposed action, and those who are affected by a breach of planning control. Individual rights will of course be balanced against those rights of public interest in any decision making.

In some instances, there is a clear public interest in taking rapid action to address breaches of planning control. To ensure that this is a proportionate approach, before serving a Stop Notice or Temporary Stop Notice, the local planning authority must be satisfied that there has been a breach of planning control and that the activity which amounts to the breach must be stopped immediately and before the end of a period allowed for compliance with an Enforcement Notice.

9.2 Public Sector Equality Duty

Section 149 of the Equality Act 2010 sets out the Public Sector Equality Duty. This places a duty on public authorities, in exercising their functions, to have due regard to the need to:

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

For planning enforcement, this means that officers, where they are aware, will have regard to the potential impact on any person with a protected characteristic or group of persons that share a protected characteristic that are either likely to be affected by the proposed action or likely to be affected by a breach of planning control.

Officers will also endeavour to make all communications as clear as possible by avoiding planning jargon or sufficiently explaining it to ensure it is understood, providing written communications in larger text or another language if requested, make any reasonable adjustments that have been requested and where necessary, by visiting people at their home to discuss any breach of planning control that directly affects their living conditions or any action that will have a material effect on their quality of life. Officers can be contacted by responding directly to any received correspondence or through the Council's Customer Service Team if you would like to discuss any of the above provisions. All methods of contacting the Customer Services Team can be found here: <https://www.nwleics.gov.uk/pages/contacts>.

10. Implementation and Monitoring

10.1 Implementation

This plan sets out how the Planning Enforcement team will respond to suspected breaches of planning control so that the process is as clear as possible. It will, therefore, be implemented by all officers in the Planning Enforcement team, overseen by the Planning and Development Enforcement Team Leader, Planning and Development Team Manager and Head of Planning and Infrastructure, and its effectiveness will be monitored as below.

10.2 Monitoring

To ensure that the Plan remains up-to-date and provides a robust basis for an effective and efficient planning enforcement service, performance of the service will be reported to Planning Committee bi-annually, and the Plan itself will be reviewed every three years, unless there is a significant change in legislation that necessitates an earlier review.

In terms of monitoring the performance of the Planning Enforcement service, the key aim of the service is to secure successful outcomes to breaches of planning control, and that is not easy to quantify given that reportable numbers only go some way to demonstrating success. For example, a case may be open for a year or more while officers work informally with somebody who is complying with their requests to carry out works to remedy the situation. At the end of that process, the Council may have secured an outcome that results in a good situation in planning terms. This has avoided the need to serve a formal notice that takes significant officer time and therefore resources are reduced for other cases. The notice may then be appealed which takes more resource to draft statements and perhaps arrange and attend a Hearing or Inquiry. The appeal takes the situation out of the Council's control in terms of timescales and outcome, meaning that it could take a further year or more and the result could be that the appeal is allowed. The number of notices served and the amount of time it takes to close a case is therefore not always a good indicator of performance. It could even be considered that a high number of notices served indicates a failing service, as it may be because of officers being unable to effectively respond and intervene at an early stage, or an inability to negotiate good outcomes otherwise.

A more suitable measure of performance is, therefore, how quickly the Council responds to enquiries alleging a suspected breach of planning control. A fast response can often 'nip it in the bud', either by making someone realise they are breaching planning control, stopping ongoing works before more irreparable harm is done, and getting the ball rolling for any subsequent action required (inviting a retrospective planning application or negotiating other works). The ability to respond to enquiries in accordance with the priorities set out in this Plan is, therefore, considered a good indicator of whether the right amount of resource is being directed to the right things. This, coupled with a regular review of total open cases and the number of historic or stagnated cases, and the number of any founded complaints received about the service, to be reported to Planning Committee bi-annually, is

considered to be as far as data can show an appropriate measure of a responsive, effective and efficient planning enforcement service.

Appendix A – Explanation of transitional period for enforcement action time limits following the provisions of the Levelling-up and Regeneration Act 2023

The time limits for taking enforcement action have changed through the provisions of the Levelling-up and Regeneration Act 2023, which came into force on 25 April 2024. The time limits are set out in [section 171B of the Town and Country Planning Act 1990](#) (see also [The Planning Act 2008 \(Commencement No. 8\)](#) and [Levelling-up and Regeneration Act 2023 \(Commencement No. 4 and Transitional Provisions\) Regulations 2024](#) for transitional arrangements).

The new legislation means that the date breaches of planning control may become immune from enforcement action depends on whether the breach commenced before or after 25 April 2024.

In most cases (apart from the exemptions listed in the ‘Immune from action’ section at 6.1), development becomes immune from enforcement if no action is taken:

- within 10 years of substantial completion for a breach of planning control consisting of operational development where substantial completion took place on or after 25 April 2024;
- within 10 years for an unauthorised change of use to a single dwellinghouse where the change of use took place on or after 25 April 2024;
- within four years of substantial completion for a breach of planning control consisting of operational development where substantial completion took place before 25 April 2024;
- within four years for an unauthorised change of use to a single dwellinghouse where the change of use took place before 25 April 2024; or,
- within 10 years for any other breach of planning control (essentially other changes of use).

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – TUESDAY, 22 OCTOBER 2024



Title of Report	COUNCIL DELIVERY PLAN – PERFORMANCE REPORT – QUARTER 2 2024/25	
Presented by	Councillor Keith Merrie MBE Infrastructure Portfolio Holder	
Background Papers	Council Delivery Plan Council meeting held on 14 November 2023	Public Report: Yes
		Key Decision: Yes
Financial Implications	There are no financial implications arising from this report.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	There are no legal implications arising from this report.	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	The Council Delivery plan sets out the priorities for the Council for a five-year period so has significant corporate and staffing implications.	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To report the performance of the Council during the second quarter of 2024/25 against the objectives and key performance indicators as detailed in the new Council Delivery Plan as agreed by full Council on 14 November 2023	
Reason for Decision	To make Members aware of the early progress of the Plan.	
Recommendations	THAT CABINET CONSIDERS THE MONITORING REPORT AND HIGHLIGHTS THE ELEMENTS MAKING POSITIVE PROGRESS AND THOSE WHERE THERE IS A NEED FOR EARLY INTERVENTION.	

1.0 BACKGROUND

- 1.1 The Council prepared a new Council Delivery Plan during late 2023, and the Plan is scheduled to cover the lifetime of the Council administration for the period 2023/24 until a year beyond the next election in May 2027 (to ensure continuity in the aftermath of that election and to allow time for a new plan to be developed). The Plan was developed with inputs from the Corporate Scrutiny Committee and the opposition groups and was agreed by Council at its meeting on the 14 November 2023.
- 1.2 The Plan will be monitored in relation to the targets and a suite of performance indicators on a quarterly basis in line with the performance management framework. This involves quarterly reports to Cabinet with the outcomes of the reports then shared with the Corporate Scrutiny Committee.
- 1.3 The Council is at an early stage in the Council Delivery Plan's life cycle, the Plan having only been adopted in November 2023. Accordingly, the reporting progress is inevitably going to be restricted at this point in time. The reporting period for this report runs from 1 July 2024 to 30 September 2024.
- 1.4 The performance report for the previous quarterly period was presented to the Corporate Scrutiny Committee at its meeting on 29 August 2024. The following is an extract from the draft minutes of the Corporate Scrutiny Committee when the item was presented.

PERFORMANCE MONITORING REPORT

The Head of Human Resources and Organisational Development presented the report.

In response to a Member, the Strategic Director of Resources reiterated that the 2021/22 accounts had been published in June 2024, that a value for money opinion would be issued for 2022/23 by the end of September, and that a meeting with Mazars and the Audit and Governance Committee had been scheduled for September 2024 too. The Council's financial reserves were healthy and its governance structure robust. He also advised Members as to how the auditors would assess value for money, by examining the Council's financial performance as a totality.

A discussion was had about the definition of 'a well-run Council'. Officers advised that the definition of 'a well-run council' synthesised the work of Oflog and the LGA.

The Chair requested further information to clarify specifically how accepted good practice in the local government sector had been incorporated into the Council Delivery Plan which was adopted by full Council for a 4-year term last year.

A Member proposed the following definition and requested that it be placed in the minutes: 'A well run Council co-ordinates its actions around an overarching vision, underpinned by a thorough and ongoing appraisal of stakeholder needs and aspirations, and provides sound leadership on the local economy, environment and community by championing democracy, value for money, fairness and meaningful opportunity.'

The Head of Human Resources and Organisational Development stressed that below the Council Delivery Plan sat a range of service level plans and these were reviewed annually.

The Chair thanked Members for their comments which would be presented to Cabinet on 22 October 2024.

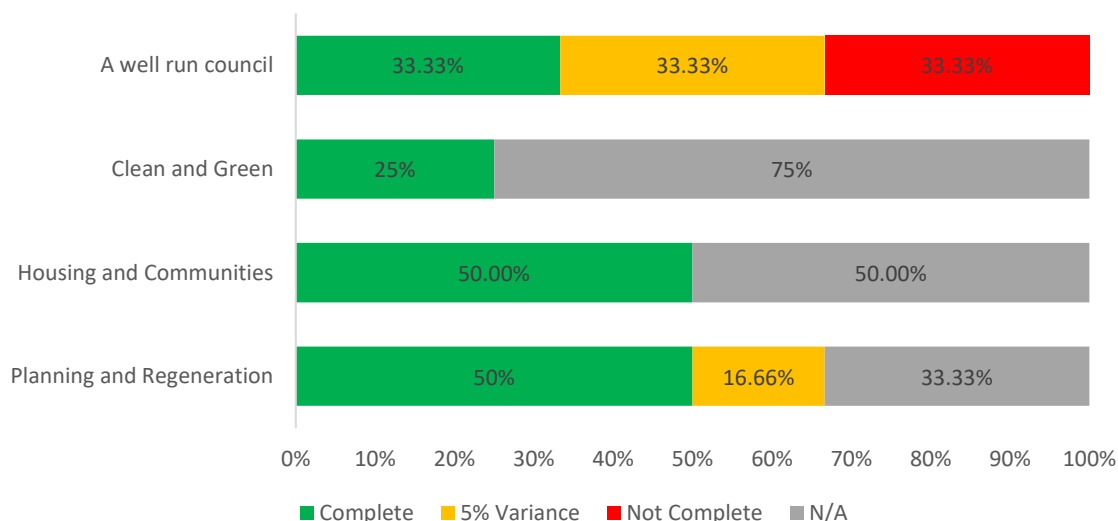
These comments from the Corporate Scrutiny Committee have been included for Cabinet members' consideration, as this is the agreed process as set out in the Council's Performance Management Framework document as presented to full Council in November 2023, in conjunction with the Council Delivery Plan.

2.0 PERFORMANCE REPORT

2.1 The Council Delivery Plan contains four key priority areas – notably “A well run Council, Clean and Green, Housing and Communities and Planning and Regeneration”.

2.2 There are 18 Key Performance Indicators (KPI's) in the Plan. Six relate to Planning and Regeneration, five to Housing and Community Services, four relate to Clean and Green and three relate to A Well-Run Council.

The table below shows the performance in quarter 2 overall against each of the four priority areas. The table shows the priorities that have been completed, those that were within a 5% variance of being completed, those that were not completed at all and those that were not applicable (usually due to no data being available, because they are scheduled for completion at a later stage of the Plan.)



2.3 Of the 18 Key Performance Indicators (KPI's) in the Council Delivery Plan.

Three relate to a Well-Run Council. One is not completed, one is within a 5% variance of completion, and one will be completed at a later stage of the Council Delivery Plan.

Six relate to Planning and Regeneration. Three have been completed, one is within a 5% variance of completion, two will be completed at a later stage of the Council Delivery Plan.

Five relate to Housing and Communities. Two are complete and three will be completed at a later stage of the Council Delivery Plan

Four KPIs relate to the Clean and Green objective, one is complete, and three will be completed at a later stage of the Council Delivery Plan.

2.4 Summary of progress in quarter 2.

The areas of key progress in the quarter (drawn from the detailed information in the tables below) are: -

- The Council has comfortably exceeded the Government targets in terms of timescales for determining major, minor and other planning applications for the second consecutive quarter.
- The delivery of the Marlborough Square project (culminating in the opening ceremony) took place this quarter as well as the unveiling of the Mother and Child statue in its new location in the Belvoir Centre
- In respect of the compliance of Private Landlords with the Minimum Energy Efficiency Standards (MEES) policy, the number of non-compliant properties following enforcement intervention in Quarter 2, has seen a dramatic reduction in the space of twelve months to 18 non-compliant properties from a baseline of 118 in September 2023
- The food businesses have achieved the target in respect of the number achieving a five-star food hygiene rating.
- The development of a Transformation Plan with the aim of supporting the drive to delivery budget savings in the medium term. In addition to this the budget setting process for 2025/26 has started earlier than in previous years so that budget proposals can be considered in the early Autumn.

The only indicator with a RAG rating of Red this quarter pertains to obtaining an unqualified opinion on our accounts by an external auditor- the remedial actions put in place this quarter to address this are: -

- The Procurement of additional temporary resource within the finance team to assist with the backlog of Statement of Accounts.
- Development of detailed action plans to address backlog of reconciliations.
- Recommendations highlighted in recent limited assurance reports are being addressed, with 50% of recommendations already completed.

The election of a new Government in July 2024 has resulted in the Council still awaiting clarity in terms of legislation/guidance impacting the Local Plan and Waste reviews.

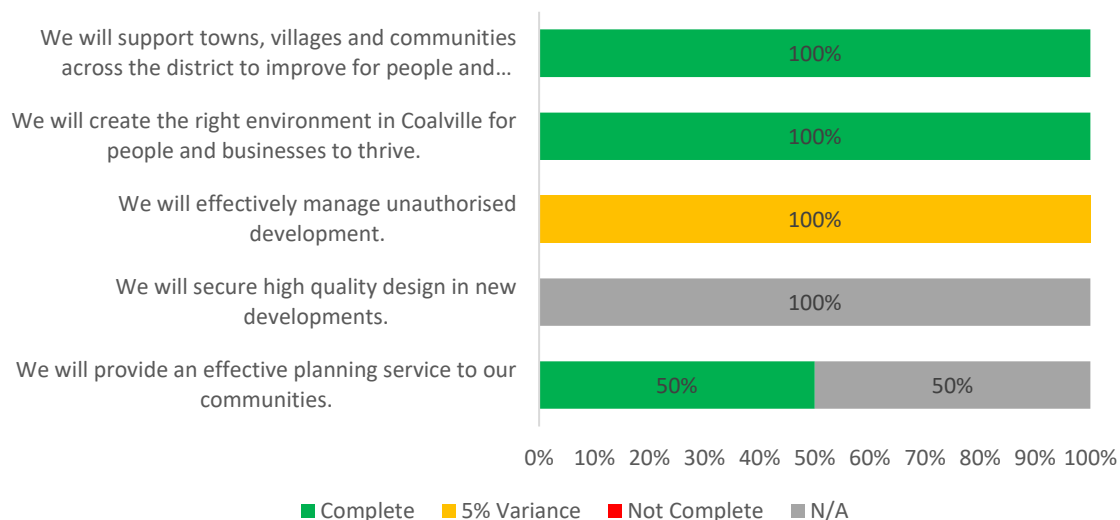
The Waste review is currently delayed pending clarity from the government around the 'simpler recycling proposals' which fundamentally impact on which option for the future service are taken forward.

2.5 Transformation programme update

The Council’s Transformation Programme is to ensure financial sustainability and improve service delivery. A sum of £0.5m has been allocated to support various transformation initiatives. Transformation will be aligned with the Council Delivery Plan, which includes performance measures to ensure value financial health and better outcomes for residents. A summary of transformation schemes and approved budget from the £0.5m is summarised in Appendix One.

The following four tables show the more detailed breakdown of the indicators as they relate to each of the priority areas using the same assessment scale in relation to percentage completed etc. For each of the priority areas more information is provided in the later stages of the report together with detailed commentary on the progress.

Planning and Regeneration



Planning and regeneration_ Overview of Performance in Percentage of KPI

As a percentage of applicable KPIs	Complete	5% Variance	Not Complete	N/A
We will provide an effective planning service to our communities. (Split into two sections)	50%			50%
We will secure high quality design in new developments.				100%
We will effectively manage unauthorised development.		100%		

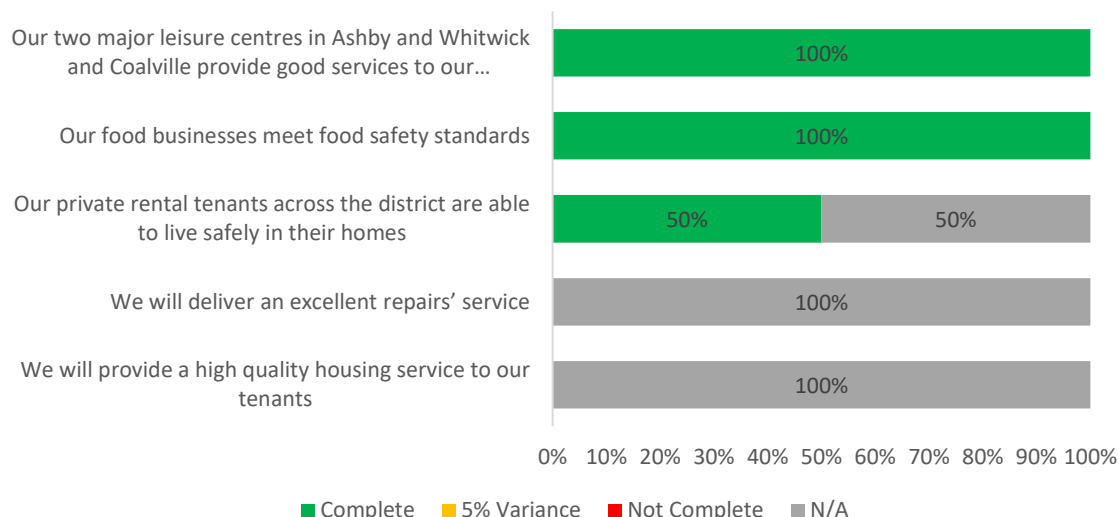
We will create the right environment in Coalville for people and businesses to thrive. 100%

We will support towns, villages and communities across the district to improve for people and businesses. 100%

Planning and Regeneration_ Overview of Performance in KPI numbers

As a number of applicable KPIs/KPI sections	Complete	5% Variance	Not Complete	N/A
We will provide an effective planning service to our communities. (Split Across 2 KPIs 1. Adoption of a local plan by 2026 and 2. Timely determination of planning applications- Major, Minor and other)	0.5			0.5
We will secure high quality design in new developments.				1
We will effectively manage unauthorised development.		1		
We will create the right environment in Coalville for people and businesses to thrive.	1			
We will support towns, villages and communities across the district to improve for people and businesses.	1			

Housing and Communities



Housing and Communities- overview of Performance in Percentages of KPIs

As a percentage of applicable KPIs	Complete	5% Variance	Not Complete	N/A
We will provide a high-quality housing service to our tenants				100%
We will deliver an excellent repairs' service				100%
Our private rental tenants across the district are able to live safely in their homes	50%			50%
Our food businesses meet food safety standards	100%			
Our two major leisure centres in Ashby and Whitwick and Coalville provide good services to our communities	100%			

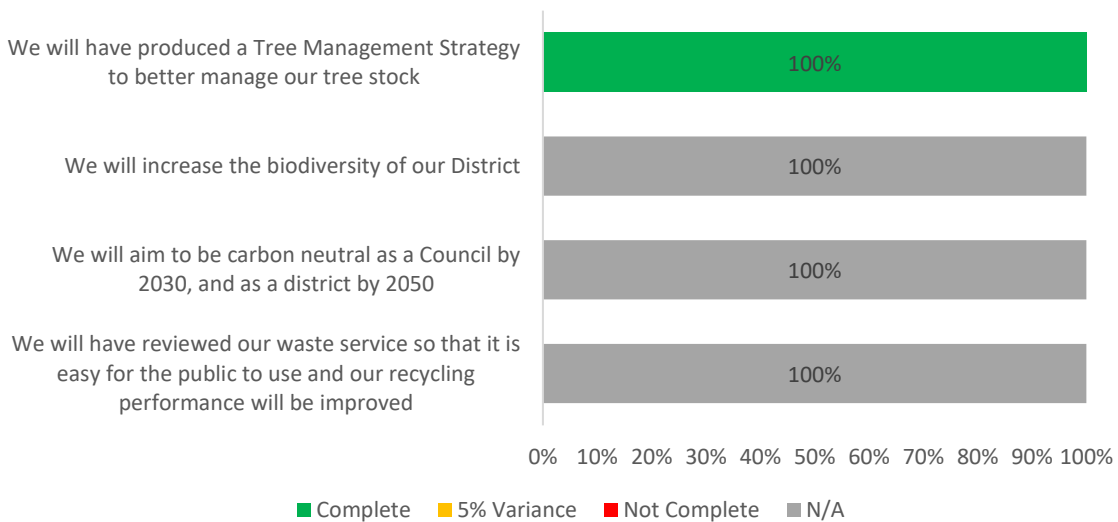
Housing and Communities- overview of Performance in KPI numbers

As a number of applicable KPIs/KPI sections	Complete	5% Variance	Not Complete	N/A
We will provide a high-quality housing service to our tenants				1
We will deliver an excellent repairs' service				1
Our private rental tenants across the district are able to live safely in their homes (This KPI is split across two distinct Services- Private Landlord compliance with MEES standards which is dealt with Environmental protection Team and Private Landlord's charter which is dealt with by Housing)	0.5			0.5

Our food businesses meet food safety standards 1

Our two major leisure centres in Ashby and Whitwick and Coalville provide good services to our communities 1

Clean and Green



Clean and Green- overview of Performance in Percentages of KPIs

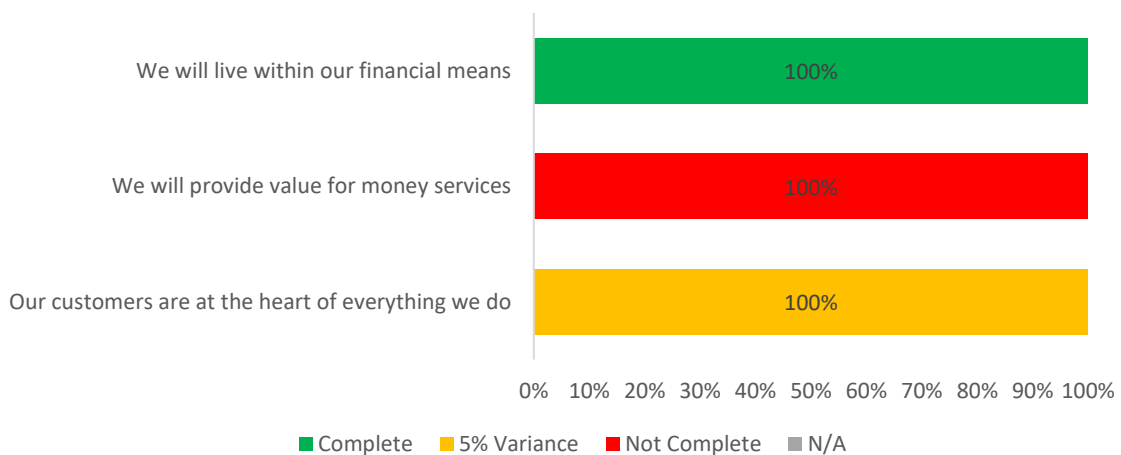
As a percentage of applicable KPIs	Complete	5% Variance	Not Complete	N/A
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We will have reviewed our waste service so that it is easy for the public to use and our recycling performance will be improved	100%
We will aim to be carbon neutral as a Council by 2030, and as a district by 2050	100%
We will increase the biodiversity of our District	100%
We will have produced a Tree Management Strategy to better manage our tree stock	100%

Clean and Green- overview of Performance in number of KPIs

As a number of applicable KPIs/KPI sections	Complete	5% Variance	Not Complete	N/A
We will have reviewed our waste service so that it is easy for the public to use and our recycling performance will be improved				1
We will aim to be carbon neutral as a Council by 2030, and as a district by 2050				1
We will increase the biodiversity of our District				1
We will have produced a Tree Management Strategy to better manage our tree stock	1			

A Well-Run Council.



Well Run Council- overview of Performance in Percentages of KPIs


As a percentage of applicable KPIs	Complete	5% Variance	Not Complete	N/A
Our customers are at the heart of everything we do		100%		
We will provide value for money services			100%	
We will live within our financial means	100%			

Well Run Council- overview of Performance in numbers of KPIs

As a number of applicable KPIs/KPI sections	Complete	5% Variance	Not Complete	N/A
Our customers are at the heart of everything we do		1		
We will provide value for money services			1	
We will live within our financial means	1			


Policies and other considerations, as appropriate	
Council Priorities:	This report measures progress against all of the new Council priorities.
Policy Considerations:	Council Delivery Plan
Safeguarding:	No direct considerations
Equalities/Diversity:	No direct considerations, the Plan impacts across all of the district's communities.
Customer Impact:	The Plan seeks to improve customer contacts and interactions with our many customers. Indicators around customer response times are included.

Economic and Social Impact:	The Plan seeks to improve the economic and social impact of the Council's activities in the District.
Environment, Climate Change and Zero Carbon:	The Plan contains the Council's commitment to a clean, green and zero carbon District.
Consultation/Community/Tenant Engagement:	No current or planned consultations.
Risks:	Consideration has been given to the corporate risk register when compiling the plan.
Officer Contact	<p>Mike Murphy Head of HR and OD Mike.murphy@nwleicestershire.gov.uk</p> <p>Allison Thomas Chief Executive Allison.thomas@nwleicestershire.gov.uk</p>

Priority	KPI reference	Key Aim	Q2 Progress	Target	Commentary	Head of Service	RAG rating
 Planning and regeneration	1	We will adopt a local plan by 2026	Responses to consultation concerned with Strategic Policies considered by Local Plan Committee on 14 August 2024.	2023-4 Submit local plan (Reg 18 consultation). 2024/5 Pre-submission consultation (Reg 19) Submission of local plan and examination.	Issues with transport modelling, coupled with the removal of the need to submit the plan for examination by end of June 2025 following the proposed Government reforms to the planning system means that submission will be put back to 2026. Adoption of the Local Plan is now anticipated to be early 2027.	Head of Planning and Infrastructure	
	2	We will deal with your planning applications for major, minor and other developments by consistently meeting and exceeding the government's targets of 60%, 65% and 80% respectively.	86% 83% 93%	Major- At least 60% of applications determined within 13 weeks. Minor- At least 65% of applications determined within 8 weeks. Other- At least 80% of applications determined within 8 weeks.	The team has comfortably exceeded all three of the set targets for this period for the second quarter running.	Head of Planning and Infrastructure	
	3	We will have developed a new local design guide,		2023-4 Develop a new Design Guide for North West	The document is still being drafted and it is anticipated that public consultation will	Head of Planning and Infrastructure	


		and new developments will comply with it.		<p>Leicestershire adopting current best practice in accordance with the Governments National design guide.</p> <p>Undertake public consultation on the new Design Guide for North West Leicestershire.</p> <p>2024/5 Adopt the new design guide for North West Leicestershire.</p> <p>New development complies with the requirements of the adopted design guide.</p>	take place in Q3 with adoption by the end of Q4		
	4	We will effectively manage unauthorised development.		<p>Work begins in 2024/5. Adopt a new local enforcement plan by the end of Q2 24/25</p> <p>Monitor and measure response times against the targets set out in the</p>	The new Local Enforcement Plan will be considered by Cabinet at its 22nd of October meeting so will be adopted at the beginning of Q3 of this financial year.	Head of Planning and Infrastructure	

				adopted Local Enforcement Plan and report biannually to Planning Committee in Q3 and 4 24/25	There has been a slight delay to adoption due to the Planning Enforcement Team Leader leaving the authority in Q2		
	5	We will have delivered our ambitious Coalville Regeneration Framework.		Make progress on the six projects identified for delivery by the Council in the Coalville Regeneration Framework document.	The Council has made good progress towards delivering our regeneration aspirations for Coalville over the last quarter. Marlborough Square public realm improvements have been completed and the square is now hosting a range of events including a regular open-air market. In addition, major milestones have been achieved on the following schemes identified in the town's Regeneration Framework document: Needhams Walk, Wolsey Road, Belvoir Shopping Centre (re-erection of Mother and Child Statue) and the Marlborough Centre (appointment of preferred contractor).	Head of Property and Economic Regeneration	

	6	We will have developed a regeneration framework and will be on the way to supporting thriving towns, villages and communities across the district.		Publish a Framework document and begin implementation by Q4	A District Wide Regeneration Framework document has now been drafted, was considered and commented upon by Community Scrutiny Committee in September and will be presented to Cabinet for final sign off on 22nd October 2024. Progress is already being made towards delivery of a number of the projects in this framework.	Head of Property and Economic Regeneration	
 Housing and Communities	7	We will provide a high quality housing service to our tenants.	64% (awaiting out of 5 Scoring from regulator)	2023/4 First data publication 2024/5 Awaiting year 2 data and five-star rating to be published by regulator.	The data provided is the annual survey figure for 2023/4 which is the most up to date available.	Head of Housing	
	8	We will deliver an excellent repairs' service.	62% (awaiting out of 5 Scoring from regulator)	2023/4 First data publication 2024/5 Awaiting year 2 data and five-star rating to be published by regulator.	The data provided is the annual survey figure for 2023/4 which is the most up to date available.	Head of Housing	
	9	Our private rental tenants across the district are able to live safely in their homes.		100% of Landlords contacted within the specified time-period within the MEES policy for non-compliance.	All landlords were contacted within the specified time.	Head of Community Services	


					<p>The number of non-compliant properties following enforcement intervention in Q2, has reduced from 23 in Q1 to 18 in Q2</p> <p>The baseline number in September 2023 was 118 non-compliant properties.</p>		
				<p>Creation of a Private Sector Housing Charter.</p>	<p>Meetings have taken place to plan a website refresh and begin updating the circulation list for the landlord's forum. A provisional date for the next meeting has been agreed with key partners</p>		

	10	Our food businesses meet food safety standards.		<p>2023/24 80% of food businesses having a hygiene rating of 5 (very good)</p> <p>0 rating – urgent improvement required 1 rating – major improvement required 2 rating – some improvement required 3 rating – satisfactory 4 rating – good standard 5 rating – very good standard</p>	<p>81.3% 664 of 816 of food establishments have been rated as having very high hygiene standards (5)</p> <p>Breakdown:</p> <p>0=1 1=5 2=6 3=31 4=109 5=664</p>	Head of Community Services	
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	11	<p>Our two major leisure centres in Ashby and Whitwick and Coalville provide good services to our communities.</p>		<p>The leisure centres will be assessed independently against a national standard and achieve a 'good' or higher rating. (This will be provided annually in Q3)</p>		Head of Community Services	
 <p>Clean and Green</p>	12	<p>We will have reviewed our waste service so that it is easy for the public to use and our recycling performance will be improved.</p>		<p>The Council is considering which future potential waste collection methodologies are most suitable in the future. The Council has appointed consultants Enomia to complete a detailed modelling report of possible alternative collections possibilities. The report will examine the comparative costs and performance associated with future</p>	<p>Legislation is still unclear as regards what will be acceptable for local authorities as regards to how they collect recycling from households. This is directly linked to the Environmental Act which favoured the kerbside separation of recycling and the Simpler Recycling guidance which the previous government released just before the</p>	Head of Community Services	

				collection options and scheme configurations, inclusive of legislation changes incorporating the introduction of weekly food waste collections by April 2026.	election earlier this year which indicated that commingled methods may be acceptable. The Council is yet to hear what the new Labour Government will announce in terms of both guidance and more importantly legislation. The decision to make any changes to the current system could place the Council at risk financially and in terms of compliance with legislation. As a result, the review has been paused until further clarity is received.		
	13	We will aim to be carbon neutral as a Council by 2030, and as a district by 2050.		2023/4 Development of assessment work and target setting	Cost of net zero is dependent on Asset Management Plans for both Housing & Property Services which are being developed and will inform the budget process for 2026/27. Fleet replacement plans will be refreshed linked to the Waste Services Review – non-electric fleet continues to run on HVO. Across the district, The Council is working	Head of Community Services	

					collectively as the Green Living Leicestershire partnership providing grant funding and support schemes to help residents improve the energy efficiency of their homes; Solar Together and Energy Switch schemes continue; and a new solar PV electric vehicle charging hub is being procured for Moneyhill car park.		
	14	We will increase the biodiversity of our District.		10% Biodiversity Net Gain on large developments with planning permission	Since the last reporting period, the Council has made recommendations on schemes that are subject to BNG, but as these cases require S106 legal agreements to capture the requirements, no decisions have yet to be issued.	Head of Planning and Infrastructure	
	15	We will have produced a Tree Management Strategy to better manage our tree stock.		2023/24 Cataloguing of Housing tree estate complete.	Following consultation and feedback on the draft strategy from stakeholders including the National Forest, Leicestershire and Rutland Wildlife Trust, the Woodland Trust, the Forestry Commission, and Leicestershire County Council, the strategy is in the process of being	Head of Community Services	

					updated and refined prior to be taken through Community Scrutiny and Cabinet for in December 2024.		
A well-run  Council.	16	Our customers are at the heart of everything we do.	78% overall across both stages Stage 1 – 82% Stage 2 – 65% At the time of reporting, 11 complaints still pending a response but still within time frame.	2023-4 70% of Complaints responded to on time by end of year	Marginal increase on Q1 performance. Internal communication raising awareness and changing culture on complaints continues. Further guidance on how to respond and investigate complaints has been shared.	Customer Services Team Manager	
	17	We will provide value for money services.		Unqualified Opinion to be provided	The Statement of Accounts 2021/22 were approved by Audit and Governance Committee on 25 September 2024. The Statement of Accounts 2022/23 will be published in October 2024.	Head of Finance	
	18	We live within our means		Zero funding gap	The Council's Transformation Plan has been developed to support the delivery of significant	Head of Finance	

					<p>savings over the medium term.</p> <p>The budget setting process for 2025/26 has started earlier than in previous years so that budget proposals can be considered in the early Autumn.</p>		
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Appendix One

Performance of Transformation Delivery Plan

Scheme Name and Description	Approved Budget £	Key Deliverables	Latest Update
Strategic Communication Support – increased working hours for the Communications Team Manager	13,603	<ul style="list-style-type: none"> • A clear focus on internal communications, together with staff and member engagement to ensure all stakeholders feel part of the transformation process. • Development of a clear communications strategy, clarifying roles and responsibilities • Foster open dialogue between teams • Communicate the reasons behind the transformation and its benefits to employees 	<p>Internal communication and Transformation Programme Communications strategy have been developed.</p> <p>Principles in the above strategies also being used in the Housing Improvement Programme communications strategy.</p> <p>Transformation Programme Staff Roadshow held in July 2024.</p> <p>Calendar of internal communications events established, including rolling programme of staff roadshows,</p>

			<p>'In conversation with' and 'Knowledge exchange' sessions.</p> <p>Six iNet articles (June – September) on topic (or sub-topics)</p> <p>Links established with Team Leaders Forum to support two-way dialogue.</p>
Additional HR Support - To provide additional HR support of 3 days per week, for a two-year period, with focus on sickness management.	64,038	<ul style="list-style-type: none"> • Reduced sickness absence rates in Waste Services • Reduced budget overspends – reduced agency costs. • Achieve vacancy savings 	Additional Human Resource support has now been secured and the attendance management policy has been reviewed by the Corporate Leadership Team.
Waste Services Review - The Council is currently conducting a waste services review, which aims to bring about significant changes to its waste collection system. The review focuses on improving waste collections by exploring different recycling container options to replace the existing boxes and bags.	n/a	<ul style="list-style-type: none"> • Improved recycling rates by introducing containers and systems that are more user-friendly and efficient. • Ensuring that the new waste collection system is cost effective balancing the initial investment with long-term savings and benefits. • Aligning with new DEFRA guidelines and government requirements. • Enhancing overall satisfactions of residents by making the system more convenient and reliable. 	<ul style="list-style-type: none"> • Consultation with residents completed during summer 2024 with nearly 20,000 responses received. • All Members briefed on the options. • Continue to work with Eunomia on developing the business case. • Financial modelling being undertaken.
Parking Review – to ensure that the Council has a clear strategy for parking rates across the district.	n/a	<ul style="list-style-type: none"> • Simplified and aligned charging structure across the district. • Enhance electric vehicle charging points across council car parks. 	<ul style="list-style-type: none"> • Consultation with residents has been completed with over 4,000 responses.

		<ul style="list-style-type: none"> Promote sustainable transport options 	<ul style="list-style-type: none"> A range of options have been considered. Financial modelling is ongoing.
Council Tax Discounts and Exemptions - Review of discounts and exemptions to confirm their relevance and fairness in the current economic climate.	n/a	<ul style="list-style-type: none"> Additional revenue from increasing council tax premiums Incentivise behaviours i.e. reducing the number of long-term empty properties. To bring council tax premiums and exemptions in line with neighbouring authorities 	<ul style="list-style-type: none"> Several meetings with other councils in the Revenues and Benefits Partnership to discuss consultation approach. Consultation being developed by Communications Team Equality Impact Assessment to be completed.
Unit 4 (finance system) enhancements - The Council implemented its new financial system (Unit4) in April 2023. However, it is apparent that the full functionality is not being utilised. There is a focus on improving budget monitoring for all stakeholders across the Council. The Council is working with Vision ERP to deliver enhancements not just on budget monitoring but in other financial management areas as well such as exchequer and financial reporting.		<ul style="list-style-type: none"> Automation of routine tasks and reconciliations particularly the bank reconciliation process Reduced errors on data entry Real time reporting One version of the truth Forecasting future budget need based on various scenarios. Software helps ensure compliance with financial regulations i.e. the Council's Constitution Timely completion of statutory returns 	<ul style="list-style-type: none"> The Council has worked with a third-party during the summer of 2024 to prioritise key functionality including budget monitoring. Budget monitoring functionality is now live and to be rolled out across services
Customer Contact Improvement - A project that will examine how our customers contact and interact with the Council.	90,000	<ul style="list-style-type: none"> Improved website content Reduced avoidable calls. 	<ul style="list-style-type: none"> Project Initiation Document developed. Project Board identified

<ul style="list-style-type: none"> • Analysis of customer contact • Customer contact preference surveys • Website content and content management review • Wholesale customer contact review (including written – letters, emails – and verbal – phone, in person) • Ongoing complaint analysis (already underway) • Staff training (customer contact, complaint handling, tone of voice – some already underway) • Topic-specific customer focus groups • Central ‘knowledge hub’ for customer contact 		<ul style="list-style-type: none"> • Enhanced customer complaint handling 	
<p>Capital Asset Facilities Management System - The Council’s General Fund (GF) property assets represent one of the Council’s largest financial investments. In total there are in excess of 100 properties within the GF Property Portfolio meeting a range of functions. The sufficiency and suitability of the properties held is of vital importance to the operation of the Council. These properties are used to; accommodate meetings of the Council as a body, provide a base from which staff can deliver service and interact with customers, and for the provision of certain services (e.g. recreation grounds are used to provide leisure services to the community).</p>	<p>170,000 (to be met from Business Rates Reserve as approved by Cabinet on 23 July 2024)</p>	<ul style="list-style-type: none"> • That legislative requirements (such as Electrical inspections, Legionella testing and Fire Risk Assessments) are being complied with for all council’s Properties. • That where reports, testing and inspections recommend remedial actions, these are being undertaken within timescales set out in policy. • That greater use can be made of corporate contracts for property related services (FRA, EICR, 	<ul style="list-style-type: none"> • Project management team being developed.

		Legionella Testing etc) (potential cost savings).	
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In addition to the costs outlined above (excluding the CAFM system as this will be funded from the Business Rates Reserve), the Council has employed a Local Government Association Graduate Programme to support the Transformation Programme. The Graduate Programme is a fast-track development programme for bright and passionate graduates who want to make a difference in local government. It is a two-year programme where graduates are employed by councils.

The Council is recruiting to a Transformation Programme Officer vacancy with an appointment imminent. The costs of this will be met from reserves previously set aside to fund this post for the first two years and funded from savings identified thereafter.

The committed budget to date is summarised in the table below.

Expenditure	£
Additional communications support	13,603
HR support	64,038
Customer contact	75,984
LGA Graduate	86,647
Total	240,272

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – TUESDAY, 22 OCTOBER 2024



Title of Report	AIR QUALITY UPDATE	
Presented by	Councillor Michael Wyatt Communities and Climate Change Portfolio Holder PH Briefed <input type="checkbox"/> yes	
Background Papers	Community Scrutiny Minutes Agenda for Community Scrutiny Committee on Thursday, 19th September, 2024, 6.30 pm - North West Leicestershire District Council (nwleics.gov.uk)	Public Report: Yes Key Decision: Yes
Financial Implications	There are no direct financial implications arising from this report.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	There are no direct legal implications arising from the report.	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	There are no direct staffing or corporate implications arising from the report.	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To: <ol style="list-style-type: none"> 1. Update Cabinet on the air quality work completed by the Environmental Protection team 2. Seek Cabinet's agreement to revocation of the Copt Oak Air Quality Management Area (AQMA) 3. Update Cabinet on the Annual Status Report (ASR) to be submitted to the Department for Environment, Food and Rural Affairs (DEFRA) 	
Reason for Decision	To seek approval to revoke the Copt Oak AQMA.	
Recommendations	THAT CABINET: <ol style="list-style-type: none"> 1. NOTES THE AIR QUALITY UPDATE 2. NOTES THE COMMENTS FROM COMMUNITY SCRUTINY 3. AGREES TO THE PROPOSED REVOCATION OF THE COPT OAK AQMA 4. NOTES THE ANNUAL STATUS REPORT (ASR) TO 	

1.0 BACKGROUND

- 1.1** All councils have a statutory responsibility to assess the present and future air quality of their area in relation to the requirements of the National Air Quality Strategy, and to identify the main sources of the pollutants affecting air quality.
- 1.2** Air pollution is a complex mix of particles and gases. Particulate Matter (PM) and Nitrogen Dioxide (NO₂) are major components of urban air pollution, and are the pollutants affecting the air quality in North West Leicestershire.
- 1.3** The Council has a duty to monitor NO₂ under Part VI of the Environment Act 1995. This is carried out using diffusion tubes which are plastic tubes located at selected areas and changed every month. They have a gauze inside that is analysed to show the level of NO₂ collected during that month. There are 35 tubes around the District. A map of these locations can be found at **Appendix 1A and 1B**.
- 1.4** The Government sets the targets for air quality, which is monitored by officers to determine if the targets will be met. If officers do not think a target will be met, the Council declares an Air Quality Management Area (AQMA). The current AQMAs declared for exceeding the annual mean air quality standard for NO₂ are:
- a. Bondgate, Castle Donington (as shown in Appendix 1A)
 - i. This applies to domestic properties along Bondgate
 - b. Copt Oak (as shown in Appendix 1B)
 - i. This applies to four domestic properties at Corner Farm.
- 1.5** PM_{2.5} is Particulate Matter with an aerodynamic diameter of 2.5µm or less, and there is evidence that this has a significant impact on human health. While there is no statutory duty for the Council to monitor PM_{2.5}, local authorities are expected to work towards reducing emissions and/or concentrations of PM_{2.5}. There are five 'Low Cost Automatic Monitors' called Zephyrs for officers to use for this aspect. These are located across various parts of the District as shown on the map at Appendix 1B and are used to gather air quality data on a number of pollutants.
- 1.6** In the financial year 2023/2024, the Air Quality and Contaminated Land Officer commented on two planning applications providing three comments in relation to air quality and gave pre-application advice on four sites.
- 1.7** Each year, the Council has to submit an Annual Status Report (ASR) on a standard DEFRA template to report on progress in achieving reductions in concentrations of emissions. The 2024 ASR can be found in **Appendix 2** which details the 2023 data.

2.0 BONDGATE, CASTLE DONINGTON AQMA

- 2.1** The Bondgate, Castle Donington AQMA came into operation on 9 January 2009 pursuant to the North West Leicestershire District Council Air Quality Management Area Order 2008 (No 1).
- 2.2** There are three diffusion tube locations within the AQMA, and six other nearby locations.
- 2.3** The Castle Donington Relief Road was opened in 2020, which was a priority to address the nitrogen dioxide air quality objective exceedance and to try to reduce

emissions of both nitrogen dioxide and PM2.5. This will have diverted some traffic out of the AQMA, reducing congestion.

- 2.4 Although the annual mean objective has been met in 2020, 2021, 2022 and 2023 the readings show considerable variation and it is not clear at this stage if this is as a result of Covid-19 restrictions on movement on the relief road.
- 2.5 Leicestershire County Council is currently planning to install traffic calming measures on High Street and Bondgate as part of the North and South of the Park Lane development. These will be constructed in October 2024. These measures should further incentivise the use of the Relief Road leading to a further reduction in traffic along Bondgate.
- 2.6 The Air Quality Action Plan (AQAP) was approved by DEFRA in 2023.

3.0 COPT OAK AQMA

- 3.1 The Copt Oak AQMA came into operation on 30 July 2009 pursuant to the North West Leicestershire District Council Air Quality Management Area Order 2009 (No 1).
- 3.2 There is one diffusion tube location within the AQMA and two locations outside the AQMA.
- 3.3 A location on the kerb of the M1 exceeded acceptable tolerances, however, there are no relevant receptors linked to this location. An example of a relevant receptor includes schools, hospitals and the façade of residential buildings. This is where there is long term exposure to NO₂ and not short duration exposure e.g. people waiting at a bus stop or shopping on a High Street.
- 3.4 All receptor locations were substantially lower than the standard and have been for an extended period of time therefore the Council is confident that the air quality standard is being achieved at relevant receptors.
- 3.5 It is recommended that this location be revoked.

4.0 IBSTOCK

- 4.1 During 2022, along Melbourne Road, the Council recorded an exceedance of the Annual Mean Air Quality Standard for NO₂.
- 4.2 As a result of the 2022 readings the Council expanded the monitoring network and installed additional diffusion tube monitoring locations and a zephyr. The Council also commissioned a Detailed Air Quality Assessment in order to establish if an AQMA needed to be declared.
- 4.3 However, monitoring in 2023 did not exceed the Annual Mean. The detailed assessment also did not predict any exceedances of the air quality standard. These findings support the fact that the declaration of an AQMA was not necessary.
- 4.4 It is currently unknown what caused the exceedance recorded in 2022. To ensure that the air quality standard is being met the monitoring network will be maintained.

5.0 ZEPHYR

- 5.1 Currently the Council has five zephyr analysers, at the locations shown in Appendices 1A and 1B.
- 5.2 It is proposed to reinstall a zephyr analyser in Ibstock to provide additional data and ensure the air quality standard is being met.
- 5.3 Two analysers are in the vicinity of Bardon Quarry.
- 5.4 Two analysers were in Oakthorpe and Donisthorpe as part of the DEFRA grant project.
- 5.5 The Council is currently reviewing and identifying locations for future monitoring.

6.0 DEFRA PROJECT

- 6.1 The Council, along with Harborough District Council, was successful in securing DEFRA grant funding to undertake a pilot project from April 2022 to the end of December 2023. The objective of the project was to increase the level of knowledge of the effects of solid fuel burning on PM_{2.5} (particularly related to health), and ultimately reduce PM_{2.5} emissions by changing attitudes to solid fuel burning, resulting in behaviour change.
- 6.2 The project included communication with residents of both councils around solid fuel burning, questionnaires and air quality monitoring.
- 6.3 The analysis undertaken of the monitoring did not identify any clear influences from solid fuel burning in the vicinity of any of the monitors. The plots produced indicate periods of higher concentrations, at times, during colder temperatures, during the evening and over the weekend, which could be interpreted from the questionnaire outcomes as times when residents are more likely to be burning solid fuel; however, variations in PM_{2.5} can occur for multiple reasons, due to source, meteorology, chemistry or measurement method. In the absence of a clear signal from the monitoring data and its subsequent analysis, it is not possible to draw a firm conclusion as to what is driving these elevated concentrations.
- 6.4 An important part of the pilot was the transfer of knowledge and this took the form of publishing the project on the DEFRA website, sharing the results with the Health and Wellbeing working group at Leicestershire County Council. The results were also shared at the Countywide Environmental Health Managers group.
- 6.5 PM_{2.5} monitoring does not form part of the local air quality monitoring regime, it is a national target set by DEFRA and the Council works towards reducing exposure by working collaboratively with the Health and Wellbeing working group at the County Council. The pilot project was around obtaining data, knowledge and information on PM_{2.5} in off gas areas. The results do not suggest that any changes are required to the Council's approach to air quality and monitoring. However, the information does support the continued education of people that use solid fuel to use seasoned wood and seek where possible seek alternative fuel/methods to heat properties e.g. ground source heat pumps, solar etc.
- 6.6 The report can be found in **Appendix 3**.

7.0 COMMUNITY SCRUTINY COMMENTS

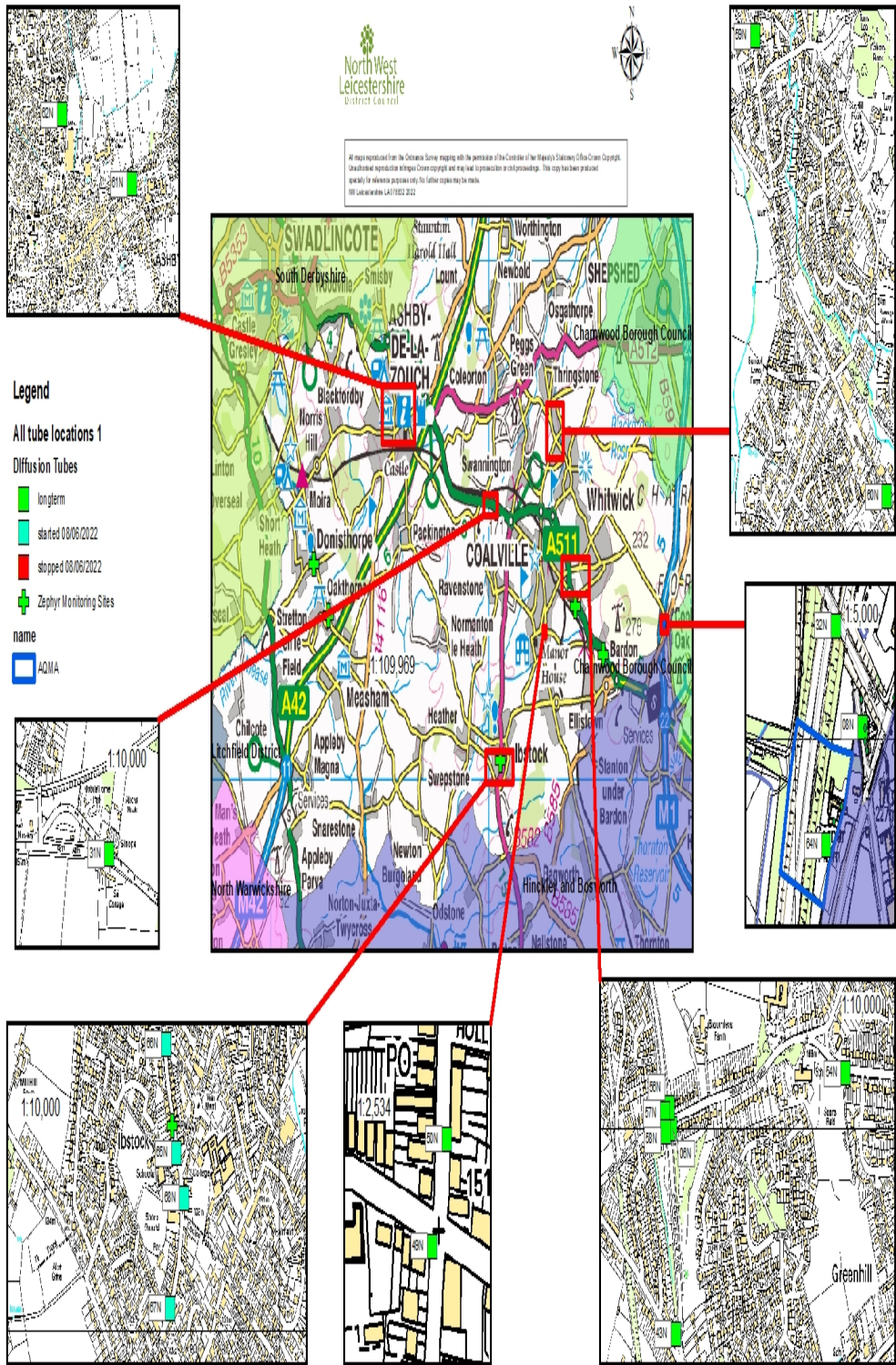
- 7.1 A report was presented to Community Scrutiny on 19 September 2024. The report and draft minutes from the meeting can be found in the background papers to this report.

The Chair noted that the Committee specifically asked that the Cabinet consider applying for further rounds of DEFRA funding for air quality studies, as and when opportunities to do so arose.

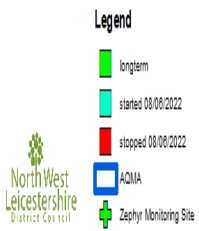
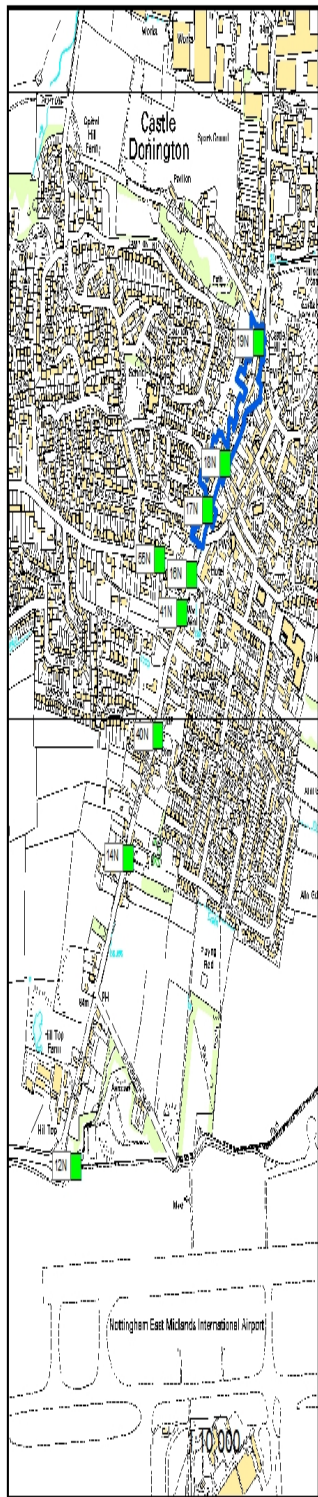
7.2 The Environmental Protection team continually review all funding/grant opportunities and if appropriate submit a bid.

Policies and other considerations, as appropriate	
Council Priorities:	- Clean, green and Zero Carbon
Policy Considerations:	Undeclaring an AQMA
Safeguarding:	No safeguarding issues to consider.
Equalities/Diversity:	No impact on equality or diversity. EIA completed.
Customer Impact:	EIA completed.
Economic and Social Impact:	Improvement to local air quality.
Environment, Climate Change and Zero Carbon:	This work has a positive impact on the environment, climate change and zero carbon.
Consultation/Community/Tenant Engagement:	The ASR is published. An air quality project was delivered in 2022 which included district-wide consultation and local community consultation.
Risks:	No known risks identified.
Officer Contact	Paul Sanders Head of Community Services paul.sanders@nwleicestershire.gov.uk

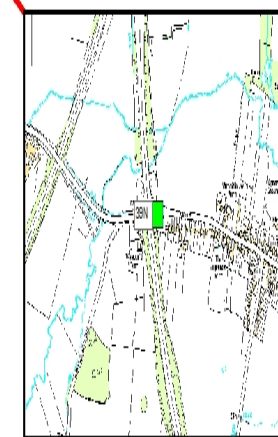
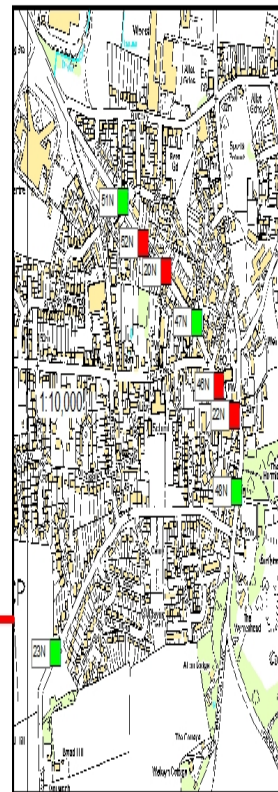
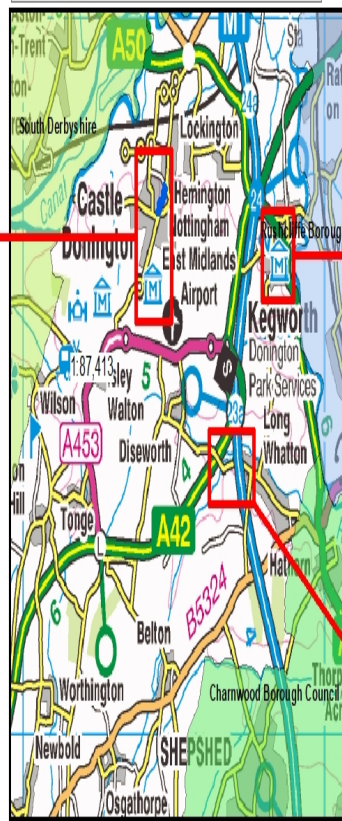
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2024 Air Quality Annual Status Report (ASR)

In fulfilment of Part IV of the Environment Act 1995
Local Air Quality Management, as amended by the
Environment Act 2021

Date: June, 2024

Information	North West Leicestershire District Council Details
Local Authority Officer	Gareth Rees
Department	Environmental Protection Community Services
Address	North West Leicestershire District Council, PO Box 11051 Coalville LE67 0FW
Telephone	01530 454545
E-mail	Environmental.protection@nwleicestershire.gov.uk
Report Reference Number	NWLDC-ASR-2024-v1.1
Date	June 2024

Executive Summary: Air Quality in Our Area

Air Quality in North West Leicestershire

Breathing in polluted air affects our health and costs the NHS and our society billions of pounds each year. Air pollution is recognised as a contributing factor in the onset of heart disease and cancer and can cause a range of health impacts, including effects on lung function, exacerbation of asthma, increases in hospital admissions and mortality. In the UK, it is estimated that the reduction in healthy life expectancy caused by air pollution is equivalent to 29,000 to 43,000 deaths a year¹.

Air pollution particularly affects the most vulnerable in society, children, the elderly, and those with existing heart and lung conditions. Additionally, people living in less affluent areas are most exposed to dangerous levels of air pollution².

Table ES 1 provides a brief explanation of the key pollutants relevant to Local Air Quality Management and the kind of activities they might arise from.

Table ES 1 - Description of Key Pollutants

Pollutant	Description
Nitrogen Dioxide (NO ₂)	Nitrogen dioxide is a gas which is generally emitted from high-temperature combustion processes such as road transport or energy generation.
Sulphur Dioxide (SO ₂)	Sulphur dioxide (SO ₂) is a corrosive gas which is predominantly produced from the combustion of coal or crude oil.
Particulate Matter (PM ₁₀ and PM _{2.5})	<p>Particulate matter is everything in the air that is not a gas.</p> <p>Particles can come from natural sources such as pollen, as well as human made sources such as smoke from fires, emissions from industry and dust from tyres and brakes.</p> <p>PM₁₀ refers to particles under 10 micrometres. Fine particulate matter or PM_{2.5} are particles under 2.5 micrometres.</p>

¹ UK Health Security Agency. Chemical Hazards and Poisons Report, Issue 28, 2022.

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

Actions to Improve Air Quality

Whilst air quality has improved significantly in recent decades, there are some areas where local action is needed to protect people and the environment from the effects of air pollution.

The Environmental Improvement Plan³ sets out actions that will drive continued improvements to air quality and to meet the new national interim and long-term targets for fine particulate matter (PM_{2.5}), the pollutant of most harmful to human health. The Air Quality Strategy⁴ provides more information on local authorities' responsibilities to work towards these new targets and reduce fine particulate matter in their areas.

The Road to Zero⁵ details the Government's approach to reduce exhaust emissions from road transport through a number of mechanisms, in balance with the needs of the local community. This is extremely important given that cars are the most popular mode of personal travel and the majority of Air Quality Management Areas (AQMAs) are designated due to elevated concentrations heavily influenced by transport emissions.

During 2023, in line with the council's Zero Carbon Road Map Action Plan, the council has continued to expand its EV charging network and reduce emissions from the council's vehicle fleet.

During 2023 the council in Partnership with Harborough District Council started an air quality grant funded project looking at the impacts of solid fuel burning on PM_{2.5}.

Conclusions and Priorities

The ASR concludes that

- Ibstock appears to be compliant with the AQS and the 2022 concentrations appear to be anomalous.

³ Defra. Environmental Improvement Plan 2023, January 2023

⁴ Defra. Air Quality Strategy – Framework for Local Authority Delivery, August 2023

⁵ DfT. The Road to Zero: Next steps towards cleaner road transport and delivering our Industrial Strategy, July 2018

- The AQMA in Copt Oak can be undeclared

In 2024 the council plans to

- Revoke the Copt Oak AQMA
- Continue to monitor air quality in Castle Donington to determine if the AQMA is now Compliant.
- To continue to monitor AQ in Ibstock to confirm there is no exceedance of the AQS

Local Engagement and How to get Involved

The main contributions that our community can make to improving air quality are around minimising emissions from traffic and other sources and limiting exposure at times of poor air quality. Specifically, that means avoiding unnecessary car use for short journeys, utilising public transport where possible, buying and maintaining low emissions vehicles and being linked into the national alert system for predicted episodes of poor air quality.

The public can get further information on Air Quality from the following websites

- North West Leicestershire District Council Air quality website
http://www.nwleics.gov.uk/pages/air_quality
- DEFRA's UK-AIR: Air information Resource website
<https://uk-air.defra.gov.uk/>
- DEFRA's Local Air Quality Management (LAQM) Support website
<http://laqm.defra.gov.uk/>
- Environmental Protection UK Air Pollution website
<http://www.environmental-protection.org.uk/policy-areas/air-quality/about-air-pollution/>

Local Responsibilities and Commitment

This ASR was prepared by the Environmental Protection Department of North West Leicestershire District Council with the support and agreement of the following officers and departments:

Environmental Protection, North West Leicestershire District Council

This ASR has been approved by the councils cabinet committee

<insert link to meeting minutes>

This ASR has been signed off by a Director of Public Health.

If you have any comments on this ASR please send them to Environmental Protection
North West Leicestershire District Council at:

Address North West Leicestershire District Council

PO Box 11051

Coalville

LE67 0FW

Telephone 01530454545

Email environmental.protection@nwleicestershire.gov.uk

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1 Local Air Quality Management

This report provides an overview of air quality in North West Leicestershire during 2023. It fulfils the requirements of Local Air Quality Management (LAQM) as set out in Part IV of the Environment Act (1995), as amended by the Environment Act (2021), and the relevant Policy and Technical Guidance documents.

The LAQM process places an obligation on all local authorities to regularly review and assess air quality in their areas, and to determine whether or not the air quality objectives are likely to be achieved. Where an exceedance is considered likely the local authority must declare an Air Quality Management Area (AQMA) and prepare an Air Quality Action Plan (AQAP) setting out the measures it intends to put in place in order to achieve and maintain the objectives and the dates by which each measure will be carried out. This Annual Status Report (ASR) is an annual requirement showing the strategies employed by North West Leicestershire District Council to improve air quality and any progress that has been made.

The statutory air quality objectives applicable to LAQM in England are presented in Table E.1.

2 Actions to Improve Air Quality

2.1 Air Quality Management Areas

Air Quality Management Areas (AQMAs) are declared when there is an exceedance or likely exceedance of an air quality objective. After declaration, the authority should prepare an Air Quality Action Plan (AQAP) within 18 months. The AQAP should specify how air quality targets will be achieved and maintained, and provide dates by which measures will be carried out.

A summary of AQMAs declared by North West Leicestershire District Council can be found in Table 2.1. The table presents a description of the 2 AQMAs that are currently designated within North West Leicestershire. Appendix D: Map(s) of Monitoring Locations and AQMAs provides maps of AQMAs and also the air quality monitoring locations in relation to the AQMAs. The air quality objectives pertinent to the current AQMA designations are as follows:

- NO₂ annual mean;

We propose to revoke Copt Oak (see section 3.2.1.4 section).

Table 2.1 – Declared Air Quality Management Areas

AQMA Name	Date of Declaration	Pollutants and Air Quality Objectives	One Line Description	Is air quality in the AQMA influenced by roads controlled by Highways England?	Level of Exceedance: Declaration	Level of Exceedance: Current Year	Number of Years Compliant with Air Quality Objective	Name and Date of AQAP Publication	Web Link to AQAP
Castle Donington	09/01/2008	NO2 Annual Mean	An area encompassing the High Street and Bondgate area of Castle Donnington.	NO	47.83µg.m-3	N/A	4	May 2021	https://www.nwleics.gov.uk/files/documents/draft_air_quality_action_plan_for_castle_donington/Draft%20AQAP%20.pdf
Copt oak	30/07/2009	NO2 Annual Mean	An area of the village of Copt Oak that lies within the boundaries of NW Leicestershire District Council.	YES	44µg.m-3	N/A	3	N/A	

- North West Leicestershire District Council confirm the information on UK-Air regarding their AQMA(s) is up to date.
- North West Leicestershire District Council confirm that all current AQAPs have been submitted to Defra.

2.2 Progress and Impact of Measures to address Air Quality in North West Leicestershire District Council

Defra's appraisal of last year's ASR concluded

1. ***Comments from previous ASR appraisals are included and responded to. This is welcomed. However, it is noted that some comments from last year's appraisal are still outstanding, for example the exclusion of Zephyr data from the main section of the report.***
2. ***The council has updated their AQAP in 2023. This is encouraging to hear.***
3. ***The Council has included data from the low-cost Zephyr sensors in the main body of the report. These monitoring results are useful as indicative monitoring but cannot be reported on for LAQM purposes, as highlighted in last year's ASR appraisal. The additional monitoring is appreciated. However, if the council wish to report this data, results and additional information should be included within an appendix at the end of the ASR rather than the main body of the report. The data itself must not be reported in the main body data tables as this type of monitoring sensor is not reference accredited. The council should remove this data from the main body of the report going forward.***

The ASR is designed to communicate the results of monitoring to the public and partners hiding data from low-cost monitors in an appendices does not effectively communicate the results of that monitoring to the wider public and stakeholders as such the council will continue to include the results within the main body of the report.

4. ***The council has included good detail within their discussion of PM_{2.5} in the District. They mention the PHOF D01 indicator, which is useful. It would be beneficial to include the specific statistics for this indicator. Accompanying graphs could also be useful.***

This has been continued.

5. ***The council has included clear and detailed discussed of monitoring data and exceedances split by area. This is useful to understand trends in the district.***

- 6. The council has stated their intention to further investigate the exceedance at Ibstock. The council is encouraged to continue to update their monitoring network to reflect any new hotspots that are identified.**

This has been included as appendix C2 Detailed Assessment of Melbourne Road Ibstock.

- 7. The diffusion tube network increased by three between 2021 and 2022. It would be useful to include a clear statement on where the changes have been made.**

Each areas discussion section of the 2023 ASR (sections 3.2.1.1 to 3.2.1.7) highlights where monitoring sites had ceased and new sites were created. The network was not increased. 4 locations in Kegworth were ceased and 4 new locations were started in Ibstock.

- 8. It is noted that some of the differences between recorded concentrations in 2021 and 2022 at several individual sites is very large (eg. 12N, 46N, 49N, 50N). This is unusual. The council is encouraged to provide discussion on this if there are any specific reasons for these changes, for example if the location of the diffusion tube has been moved during the year.**

Discussion of this has been included where appropriate.

- 9. The council has provided a relevant QA/QC section. The following improvements are suggested for this section going forward:**

- a. Table C.1 has been included to show annualisation calculations. However, the council could include some description and discussion of the annualisation process.**

Annualisation is undertaken in line with the technical guidance using the provided spreadsheet.

- b. There is no statement on whether distance correction was required at diffusion tube monitoring sites in 2022. This should be included.**

Noted for future reports, distance correction was not required so the section was removed as per the instructions in the template.

- c. The council state under 'Additional Air Quality Works Undertaken by North West Leicestershire District Council' that they worked with Harborough District Council. It would be preferable to describe what additional air quality works the two councils undertook at this point in the report.**

Noted.

- d. The council should include a statement on whether the Defra Calendar was followed when deploying diffusion tubes.**

All dates are included within appendix C1 and where the diffusion tube processing tool complains about the dates discussion will be included. The calendar has been followed as shown in appendix C4s.

- e. It would be beneficial to include a screenshot of the national bias adjustment factor spreadsheet.**

All relevant data from the spreadsheet is already included within the report and a link to the spreadsheet is included. Inclusion of a screenshot of a cluttered worksheet within an appendices serves no purpose.

- f. Reference to the Zephyr monitors should be removed.**

See statement regarding point 3.

10. The following formatting issues were noted in the report:

- a. There are several instances of pollutant names are not subscripted correctly. Whilst this does not affect the readability of the report, the council should check future reports for such errors.**

Noted.

- b. Table B.1 is not readable. The table itself is blurry.**

This appears to be a result of the pdf conversion its cause is unknown.

- c. Under 'QA/QC of Diffusion Tube Monitoring' it says 2021 diffusion tubes instead of 2022 diffusion tubes.**

Noted.

- d. The council should use the most up to date template going forward, particularly for tables.**

Noted.

- 11. Table 2.1 does not provide information on whether each of NWLDCs AQMAs are compliant, and the number of years compliance has been achieved. The formatting of Table A.2, as well as the formatting of maps of monitoring sites, do not make it clear which sites are located in AQMA. For example, Figure D.2 shows site 64N is the only monitoring site within the Copt Oak AQMA, however Table A.2 show several sites within the AQMA.**

Noted.

12. In the portal the AQMAs are listed as being amended in 2013, but this is not reflected in the table. The council should ensure the portal and the table match going forward.

North West Leicestershire District Council has taken forward a number of direct measures during the current reporting year of 2023 in pursuit of improving local air quality. Details of all measures completed, in progress or planned are set out in Table 2.2. 7 measures are included within Table 2.2, with the type of measure and the progress North West Leicestershire District Council have made during the reporting year of 2023 presented. Where there have been, or continue to be, barriers restricting the implementation of the measure, these are also presented within Table 2.2.

More detail on these measures can be found in their respective Action Plans Key completed measures are:

- LCC Highways consulted on the implementation of traffic calming measures in Castle Donington. These are currently scheduled to be started in October 2024
- NWLDC installed 4 EV charging parking bays in Ibstock during 2023.

North West Leicestershire expects the following measures to be completed over the course of the next reporting year:

- Installation of Traffic calming measures along High street, Market Street and Bondgate in Castle Donington to further incentivise the use of the Castle Donington Relief Road further removing traffic from the AQMA.

North West Leicestershire District Council's priorities for the coming year are:

- Continue to monitor Castle Donington and Ibstock to ensure the sites are compliant

North West Leicestershire District Council worked to implement these measures in partnership with the following stakeholders during 2023:

- Leicestershire County Council Highways
- Leicestershire County Council Public Health

North West Leicestershire District Council anticipates that the measures stated above and in Table 2.2 will achieve compliance in 2025.

Table 2.2 – Progress on Measures to Improve Air Quality

Measure No.	Measure Title	Category	Classification	Year Measure Introduced in AQAP	Estimated / Actual Completion Date	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Barriers to Implementation
1	Castle Donington Relief Road and supporting traffic management measures in Castle Donington	Traffic Management	Strategic Highway Improvements	2020	Completed February 2020 for relief road, 2021 for measure as a whole	NWLDC	Consortium of Developers	No	Fully funded	£7.76 million in total	Mainly implemented	Reduction large enough to achieve the annual mean NO2 at all relevant monitoring locations	Traffic flows on Bondgate in Castle Donington, and resulting nitrogen dioxide concentrations	Road built and open. Traffic light rephasing complete. Post scheme monitoring still to be undertaken (delays due to impacts on traffic from Covid restrictions) LCC consulted the public on the proposed measures https://www.castledonington-pc.gov.uk/news/2023/01/castle-donington-traffic-calming-measures-proposal	Traffic calming measures still to be implemented
2	Promote Behaviour Change away from Single Occupancy Private Vehicle Use	Promoting Travel Alternatives	Encourage/ facilitate home working, intensive active travel campaign & infrastructure, Personalised Travel Planning, Promotion of Cycling, Promotion of Walking, School Travel Plans, Workplace Travel Planning	Ongoing group of measures	Ongoing for the measure as a whole, late 2021 for LCC Local Cycling and Walking Infrastructure Plan	NWLDC	Transforming Cities Fund, DfT, LCC	No	Partially funded	Lots of different schemes, difficult to estimate overall cost	Being Implemented	n/a – strategic measure which will also assist in achievement of air quality objective in AQMA	Monitoring strategy for LTP includes	Ongoing work with schools mainly, and travel plans through planning system. Local Cycling and Walking Infrastructure plan being drafted	Largely implemented by LCC. Restricted by resourcing
3	Promote the use of Alternately Fuelled Vehicles	Promoting Low Emission Transport	Priority Parking for LEVs, procuring alternative refuelling infrastructure to promote Low Emission Vehicles, EV recharging, Gas fuel recharging, taxi emission incentives, taxi licensing conditions	Ongoing group of measures	Ongoing with Zero Carbon Road map	LCC and NWLDC	Office for Low Emission Vehicles (OLEV), Energy Savings Trust (EST), neighbouring local authorities	No	Partially funded	Lots of different schemes, difficult to estimate overall cost	Being Implemented	n/a – strategic measure which will also assist in achievement of air quality objective in AQMA	Proportion of alternatively fuelled vehicles in the fleet on Leicestershire's roads	EV charging points increasing in NWL as funding will allow ultra-low emission buses on Skylink route	
4	Support Actions in the Zero Carbon Road Map Action Plan	Wide range of measures spanning a number of categories	Wide range of measures spanning a number of categories	2019	Ongoing with Zero Carbon Road map	NWLDC	Office for Low Emission Vehicles (OLEV), Energy Savings Trust (EST), NWLDC	No	Partially funded	Lots of different schemes, difficult to estimate overall cost	Being Implemented	n/a – strategic measure which will also assist in achievement of air quality objective in AQMA	Wide range of measures, therefore range of KPIs, which will be driven by Climate Emergency work	the council installed 4 EV charging points in Ibstock during 2023	

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Measure No.	Measure Title	Category	Classification	Year Measure Introduced in AQAP	Estimated / Actual Completion Date	Organisations Involved	Funding Source	Defra AQ Grant Funding	Funding Status	Estimated Cost of Measure	Measure Status	Reduction in Pollutant / Emission from Measure	Key Performance Indicator	Progress to Date	Comments / Barriers to Implementation
5	Develop Planning Policies to Support Better Air Quality	Policy Guidance and Development Control	Air Quality Planning and Policy Guidance, Low emission strategy, other policy, regional groups	2021	2023	NWLDC	Mainly from existing budgets. Planning system could generate funding through s106 contributions from developers.	No	Funded (collaborative working)	Unknown, but mainly staff time	Complete ongoing	n/a – strategic measure which will also assist in achievement of air quality objective in AQMA	Broader Policy in Local Plan, SPD on Air Quality	"The council adopted an Air Quality Supplementary planning document was adopted by the local plan committee October 2023 https://www.nwleics.gov.uk/pages/supplementary_planning_guidance "	
6	Support and collaborate with LCC on wider Public Health projects	Policy Guidance and Development Control	Regional Groups Co-ordinating programmes to develop Area wide strategies to reduce emissions and improve air quality	Ongoing	n/a	NWLDC	Funding through public health, internal budgets for staff time	No	Funded (collaborative working)	No specific budget, as ongoing collaborative work	Being Implemented	n/a – strategic measure which will also assist in achievement of air quality objective in AQMA	n/a as no specific projects identified as yet	Ongoing Health Partnership meetings with the districts, boroughs and Public Health Leicestershire.	Non statutory function will require additional resources to implement
7	Control Domestic Emissions	Promoting Low Emission Plant	Regulations for fuel quality for stationary and mobile sources	2021	n/a	LCC and NWLDC	Mainly from existing budgets.	No	No funding for information campaigns	No specific budget	Planning Phase	n/a – strategic measure which will also assist in achievement of air quality objective in AQMA	Level of solid fuel burning	Some council housing stock changed to air source heat pumps	Very difficult to quantify any change without detailed survey work

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2.3 PM_{2.5} – Local Authority Approach to Reducing Emissions and/or Concentrations

As detailed in Policy Guidance LAQM.PG22 (Chapter 8) and the Air Quality Strategy⁶, local authorities are expected to work towards reducing emissions and/or concentrations of fine particulate matter (PM_{2.5}). There is clear evidence that PM_{2.5} (particulate matter smaller 2.5 micrometres) has a significant impact on human health, including premature mortality, allergic reactions, and cardiovascular diseases.

The Public Health Outcomes Framework (PHOF) (<https://www.gov.uk/government/collections/public-health-outcomes-framework>) is an Office of Health Improvement and Disparities data tool for England, intended to focus public health action on increasing healthy life expectancy and reducing differences in life expectancy between communities. The tool uses indicators to assess improvements. Recognising the significant impact that poor air quality can have on health, the PHOF includes an indicator relating to fine particulate matter (PM_{2.5}).

The indicator in the PHOF reports the estimates fraction of all-cause adult mortality attributable to anthropogenic particulate air pollution (measured as fine particulate matter).

Based on the latest available figures the position in North West Leicestershire District has the 3rd lowest fraction of attributable deaths to particulate air pollution in Leicestershire. (https://fingertips.phe.org.uk/profile/wider-determinants/data#page/0/gid/1938133043/pat/502/par/E10000018/ati/501/are/E07000131/iid/93867/age/-1/sex/-1/cat/-1/ctp/-1/yr/1/cid/4/tbm/1/page-options/tre-ao-1_tre-so-1)

North West Leicestershire District Council is taking the following measures to address PM_{2.5}:

- Ongoing work in collaboration with public health staff at Leicestershire County Council is delivered through the Joint Strategic Needs Assessment (JSNA) and associated action plan. Within the JSNA there is a chapter on air quality and health. The chapter recognises that by its nature, air quality cannot be controlled by geographical boundaries or by a single individual alone. Instead, collective, systematic efforts are required to reduce air pollution and its harmful

⁶ Defra. Air Quality Strategy – Framework for Local Authority Delivery, August 2023

effects on health. The key recommendation was that the Leicestershire Air Quality and Health Partnership Steering Group should agree a plan to deliver joint actions to tackle poor air quality and related health issues. The first plan has been completed and the group are currently drafting the Air Quality and Health Partnership 2023-26 document

- The Council controls dust and combustion emissions from permitted processes within the district
- Promoting the use of green waste collection and Leicestershire County Council run waste bring sites over bonfires to dispose of garden waste
- Robust planning process
- Concluded the DEFRA Grant funded project with North West Leicestershire District Council to increase the level of knowledge of PM_{2.5} and ultimately reduce PM_{2.5} emissions by changing behavioural attitudes to solid fuel burning.

2.3.1 Findings of the joint grant project with North West Leicestershire

A 12-month PM₁₀ and PM_{2.5} monitoring programme was carried out in three villages (Donisthorpe, Oakthorpe and North Kilworth) in NWL and Harborough. The monitoring was funded through a grant funded project awarded to NWL and Harborough District Councils, to support work to increase public awareness of the air quality impacts of solid-fuel burning. This report provides an overview of the monitoring results, to try to identify any quantified evidence of domestic solid fuel burning in the three villages.

Detailed statistical analysis of the monitoring results has not identified any clear influences from solid fuel burning in the vicinity of the any of the monitors. The plots produced seem to show periods of higher concentrations, at times, during colder temperatures, during the evening and over the weekend, which could be interpreted as times when residents are more likely to be burning solid fuel, however variations in PM_{2.5} can occur for multiple reasons, due to source, meteorology, chemistry or measurement method; in the absence of a clear signal from the monitoring data and its subsequent analysis, it is concluded that data are not clear enough to draw a conclusion as to what is driving these elevated concentrations.

The full report is attached as

- Appendix C1 Domestic Fuel Burning.

3 Air Quality Monitoring Data and Comparison with Air Quality Objectives and National Compliance

This section sets out the monitoring undertaken within 2023 by North West Leicestershire District Council and how it compares with the relevant air quality objectives. In addition, monitoring results are presented for a five-year period between 2019 and 2023 to allow monitoring trends to be identified and discussed.

3.1 Summary of Monitoring Undertaken

3.1.1 Automatic Monitoring Sites

North West Leicestershire District Council did not undertake automatic (continuous) monitoring using a reference monitor during 2023

North West Leicestershire District Council undertook automatic (continuous) monitoring using low-cost non-reference Zephyr monitors at 4 sites during 2023. Though Zephyr monitors are not reference monitors they are useful as indicative monitoring to highlight determine if areas are of potential concern require further monitoring using more recognised methods.

Table A.1 in Appendix A shows the details of the automatic monitoring sites.

Maps showing the location of the monitoring sites are provided in Appendix D. Further details on how the monitors are calibrated and how the data has been adjusted are included in Appendix C.

3.1.2 Non-Automatic Monitoring Sites

North West Leicestershire District Council undertook non- automatic (i.e. passive) monitoring of NO₂ at 35 sites during 2023. Table A.2 in Appendix A presents the details of the non-automatic sites.

Maps showing the location of the monitoring sites are provided in Appendix D. Further details on Quality Assurance/Quality Control (QA/QC) for the diffusion tubes, including bias adjustments and any other adjustments applied (e.g. annualisation and/or distance correction), are included in Appendix C.

3.2 Individual Pollutants

The air quality monitoring results presented in this section are, where relevant, adjusted for bias, annualisation (where the annual mean data capture is below 75% and greater than 25%), and distance correction. Further details on adjustments are provided in Appendix C.

3.2.1 Nitrogen Dioxide (NO₂)

Table A.3 and Table A.4 in Appendix A compare the ratified and adjusted monitored NO₂ annual mean concentrations for the past five years with the air quality objective of 40µg/m³. Note that the concentration data presented represents the concentration at the location of the monitoring site, following the application of bias adjustment and annualisation, as required (i.e. the values are exclusive of any consideration to fall-off with distance adjustment).

For diffusion tubes, the full 2023 dataset of monthly mean values is provided in Appendix B. Note that the concentration data presented in Table B.1 includes distance corrected values, only where relevant.

Annualisation has been conducted using the Diffusion Tube Data Processing tool spreadsheet in line with the technical guidance.

Distance correction was not required on any monitoring location in 2023 in line with the technical guidance

Table A.5 in Appendix A compares the ratified continuous monitored NO₂ hourly mean concentrations for the past five years with the air quality objective of 200µg.m⁻³, not to be exceeded more than 18 times per year.

3.2.1.1 Ashby

There are 2 monitoring locations within Ashby

Both locations recorded concentrations below the annual mean air quality standard

3.2.1.2 Castle Donington

There are 3 monitoring locations within the Castle Donington AQMA and 6 other monitoring locations in the area. All locations recorded concentrations below the air quality standard however all locations show considerable variability year to year likely cause by substantial development in the area (e.g. East Midlands Gateway Project,

construction of the Relief Road, several major logistics sites being constructed). Given the 4 years of compliance include impacts from COVID lockdowns and the impacts of the several major construction projects in the area, it is difficult to ascertain if the compliance shown is temporary or representative of long term compliance with the air quality standard.

3.2.1.3 Coalville

There are 7 monitoring locations in Coalville area.

All monitoring locations have been below the air quality standard since 2013 and are located closer to the road than relevant receptors, so represent a worst case exposure.

2 zephyrs are located in the Coalville area. The zephyr located on Bardon Road did not exceed the air quality standard.

The zephyr located near Bardon quarry recorded 120 exceedances of the hourly mean however there are no nearby receptors and no obvious source of NO₂.

3.2.1.4 Copt Oak

There was 1 long term monitoring location within the Copt Oak AQMA.

There is 1 monitoring location outside of the AQMA.

There is 1 monitoring location adjacent to the M1.

The 2 locations which are façade locations were substantially below the air quality standard and have been for all monitoring years.

The location adjacent the M1 is not representative of a receptor but represents a worse case location and was slightly below the air quality standard.

As such it can be shown that the air quality standard is being achieved at all relevant receptors and the AQMA can be discharged

3.2.1.5 Hugglescote

There are 2 monitoring locations in Hugglescote, all locations all locations recorded concentrations below the air quality standard.

3.2.1.6 Ibstock

There are 4 diffusion tube monitoring locations in Ibstock. All locations record concentrations substantially below the air quality standard however this location 65N shows a substantial lowering in concentrations compared to 2022, which cannot be explained.

3.2.1.7 Kegworth

There are 4 monitoring locations in Kegworth. All locations recorded concentrations below the air quality standard.

3.2.1.8 Sinope and Whitwick

There is 1 monitoring location in Sinope

There are 2 monitoring locations in Whitwick

All locations recorded concentrations below the air quality standard

3.2.2 Particulate Matter (PM₁₀)

Table A.6 in Appendix A: Monitoring Results compares the ratified and adjusted monitored PM₁₀ annual mean concentrations for the past five years with the air quality objective of 40µg./m⁻³.

Table A.7 in Appendix A compares the ratified continuous monitored PM₁₀ daily mean concentrations for the past five years with the air quality objective of 50µg.m⁻³, not to be exceeded more than 35 times per year.

No exceedances of the PM₁₀ objectives were recorded.

3.2.3 Particulate Matter (PM_{2.5})

Table A.8 in Appendix A presents the ratified and adjusted monitored PM_{2.5} annual mean concentrations for the past five years.

2 of the zephyrs recorded exceedances of the new environmental target for PM_{2.5} in Oakthorpe and Donisthorpe.

Appendix A: Monitoring Results

Table A.1 – Details of Automatic Monitoring Sites

Site ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Monitoring Technique	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Inlet Height (m)
Z3	Bardon Road (Z902)	Roadside	443991	313322	NO ₂ , PM ₁₀ PM _{2.5}	NO	Zephyr Low cost analyser	2.6	3.3	3
Z4	Bardon Quarry (Z904)	Rural	445286	312418	NO ₂ , PM ₁₀ PM _{2.5}	NO	Zephyr Low cost analyser	N/A	N/A	3
Z5	Donisthorpe (Z1141)	Rural	431982	314134	NO ₂ , PM ₁₀ PM _{2.5}	NO	Zephyr Low cost analyser	N/A	N/A	3
Z6	Oakthorpe (Z1142)	Rural	432654	313155	NO ₂ , PM ₁₀ PM _{2.5}	NO	Zephyr Low cost analyser	N/A	N/A	3

Notes:

(1) 0m if the monitoring site is at a location of exposure (e.g. installed on the façade of a residential property).

(2) N/A if not applicable

Table A.2 – Details of Non-Automatic Monitoring Sites

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Tube Co-located with a Continuous Analyser?	Tube Height (m)
06N	Broomleys junction (1)	Roadside	443632	314026	NO ₂		5.8	2.0	No	2.0
08N	End Cottage Copt Oak	Rural	448138	313012	NO ₂		0.0	N/A	No	2.0
12N	Aeropark	Other	444161	326355	NO ₂		N	N/A	No	2.0
14N	69 High St CD	Roadside	444216	326788	NO ₂		0.0	2.9	No	2.0
16N	crossroads CD	Roadside	444450	327233	NO ₂		7.5	1.0	No	2.0
17N	13 Bondgate CD	Roadside	444512	327335	NO ₂	Castle Donington	2.0	2.5	No	2.0
18N	34 Bondgate CD	Roadside	444580	327411	NO ₂	Castle Donington	0.0	1.3	No	2.0
19N	94 Bondgate CD	Roadside	444707	327603	NO ₂	Castle Donington	0.0	2.3	No	2.0
23N	120 Whatton road Kegworth	Roadside	448108	326305	NO ₂		0.8	1.4	No	2.0
31N	Sinope	Roadside	440167	315264	NO ₂		4.1	2.5	No	2.0
32N	M1 Bridge Copt Oak	Other	448082	313100	NO ₂		0.0	0.0	No	2.0
40N	35 High Street Castle Donington	Roadside	444323	326975	NO ₂		2.4	3.0	No	2.0
41N	18 High Street Castle Donington	Roadside	444474	327171	NO ₂		2.4	3.0	No	2.0
43N	Direction Sign Bardon Rd/A511 RBT	Roadside	443675	313642	NO ₂		4.7	2.5	No	2.0
47N	12 Derby Rd Kegworth	Roadside	448639	326805	NO ₂		1.8	1.2	No	2.0
48N	28 London Road Kegworth	Roadside	448792	326533	NO ₂		0.0	2.0	No	2.0
49N	10 Central Road Hugglescote	Roadside	442578	312871	NO ₂		9.6	3.2	No	2.0
50N	Hugglescote cross roads	Roadside	442562	312823	NO ₂		5.9	2.5	No	2.0
51N	40mph sign N of petrol station	Roadside	448361	326997	NO ₂		5.9	2.5	No	2.0

Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Tube Co-located with a Continuous Analyser?	Tube Height (m)
53N	20mph sign outside 10 Greenhill Road	Roadside	448436	326931	NO ₂		0.8	1.5	No	2.0
54N	telegraph pole outside 21 Park Lane CD	Roadside	444331	327257	NO ₂		3.2	1.0	No	2.0
56N	lamppost adjacent 27 Broomleys Road	Roadside	443649	314040	NO ₂		4.7	3.0	No	2.0
57N	lamppost outside 21 Broomleys Road	Roadside	443630	314028	NO ₂		12.0	5.0	No	2.0
58N	cycle route sign outside 34 Broomleys Road	Roadside	443634	313996	NO ₂		8.8	2.0	No	2.0
59N	zebra crossing the green Whitwick	Roadside	442754	317177	NO ₂		0.0	1.0	No	2.0
60N	lamppost outside 53 North Street Whitwick	Roadside	443366	316277	NO ₂		1.0	1.0	No	2.0
61N	lamppost outside 53 Wood Street Ashby	Roadside	436194	316958	NO ₂		4.0	0.5	No	2.0
62N	lamppost 45 The Callis, Ashby (opposite Rowena Drive)	Roadside	435587	317204	NO ₂		0.0	2.4	No	2.0
63N	Whitwick Road Coalville	Roadside	442800	314466	NO ₂		6.4	30.0	No	2.0
64N	m1 corner farm Copt Oak	Roadside	448081	313098	NO ₂	Copt Oak	0.0	2.0	No	2.0
65N	lbstock - Yellow Parking Sign outside jr school	Roadside	440566	310316	NO ₂		5.0	2.2	No	2.0
66N	lbstock - 191 Melbourne Road	Roadside	440525	310507	NO ₂		2.5	0.5	No	2.0
67N	Chippy 76 Melbourne Road lbstock	Roadside	440537	310041	NO ₂		0.0	4.0	No	2.0
68N	lbstock - 125 Melbourne Road	Roadside	440598	310238	NO ₂		0.0	4.0	No	2.0

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Diffusion Tube ID	Site Name	Site Type	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Pollutants Monitored	In AQMA? Which AQMA?	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Tube Co-located with a Continuous Analyser?	Tube Height (m)
69N	2 South Lane Bardon industrial	Other	446935	323744	NO ₂		4.0	1.0	No	2.0

Notes:

(1) 0m if the monitoring site is at a location of exposure (e.g. installed on the façade of a residential property).

(2) N/A if not applicable.

Table A.3 – Annual Mean NO₂ Monitoring Results: Automatic Monitoring (µg/m³)

Site ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2023 (%) ⁽²⁾	2019	2020	2021	2022	2023
Z3	443991	313322	Roadside	100%	100%				19.8	18.26
Z4	445286	312418	Rural	89%	89%				27.25	22.3
Z5	431982	314134	Rural	88%	88%				12.88	10.47
Z6	432654	313155	Rural	82%	82%				8.5	8.44

Annualisation has been conducted where data capture is <75% and >25% in line with LAQM.TG22

Reported concentrations are those at the location of the monitoring site (annualised, as required), i.e. prior to any fall-off with distance correction

Where exceedances of the NO₂ annual mean objective occur at locations not representative of relevant exposure, the fall-off with distance concentration has been calculated and reported concentration provided in brackets for.

Notes:

The annual mean concentrations are presented as µg.m⁻³.

Exceedances of the NO₂ annual mean objective of 40µg.m⁻³ are shown in **bold**.

All means have been “annualised” as per LAQM.TG22 if valid data capture for the full calendar year is less than 75%. See Appendix C for details.

Concentrations are those at the location of monitoring and not those following any fall-off with distance adjustment.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

Table A.4 – Annual Mean NO₂ Monitoring Results: Non-Automatic Monitoring (µg/m³)

Diffusion Tube ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2023 (%) ⁽²⁾	2019	2020	2021	2022	2023
06N	443632	314026	Roadside	100.0	100.0	32.5	25.3	21.4	14.1	23.4
08N	448138	313012	Rural	100.0	100.0	22.4	16.9	18.8	13.2	15.1
12N	444161	326355	Other	83.0	83.0	18.9	13.4	13.0	24.0	13.9
14N	444216	326788	Roadside	100.0	100.0	20.7	16.1	14.8	16.7	13.7
16N	444450	327233	Roadside	59.9	59.9	31.5	21.5	22.8	29.5	21.9
17N	444512	327335	Roadside	92.3	92.3	30.9	20.7	21.3	17.5	24.1
18N	444580	327411	Roadside	92.3	92.3	42.1	29.8	34.2	15.3	34.1
19N	444707	327603	Roadside	63.7	63.7	27.3	19.7	19.4	23.8	19.1
23N	448108	326305	Roadside	100.0	100.0	20.5	16.0	15.2	25.3	13.1
31N	440167	315264	Roadside	90.4	90.4	22.6	17.2	18.9	18.4	16.2
32N	448082	313100	Other	100.0	100.0	53.9	39.3	39.9	23.6	38.8
40N	444323	326975	Roadside	90.7	90.7	22.9	14.8	15.3	20.4	15.2
41N	444474	327171	Roadside	92.3	92.3	36.2	24.1	24.1	20.5	24.1
43N	443675	313642	Roadside	100.0	100.0	25.8	23.2	19.2	16.4	19.9
47N	448639	326805	Roadside	82.7	82.7	24.5	18.5	17.6	15.7	16.8
48N	448792	326533	Roadside	92.6	92.6	26.3	18.0	17.5	13.4	17.6
49N	442578	312871	Roadside	82.7	82.7	30.9	24.5	25.5	14.5	23.5
50N	442562	312823	Roadside	90.4	90.4	33.2	29.2	28.6	14.5	23.9
51N	448361	326997	Roadside	82.7	82.7	22.4	18.3	18.3	14.8	17.1
53N	448436	326931	Roadside	100.0	100.0	19.8	16.1	15.6	27.3	13.4
54N	444331	327257	Roadside	92.3	92.3	24.7	20.0	17.8	22.4	16.8
56N	443649	314040	Roadside	100.0	100.0	34.2	26.7	22.7	16.7	27.6
57N	443630	314028	Roadside	92.3	92.3	32.0	27.3	27.8	17.1	22.9
58N	443634	313996	Roadside	100.0	100.0	23.1	21.3	23.2	23.6	15.6
59N	442754	317177	Roadside	63.5	63.5		17.7	15.9	19.1	14.4
60N	443366	316277	Roadside	90.4	90.4		24.4	26.4	13.6	21.6
61N	436194	316958	Roadside	53.8	53.8		31.9	25.9	22.5	21.4
62N	435587	317204	Roadside	50.0	50.0		16.9	15.6	30.0	13.8

Diffusion Tube ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2023 (%) ⁽²⁾	2019	2020	2021	2022	2023
63N	442800	314466	Roadside	82.7	82.7		18.9	18.5	16.7	16.7
64N	448081	313098	Roadside	75.0	75.0			21.1	15.5	27.3
65N	440566	310316	Roadside	65.4	65.4				41.0	12.8
66N	440525	310507	Roadside	82.1	82.1				11.4	14.9
67N	440537	310041	Roadside	100.0	100.0				11.9	16.3
68N	440598	310238	Roadside	82.7	82.7				14.2	12.6
69N	446935	323744	Other	100.0	100.0					12.0

Annualisation has been conducted where data capture is <75% and >25% in line with LAQM.TG22.

Diffusion tube data has been bias adjusted.

Reported concentrations are those at the location of the monitoring site (bias adjusted and annualised, as required), i.e. prior to any fall-off with distance correction.

Notes:

The annual mean concentrations are presented as $\mu\text{g.m}^{-3}$.

Exceedances of the NO₂ annual mean objective of $40\mu\text{g.m}^{-3}$ are shown in **bold**.

NO₂ annual means exceeding $60\mu\text{g.m}^{-3}$, indicating a potential exceedance of the NO₂ 1-hour mean objective are shown in **bold and underlined**.

Means for diffusion tubes have been corrected for bias. All means have been “annualised” as per LAQM.TG22 if valid data capture for the full calendar year is less than 75%. See Appendix C for details.

Concentrations are those at the location of monitoring and not those following any fall-off with distance adjustment.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

Figure A.1 – Trends in Annual Mean NO₂ Concentrations in Ashby

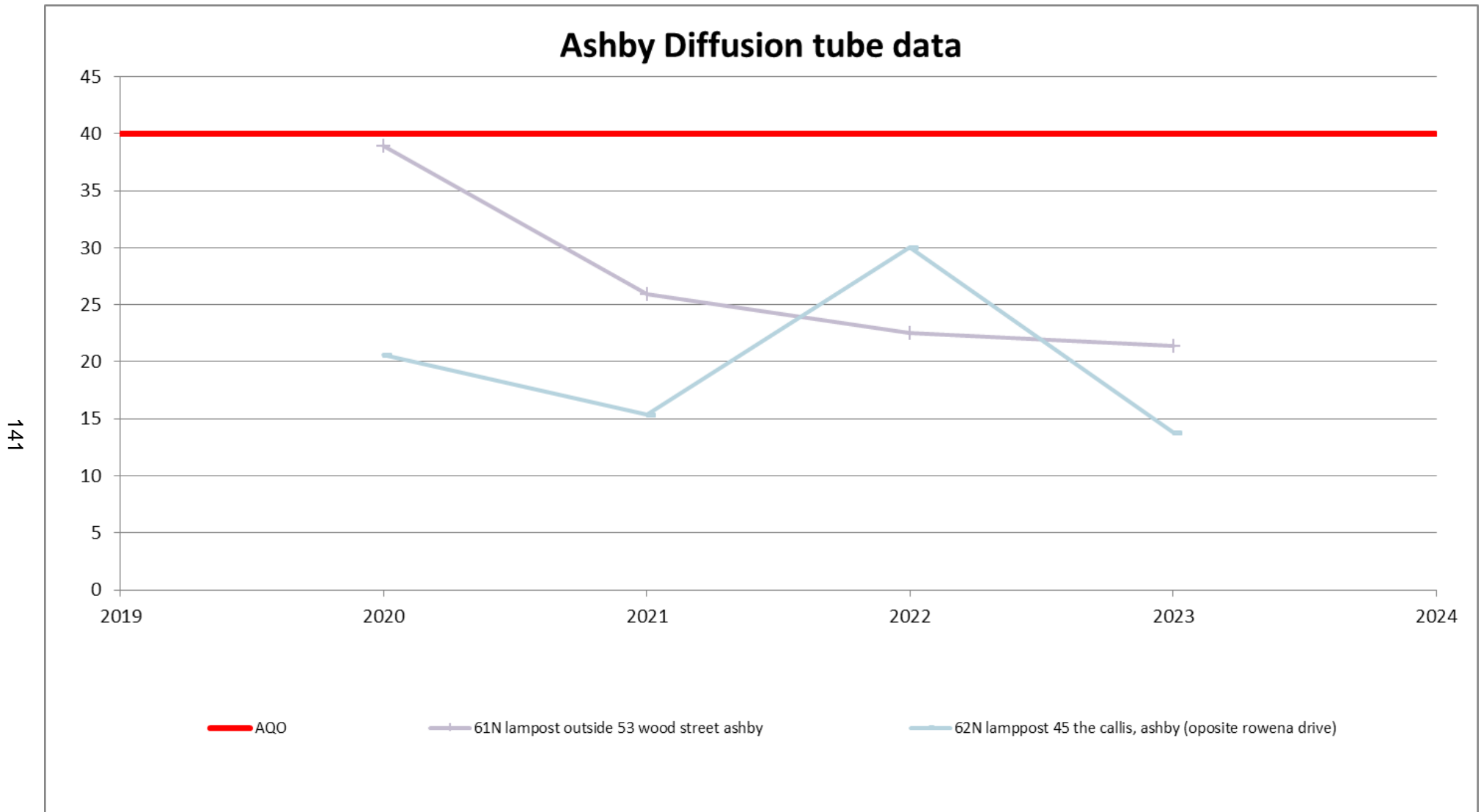


Figure A.2 – Trends in Annual Mean NO₂ Concentrations in Castle Donington

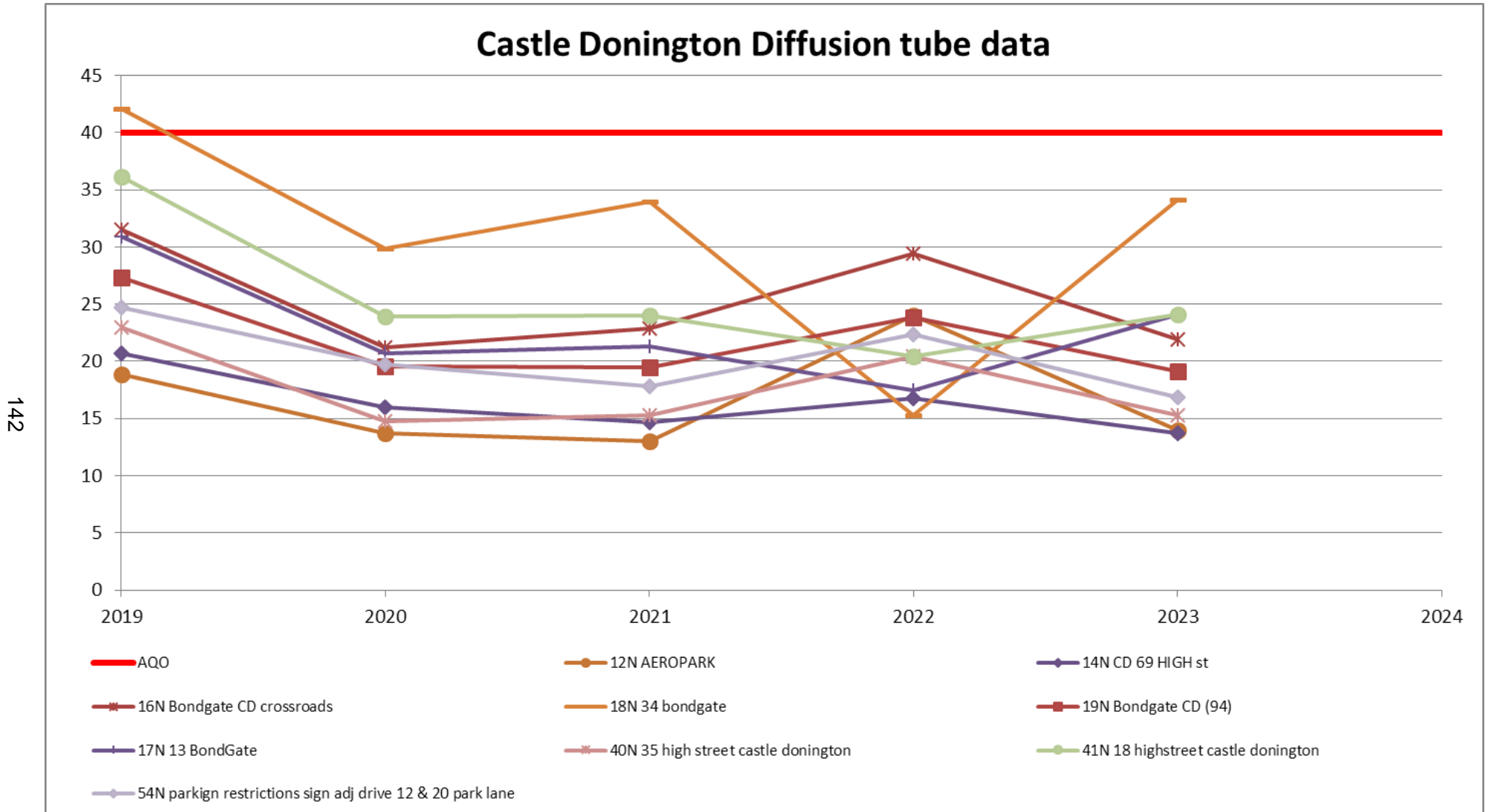


Figure A.3 – Trends in Annual Mean NO₂ Concentrations in Coalville

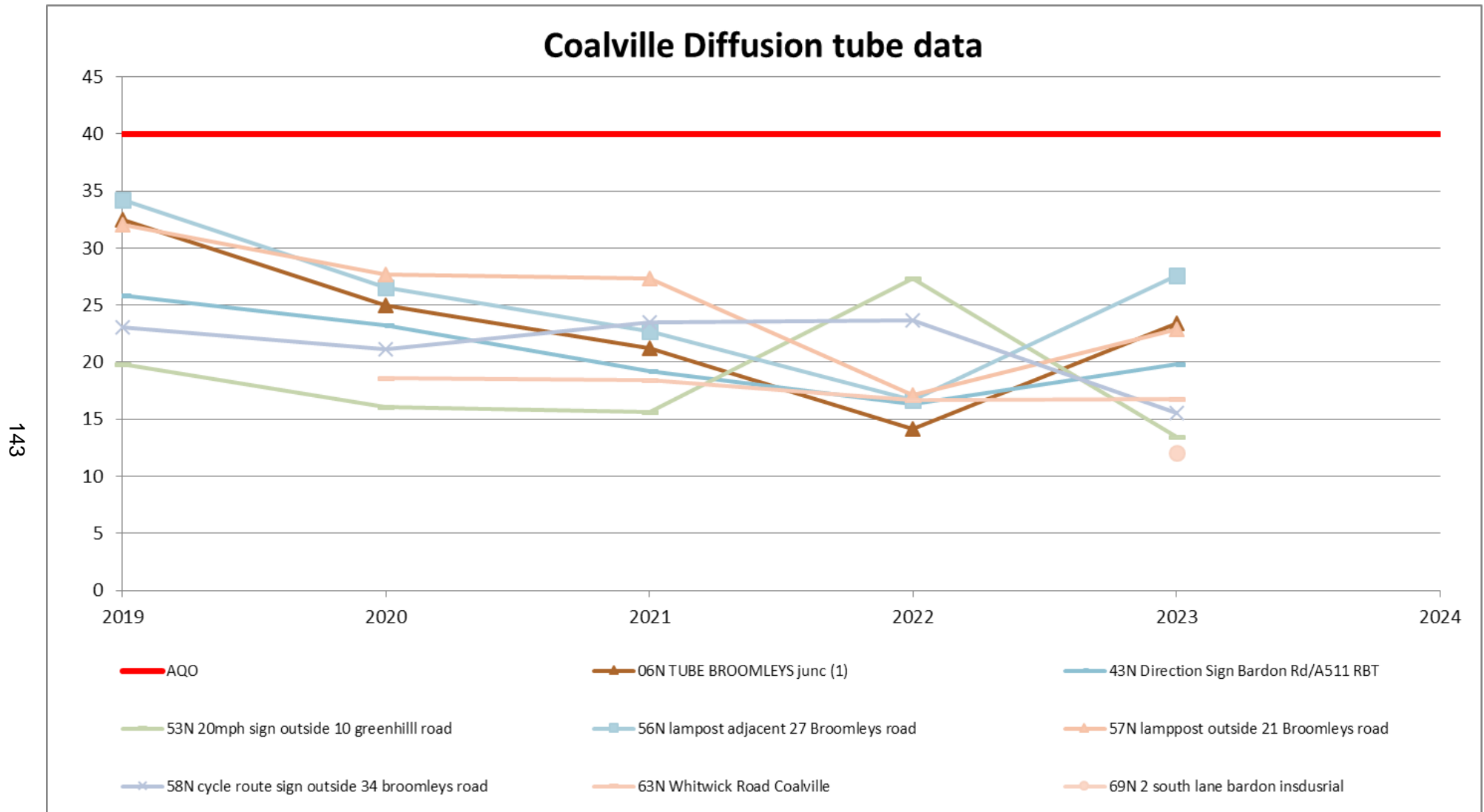


Figure A.4 – Trends in Annual Mean NO₂ Concentrations in Copt Oak

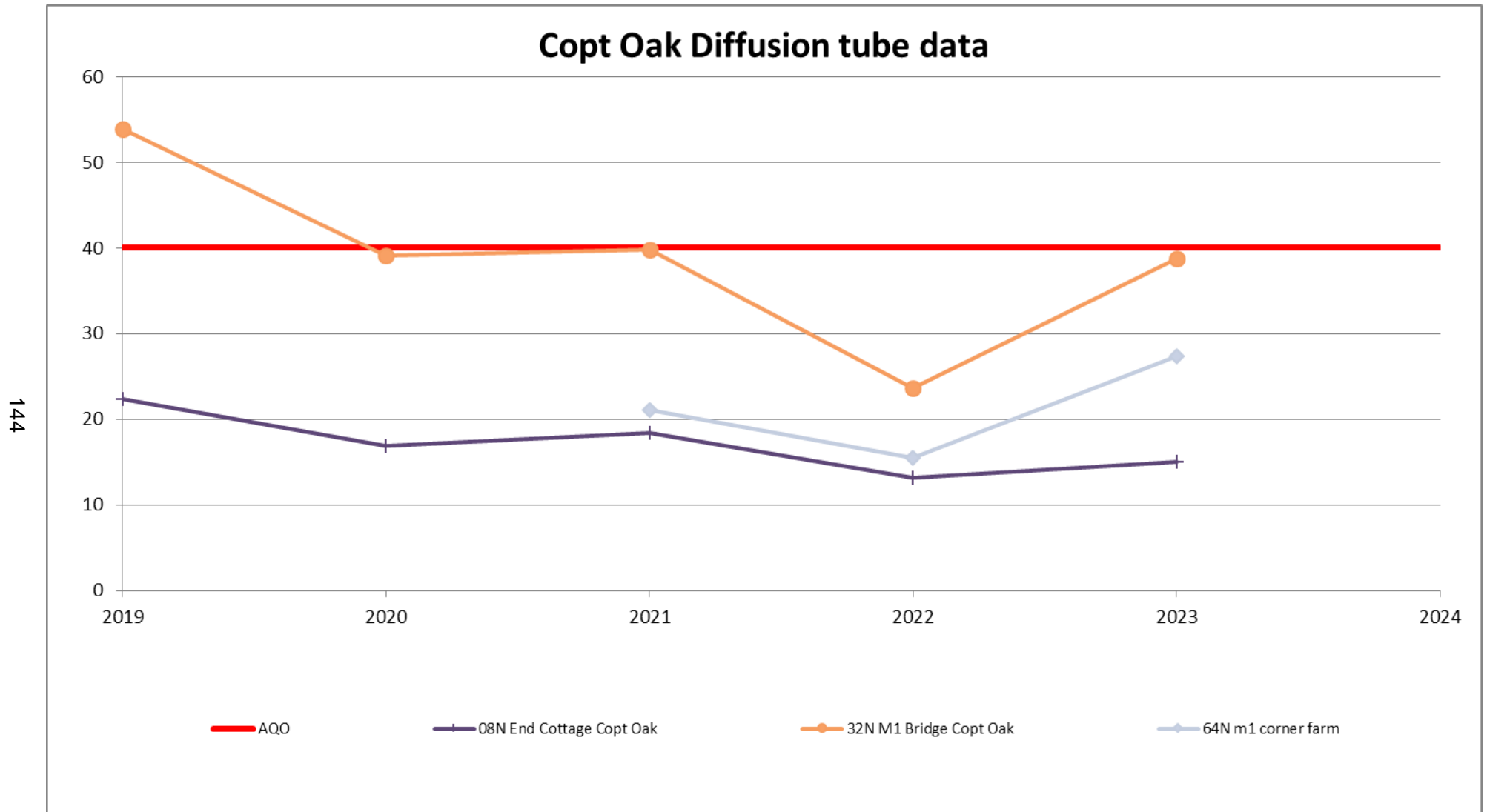


Figure A.5 – Trends in Annual Mean NO₂ Concentrations in Hugglescote

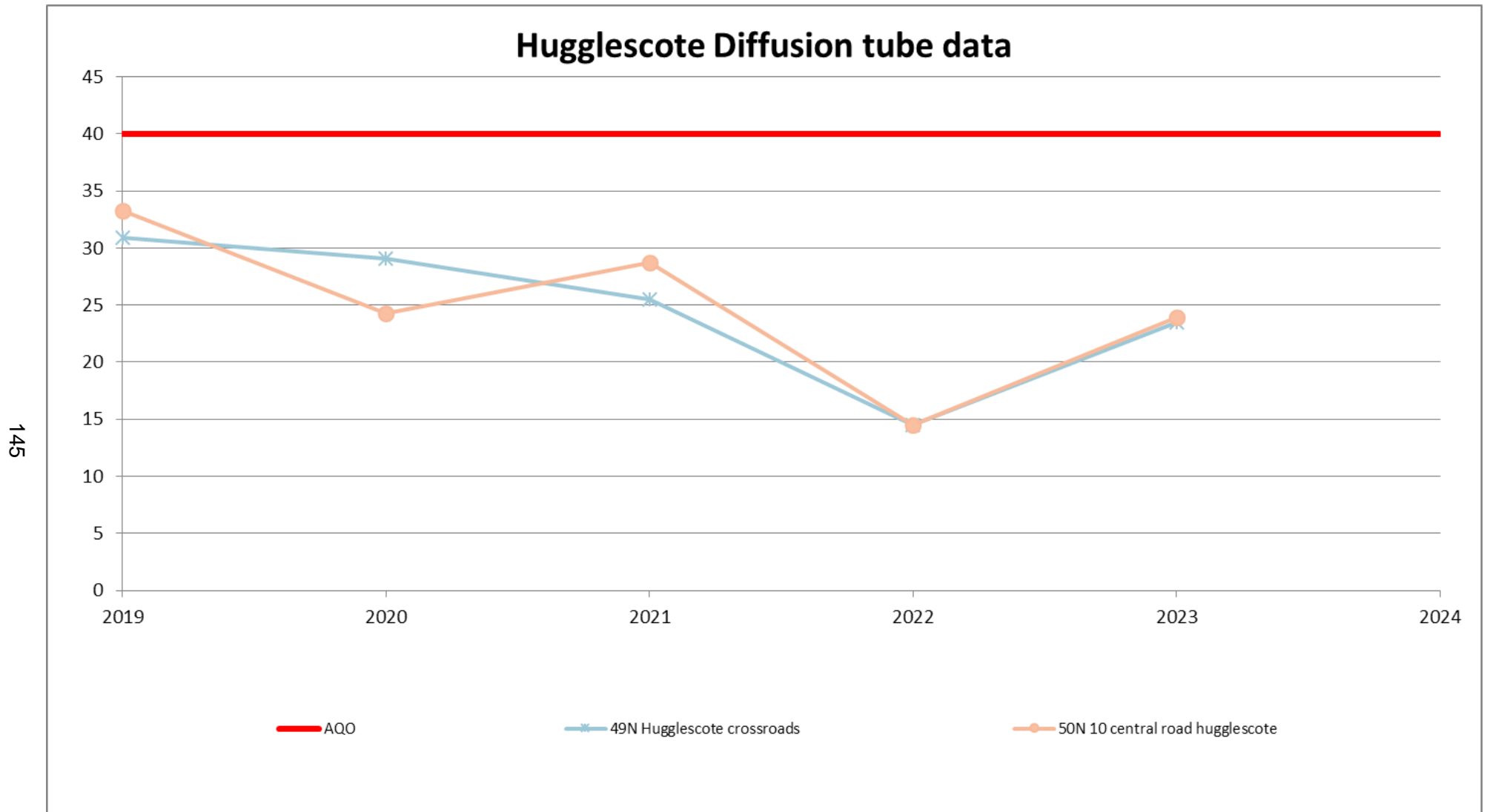


Figure A.6 – Trends in Annual Mean NO₂ Concentrations in Ibstock

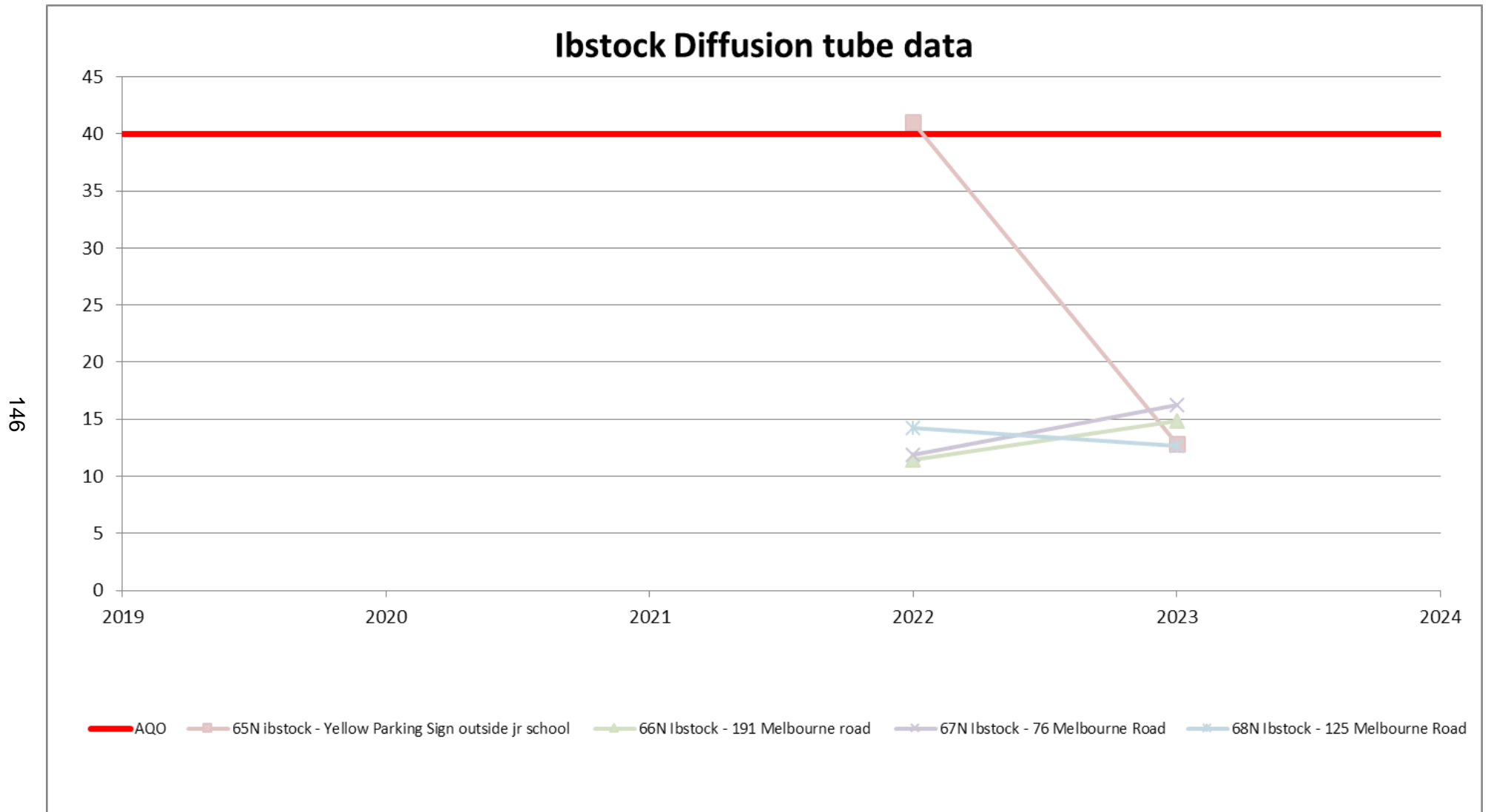


Figure A.7 – Trends in Annual Mean NO₂ Concentrations in Kegworth

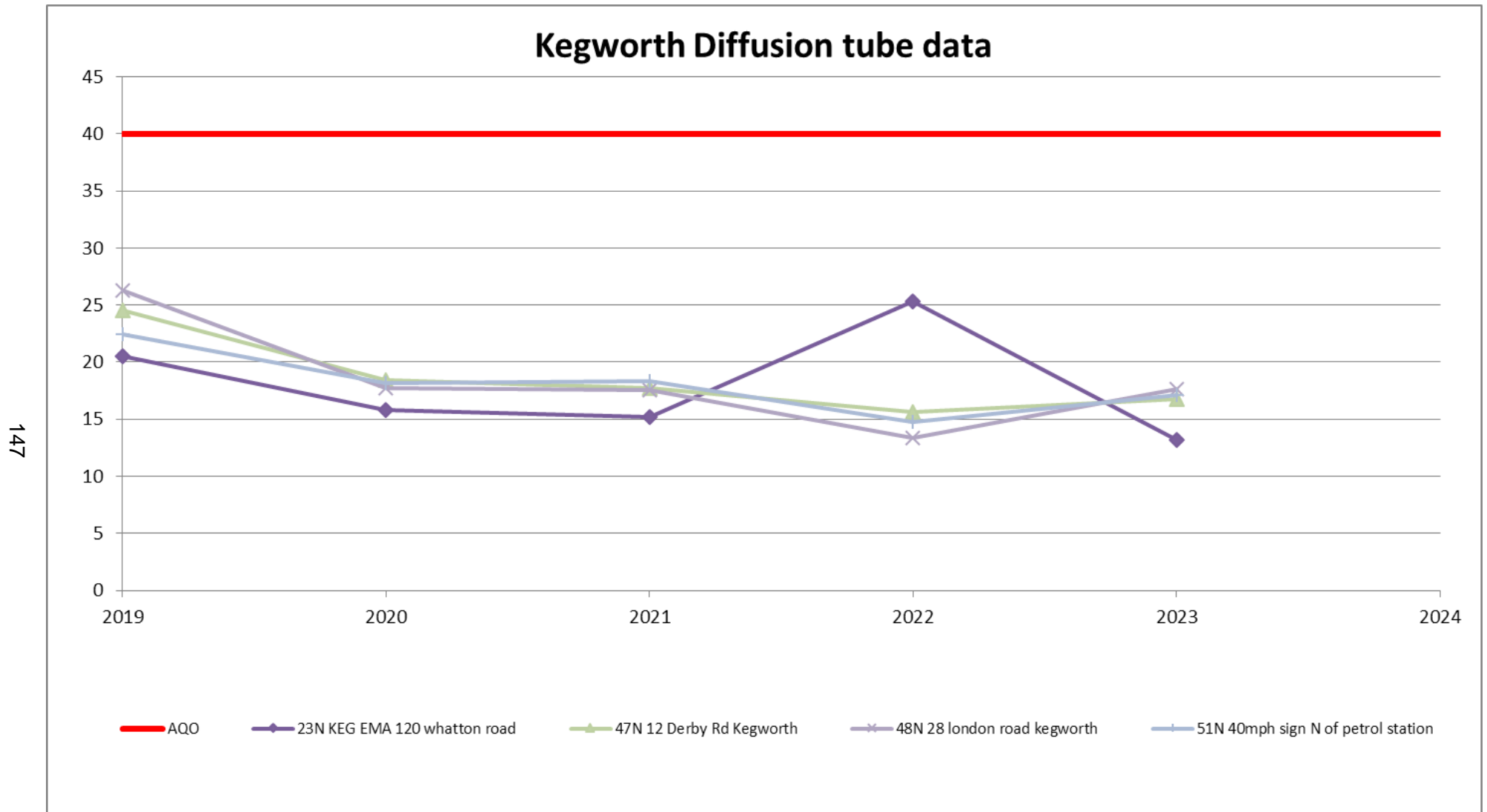


Figure A.8 – Trends in Annual Mean NO₂ Concentrations in Sinope and Whitwick

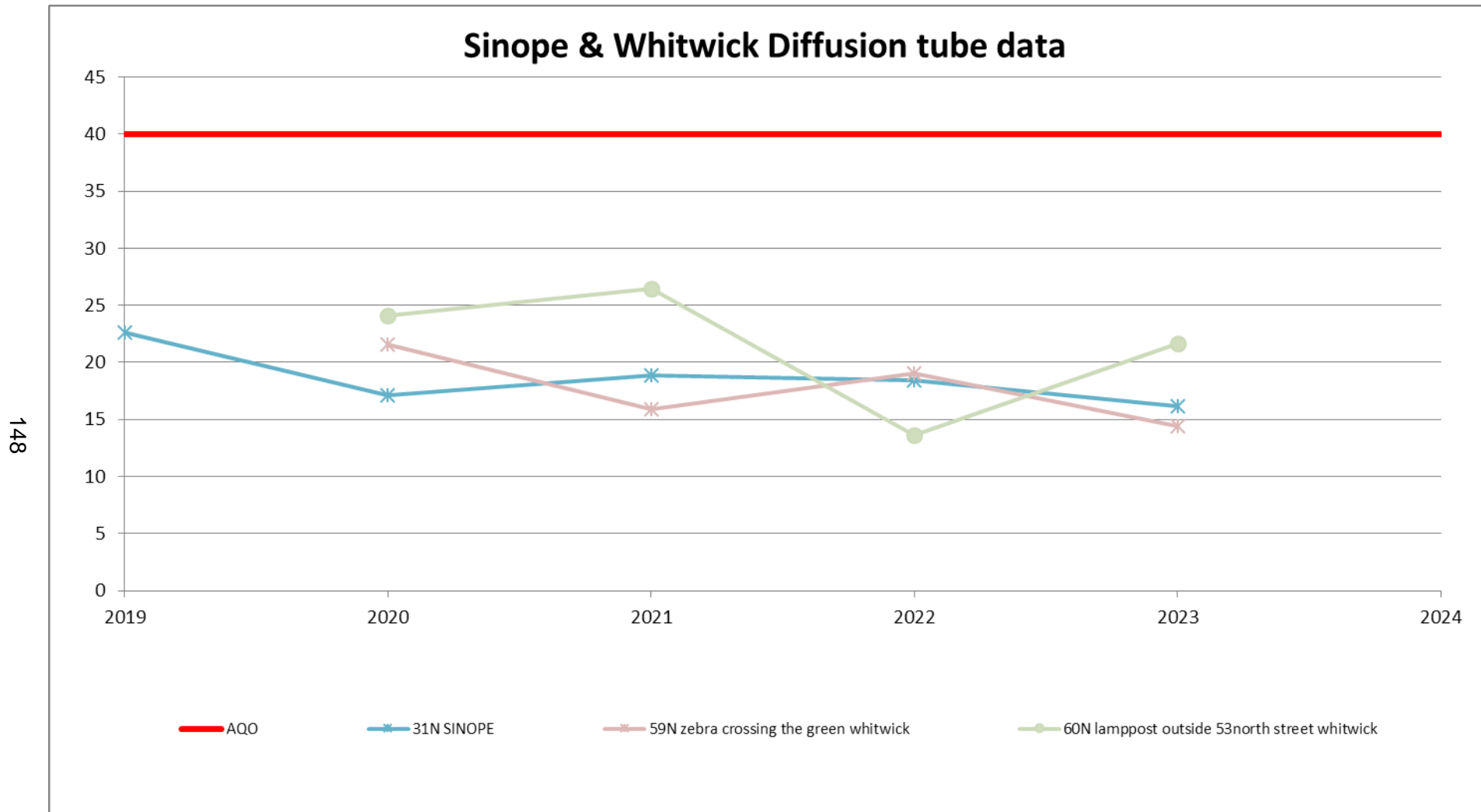


Table A.5 – 1-Hour Mean NO₂ Monitoring Results, Number of 1-Hour Means > 200µg/m³

Site ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2023 (%) ⁽²⁾	2019	2020	2021	2022	2023
Z3	443991	313322	Roadside	100%	100%				0	0
Z4	445286	312418	Rural	89%	89%				219 (541)	120
Z5	431982	314134	Rural	88%	88%				0	0
Z6	432654	313155	Rural	82%	82%				0	0 (41.34)

Notes:

Results are presented as the number of 1-hour periods where concentrations greater than 200µg.m⁻³ have been recorded.

Exceedances of the NO₂ 1-hour mean objective (200µg.m⁻³ not to be exceeded more than 18 times/year) are shown in **bold**.

If the period of valid data is less than 85%, the 99.8th percentile of 1-hour means is provided in brackets.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

Table A.6 – Annual Mean PM₁₀ Monitoring Results (µg.m⁻³)

Site ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2023 (%) ⁽²⁾	2019	2020	2021	2022	2023
Z3	443991	313322	Roadside	100%	100%				12.72	11.38
Z4	445286	312418	Rural	89%	89%				9.65	10.84
Z5	431982	314134	Rural	88%	88%				11.9	15.16
Z6	432654	313155	Rural	82%	82%				13.1	11.46

Annualisation has been conducted where data capture is <75% and >25% in line with LAQM.TG22

Notes:

The annual mean concentrations are presented as µg.m⁻³.

Exceedances of the PM₁₀ annual mean objective of 40µg.m⁻³ are shown in **bold**.

All means have been “annualised” as per LAQM.TG22 if valid data capture for the full calendar year is less than 75%. See Appendix C for details.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

Figure A.9 – Trends in Annual Mean PM₁₀ Concentrations

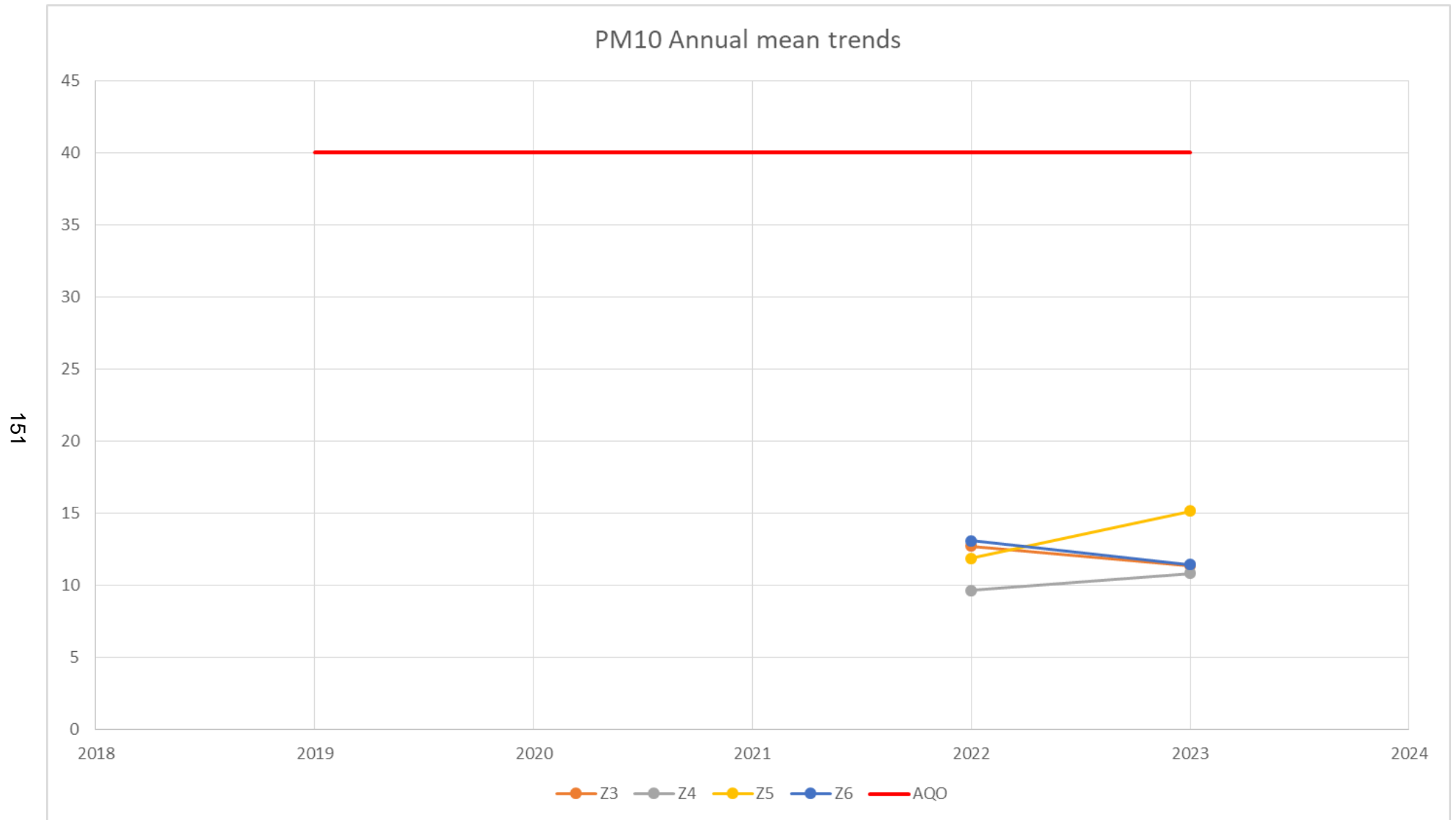


Table A.7 – 24-Hour Mean PM₁₀ Monitoring Results, Number of PM₁₀ 24-Hour Means > 50µg.m⁻³

Site ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2023 (%) ⁽²⁾	2019	2020	2021	2022	2023
Z3	443991	313322	Roadside	100.00%	100%				0(36)	0
Z4	445286	312418	Rural	89%	89%				0(35.9)	0
Z5	431982	314134	Rural	88%	88%				0	2
Z6	432654	313155	Rural	98%	98%				0	0

Notes:

Results are presented as the number of 24-hour periods where daily mean concentrations greater than 50µg.m⁻³ have been recorded.

Exceedances of the PM₁₀ 24-hour mean objective (50µg.m⁻³ not to be exceeded more than 35 times/year) are shown in **bold**.

If the period of valid data is less than 85%, the 90.4th percentile of 24-hour means is provided in brackets.

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(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

Table A.8 – Annual Mean PM_{2.5} Monitoring Results (µg.m⁻³)

Site ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Site Type	Valid Data Capture for Monitoring Period (%) ⁽¹⁾	Valid Data Capture 2023 (%) ⁽²⁾	2019	2020	2021	2022	2023
Z3	443991	313322	Roadside	100.00%	100%				9.7	6.86
Z4	445286	312418	Rural	89%	89%				7.5	6.37
Z5	431982	314134	Rural	88%	88%				11.1	13.8
Z6	432654	313155	Rural	82%	82%				15.1	10.47

Annualisation has been conducted where data capture is <75% and >25% in line with LAQM.TG22.

Notes:

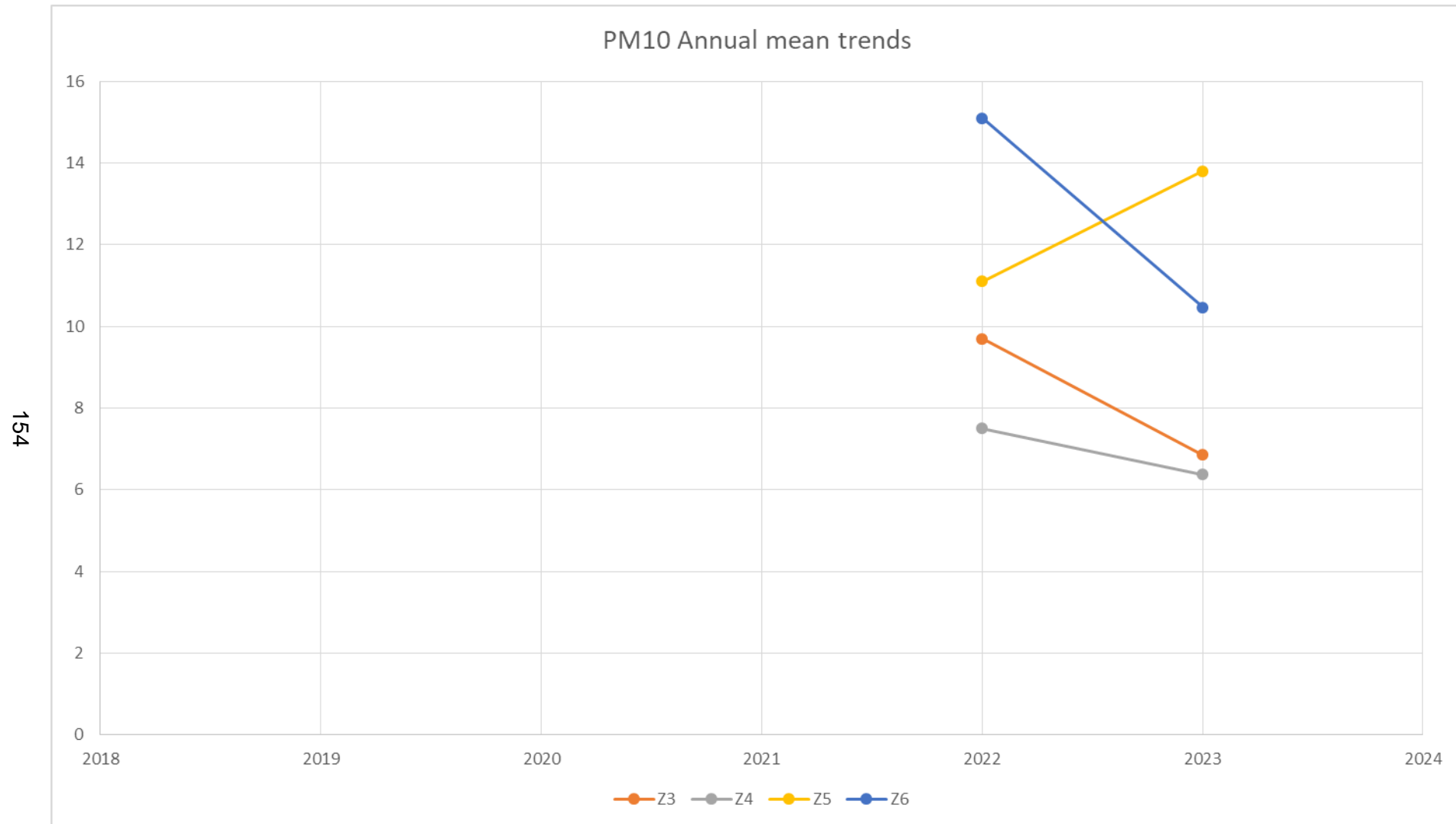
The annual mean concentrations are presented as µg.m⁻³.

All means have been “annualised” as per LAQM.TG22 if valid data capture for the full calendar year is less than 75%. See Appendix C for details.

(1) Data capture for the monitoring period, in cases where monitoring was only carried out for part of the year.

(2) Data capture for the full calendar year (e.g. if monitoring was carried out for 6 months, the maximum data capture for the full calendar year is 50%).

Figure A.10 – Trends in Annual Mean PM_{2.5} Concentrations



Appendix B: Full Monthly Diffusion Tube Results for 2023

Table B.1 – NO₂ 2023 Diffusion Tube Results (µg.m⁻³)

DT ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Mean: Raw Data	Annual Mean: Annualised and Bias Adjusted (0.77)	Annual Mean: Distance Corrected to Nearest Exposure	Comment
06N	443632	314026	14.7	39.3	34.8	34.1	25.3	26.0	25.5	30.6	34.7	33.8	39.4	27.0	30.4	23.4	-	
08N	448138	313012	26.5	17.0	20.1	24.5	17.0	14.3	13.1	19.5	20.9	20.1	24.5	17.4	19.6	15.1	-	
12N	444161	326355	19.4	20.2	27.8	13.1	10.7			14.3	18.3	21.5	20.6	15.2	18.1	13.9	-	
14N	444216	326788	21.8	26.1	19.5	18.3	16.6	15.0	10.6	12.4	17.8	17.7	24.6	13.7	17.8	13.7	-	
16N	444450	327233		37.9	28.8		26.1	26.6	23.1				35.5	20.2	28.3	21.9	-	
17N	444512	327335	34.2	33.8	26.3	27.6	21.7	24.4	34.7	22.7	33.9	37.5	47.1		31.3	24.1	-	
18N	444580	327411	46.3	48.0	40.4	41.1	38.5	35.3	31.4	39.1	49.0	45.1	73.0		44.3	34.1	-	
19N	444707	327603	26.8	19.1	24.5	22.5	16.3		34.7		26.8	31.2			25.2	19.1	-	
23N	448108	326305	25.2	26.3	16.0	12.5	11.4	10.6	11.4	15.0	16.9	20.3	22.1	17.2	17.1	13.1	-	
31N	440167	315264	29.3	28.5	20.1	19.1	15.3	15.4	15.2	18.2	21.3	22.4		26.4	21.0	16.2	-	
32N	448082	313100	56.6	59.4	53.2	55.9	50.1	48.9	47.7	53.0	65.4	28.3	37.6	48.7	50.4	38.8	-	
40N	444323	326975	19.5	25.6	16.1	17.4	13.4		13.6	17.0	22.4	28.4	28.0	16.4	19.8	15.2	-	
41N	444474	327171	33.1	38.3	28.1	32.3	28.0	27.3		28.7	34.1	33.0	36.4	25.0	31.3	24.1	-	
43N	443675	313642	22.6	32.9	24.7	32.3	22.5	30.6	16.6	20.5	28.0	27.9	29.6	21.2	25.8	19.9	-	
47N	448639	326805	25.2	33.0	20.9	22.4	15.0	13.4	23.6	16.5	20.1	27.6			21.8	16.8	-	
48N	448792	326533	31.7	30.4	20.2		19.4	16.3	18.6	21.3	23.6	25.7	23.4	21.4	22.9	17.6	-	
49N	442578	312871	43.9	31.0	32.1	33.0	26.5	25.5	20.4	23.2	36.3	32.7			30.5	23.5	-	
50N	442562	312823	31.6	33.4	34.8	27.3	28.4	28.8	26.0	33.3	33.0	36.2		28.8	31.1	23.9	-	
51N	448361	326997	33.5	20.1	20.5	19.7	15.7	12.7			21.6	25.8	33.3	19.0	22.2	17.1	-	
53N	448436	326931	13.6	20.6	19.0	20.0	17.5	16.6	12.8	15.5	17.9	19.3	23.3	12.9	17.4	13.4	-	

DT ID	X OS Grid Ref (Easting)	Y OS Grid Ref (Northing)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Mean: Raw Data	Annual Mean: Annualised and Bias Adjusted (0.77)	Annual Mean: Distance Corrected to Nearest Exposure	Comment
54N	444331	327257	26.8		19.2	25.0	18.3	18.0	17.1	19.8	22.3	25.4	28.5	20.0	21.9	16.8	-	
56N	443649	314040	39.4	44.6	32.1	31.8	38.6	35.4	26.1	32.5	40.9	36.1	43.7	28.3	35.8	27.6	-	
57N	443630	314028	36.5		37.9	40.2	25.5	17.2	18.5	27.1	34.5	26.8	31.3	31.3	29.7	22.9	-	
58N	443634	313996	25.0	28.7	21.6	25.7	22.1	21.1	12.4	17.6	21.4	20.2	11.4	15.4	20.2	15.6	-	
59N	442754	317177	17.3	25.7	21.0	20.2			12.4		21.9	22.4		16.3	19.7	14.4	-	
60N	443366	316277	31.7	34.5	30.3	30.2	30.9	28.6	17.6	24.5	32.0	29.0		19.8	28.1	21.6	-	
61N	436194	316958	35.8	37.7		25.2	24.9				31.8	27.8		24.0	29.6	21.4	-	
62N	435587	317204		17.2	17.0	19.2	14.4	12.7			19.8				16.7	13.8	-	
63N	442800	314466	28.7	28.7	23.3	22.8	17.2	17.1	15.5	15.1	25.9	23.1			21.7	16.7	-	
64N	448081	313098	35.6	44.3	32.3	30.9	27.3	18.2			27.4	51.9	51.5		35.5	27.3	-	
65N	440566	310316	13.9	18.6	16.7	19.3	15.0	14.2	12.9					15.7	15.8	12.8	-	
66N	440525	310507	22.7	22.4		18.0		12.9	16.6	16.9	22.2	21.9	23.9	15.4	19.3	14.9	-	
67N	440537	310041	28.4	25.0	19.3	20.2	18.7	19.0	13.0	14.1	24.5	25.2	31.2	15.1	21.1	16.3	-	
68N	440598	310238	10.5	23.2			18.1	16.3	10.0	12.8	18.0	19.4	23.1	12.5	16.4	12.6	-	
69N	446935	323744	23.6	19.0	10.7	14.3	14.7	12.7	12.3	12.4	14.9	16.5	26.0	10.6	15.6	12.0	-	

All erroneous data has been removed from the NO₂ diffusion tube dataset presented in Table B.1.

Annualisation has been conducted where data capture is <75% and >25% in line with LAQM.TG22.

Local bias adjustment factor used .

National bias adjustment factor used.

Where applicable, data has been distance corrected for relevant exposure in the final column.

North West Leicestershire District Council confirm that all 2023 diffusion tube data has been uploaded to the Diffusion Tube Data Entry System.

Notes:

Exceedances of the NO₂ annual mean objective of 40µg.m⁻³ are shown in **bold**.

NO₂ annual means exceeding 60µg.m⁻³, indicating a potential exceedance of the NO₂ 1-hour mean objective are shown in **bold and underlined**.

See Appendix C for details on bias adjustment and annualisation.

Appendix C: Supporting Technical Information / Air Quality Monitoring Data QA/QC

New or Changed Sources Identified Within North West Leicestershire District Council During 2023

North West Leicestershire District Council has not identified any new sources relating to air quality within the reporting year of 2023.

Additional Air Quality Works Undertaken by North West Leicestershire District Council During 2023

North West Leicestershire District Council in partnership with Harborough District Council undertook a DEFRA funded investigation regarding the impacts of solid fuel burning on PM_{2.5}. The full report is attached as

- Appendix C1 Domestic Solid-fuel burning

The council commissioned Air Pollution Service Ltd to undertake a detailed assessment of Melbourne Road in Ibstock to determine the likely extent of an air quality management area. The report is attached as

- Appendix C2 Detailed Assessment of Melbourne Road Ibstock

QA/QC of Diffusion Tube Monitoring

The supplier used for diffusion tubes within 2023 was Socotec (Didcote) and the method of preparation was 50% TEA in acetone.

Socotecs QA/QC data is attached as

- Appendix C3 NO₂ Diffusion Tube Information 2023

Monitoring has been completed in adherence with the 2023 Diffusion Tube Monitoring Calendar

The Full Diffusion Tube Data processing tool v4.0 is attached at Appendix C4

Diffusion Tube Annualisation

Annualisation has been carried out in line with the technical guidance and using the diffusion tube data processing tool.

Table C.1 – Annualisation Summary (concentrations presented in $\mu\text{g}/\text{m}^3$)

Site ID	Annualisation Factor Leamington Spa	Annualisation Factor Leicester University	Annualisation Factor Northampton Spring Park	Annualisation Factor Nottingham Center	Average Annualisation Factor	Raw Data Annual Mean	Annualised Annual Mean
16N	1.0143	0.9867	1.0343	0.9854	1.0052	28.3	28.5
19N	0.9752	0.9699	0.9847	0.9982	0.9820	25.2	24.8
59N	0.9342	0.9680	0.9393	0.9770	0.9546	19.7	18.8
61N	0.9172	0.9505	0.9240	0.9644	0.9390	29.6	27.8
62N	1.0926	1.0313	1.1367	1.0290	1.0724	16.7	17.9
65N	1.0311	1.0350	1.0810	1.0703	1.0543	15.8	16.6

Diffusion Tube Bias Adjustment Factors

The diffusion tube data presented within the 2023 ASR have been corrected for bias using an adjustment factor. Bias represents the overall tendency of the diffusion tubes to under or over-read relative to the reference chemiluminescence analyser. LAQM.TG22 provides guidance with regard to the application of a bias adjustment factor to correct diffusion tube monitoring. Triplicate co-location studies can be used to determine a local bias factor based on the comparison of diffusion tube results with data taken from NO_x/NO_2 continuous analysers. Alternatively, the national database of diffusion tube co-location surveys provides bias factors for the relevant laboratory and preparation method.

North West Leicestershire District Council have applied a national bias adjustment factor of 0.77 to the 2023 monitoring data. A summary of bias adjustment factors used by North West Leicestershire District Council over the past five years is presented in Table C.2.

Table C.2 – Bias Adjustment Factor

Monitoring Year	Local or National	If National, Version of National Spreadsheet	Adjustment Factor
2023	National	03/2024	0.77
2022	National	03/2023	0.76
2021	National	03/22	0.78
2020	National	03/21	0.82
2019	National	03/20	0.87

Table C.3 – Bias Adjustment Factor spreadsheet

National Diffusion Tube Bias Adjustment Factor Spreadsheet							Spreadsheet Version Number: 03/24			
<p>Follow the steps below in the correct order to show the results of relevant co-location studies</p> <p>Data only apply to tubes exposed monthly and are not suitable for correcting individual short-term monitoring periods</p> <p>Whenever presenting adjusted data, you should state the adjustment factor used and the version of the spreadsheet</p> <p>This spreadsheet will be updated every few months; the factors may therefore be subject to change. This should not discourage their immediate use.</p> <p>The LAQM Helpdesk is operated on behalf of Defra and the Devolved Administrations by Bureau Veritas, in conjunction with contract partners AECOM and the National Physical Laboratory.</p> <p>Spreadsheet maintained by the National Physical Laboratory. Original compiled by Air Quality Consultants Ltd.</p>										<p>This spreadsheet will be updated at the end of June 2024</p> <p>LAQM Helpdesk Website</p>
Step 1:		Step 2:	Step 3:	Step 4:						
Select the Laboratory that Analyses Your Tubes from the Drop-Down List		Select a Preparation Method from the Drop-Down List	Select a Year from the Drop-Down List	<p>Where there is only one study for a chosen combination, you should use the adjustment factor shown with caution.</p> <p>Where there is more than one study, use the overall factor shown in blue at the foot of the final column.</p> <p>If you have your own co-location study then see footnote 5. If uncertain what to do then contact the Local Air Quality Management Helpdesk at LAQMHelpdesk@bureauveritas.com or 0800 0327953</p>						
Analysed By ¹	Method ²	Year ³	Site Type	Local Authority	Length of Study (months)	Diffusion Tube Mean Conc. (Dm) (µg/m ³)	Automatic Monitor Mean Conc. (Cm) (µg/m ³)	Bias (B)	Tube Precision ⁴	Bias Adjustment Factor (A) (Cm/Dm)
SOCOTEC Didcot	50% TEA in acetone	2023	UB	City Of York Council	11	15	12	27.3%	G	0.78
SOCOTEC Didcot	50% TEA in acetone	2023	R	City Of York Council	11	22	17	26.8%	G	0.79
SOCOTEC Didcot	50% TEA in acetone	2023	R	City Of York Council	9	22	17	33.7%	G	0.75
SOCOTEC Didcot	50% TEA in acetone	2023	R	City Of York Council	10	31	25	26.1%	G	0.79
SOCOTEC Didcot	50% TEA in acetone	2023	UB	Gravesham Borough Council	12	19	15	25.6%	G	0.80
SOCOTEC Didcot	50% TEA in acetone	2023	UB	Gravesham Borough Council	12	23	19	18.4%	G	0.84
SOCOTEC Didcot	50% TEA in acetone	2023	R	Ipswich Borough Council	9	26	20	33.0%	G	0.75
SOCOTEC Didcot	50% TEA in acetone	2023	R	Ipswich Borough Council	12	36	27	34.3%	G	0.74
SOCOTEC Didcot	50% TEA in acetone	2023	R	North East Lincolnshire Council	12	43	26	61.3%	G	0.62
SOCOTEC Didcot	50% TEA in acetone	2023	UB	North East Lincolnshire Council	10	13	10	29.1%	G	0.77
SOCOTEC Didcot	50% TEA in acetone	2023	R	North East Lincolnshire Council	11	24	21	18.0%	G	0.85
SOCOTEC Didcot	50% TEA in acetone	2023	R	Cardiff Council / Shared Regulatory Services	11	41	34	22.2%	G	0.82
SOCOTEC Didcot	50% TEA in acetone	2023	UB	Torfaen County Borough Council	11	12	9	43.3%	G	0.70
SOCOTEC Didcot	50% TEA in Acetone	2023	R	East Suffolk Council	12	29	21	38.3%	G	0.72
SOCOTEC Didcot	50% TEA in Acetone	2023	R	Wrexham County Borough Council	11	17	14	25.2%	G	0.80
SOCOTEC Didcot	50% TEA in Acetone	2023	R	Horsham District Council	12	21	17	23.5%	G	0.81
SOCOTEC Didcot	50% TEA in Acetone	2023	R	Horsham District Council	10	25	17	43.5%	G	0.70
SOCOTEC Didcot	50% TEA in Acetone	2023	R	Horsham District Council	10	23	24	-5.4%	G	1.06
SOCOTEC Didcot	50% TEA in Acetone	2023	UI	North Lincolnshire Council	10	14	11	26.2%	G	0.79
SOCOTEC Didcot	50% TEA in acetone	2023	R	Bridgend Council	11	32	27	20.8%	G	0.83
SOCOTEC Didcot	50% TEA in acetone	2023	R	Cambridge City Council	12	22	18	24.6%	G	0.80
SOCOTEC Didcot	50% TEA in acetone	2023	R	Leeds City Council	10	39	29	32.3%	G	0.76
SOCOTEC Didcot	50% TEA in acetone	2023	KS	Leeds City Council	10	30	20	48.3%	G	0.67
SOCOTEC Didcot	50% TEA in acetone	2023	R	Leeds City Council	12	25	19	30.0%	G	0.77
SOCOTEC Didcot	50% TEA in acetone	2023	UC	Leeds City Council	11	26	19	40.0%	G	0.71
SOCOTEC Didcot	50% TEA in acetone	2023	KS	Marlebone Road intercomparison	11	53	38	41.4%	G	0.71
SOCOTEC Didcot	50% TEA in acetone	2023	R	Vale Of White Horse District Council	10	22	18	21.2%	G	0.83
SOCOTEC Didcot	50% TEA in acetone	2023	UB	Wirral Council	11	15	13	16.7%	G	0.86
Overall Factor⁵ (28 studies)								Use		0.77

NO₂ Fall-off with Distance from the Road

Wherever possible, monitoring locations are representative of exposure. However, where this is not possible, the NO₂ concentration at the nearest location relevant for exposure has been estimated using the Diffusion Tube Data Processing Tool/NO₂ fall-off with distance calculator available on the LAQM Support website. Where appropriate, non-

automatic annual mean NO₂ concentrations corrected for distance are presented in Table B.1.

No diffusion tube NO₂ monitoring locations within North West Leicestershire District Council required distance correction during 2023.

QA/QC of Automatic Monitoring

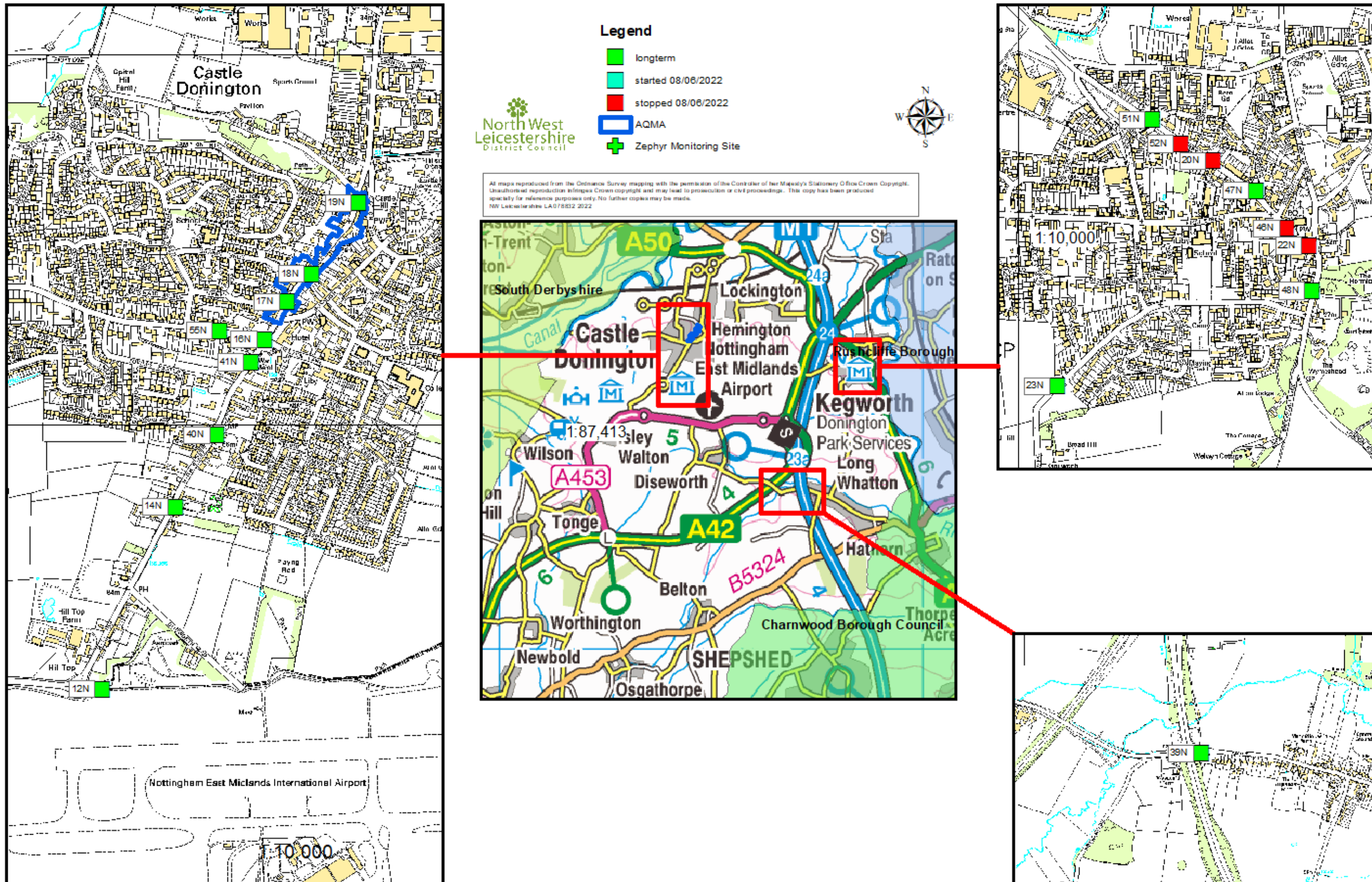
The zephyr analyser data is subject to QA/QC procedures conducted by Earthsense the manufacturer of the Zephyr

All zephyr data is attached as

- Appendix C5 zephyr monitoring data

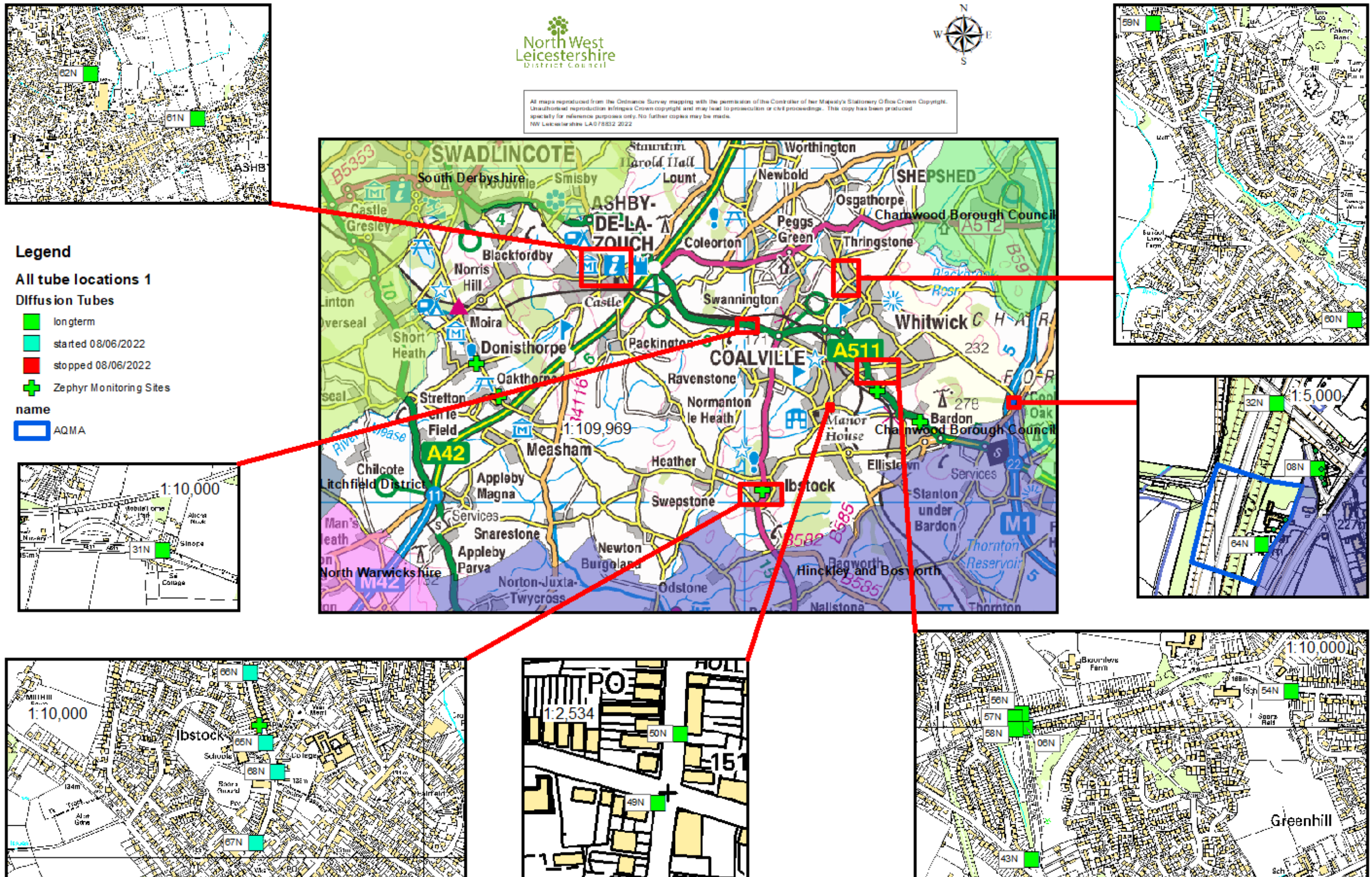
Appendix D: Map(s) of Monitoring Locations and AQMAs

Figure D.1 – Map of Non-Automatic Monitoring Sites north of the District



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Figure D.2 – Map of Non-Automatic Monitoring Sites south of the District



Appendix E: Summary of Air Quality Objectives in England

Table E.1 – Air Quality Objectives in England⁷

Pollutant	Air Quality Objective: Concentration	Air Quality Objective: Measured as
Nitrogen Dioxide (NO ₂)	200µg/m ³ not to be exceeded more than 18 times a year	1-hour mean
Nitrogen Dioxide (NO ₂)	40µg/m ³	Annual mean
Particulate Matter (PM ₁₀)	50µg/m ³ , not to be exceeded more than 35 times a year	24-hour mean
Particulate Matter (PM ₁₀)	40µg/m ³	Annual mean
Sulphur Dioxide (SO ₂)	350µg/m ³ , not to be exceeded more than 24 times a year	1-hour mean
Sulphur Dioxide (SO ₂)	125µg/m ³ , not to be exceeded more than 3 times a year	24-hour mean
Sulphur Dioxide (SO ₂)	266µg/m ³ , not to be exceeded more than 35 times a year	15-minute mean

⁷ The units are in microgrammes of pollutant per cubic metre of air (µg/m³).

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'
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
ASR	Annual Status Report
Defra	Department for Environment, Food and Rural Affairs
DMRB	Design Manual for Roads and Bridges – Air quality screening tool produced by National Highways
EU	European Union
FDMS	Filter Dynamics Measurement System
LAQM	Local Air Quality Management
NO ₂	Nitrogen Dioxide
NO _x	Nitrogen Oxides
PM ₁₀	Airborne particulate matter with an aerodynamic diameter of 10µm or less
PM _{2.5}	Airborne particulate matter with an aerodynamic diameter of 2.5µm or less
QA/QC	Quality Assurance and Quality Control
SO ₂	Sulphur Dioxide

References

- Local Air Quality Management Technical Guidance LAQM.TG22. August 2022. Published by Defra in partnership with the Scottish Government, Welsh Assembly Government and Department of the Environment Northern Ireland.
- Local Air Quality Management Policy Guidance LAQM.PG22. August 2022. Published by Defra in partnership with the Scottish Government, Welsh Assembly Government and Department of the Environment Northern Ireland.
- Chemical hazards and poisons report: Issue 28. June 2022. Published by UK Health Security Agency
- Air Quality Strategy – Framework for Local Authority Delivery. August 2023. Published by Defra.

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A major source Air Quality Grant 2021/22 - Final Report

Grant Determination Number 31/5979 and 31/5980

Unique Project reference: ecm_64111

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1. Introduction

This report is the final report of Air Quality Grant funded project number ecm_64111 undertaken by North West Leicestershire District Council and Harborough Borough Council from April 2022 to the end of December 2023.

The Final report is required within 6 months of the project reaching completion. There is no set template for this report, but guidance from Defra suggests that as a minimum it should set out:

- The project summary and aims.
- Work undertaken and an assessment of how work may have differed from the initial proposal.
- Whether this was a Sole or Joint Proposal and a review of the benefits and challenges of the chosen delivery model.
- An assessment on whether the project was effective and achieved its objectives and milestones.
- An assessment of how the outcomes of the project will be delivered or maintained longer term.
- Details of stakeholder engagement.
- Sharing of best practice or lessons learned.
- A financial breakdown of how the funding was used and a financial reconciliation of the funding awarded

This report is therefore structured around the bullet points above and covers elements of feedback from both authorities, including details of implementation in relation to the original application, and whether the project delivered the original objectives.

Project and Contact details	
Lead Local Authority Name	North West Leicestershire District Council
Project Partners	Harborough District Council
Our Ref: ecm	64111
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2. Project Summary and Aims

The project was led by North West Leicestershire District Council, in collaboration with Harborough Borough Council. The main objective of the project was to increase the level of knowledge of the effects of solid fuel burning on PM_{2.5} (particularly related to health), and ultimately reduce PM_{2.5} emissions by changing attitudes to solid fuel burning, resulting in behaviour change. There is increasing local public concern around PM_{2.5} across North West Leicestershire and Harborough, and in air quality in general. It was recognised that for PM_{2.5} in particular, currently there is little information in relation to current concentrations, how concentrations vary across the districts and how the magnitude of contributions from different sources relate to the overall emissions. The project used a combination of monitoring, and a public awareness programme to try to increase awareness around solid fuel burning, and increase the evidence base as to the contribution of solid fuel burning in three locations, where it was thought that the incidence of solid fuel burning was likely to be high.

The project commenced with some communication around solid fuel burning (general social media posts etc), and further communication was undertaken when the air quality monitoring was commissioned. A questionnaire survey was undertaken prior to the main winter solid fuel burning season, to gauge attitudes to, and levels of, solid fuel burning. The survey focused on the villages where monitoring was being undertaken, but the survey links were more widely advertised (for example on social media and in local press articles) inviting responses more generally across the districts. Further communications aimed at behaviour change (burning less and cleaner) were undertaken throughout the winter season. Monitoring continued for a year, in 3 locations identified as having the potential to have high levels of burning, following which a further questionnaire survey was undertaken to assess changes in attitudes or behaviour.

Analysis of monitoring data was undertaken at the end of the 12-month period, and the outcomes of the analysis are appended to this report. Detailed statistical analysis of the monitoring results, using 'openair' software did not identify any clear influences from solid fuel burning in the vicinity of the any of the monitors. The plots produced seem to show periods of higher concentrations, at times, during colder temperatures, during the evening and over the weekend, which could be interpreted as times when residents are more likely to be burning solid fuel; however, variations in PM_{2.5} can occur for multiple reasons, due to source, meteorology, chemistry or measurement method. In the absence of a clear signal from the monitoring data and its subsequent analysis, it was concluded that the data are not clear enough to draw a conclusion as to what is driving these elevated concentrations. Evidence from the questionnaires showed that there was already a very high awareness that solid fuel burning can have a detrimental effect on health. Of the respondents who burnt inside, most respondents burnt wood, or manufactured fuels/ smokeless coal, which reflects the national picture. The appliances used by respondents inside were mostly wood burners or enclosed fireplaces, followed by open fires. The main purpose of burning was for heat, but some respondents also used their appliance for cooking, aesthetics and hot water. Most use of appliances was during the evenings, with weekends slightly more popular than during the week. There appeared to be a high awareness of the need to season wood, with the majority of respondents saying they bought seasoned wood, or seasoned it at home, with no respondents saying that they bought unseasoned wood.

It is anticipated that the public awareness work will be built on in the future (if funding and resources allow) and expanded to a more ambitious, and potentially regional awareness campaign in line with public health priorities. One way this could be done is through supporting Clean Air Night (which focusses on solid fuel burning).

3. Work undertaken and how this differed from the application

The project was implemented much as the application suggested with no major changes. This section describes what work has been undertaken and provides more detail as to how the project was implemented and managed. The work was undertaken across four work packages; monitoring, public awareness raising, survey of behaviour and evaluation and knowledge transfer. Each of work packages are summarised below. Although the work did not differ from the application to any degree, it was refined as the project was implemented, based on experience and outcomes. Each of the above work packages (WPs) are described in more detail below. In addition, a short section on stakeholder engagement is included.

WP1 Monitoring

This work package began with identifying locations for the monitors. The three sites were selected in 'off gas' areas where there is old housing stock, and using local knowledge, to best represent areas of high levels of solid fuel burning. The monitoring equipment was procured from Earthsense; lamppost surveys, which are required for permissions from Leicestershire County Council for the monitors to be sited, were undertaken. It was originally envisaged that the monitors would be commissioned in the Summer of 2022, however, this was delayed until 15th September 2022. This was due to delays in obtaining the necessary permissions and procuring the monitors. In addition, consultants were procured to provide assistance with project management and technical advice on the project as a whole, including the data analysis element of the project.

The monitors were sited in Donisthorpe and Oakthorpe (North West Leicestershire) and North Kilworth (Harborough). Particulate matter (PM₁₀ and PM_{2.5}) monitoring was undertaken using Zephyr analysers, which use sensors to measure various parameters, which include PM_{2.5}, PM₁₀ and temperature. The locations of the monitors are included in the Monitoring Report in Appendix A. Zephyrs are not considered to be 'reference equivalent'¹, but have been approved as compliant with the Monitoring Certification Scheme - MCERTS performance standards - as an indicative ambient particulate monitor². Measurements were carried out at the three sites for a 12-month period, between 15th September 2022 and 30th September 2023, within which time, data were collected without any issues. A brief review of the monitoring data was undertaken in December 2022. The review checked that the locations of the monitors weren't causing any bias within the data. A second review of the data was undertaken at the halfway point of monitoring (data downloaded and a brief initial look at the data) and no issues identified.

Statistical analysis was undertaken on the measured pollutant concentrations for the three sites, for comparison with the air quality objectives (monitoring report included in full in Appendix A). The analysis of the monitoring data also included detailed statistical analysis using 'openair' software, to determine if the monitoring showed any influence of nearby solid fuel burning. The analysis undertaken has not identified any clear influences from solid fuel burning in the vicinity of any of the monitors. The plots produced indicate periods of higher concentrations, at times, during colder temperatures, during the evening and over the weekend, which could be interpreted from the questionnaire outcomes as times when residents are more likely to be burning solid fuel; however, variations in PM_{2.5} can occur for multiple reasons, due to source, meteorology, chemistry or measurement method. In the absence of a clear signal from the monitoring data and its subsequent analysis, it is not possible to draw a firm conclusion as to what is driving these elevated concentrations. WP1 was delivered as described in the original application.

WP2 Public Awareness Raising

¹ The definition of 'reference equivalent' refers to a monitoring method that meets a certain standard to ensure accuracy and precision of results – in the UK, monitors that operate within Defra's AURN (Defra, 2023a), are considered to be reference equivalent.

² <https://www.earthsense.co.uk/post/zephyr-meets-indicative-mcerts>

Initially, several internal meetings were held to gather ideas on the form that a 'public awareness campaign' would take. Discussions were formalised through a 'Communications Plan' which outlined target audiences, key messages, objectives and communication tools, followed by specific timings of communications and surveys. The Communications Plan is included in Appendix B. Information was focussed on the areas where monitoring was carried out and where there was thought to be a high incidence of solid fuel burners. Alongside this, the initial survey sought to obtain a better understanding of the current awareness of the general public in these areas of solid fuel burners and their influence on air quality.

A wider campaign was launched by the councils to the general public on Clean Air Day (June 2022), through social media, to raise awareness of solid fuel burning and the potential detrimental effects to local air quality. At around the same time, there was an article in the Leicester Mercury about the project ([Wood burners ban calls over pollution more turn to solid fuel as energy prices rise - Leicestershire Live \(leicestermercury.co.uk\)](https://www.leicestermercury.co.uk/news/local-news/monitoring-homes-wood-burners-solid-7742854)) and in the Harborough Mail (<https://www.harboroughmail.co.uk/news/environment/council-focusses-on-air-pollution-in-harborough-3648884>). Other media also ran articles, such as the Leicester Mercury (x3), Burton Mail, Nub News and Harborough FM.

Throughout most of the project, monthly meetings were held by the project team (which included Communications Officers from both authorities), within which public awareness raising was discussed, including any updates to the communications plan. Further public awareness raising work included the preparation of a leaflet and poster promoting the campaign, for use at a Parish Fair and other suitable forums, social media (Twitter and Facebook) presence about the campaign and updates to NWLDC³ and HDC⁴ websites regarding the project and ward councillors/parishes agreeing to support the project and committing to raising its awareness. In order to encourage participation in the questionnaire, a prize draw was organised.

Further press releases resulted in the following local media stories being published.

<https://www.leicestermercury.co.uk/news/local-news/monitoring-homes-wood-burners-solid-7742854>

<https://ashby.nub.news/news/local-news/two-villages-near-ashby-chosen-as-part-of-council-campaign-to-reduce-air-particles-154427>

<https://harboroughfm.co.uk/new-air-quality-monitoring-begins-in-north-kilworth/>

Public Awareness Raising increased as the second phase of the questionnaire was implemented. Clean Air Day in June 2023 was used to raise awareness of air quality in general, using social media posts and material published for Clean Air Day. Both authorities also contacted schools with a poster competition, using materials published for Clean Air Day, but there was no uptake on this element of awareness raising. Community events were identified in both authorities and posters and leaflets used at these events.

WP3 Survey of Behaviour.

The initial survey was undertaken prior to the main winter solid fuel burning season, with the survey issued to the public on 3rd October 2022 (during Big Green Week); alongside the survey, residents received a letter about the air quality project. Completion of the questionnaire was incentivised by entry to a prize draw to win vouchers for entry to local attractions/leisure passes etc. As outlined in the Communications Plan, targets for engagement were to recruit 200 residents to a targeted survey group with 100% response rate, and to achieve 30% response rate within the target communities/600 responses to a wider community survey. This response target appears to have been ambitious; from the first survey there were 73 responses (24 from NW Leicestershire, 39 from Harborough and 3 unknown). This was as a result of 620 letters sent out across the two authorities. An evaluation of the geographical spread of respondents showed that in the first round of questionnaires, only 13% of the responses were a direct result of the letters sent, with the majority instigated from wider communications.

³ https://www.nwleics.gov.uk/pages/air_quality

⁴ https://www.harborough.gov.uk/info/20025/environmental_health/101/air_quality

There was already a very high awareness that solid fuel burning can have a detrimental effect on health. Approximately 75% of respondents had burnt solid fuel (inside or outside) in the last 12 months, with most respondents who burnt inside, burning wood, or manufactured fuels/ smokeless coal. Most respondents who burnt outside, burnt charcoal or wood. The appliances used by respondents inside were mostly wood burners or enclosed fireplaces, followed by open fires, outside (mainly barbeques or chimeneas). The main purpose of burning was for heat, but some respondents also used their appliance for cooking, aesthetics and hot water. Most of the use of appliances was during the evenings, with weekends slightly more popular than during the week. Respondents mainly got their wood from specialist suppliers, but also from their own garden, salvaged wood, landowners, fallen trees, family members etc. A large proportion of the respondents (90%) were willing to have a follow up questionnaire and these were directly targeted in the subsequent survey.

The second survey went live on 31 March 2023 as planned, with the questionnaire amended to obtain both consistency of reporting with the first round of the questionnaire, but also to make sure any changes to behaviour are reported. For those completing a follow up survey, a reduced number of questions were asked (mainly about changes to previous behaviour), and a more general survey (for those coming new to the topic), was kept consistent with the first survey round, in order that responses can be directly comparable.

For the second survey, 30 respondents filled out the repeat questionnaire and 27 filled out the online questionnaire for new respondents. In the repeat questionnaire, most respondents hadn't changed burning behaviour. There was a 50/50 split between those who thought their awareness had increased, and those who didn't. In the main, any increase in awareness had come from national or local press articles. For the new respondents, the distribution of responses to questions was very similar to the baseline questionnaire results, suggesting a degree of robustness of the outcomes. There was still a predominance of wood burning, including the burning of waste wood. Wood burning stoves, enclosed fireplaces or barbeques were the most likely appliance to be used, with the main purpose for indoor burning being heat. Most of the use of appliances was during the evenings, with weekends and weekdays equally popular. With regards to maintenance, nearly 70% of respondents sweep their chimney/ maintain wood burner at least once a year. Approximately 40% of respondents thought the cost-of-living crisis would result in an increase in their burning habits.

WP4 Evaluation and Knowledge Transfer

The specific knowledge transfer activities outlined in the application for dissemination of lessons learnt and best practice, with neighbouring local authorities and public health colleagues, were undertaken following the data analysis. The following knowledge transfer activities were undertaken:

- Environmental Protection Best Practice Group (Leicestershire wide Environmental Health Managers group)
- Public Health and Air Quality Forum (County wide group including Public Health colleagues). this element of knowledge transfer was ongoing throughout the course of the project.
- Updates to elected members (through member briefings, and also as part of a cabinet update).

In addition, it is likely that there will also be some dissemination of outcomes to the public through ongoing communications methods, as resources allow. Any other opportunities for knowledge transfer will also be taken. An overview of the project was also included in Local Air Quality Management (LAQM) annual reporting (ASR).

Stakeholder Engagement

Throughout the project, the public were engaged with, mainly through social media and local media as set out in the Communications Plan. Other stakeholders were also engaged with, in particular other local authorities (for example through the Environmental Protection Best Practice Group

(Leicestershire wide Environmental Health Managers group), and Leicestershire County Council (public health), as well as elected members in each of the local authorities.

4. Project outputs and benefits

The main project outputs have been the results of both phases of the questionnaire, and the monitoring analysis report (outlining the outputs of 12 months of monitoring funded by this project). Both are included as appendices to this report. Less tangible outputs relate to increased communications work on air quality, particularly solid fuel burning, which have been illustrated through the communications plan (also included in the appendices).

Project benefits include:

- increased knowledge about PM_{2.5} concentrations (through monitoring)
- increased awareness around domestic solid fuel burning (both within the local authorities involved, more widely across the County and with the public)
- more knowledge within the local authorities about PM monitoring methods and analysis

Effectiveness of the Project

The project was led by North West Leicestershire District Council, in collaboration with Harborough Borough Council. The collaborative nature of the project was enhanced by the two authorities sharing an air quality officer, who works 50% FTE in each authority. This also provided consistency in implementation across the two authorities. Another benefit of the joint approach was a reduction in administration time (which effectively covered both authorities), for example with regards to getting the monitoring in place, and undertaking surveys (which were implemented across both authorities), and with regards to undertaking progress reports etc. Also in terms of staff shortages, for example when the communications officer from Harborough left the authority and was not immediately replaced, this was mitigated largely by the project being implemented across 2 authorities, with the communications plan still being delivered by North West Leicestershire, in partnership with other members of the project team in Harborough.

North West Leicestershire and Harborough District Councils' options for action on PM_{2.5} are limited and need to be supported by relevant local information. Available evidence is extremely uncertain for domestic solid fuel use, particularly in terms of activity levels (i.e., what proportion of households are burning solid fuel, what fuel and how often it is being burnt, and in what appliances). Nationally, surveys have shown that for the great majority of users, wood is a secondary heating fuel. This suggests that the majority of users could therefore be amenable to a behavioural change intervention.

The main aim of the project was to reduce emissions from solid fuel burning through behaviour change, but also raise awareness of solid fuel burning more generally. Reduced emissions should ultimately reduce pollutant (PM_{2.5}) concentrations within solid fuel burning areas, and therefore improve health. It is not possible from the small sample size of the follow up questionnaire to identify any positive behaviour change, although 50% of respondents thought that their awareness of the impacts of solid fuel burning had increased (not necessarily as a direct result of this project). Of those responding to the follow up survey, a third had changed behaviour in the last 6 months, with marginally more increasing burning than decreasing. The main reasons for these changes were cited as cost, or 'other' with one respondent saying the change had been down to more knowledge on impacts.

Although the project did not result in a clear signal for solid fuel burning at the locations monitored, the questionnaires showed that there was potentially a high level of solid fuel burning, with most respondents who burn inside, burning wood. It is judged that the effectiveness of the project has been less tangible, in terms of providing a base to build on for doing further work on solid fuel burning, rather than in providing robust data on which to base an emission inventory or provide input data for modelling studies.

It is noted that there are a number of factors external to the project which may simultaneously be affecting levels of solid fuel burning, in particular the effect of an increased cost of living on increasing burning behaviour, and the implementation of the Domestic Solid Fuel Regulations (which reduces the availability of 'wet' wood through a ban on sales in smaller quantities, and bans the sale of house coal in England). The questionnaires asked to respondents as to whether they thought that the cost of living would change their behaviour. In the first phase approximately half of respondents thought the cost-of-living crisis would result in an increase in their burning habits and in the second phase of the questionnaire, approximately 40% of respondents said that they would increase burning and the other 60% saying it wouldn't change behaviour.

The project team were asked to feedback on what went well, and what didn't go as well. The benefits of the project have been identified across the team as:

- the collaborative working with both authorities, through structured meetings on teams and the use of an action log;
- the use of consultants to support the project through the application and implementation phases;
- the good use of comms teams across both authorities to support public awareness work, and the questionnaire; and
- a good response from businesses to support prizes for the questionnaires.

Elements that were less successful were identified as:

- issues with siting the monitors;
- limited engagement from the public;
- lack of resources to really push the behaviour change element of the project work; and
- the poster competition planned for Clean Air Day needed more clarity on purpose, and more time for planning and incorporating into the project.

What would be done differently/ advice for other local authorities

Prior to the project being bid for, there could have been a more realistic consideration of the actual resource (in terms of staff time) needed to take forward and progress the project. The time required by a team of people (including comms teams, air quality officers etc.) was underestimated at the outset, which was reflected in the overspend on staff time (see section 5 for details). This is an element which needs to be carefully considered prior to taking on a project such as this, particularly at a time with staff resource issues within local authorities.

It is also considered that with more resources, other methods of engagement with the public could have been undertaken as well as further collaboration either at County level, or with other similar grant funded projects, or more widely through other organisations such as Global Action Plan collaborative working for Clean Air Night.

With this type of project, the messaging needs to be carefully thought about at the outset. For example, using messaging around 'burning better' (i.e., using seasoned wood, maintaining appliances etc), can come across as endorsing wood burning, when for many users (particularly those who use it for aesthetic purposes), the message around burning less needs to be clearer. For future projects, messaging needs to be agreed at the outset of the project.

One of the key difficulties of the project, was low response rates for questionnaires. This was addressed mainly through the communications strategy, with media stories through both social media and in the local press continue to promote the project (providing a link to the questionnaire) and council officer presence at local events to further promote the project. However, it may be that different approaches could be tried in future similar projects to increase the level of data on which the behavioural change outcomes were based.

5. Financial Performance

The following table provides an overview of both the revenue and capital spend on the grant project. The overspend was mainly on the match funding element, which was provided through staff time on the project, particularly in implementing the questionnaire, and undertaking public awareness communications (through social media and at other events). The capital spend was used for the monitoring. The revenue spend related to the data analysis which was contracted out. Financial performance was judged to be good, with spend on the grant funded elements of the project, as predicted at application stage.

High Level Financial Summary at completion of Project				
	£ RDEL Defra grant	£ CDEL Defra grant	£ Match Funding	£ Total
Original application values	£6,000	£21,240	£2,745	£29,985
Total project cost at project completion	£6,000	£21,555 (£12,175 (3X zephyrs), + £1,505 (for lamppost surveys) + £2,025 (for Zephyr renewal HDC) + £5,850 (Zephyr renewal NWLDC))	£4,700.39	£32,092.39
Over/underspend at project completion	n/a	£315 overspend	£1,955.39 overspend	Overspend mainly on match funding

6. Signatory

Name of Officer at the local authority:

Clare Proudfoot

Name of Local Authority:

North West Leicestershire District Council

Date:

15th April 2024

7. Appendix A: Monitoring Analysis Report



**Air Quality Monitoring
Report:**
Domestic Solid-Fuel
Burning Grant Funded
Project

December 2023



Experts in air quality
management & assessment

Document Control

Client	North West Leicestershire District Council and Harborough Council	Principal Contact	Minna Scott (NWLDC)
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Job Number	J10/12348A/10
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Document Status and Review Schedule

Report No.	Date	Status	Reviewed by
J10/12348A/10/1/F1	21 December 2023	Final Report	Dr Ben Marner (Director)

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1 Introduction

- 1.1 Poor air quality is one of the greatest environmental risks to public health in the UK. 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 exposure (over hours or days) to elevated levels of air pollution can also cause a range of health effects related to lung function, exacerbation of asthma, increases in respiratory and cardiovascular hospital admissions, and mortality. There are a number of other emerging links for air pollution and health, including dementia, a variety of mental health conditions, and adverse pregnancy outcomes.
- 1.2 This report provides the results and analysis of a 12-month PM_{2.5} monitoring programme carried out at three sites in the administrative areas covered by North West Leicestershire (NWL) and Harborough District Council's, as part of a Defra grant funded project investigating domestic solid fuel burning. The key objective of the project was to reduce PM_{2.5} emissions by increasing awareness of, and changing attitudes to, solid fuel burning, resulting in behaviour change. Changes could include a reduction in burning or use of fuels which have lower emissions (for example, dry wood has lower emissions than unseasoned wood). To support the project, 12-months of air quality monitoring was undertaken at three sites which were thought to represent areas with high levels of domestic solid fuel burning, in order to provide a better understanding of current concentrations, how they vary and how they relate to overall PM_{2.5} emissions within the NWL and Harborough areas. AQC has been commissioned by NWL and Harborough District Council's to collate the data and provide an interpretation of the outcomes of the monitoring study.
- 1.3 The three sites were selected in off gas areas where there is old housing stock, using local knowledge, to best represent areas of high levels of solid fuel burning. Monitoring at the three sites was undertaken using Zephyr monitors (provided by Earthsense¹). This report provides the results and analysis of the 12-month monitoring programme (15th September 2022 to 30th September 2023), at the three sites, to determine both the concentrations at the sites, and if measured PM_{2.5} concentrations in the vicinity of each site show any influence of solid-fuel wood burning. Analysis has been undertaken based on standard statistics for comparison with air quality objectives and targets and 'openair' (Carslaw D. R., 2012) software² to derive a range of graphical plots. Comparison has also been made between the Zephyr data and results from nearby urban background sites within Defra's Automatic Urban and Rural Network (AURN) (Defra, 2023a).

¹ <https://www.earthsense.co.uk/zephyr>

² 'openair' is an R package (which is a programming language for statistical computing and graphics) developed for the purpose of analysing air quality data.

2 Context

- 2.1 Emissions from solid fuel burning will mainly impact on concentrations of Particulate Matter (PM), which is the term for particles found in the air, including dust, dirt, soot, smoke, and liquid droplets. PM has many different sources, both natural and anthropogenic, including solid fuel burning. In terms of the health effects, exposure to PM_{2.5} (PM less than 2.5 micrometres in diameter) is the most important, although other pollutants all add to the burden of disease, to a greater or lesser extent. Current evidence suggests that there is no safe threshold for exposure to PM_{2.5}. For this reason, the analysis will focus on PM_{2.5}.
- 2.2 Wood burning stoves and coal fires are a major contributor nationally to emissions of particulate matter, and the Government is taking steps to tackle these emissions, largely through the Domestic Solid Fuel Regulations which have phased out sales of bagged coal and wet wood, two of the most polluting fuels. Accompanying information campaigns such as 'Burn Better' encourages solid fuel users to make positive changes to their burning habits.

Air Quality Objectives and Targets

- 2.3 The Government has established a set of air quality standards and objectives to protect human health. The 'standards' are set as concentrations below which effects are unlikely even in sensitive population groups, or below which risks to public health would be exceedingly small. They are based purely upon the scientific and medical evidence of the effects of an individual pollutant. The 'objectives' set out the extent to which the Government expects the standards to be achieved by a certain date. They take account of economic efficiency, practicability, technical feasibility and timescale. There is no current air quality objective in regulations for PM_{2.5} for local authorities to meet, and in the absence of a numerical objective, it is convention to assess local air quality against the limit value, originally set at 25 µg/m³ and currently set at 20 µg/m³.
- 2.4 Resulting from the Environment Act (2021), which gives the Government the power to set long-term, legally binding environmental targets, Defra has set two targets, and two interim targets, for PM_{2.5} concentrations in England. One set of targets focuses on absolute concentrations. The long-term target is to achieve an annual mean PM_{2.5} concentration of 10 µg/m³ by the end of 2040, with the interim target being a value of 12 µg/m³ by the start of 2028. The second set of targets relate to reducing overall population exposure to PM_{2.5}. By the end of 2040, overall population exposure to PM_{2.5} should be reduced by 35% compared with 2018 levels, with the interim target being a reduction of 22% by the start of 2028. Local authorities have an important role delivering the required improvements, which are expected to focus on controlling emissions.
- 2.5 The air quality criteria relevant for this monitoring report are provided in Table 1.

Table 1: Air Quality Objectives for PM₁₀ and Target for PM_{2.5}

Pollutant	Time Period	Value
PM ₁₀	24-hour Mean	50 µg/m ³ not to be exceeded more than 35 times a year
	Annual Mean	40 µg/m ³
PM _{2.5}	Annual Mean	20 µg/m ³ ^a
		12 µg/m ³ (to be achieved by 2028)
		10 µg/m ³ (to be achieved by 2040)

^a There is no numerical PM_{2.5} objective for local authorities (see Paragraph 2.3). Convention is to assess against the UK limit value which is currently 20 µg/m³.

Sources and Variation in PM_{2.5}

- 2.6 PM_{2.5} concentrations vary across the year. For example, a peak in early spring is typical for PM_{2.5}, as elevated concentrations of nitrates (a pre-cursor to PM_{2.5}) are transported from agricultural operations across continental Europe (Air Quality Expert Group, 2012). Domestic combustion of wood and coal in stoves and open fires is a large contributor to emissions of PM_{2.5} and is a contributing factor towards elevated concentrations in winter months. There are, however, also meteorological reasons why PM_{2.5} may be higher in colder months. PM_{2.5} includes volatile components which exist as gases when warm, only forming PM_{2.5} when it turns cold. Colder air is also denser than warmer air and when the temperature drops, cold air can form a barrier to the dispersion of pollutants (Defra, 2023b). Hence comparisons with temperature may not be solely attributable to peaks in solid fuel burning.
- 2.7 It should be noted that there are a large number of emission sources for particulate matter, and there may be other sources which contribute to changing concentrations. There can be considerable contribution from sources originating outside of the UK. The level of transboundary derived particulates is determined by wider-scale emissions and weather conditions.

3 Monitoring Locations and Technology

Monitoring Locations

3.1 Monitoring was undertaken at three locations within the study area, the locations are listed below and shown in Figures 1a and 1b:

- Z1141 – Donisthorpe
- Z1142 – Oakthorpe
- Z1083 – North Kilworth

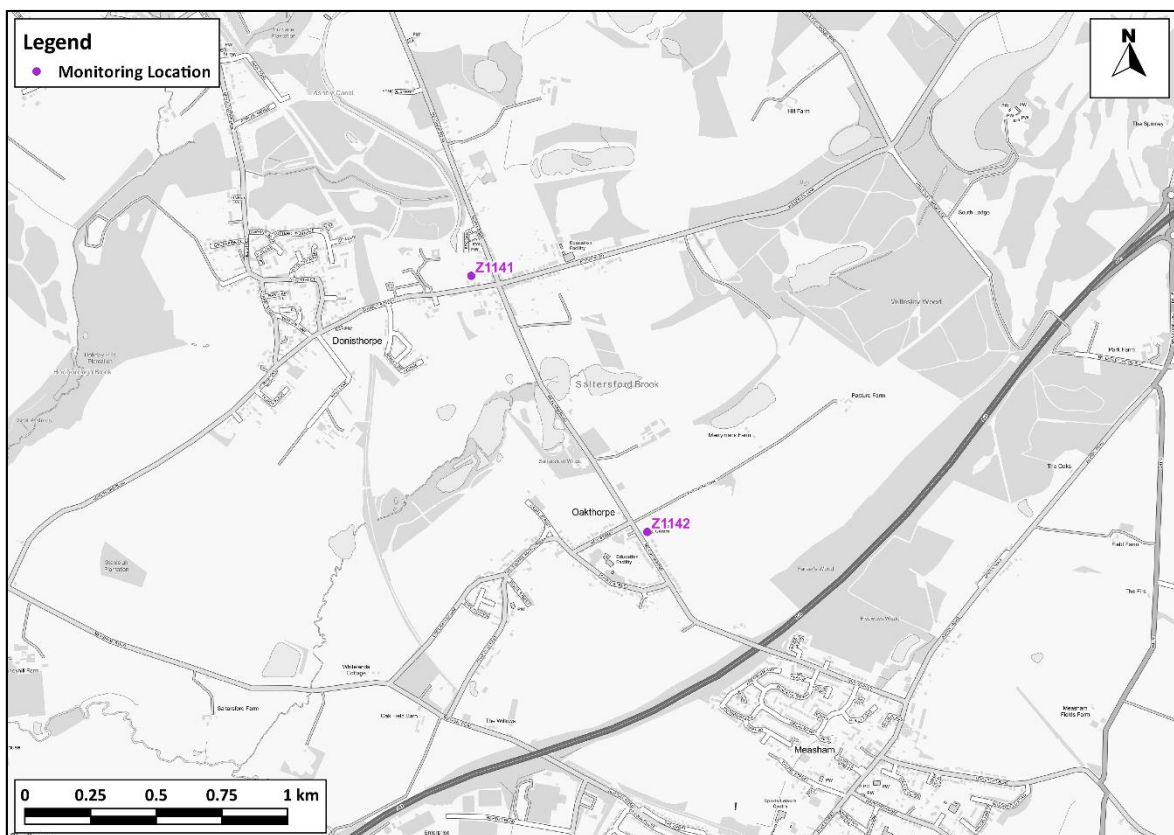


Figure 1a: Location of Z1141 (Donisthorpe) and Z1142 (Oakthorpe)

Imagery ©2023 Getmapping plc, Infoterra Ltd & Bluesky, Maxar Technologies, The GeoInformation Group.

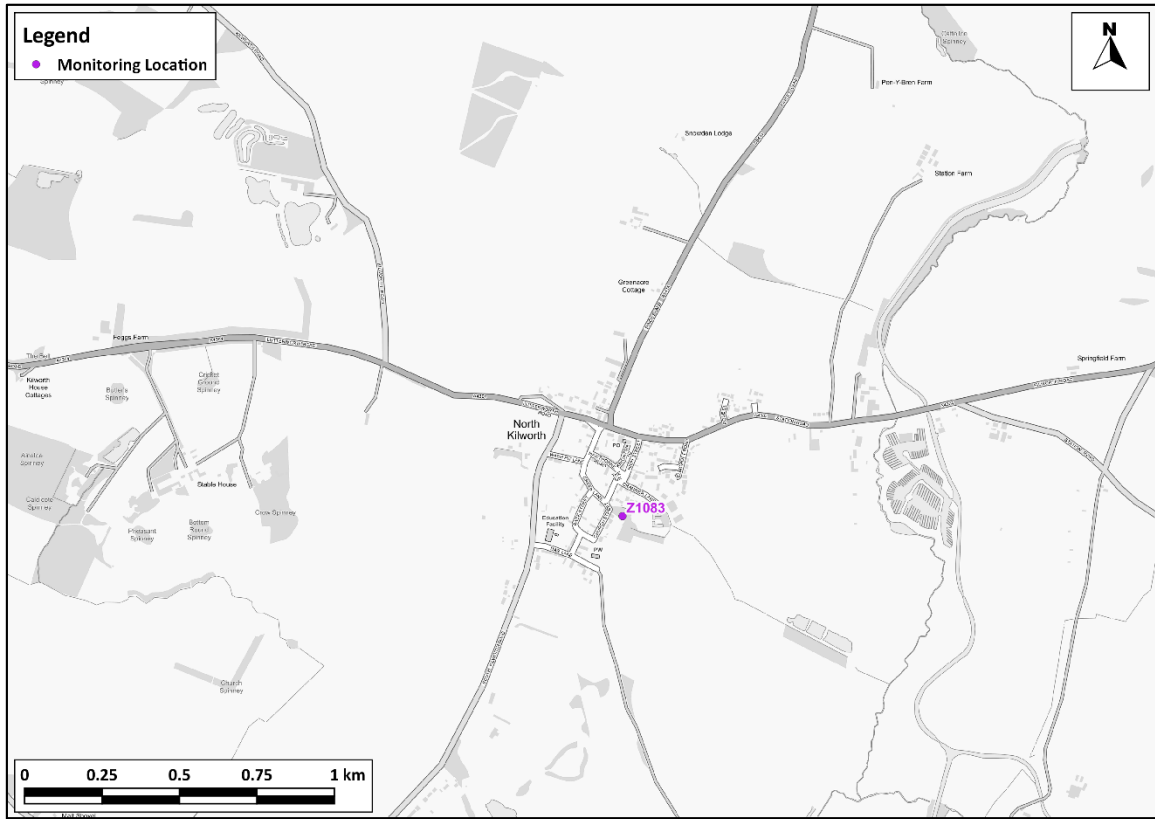


Figure 2b: Location of Z1083 (North Kilworth)

Imagery ©2023 Getmapping plc, Infoterra Ltd & Bluesky, Maxar Technologies, The GeoInformation Group.

- 3.2 The locations of all three monitors are also shown in Figure 2; to contextualise the overall geographic location of the monitors within the districts.

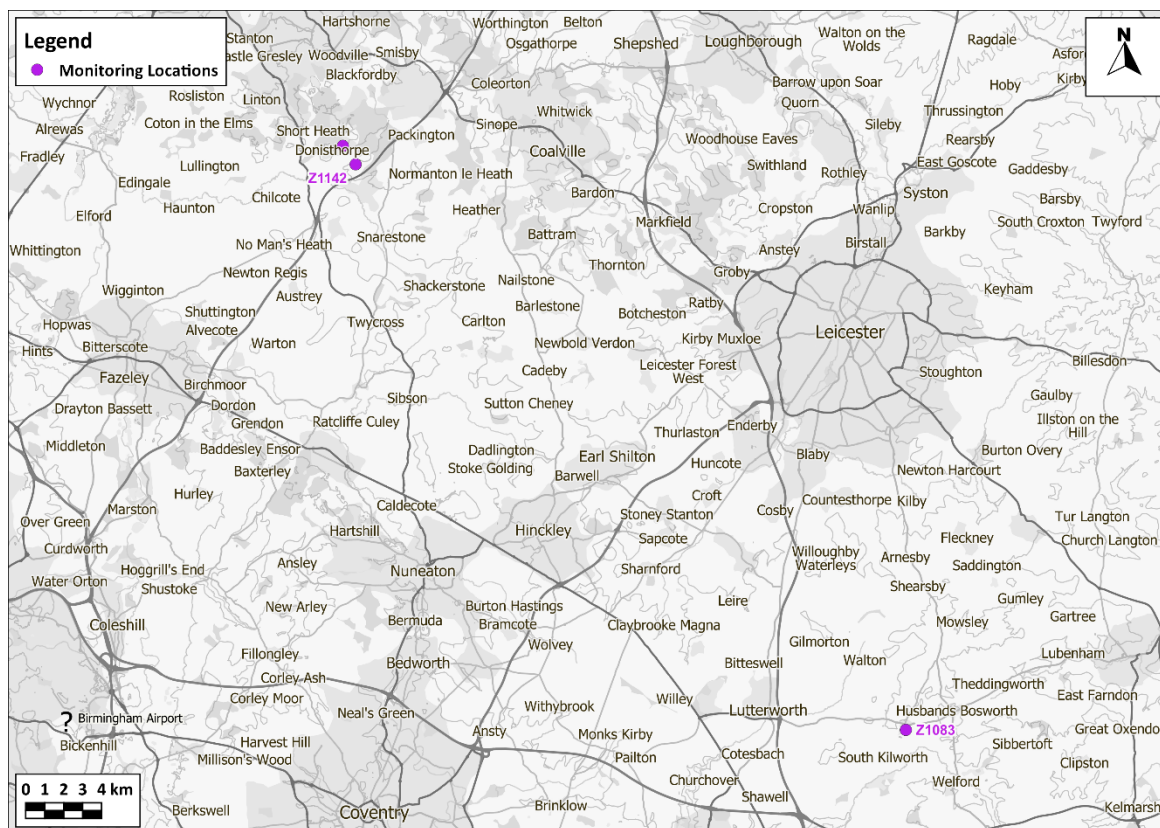


Figure 2: Location of Z1141 (Donisthorpe), Z1142 (Oakthorpe) and Z1083 (North Kilworth)

Imagery ©2023 Getmapping plc, Infoterra Ltd & Bluesky, Maxar Technologies, The GeoInformation Group.

Monitoring Equipment

- 3.3 Particulate matter (PM₁₀ and PM_{2.5}) monitoring was undertaken using Zephyr analysers, which use sensors to measure various parameters, which include PM_{2.5} (µg/m³), PM₁₀ (µg/m³) and temperature (°C). Measurements were carried out at the three sites for a 12-month period, between 15th September 2022 to 30th September 2023. Although PM₁₀ is included in the statistics for comparison with relevant objectives and targets, this report discusses PM_{2.5}, which is the focus of the project, has the greatest health effects and is of increasing concern to government, local authorities and the public (see Section 2).
- 3.4 Zephyrs are not considered to be ‘reference equivalent’³, but have been approved as compliant with the Monitoring Certification Scheme - MCERTS performance standards - as an indicative ambient particulate monitor⁴. The uncertainties and limitations to the use of sensors for monitoring pollutant concentrations are outlined in Section 4.

³ The definition of ‘reference equivalent’ refers to a monitoring method that meets a certain standard to ensure accuracy and precision of results – in the UK, monitors that operate within Defra’s AURN (Defra, 2023a), are considered to be reference equivalent.

⁴ <https://www.earthsense.co.uk/post/zephyr-meets-indicative-mcerts>

Quality Assurance

- 3.5 The analysers are calibrated for performance and operation annually, outside of this no quality checks on data check are carried out. By way of validation of the data being recorded, data were downloaded from each monitor periodically ensure the values being recorded were within the expected range and broadly fitted expected patterns.

4 Monitoring Analysis Methodology

- 4.1 Statistical analysis has been undertaken on the measured pollutant concentrations for the three Zephyrs, for comparison with the air quality criteria outlined in Table 1.
- 4.2 Further analysis has subsequently been undertaken on the measured concentrations, using ‘openair’ software, to determine if the monitoring shows any influence of nearby solid fuel burning. As part of this analysis, the results of monitoring (for the same period of time as the Zephyrs) undertaken at three nearby urban background (UB) sites (Leicester University, Northampton Spring Park and Burton-on-Trent Horninglow⁵), operating within the AURN have also been considered – the expectation being that as they are ‘background’ sites, they would not be influenced by specific pollutant sources, such as nearby domestic solid fuel burning.
- 4.3 The following plots have been produced:
- Time plots – designed to plot a chronological time series of data, such as pollutant concentration or temperature;
 - Time variation plots – this function produces four plots: day-of-the week variation, mean hour-of-day variation and a combined hour-of-day to day-of-week plot and a monthly plot; and
 - Polar plots⁶ – a bivariate plot of concentrations, varying by wind speed and wind direction.

Uncertainty

- 4.4 All methods of air quality monitoring have inherent uncertainties. The use of sensors may have additional uncertainties because the analytical chemistry method is more uncertain than reference methods. For example, many sensors are sensitive to changes in atmospheric humidity and temperature, or can give false signals if other air pollutants are present in high concentrations. Additionally, Zephyrs have no form of on-going quality control or calibration applied to them once in the field, unlike reference measurements (Defra, 2023c).
- 4.5 The Zephyr monitors measured concentrations for one year between 15th September 2022 and 30th September 2023, thus any conclusions drawn based on seasonality should be treated with caution.
- 4.6 Where data have been extracted for specific dates, times and temperatures to determine whether there is a correlation between measured concentrations and weather conditions, these have been based on judgement about when solid fuel burning is likely to be most prevalent.

5 The Leicester and Burton monitors are FIDAS; the Burton monitor is a BAM (heated) – where applicable, all used measured concentrations used has been corrected to be ‘reference equivalent’

6 Modelled meteorological data (wind speed and direction) derived from the WRF (Weather Research and Forecasting Model) have been downloaded for the Leicester University AURN monitor (LECU), as it is deemed the most representative nearby AURN monitoring site.

- 4.7 The meteorological data used to create the polar plots shown in Appendix A2 are derived using openair^{Error! Bookmark not defined.} and are not site-specific to the monitoring locations. As such, definite conclusions cannot be drawn by comparing the measured PM_{2.5} concentrations and wind direction/wind speed, and the meteorological data can only be used to indicate a potential source of PM_{2.5} emissions.
- 4.8 Significant care is needed when comparing PM_{2.5} measurements made using different monitoring equipment, particularly when comparing analysers such as the Zephyrs with those within the AURN. The analysis is also limited, to some extent, by the interpretation of data from a single monitoring site within each of the villages.

5 Results and Analysis

Simple Statistics

5.1 The particulate matter (PM₁₀ and PM_{2.5}) concentrations for the three Zephyrs are summarised in Table 2. Data capture was good across the three sites (89.6 – 96.4%) over the monitoring period. The recorded annual mean PM₁₀ and PM_{2.5} concentrations were well below the objective and limit value of 40 µg/m³ and 20 µg/m³, respectively. The recorded annual mean PM_{2.5} concentration is marginally above the interim target for 2028 (12 µg/m³) at Z1141. There was only one measured exceedance of the 24-hour mean objective level of 50 µg/m³ across the three sites, in Donisthorpe (Z1141), compared with the 35 exceedances allowed in a year; at the other sites there were no 24-hour periods measuring more than 50 µg/m³. The 90th percentile of daily mean concentrations were also well below 50 µg/m³, at all sites.

Table 2: Particulate Matter Data Summary for Z1141, Z1142 and Z1083, September 2022 to September 2023

Pollutant	Metric	Z1141 (Donisthorpe)	Z1142 (Oakthorpe)	Z1083 (North Kilworth)	Objectives
PM ₁₀	Maximum 24-hour Mean	212.6 µg/m ³	41.2 µg/m ³	36.7 µg/m ³	-
	No. 24-Hour Means >50 µg/m ³	1	0	0	50 µg/m ³ ; no more than 35 exceedances
	90 th Percentile	25.4 µg/m ³	25.3 µg/m ³	21.7 µg/m ³	50 µg/m ³
	Period Mean (12months)	13.7 µg/m ³	12.0 µg/m ³	13.7 µg/m ³	40 µg/m ³
PM _{2.5}	Period Mean (12months)	12.4 µg/m ³	11.0 µg/m ³	9.9 µg/m ³	20 µg/m ³
	Data Capture	89.6%	96.4%	95.9%	-

'openair' Analysis

5.2 Figures showing the local Zephyr measurements, as well as measurements from the AURN sites, and an analysis of results are set out in Appendix A2. The data have been examined specifically to find any signal that solid fuel burning is taking place in the vicinity, and comments are included to that effect within Appendix A2. Evidence of the effects of Solid Fuel Burning are not clear cut, for a number of reasons, which are set out in paragraphs 2.6 and 2.7 and in Appendix A2.

6 Conclusions

- 6.1 A 12-month PM₁₀ and PM_{2.5} monitoring programme was carried out in three villages (Donisthorpe, Oakthorpe and North Kilworth) in NWL and Harborough. The monitoring was funded through a grant funded project awarded to NWL and Harborough District Councils, to support work to increase public awareness of the air quality impacts of solid-fuel burning. This report provides an overview of the monitoring results, to try to identify any quantified evidence of domestic solid fuel burning in the three villages.
- 6.2 Measured concentrations are below national air quality objectives/targets at the three monitoring sites during the 12-month monitoring period, other than at Donisthorpe which is marginally over the target value for 2028.
- 6.3 Detailed statistical analysis of the monitoring results, using 'openair' software included in Appendix A2, has not identified any clear influences from solid fuel burning in the vicinity of the any of the monitors. The plots produced seem to show periods of higher concentrations, at times, during colder temperatures, during the evening and over the weekend, which could be interpreted as times when residents are more likely to be burning solid fuel, however, as noted in Section 2, variations in PM_{2.5} can occur for multiple reasons, due to source, meteorology, chemistry or measurement method; in the absence of a clear signal from the monitoring data and its subsequent analysis, it is concluded that data are not clear enough to draw a conclusion as to what is driving these elevated concentrations.

7 References

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Environment Act 2021. (2021).

8 Appendices

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A1 Summary of AURN Results

A1.1 Particulate matter (PM₁₀ and PM_{2.5}) concentrations, for three urban background sites within the AURN network, within 50 miles of the Zephyr sites, for the same period of monitoring (September 2022 to September 2023) are summarised in Table A1.1. Measured concentrations (across parameters) at all of the Zephyrs were higher than the AURN background concentrations.

Table A1.1: PM₁₀ Data Summary of Background Monitoring Sites, 2022

Pollutant	Statistic	Leicester University	Northampton Spring Park ^a	Burton on Trent Horninglow
PM ₁₀	Maximum 24-hr mean (µg/m ³)	47.5	n/a	45.6
	No. 24-hr mean >50 µg/m ³	0	n/a	0
	90 th Percentile	19.7	n/a	19.5
	Period Mean (µg/m ³)	11.7	n/a	12.1
PM _{2.5}	Period Mean (µg/m ³)	7.3	7.6	7.5
	Data Capture (%)	98.0	89.0	56.4

^a This site does not measure PM₁₀.

A2 'openair' Plots

Donisthorpe (Z1141)

Time Plots

A2.1 Figure A2.1 shows a time series plot of daily mean PM_{2.5} concentrations at site Z1141. It also shows the daily mean PM_{2.5} averaged across each of the AURN sites and the daily average recorded temperature. A visual examination of the data shows that the Zephyr and AURN average follow broadly similar patterns and that, where there are differences between the two; these differences appear on visual inspection to be smaller than the shared range in the two sets of concentrations. The highest concentrations at both types of sites appear to broadly coincide with the lowest air temperatures, with the data also showing some elevated concentrations in spring and late summer. It is difficult to say whether the higher concentrations which coincide with lower temperatures are caused by solid fuel burning, for the reasons set out in paragraphs 2.6 and 2.7.

Time Variation Plots

A2.2 Figure A2.2 shows measured data according to day-of-the-week, month-of-the-year and time-of-the-day, across the monitoring period; the plot indicates elevated concentrations in the evening time, in particular during September to December 2022 and on a Sunday in general.

A2.3 Figure A2.3, which shows measured data according to temperature¹², indicates elevated concentrations during times when temperatures are below 10°C and in the evening time in general. This is a common observation which often correlates with the condensing of ammonium nitrate. The increase in Sunday concentrations appears to be caused at times where the temperature is over 10 degrees and hence is unlikely to be as a result of solid fuel burning.

Polar plots

A2.4 Figure A2.4 shows the measured concentrations as a function of wind direction and wind speed. The colour shows the measured concentration, the direction from the centre of the plot (where the horizontal and vertical black lines cross) shows the wind direction, and the distance from the centre shows the wind speed when that concentration was measured. It is often the case that sources which are some distance away, or released from tall chimneys, are associated with higher wind speeds, which bring plumes back to ground. Nearby sources which emit close to ground are often associated with slower wind speeds, which could indicate an influence from domestic solid fuel burning, but there can also be many other reasons for higher concentrations when wind speeds are low and hence it is difficult to attribute it to a specific source with any certainty.

A2.5 Figure A2.4a, which shows measured data during cold winter nights⁷, shows the highest concentrations occurred during the lowest wind speeds (centre of the plot), and from all wind directions. The all-other time plot (Figure A2.4b) shows the highest concentrations occurred at slow wind speeds, with higher concentrations also when winds were from the east and southeast. Higher concentrations tend to be associated with stronger winds from the south and northeast when the temperature was cold, and from the east and southeast when it was warmer.

⁷ 'Cold winter nights' are defined in this study as any temperature <10°C, 6 pm to midnight, between 1st November 2022 to 1st March 2023.



Figure A2.1: Time series plot of daily mean PM_{2.5} concentrations (µg/m³) at Z1141 (blue), average AURN PM_{2.5} concentrations (µg/m³) (red) and temperature (at Zephyr) (°C) (green), September 2022 to September 2023

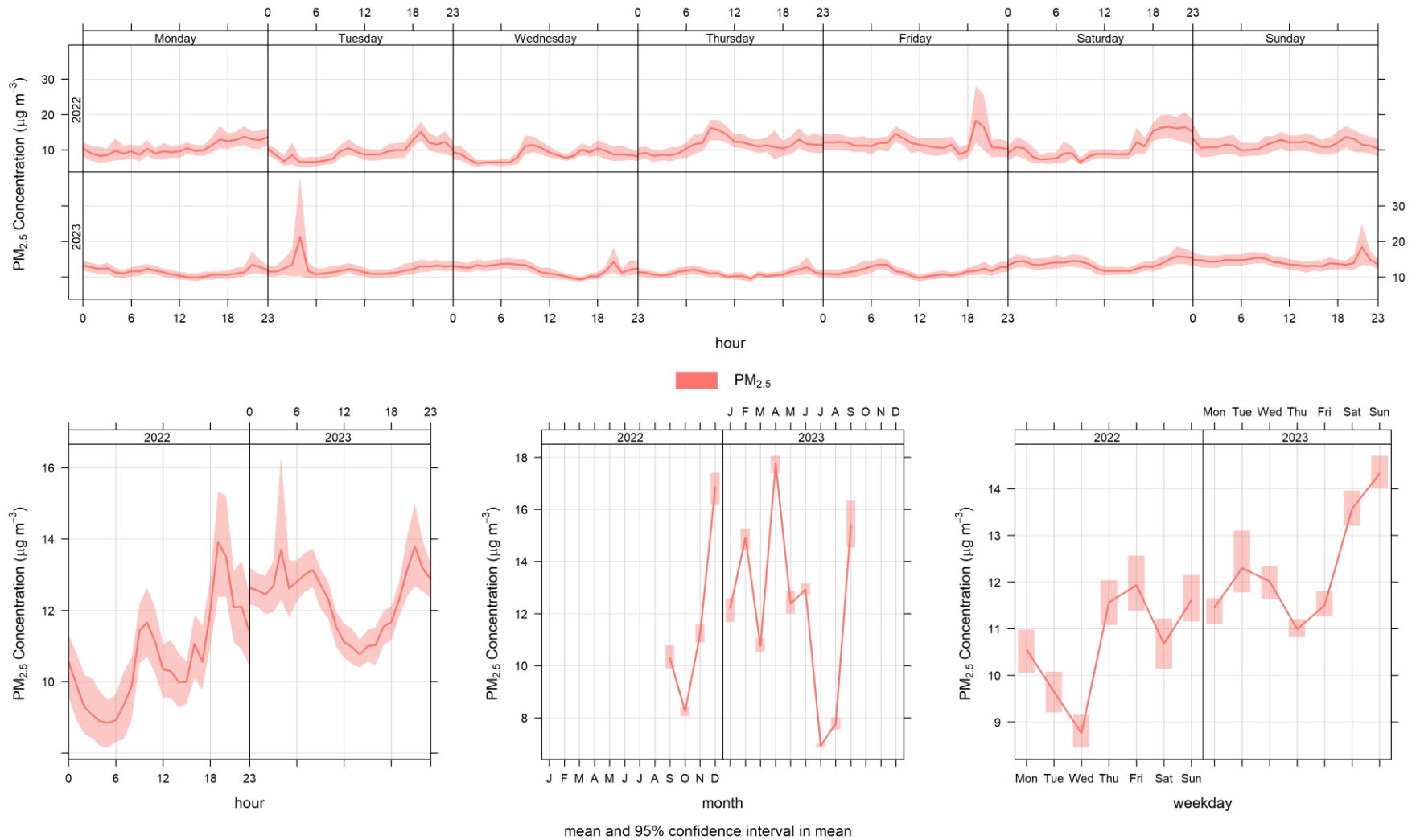
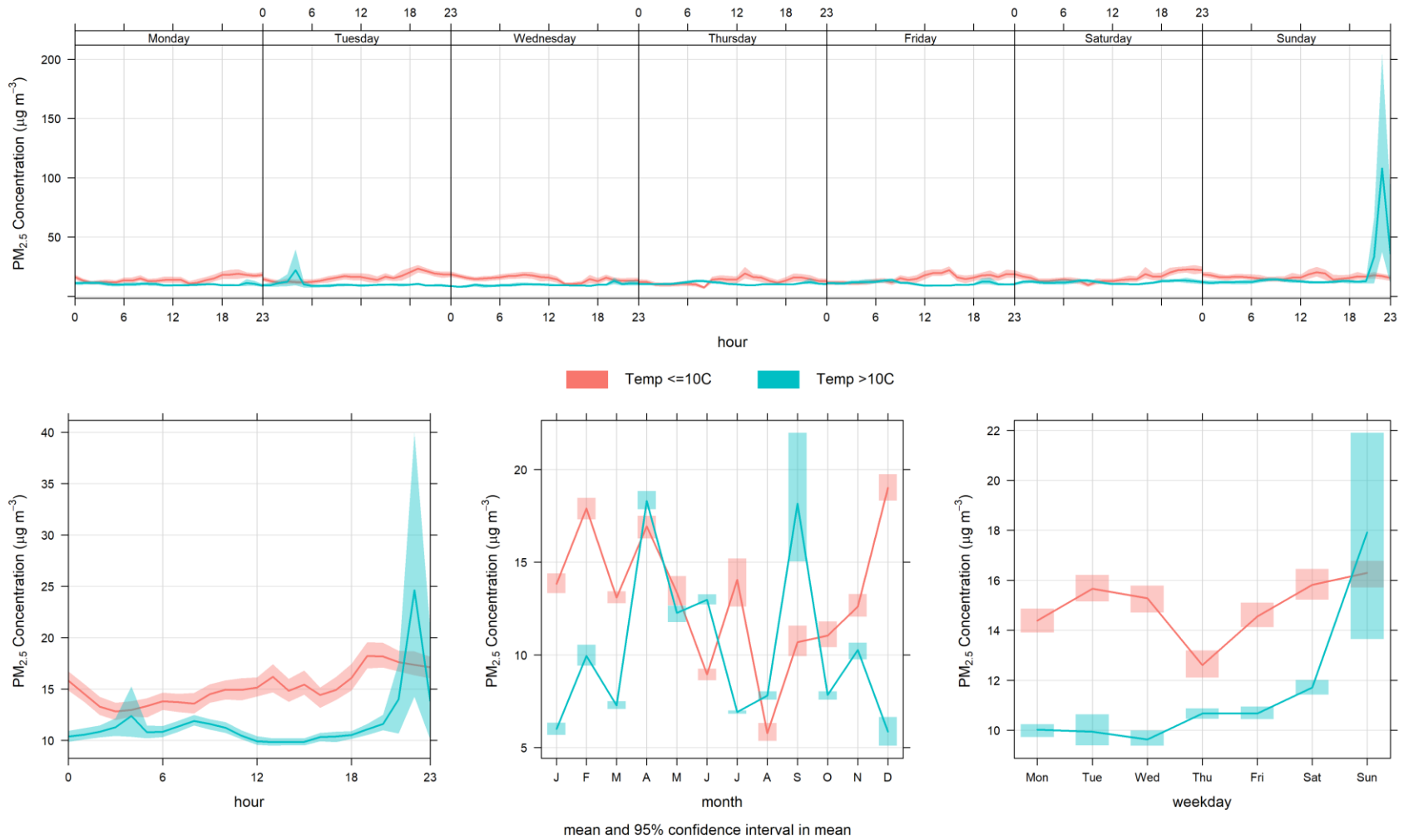
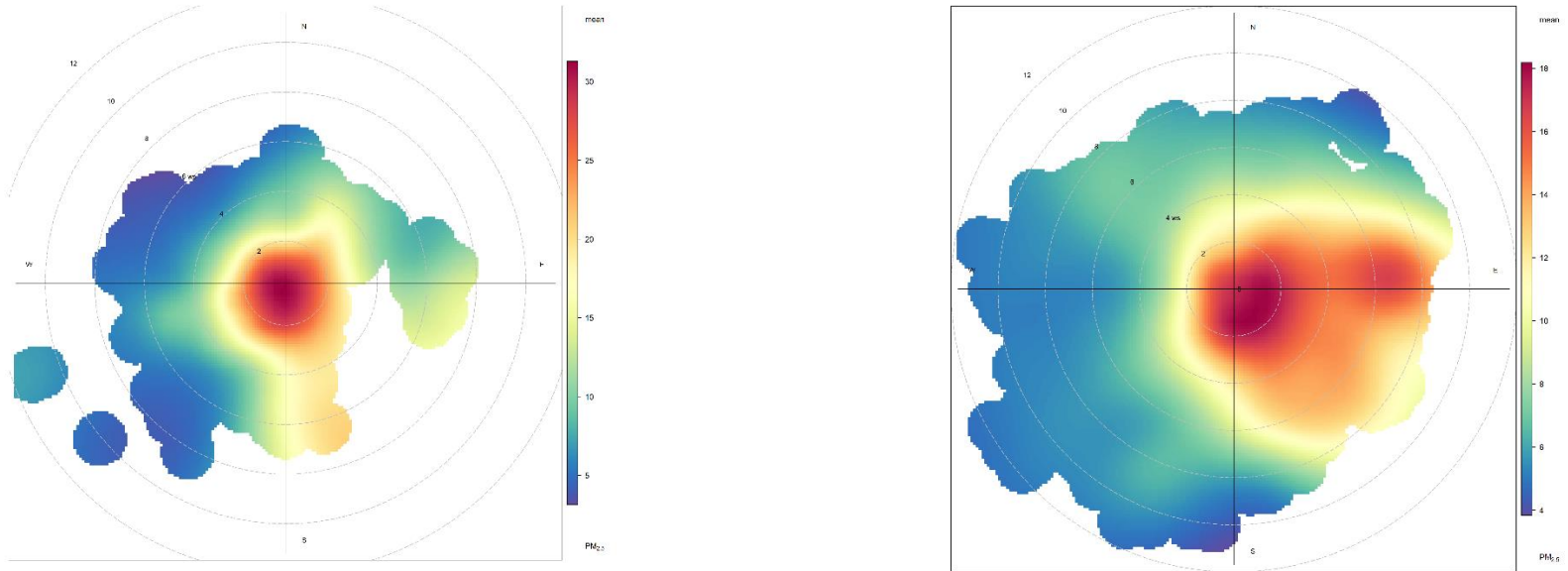


Figure A2.2: Time variation plot of measured PM_{2.5} concentrations (µg/m³) at Z1141, September 2022 to September 2023



200

Figure A2.3: Time variation plot of measured PM_{2.5} concentrations ($\mu\text{g}/\text{m}^3$) at Z1141, September 2022 to September 2023, with concentrations separated according to whether the ambient temperature was greater, or less than, 10°C



201

Figure A2.4: Bivariate Pollution Roses at Z1141, September 2022 to September 2023, accounting for ‘cold winter nights’⁸ (a - left) and rest of the period (b - right), PM_{2.5} (µg/m³)

⁸ ‘Cold winter nights’ are defined in this study as any temperature <10°C, 6 pm to midnight, between 1st November 2022 to 1st March 2023.

Oakthorpe (Z1142)

Time Plots

A2.6 Figure A2.5 shows a similar pattern over time at Z1142 and the AURN sites. A visual examination of the data shows that the Zephyr and AURN average follow broadly similar patterns and that, where there are differences between the two; these differences appear on visual inspection to be smaller than the shared range in the two sets of concentrations. The highest concentrations at both types of sites appear to broadly coincide with the lowest air temperatures, with the data also showing some elevated concentrations in spring and late summer. It is difficult to say whether the higher concentrations which coincide with lower temperatures are caused by solid fuel burning, for the reasons set out in paragraphs 2.6 and 2.7.

Time Variation Plots

A2.7 Figure A2.6 shows measured data, according to day-of-the-week, month-of-the-year or time-of-the-day, across the monitoring period; the plot indicates elevated concentrations in the evening time, and on Thursday through to Sunday during September to December 2022, which may coincide with times of higher solid fuel burning.

A2.8 Figure A2.7, which shows measured data according to temperature, indicates elevated concentrations during times when temperatures are below 10°C, in the evening time in general and on Saturday and Sunday, which again, could indicate an influence from domestic solid fuel burning, although as discussed, it is difficult to attribute the elevated concentrations to this source with certainty.

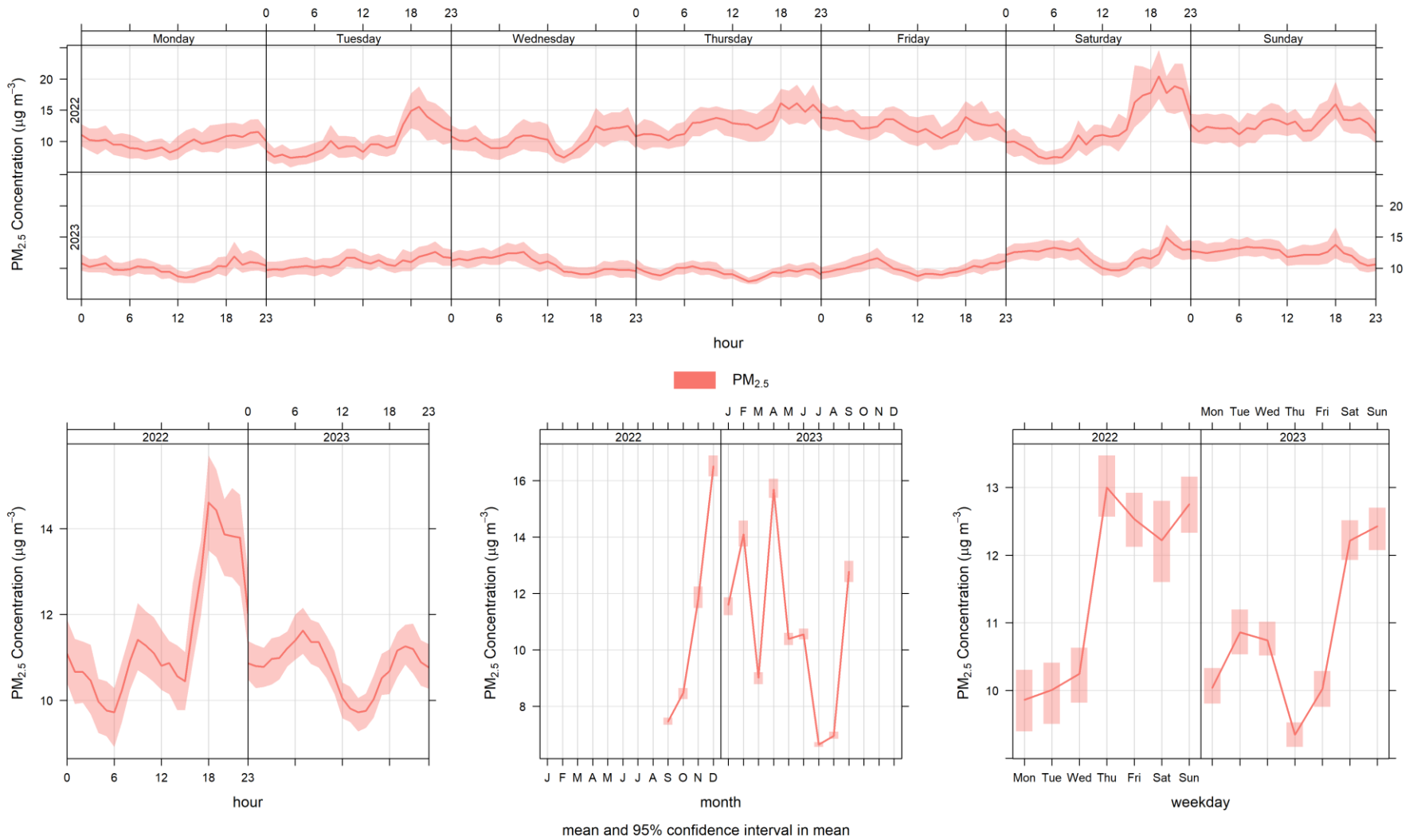
Polar plots

A2.9 Figure A2.8a, which shows measured data during cold winter nights⁹, shows the highest concentrations occurred during the lowest wind speeds (centre of the plot) from all wind directions and also at higher windspeeds when winds blew from the south. The all-other time plot (Figure A2.8b) has a stronger signal from the east and southeasterly directions. These are most likely to reflect long-range transport, although local sources, such as domestic solid fuel burning, may also affect the observed patterns.

⁹ 'Cold winter nights' are defined in this study as any temperature <10°C, 6 pm to midnight, between 1st November 2022 to 1st March 2023.

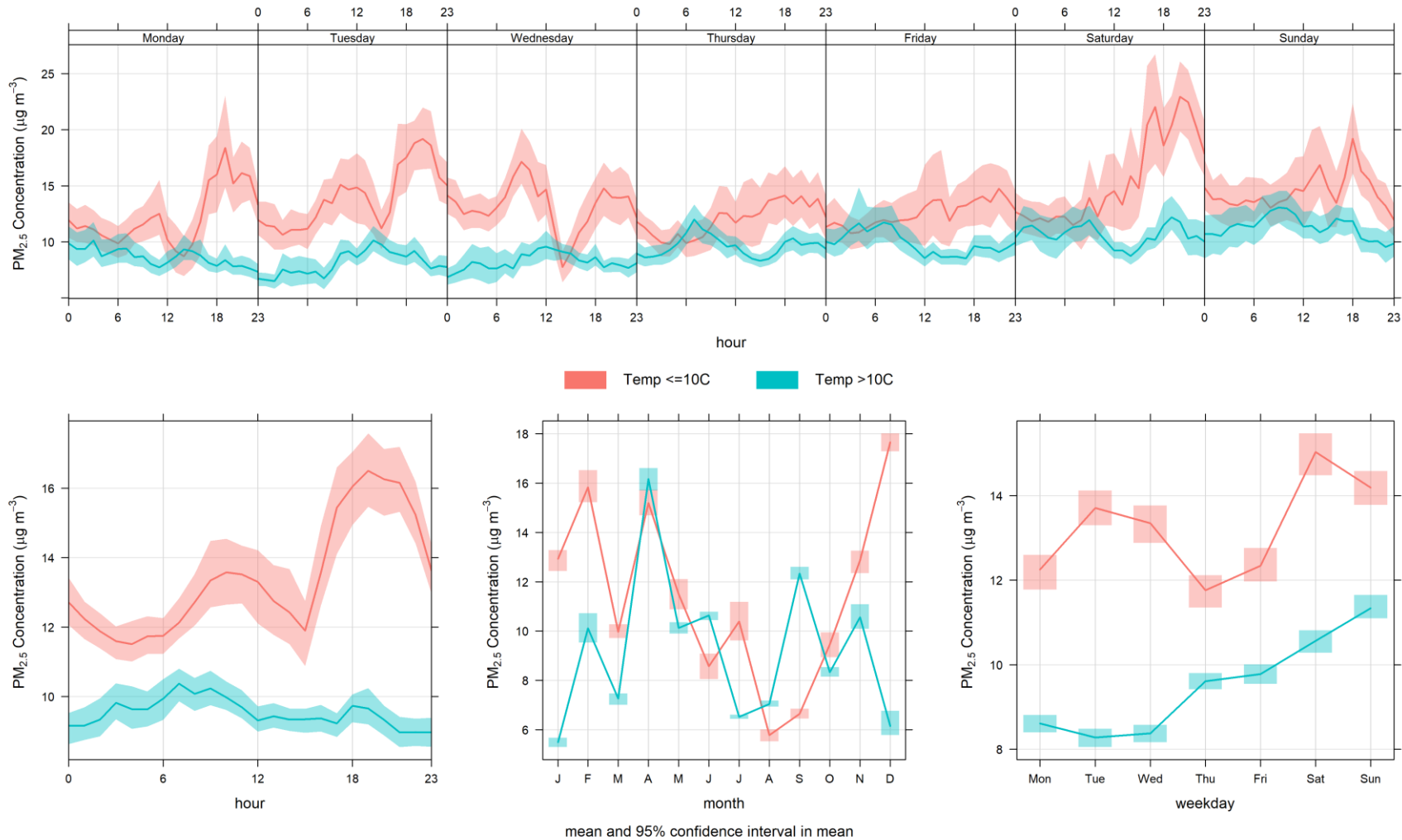


Figure A2.5: Time series plot of daily mean PM_{2.5} concentrations (µg/m³) at Z1142 (blue), average AURN PM_{2.5} concentrations (µg/m³) (red) and temperature (at Zephyr) (°C) (green), September 2022 to September 2023



204

Figure A2.6: Time variation plot of measured PM_{2.5} concentrations (µg/m³) at Z1142, September 2022 to September 2023



205

Figure A2.7: Time variation plot of measured PM_{2.5} concentrations (µg/m³) at Z1142, September 2022 to September 2023, with concentrations separated according to whether the ambient temperature was greater, or less than, 10°C

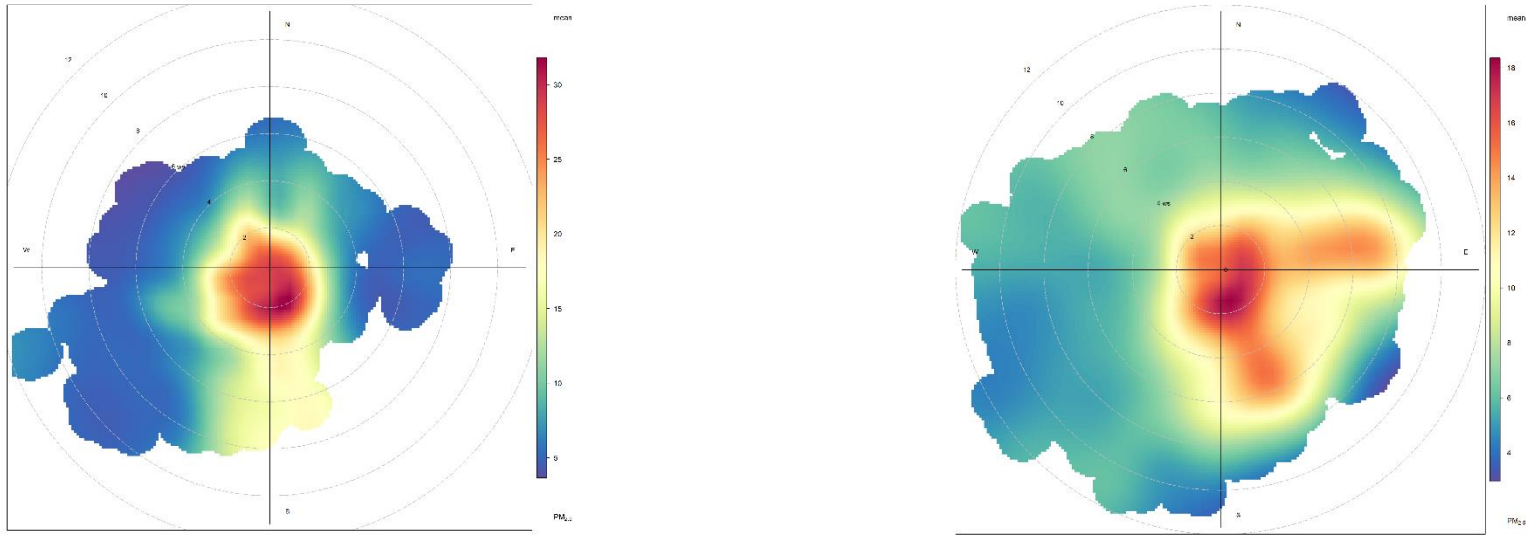


Figure A2.8: Bivariate Pollution Roses at Z1142, September 2022 to September 2023, accounting for 'cold winter nights'¹⁰ (a - left) and rest of the period (b - right), PM_{2.5} (µg/m³)

North Kilworth (Z1083)

Time Plots

A2.10 Figure A2.9 shows a similar pattern over time at Z1083 and the AURN sites. A visual examination of the data shows that the Zephyr and AURN average follow broadly similar patterns and that, where there are differences between the two; these differences appear on visual inspection to be smaller than the shared range in the two sets of concentrations. The highest concentrations at both types of sites appear to broadly coincide with the lowest air temperatures, with the data also showing some elevated concentrations in spring and late summer. It is difficult to say whether the higher concentrations which coincide with lower temperatures are caused by solid fuel burning, for the reasons set out in paragraphs 2.6 and 2.7.

Time Variation Plots

A2.11 Figure A2.10 shows measured data, according to day-of-the-week, month-of-the-year and time-of-the-day, across the monitoring period; the plot indicates elevated concentrations on Thursday, Friday and Sunday during September to December 2022 and on Saturday and Sunday during January to September 2023. There also appear to be elevated concentrations in the morning. It is difficult to attribute these patterns to domestic solid fuel burning.

A2.12 Figure A2.11, which shows measured data according to temperature, clearly indicates elevated concentrations during times when temperatures are below 10°C, which could be attributable to domestic solid burning, but for reasons already set out, it is difficult to be definitive regarding source.

Polar plots

A2.13 Figure A2.12a, which shows measured data during cold winter nights, shows the highest concentrations occurred during the lowest wind speeds (centre of the plot), from all wind directions. The all-other time plot (Figure A2.12b) shows the highest concentrations also occur during a range of wind speeds, during winds with a southern and easterly component. The higher concentrations at lower windspeeds indicate the potential predominance of a local source, such as domestic solid fuel burning, but it is difficult to be definitive on sources of PM_{2.5}.



Figure A2.9: Time series plot of daily mean PM_{2.5} concentrations (µg/m³) at Z1083 (blue), average AURN PM_{2.5} concentrations (µg/m³) (red) and temperature (at Zephyr) (°C) (green), September 2022 to September 2023

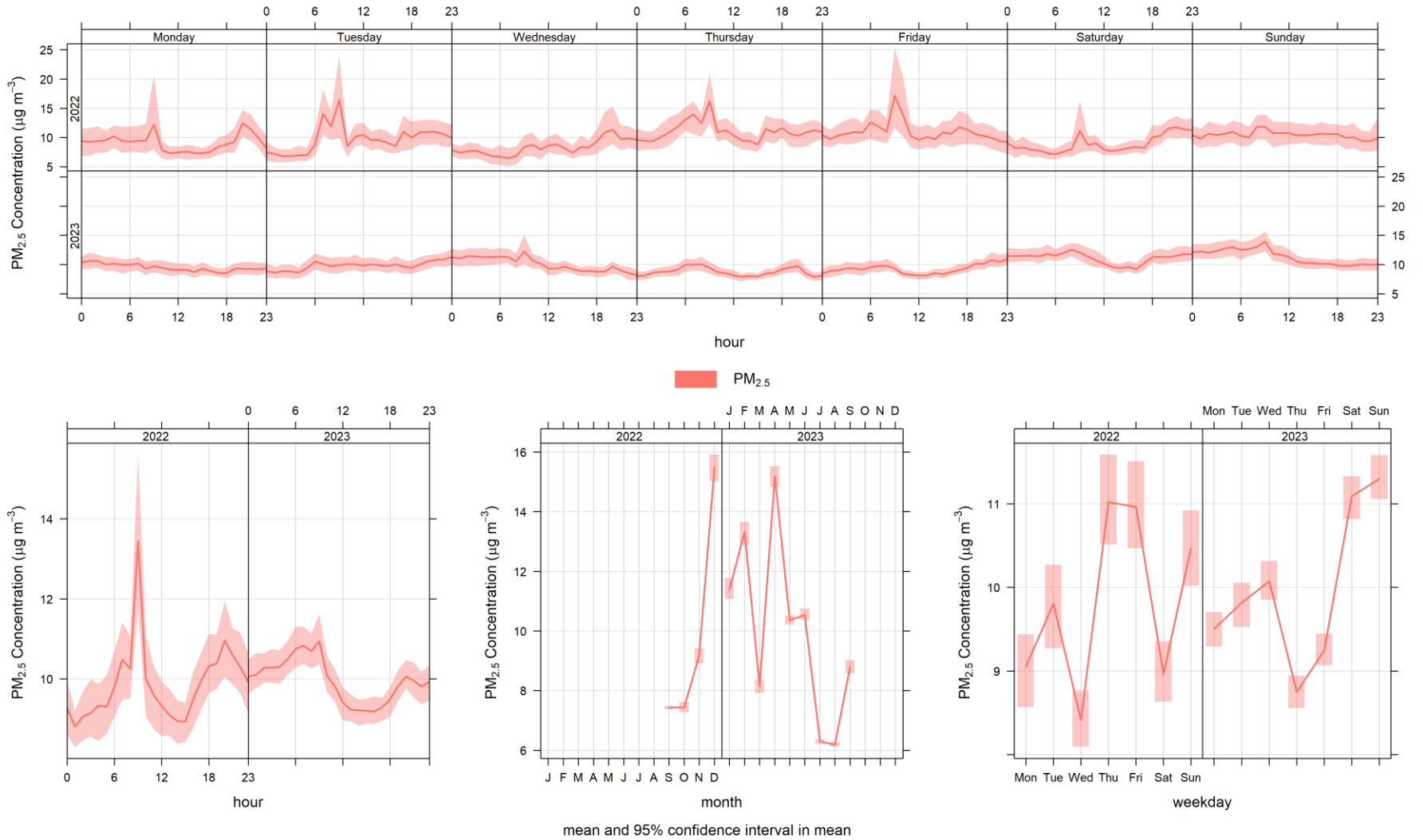
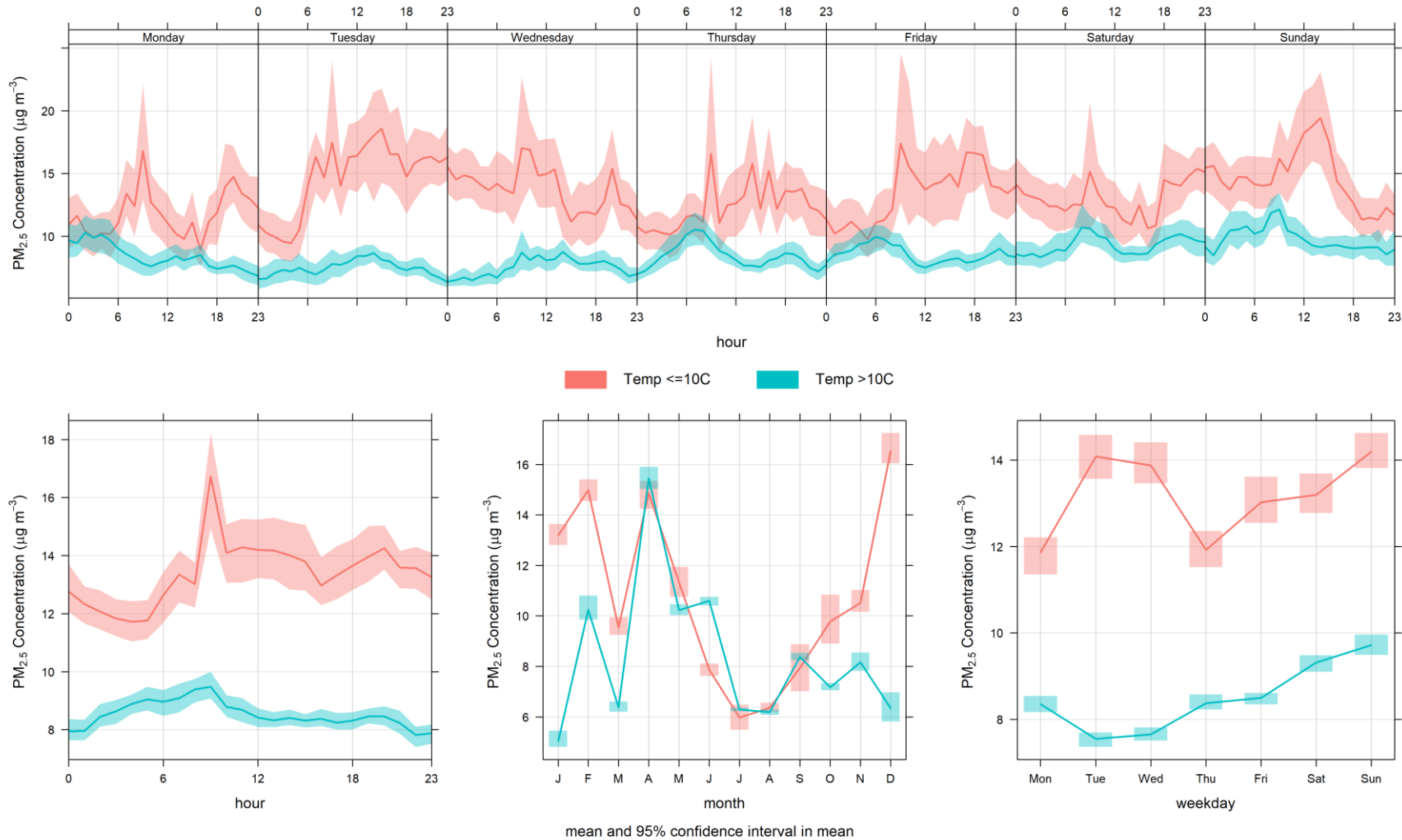


Figure A2.10: Time variation plot of measured PM_{2.5} concentrations (µg/m³) at Z1083, September 2022 to September 2023

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Figure A2.11: Time variation plot of measured PM_{2.5} concentrations (µg/m³) at Z1083, September 2022 to September 2023, with concentrations separated according to whether the ambient temperature was greater, or less than, 10°C

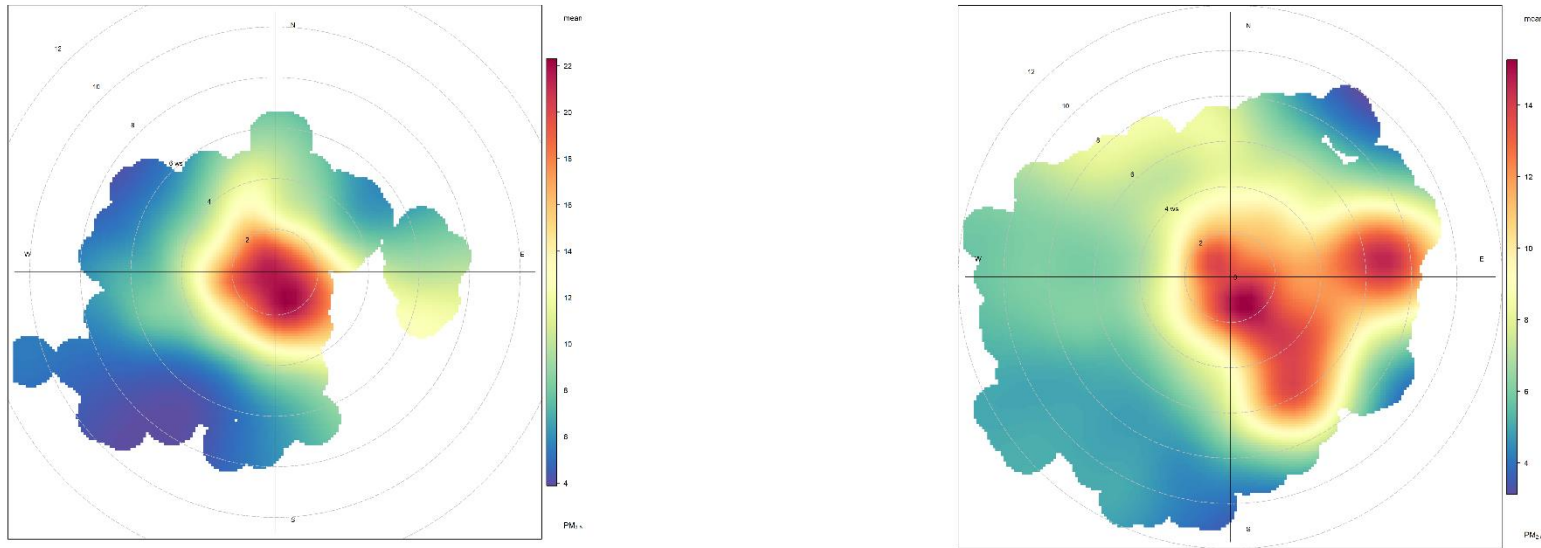


Figure A2.12: Bivariate Pollution Roses at Z1083, September 2022 to September 2023, accounting for ‘cold winter nights’¹⁰ (a - left) and rest of the period (b - right), PM_{2.5} (µg/m³)

8. Appendix B: Communications Plan

DEFRA Air quality project

Communications plan

Project manager	Clare Proudfoot
Author	Caroline Ormond
Date	June 2022
Last updated	June 2022

Background

- North West Leicestershire District Council (NWLDC) and Harborough District Council (HDC) have successfully bid for DEFRA funding to look into air quality issues
- There are two grants - a capital grant for monitoring equipment and surveys (£21,240), and a revenue grant for data analysis (£6,000) totalling £27,240. Match funding from both councils provides a further £2,745 (based on officer time)
- The project (air quality monitoring, surveying and targeted behaviour change campaigning) will be located in two settlements – Donisthorpe and Oakthorpe in North West Leicestershire and Kilworth in Harborough
- The chosen communities do not have mains gas supply in the main and households may use solid fuel as their main heating system. Some households may still receive free coal.
- The project will monitor for particulates (tiny, harmful particles that are released into the air when burning solid fuels, and from other sources) in each community
- Monitors will be installed within the settlements to give readings of particulate levels every 15 minutes – this monitoring will take place over 12 months, giving the councils a good idea of particulate concentration in the air, and any variations over time
- The monitoring equipment is the same used elsewhere in each district
- The campaign aims to educate people – within the target settlements and across each district - about the negative impact of burning solid fuels – and hopes to lead to behaviour change with people choosing cleaner fuels or alternative heating systems, and maintaining their existing systems

Target audiences

- Residents in project communities – Oakthorpe and Donisthorpe, and Kilworth – This will be a 50% random selection of properties out of the total number.
- Selected households in project communities – a targeted survey group to complete a follow up survey
- Parish councils
- Community groups – online and in person
- All district residents
- Ward councillors
- All councillors

Key messages

- Particulates can be damaging to people who breathe them in, particularly those with respiratory illnesses, like Asthma, younger people and older people
- In communities like Oakthorpe and Donisthorpe / Kilworth, there could be increased amounts of particulates in the air because more people may burn solid fuel as their main heat source (because there is no mains gas)
- Everyone can help to reduce particulates in the air. Simple changes can make a big difference:
 - Change the appliance (moving to a modern wood burner from an open fire cuts down particulates by about 90%)
 - Change the fuel you use to a 'cleaner' solid fuel (e.g. burning seasoned, rather than unseasoned wood reduces particulates)
 - Maintain your system (e.g. sweep the chimney once a year)
- Your local district council is monitoring air quality in your community to get a clearer picture of particulates present in the air you breathe
- This project aligns with NWLDC and HDC's ongoing air quality monitoring strategy, which, along with other local authorities across the UK has focussed on traffic related pollutants such as nitrogen dioxide. Consideration of particulates is part of a shift in focus at national level through updated legislation, which is likely to require further action by local authorities.
- North West Leicestershire and Harborough have generally good air quality. Councils have a duty to monitor to help make improvements in areas that are found to have poorer air quality

<p>Objectives</p>	<ul style="list-style-type: none"> • To recruit residents to a targeted survey group, to improve response rates • To raise awareness about the negative impact of solid fuel burning, fuel choice, heating system choice and maintenance within the targeted group and wider community surveyed • To communicate effectively about the monitoring, minimising any anxiety amongst the communities • To effectively communicate the results of the monitoring and next steps • To build on DEFRA's existing 'Burn better' campaign and the existing Global Action Plan resources (using graphics and branding where possible)
<p>Communication tools (think about your audiences – what are the best ways of communicating with them?)</p>	<ul style="list-style-type: none"> • Leaflets / letters – hand delivered and posted out • Community events – face to face • Direct contact with key stakeholders and influencers – phone and email • Social media (organic and paid), using known influencers, community groups, with graphics and video content to increase reach • Traditional media • E-newsletters • Internal communications – intranet / Member Hub / newsletters

Date	What is being communicated?	To who?	Using which communication tool(s)?	Key message	How will you monitor communication success?
4.4.22 216	Announcement of funding	All audiences	News release Social media Member communication Internal communication	NWLDC and HDC have been granted funding to raise awareness and tackle air pollution in the two districts	Story carried in five local media outlets (7 instances) Leicester Mercury x 3 Burton Mail x 1 Nub News x 1 Harborough FM x 1 Harborough Mail x 1 Social media engagement rate / reach
16.6.22	Clean Air Day Initial gentle messaging giving key messages about solid fuel	All audiences	Social media	Appliance Fuel Maintenance	Social media engagement rate / reach
June 2022	Overview of project Installation of monitoring equipment	All audiences	News release and photo opp Social media Member communication	Project overview Photo showing equipment Appliance Fuel Maintenance	<i>This didn't happen due to delays in installing the equipment.</i>

Sep 2022	Overview of project – request for support	Parish councils Ward councillors – Cllr Ashman	Direct contact (phone / email)	Overview of project How parish councils can support	Parish councils agree to support the project Ward councillors aware of the project and committed to raising awareness
Sep 2022	Recruitment of targeted survey group	Target households	Leaflet drop Social media (targeted – community groups)	'Get involved' messaging	Recruit target number of households
Sep / Oct 2022 217	Messaging giving key messages about solid fuel – awareness raising Installation of the monitoring equipment. Using national awareness days (e.g. Big Green Week) and festivals (e.g. Bonfire night) to promote messaging Sensitivity required around Cost of Living crisis	All audiences	Social media	Appliance Fuel Maintenance Cheapest clean fuel options in the winter months Maintenance increases efficiency	Social media engagement rate / reach HDC Twitter 432 Impressions 10 Engagements HDC Facebook 336 reach 7 engagements HDC press release x 1 Harborough FM x 1 NWLDC news release x 1 Story carried in three local media outlets – Nub News, Coalville Times, Leicester Mercury

					Four NWLDC Facebook posts during October 2022 – total reach 9,903 accounts
Oct / Nov 2022	Survey	Target communities Parish councils	Printed publicity (banners, posters, flyers) Social media (paid and organic) Direct contact (parish councils)	Take part in survey (incentive?)	No. of surveys completed
April 2023 218	Survey results	All audiences	News release (stats) Social media Member communication	Results of survey Link to project Appliance Fuel Maintenance	Story carried in two local media outlets – Nub News and Coalville Times One NWLDC Facebook post – total reach 1,191 accounts
March 2023	Follow up survey	Target households Target communities Parish councils	Target audience (previously respondents)	Take part in survey (incentive?)	No. of surveys completed
16 June	Clean Air Day	All audiences	News release Social media	Appliance Fuel Maintenance	No. of engagements HDC twitter 359 impressions

			Website		24 engagements
			Member comms		HDC Facebook 164 reach
			Internal comms		5 engagements
			Letters to 5 Schools in NWL - School Competition		HDC Instagram 229 reach 3 engagements
					NWLDC – one Facebook post (shared Clean Air Day assets) – 584 accounts reached

Possible opportunities:

- Halfway point – monitoring results
- Links with clean solid fuel suppliers (discount, sponsorship?)
- Competitions / incentives
- 'Show home' – linked to supplier, improves heating system and monitored for the community to see

9. Appendix C: Questionnaire Responses

**Solid Fuel Burning
Project:**
Summary of Baseline
Questionnaire Responses

January 2023



Experts in air quality
management & assessment

Document Control

Client	North West Leicestershire District Council	Principal Contact	Leigh Oliver
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Job Number	J10-12348C-10
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Report Prepared By:	Dr Clare Beattie
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Document Status and Review Schedule

Report No.	Date	Status	Reviewed by
J10-12348C-10A/1/F1	12 January 2023	Draft	Choose an item.

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1 Introduction

- 1.1 The objective of the project is to increase the level of knowledge of PM_{2.5} and ultimately reduce PM_{2.5} emissions by changing attitudes to solid fuel burning, resulting in behaviour change. There is increasing local public concern around PM_{2.5} across North West Leicestershire and Harborough, who are jointly undertaking this project. It is recognised that currently there is little information in relation to current concentrations, how concentrations vary across the districts and how the magnitude of contributions from different sources relate to the overall emissions. The project will use a combination of additional monitoring, and a public awareness programme to achieve these objectives.
- 1.2 The project started with communication around solid fuel burning (general social media posts etc), and when the air quality monitoring was installed. A baseline questionnaire survey was undertaken prior to the main winter solid fuel burning season, to gauge attitudes, and levels of solid fuel burning. The survey focused on the villages where monitoring is being undertaken, but was available more generally across the districts between 3rd October and 30th November 2022¹. This short note summarises the responses to the questionnaire up to the end of November 2022.
- 1.3 Further communications aimed at behaviour change (burning less and cleaner) are being undertaken throughout the winter season. Monitoring will continue for a year, in 3 locations identified as having the potential to have high levels of burning, following which a further questionnaire survey will be undertaken to assess any changes in attitudes or behaviour.
- 1.4 There were 73 responses (39 from Harborough District Council, 24 from North West Leicestershire District Council and 3 of unknown address).
- 1.5 The graphs in Section 3 are automatically produced by Power-Bi software.

¹ Available at <https://consultation.nwleics.gov.uk/communities/air-quality/>

2 Summary of Outcomes

- 2.1 The following summarises the key outcomes of the questionnaire responses for the baseline survey which ran from 3 October to the 30th November 2022. There was already a very high awareness of that solid fuel burning can have a detrimental effect on health (Figure 1).
- 2.2 Approximately 75% of respondents had burnt solid fuel (inside or outside) in the last 12 months (Figure 2), with most respondents who burnt inside, burning wood, or manufactured fuels/ smokeless coal (Figure 3). Most respondents who burnt outside, burnt charcoal or wood (Figure 4). There was a relatively low level of burning waste wood, garden waste or household rubbish (inside or outside) (Figure 5 and Figure 6).
- 2.3 The appliances used by respondents inside were mostly wood burners or enclosed fireplaces, followed by open fires, outside, appliances were mainly barbeques or chimeneas (Figure 7). Most respondents didn't know whether their burner is an appliance approved by Defra or ecodesign appliance, but in cases where respondents knew what type of burner they had, there was a good take up of Defra approved or ecodesign wood burners (Figure 8). It is likely that the respondents that knew what type of stove they had, were those who had purchased one recently.
- 2.4 The main purpose of burning was for heat, but some respondents also used their appliance for cooking, aesthetics and hot water (Figure 9). Most of the use of appliances was during the evenings, with weekends slightly more popular than during the week (Figure 10). Respondents mainly got their wood from specialist suppliers (also from their own garden, salvaged wood, landowners, fallen trees, family members etc) (Figure 11). Most respondents were not aware of Woodsure's Ready to Burn (Figure 12). However, despite this, the majority of respondents buy seasoned wood, or season it at home, with no respondents saying that they bought unseasoned wood (Figure 13).
- 2.5 With regards to maintenance, over half of respondents sweep their chimney/ maintain wood burner at least once a year (Figure 14). Roughly half of respondents thought the cost-of-living crisis would result in an increase in their burning habits (Figure 15).
- 2.6 90% of respondents would be willing to do a follow up survey, which should include comparable questions in order that changes in behaviours or attitudes can be picked up.

3 Data from Questionnaire Results

3.1 The following data have been provided by North West Leicestershire District Council, using Power-Bi software and are reproduced below.

1. Are you aware of the impacts of solid fuel burning and health impacts

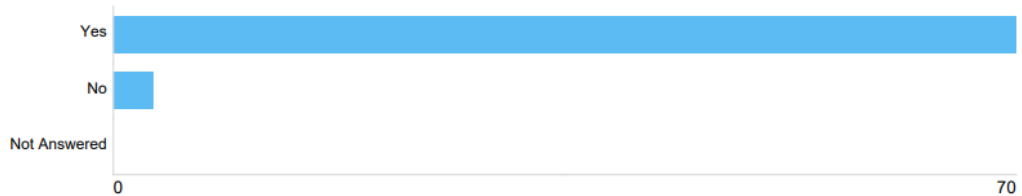


Figure 1: Awareness of Solid Fuel Burning and Health Impacts

2. Have you, or anyone in your household, burned anything at your property in the last 12 months

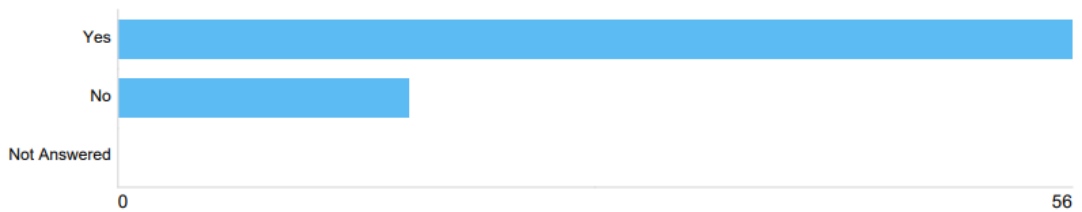


Figure 2: Burning Behaviour in last 12 months

3. Which of the following fuels have you burnt at your property in the last 12 months? - Yes - Burned inside

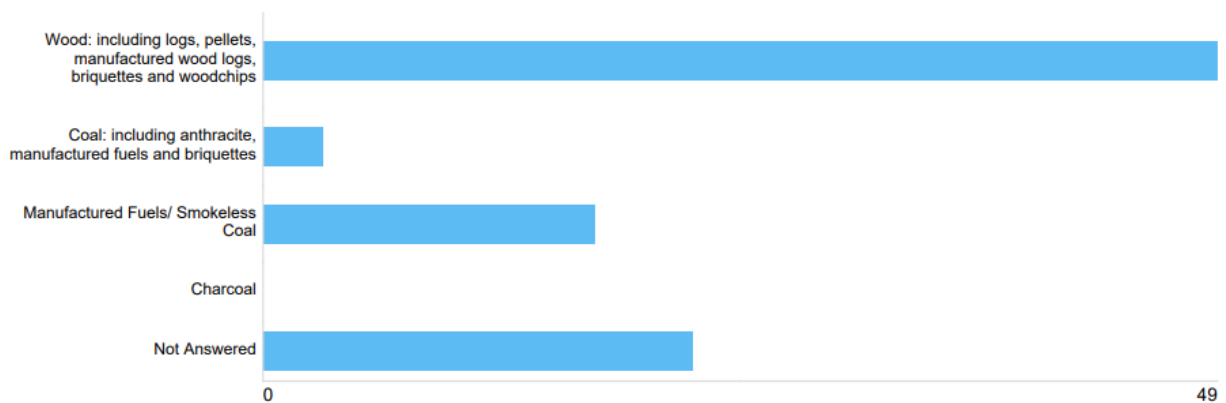


Figure 3: Fuels burned Inside in last 12 months

3. Which of the following fuels have you burnt at your property in the last 12 months? - Yes – Burned outside

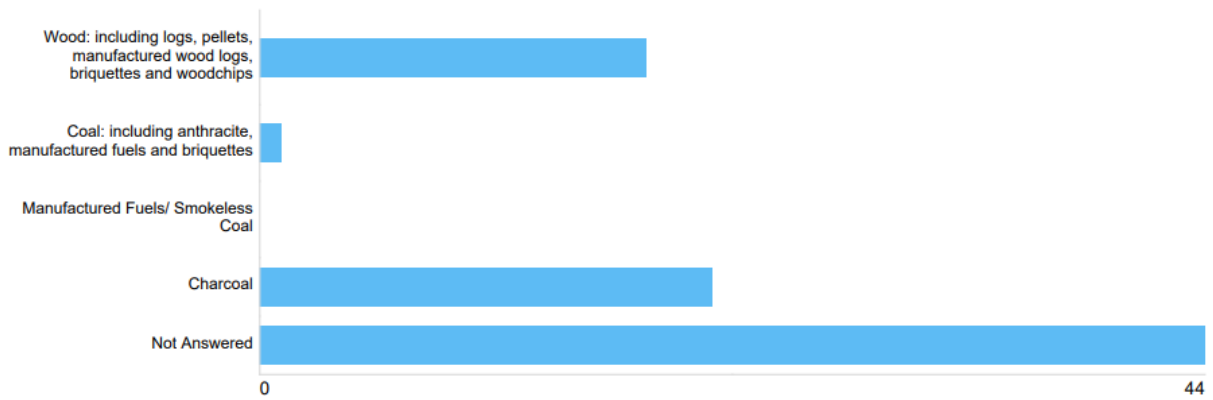


Figure 4: Fuels burned Outside in last 12 months

3. Which of the following fuels have you burnt at your property in the last 12 months? - Yes – Burned inside



Figure 5: Waste burned Inside in last 12 months

3. Which of the following fuels have you burnt at your property in the last 12 months? - Yes – Burned outside

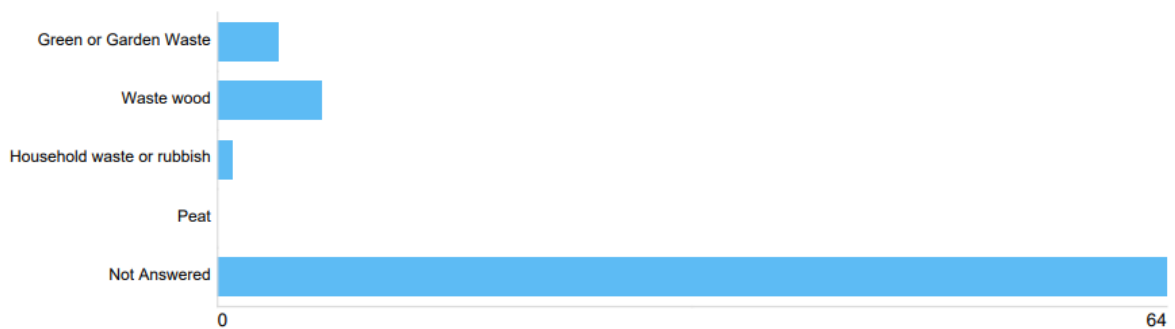


Figure 6: Waste burned Outside in last 12 months

4. Which appliance(s) have you used to burn solid fuel in the last 12 months

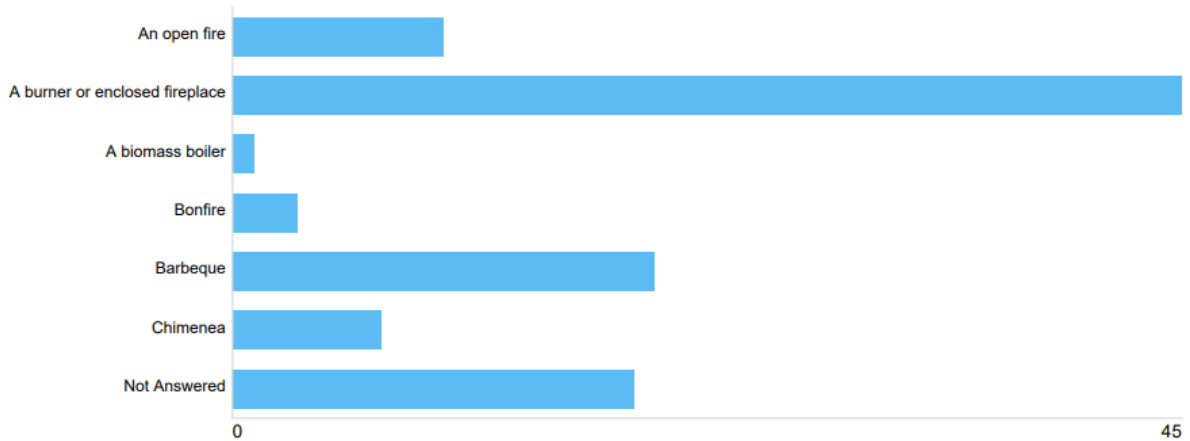


Figure 7: Appliances used in last 12 months

5. Thinking about your burner or enclosed fireplace, do you know if it is any of the following...

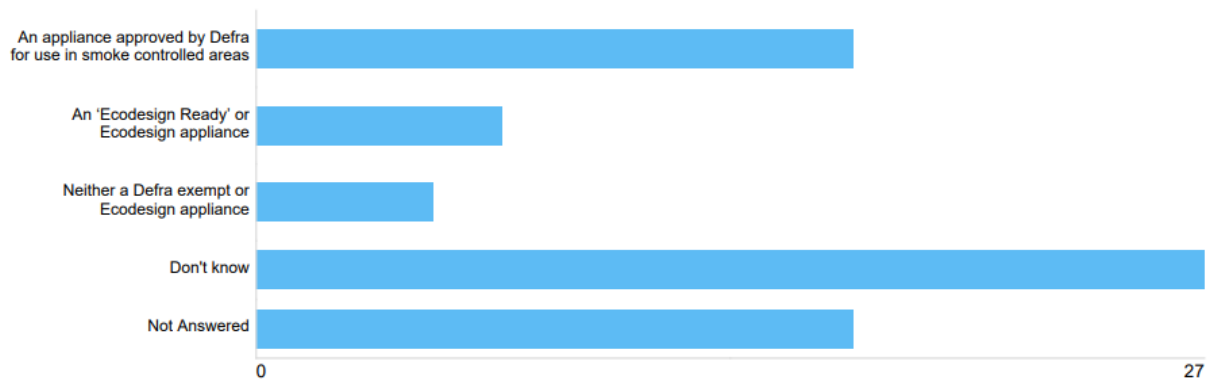


Figure 8: Types of wood burners/ enclosed fireplaces used

6. What is the main purpose of the appliance(s) you use?

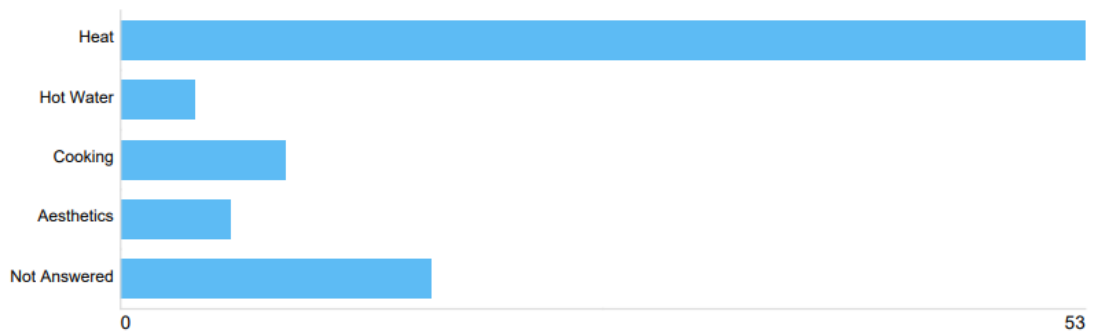


Figure 9: Purpose of Appliance

7. In a typical week in winter, at what times of day are you likely to burn inside? Tick as many as required

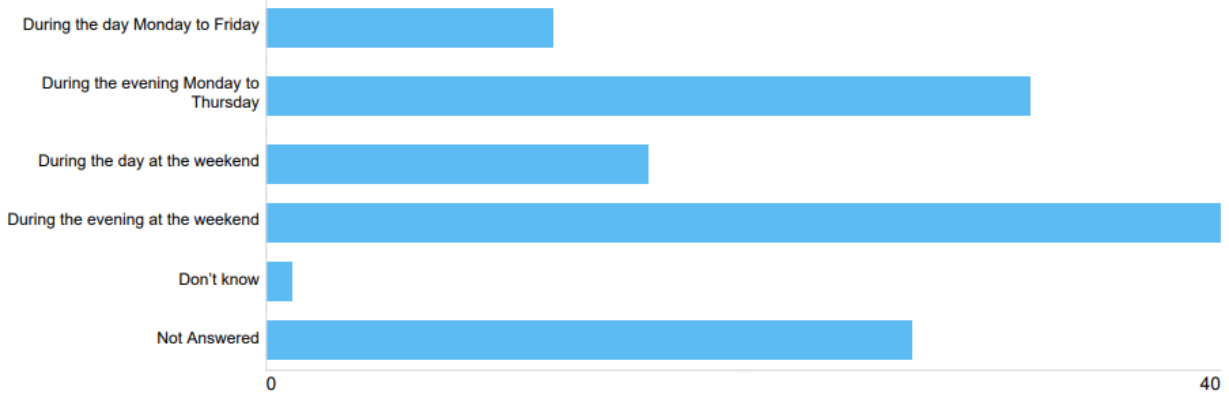


Figure 10: Times of day Inside Burning Takes Place

8. Where does the solid fuel that you burn mostly come from?

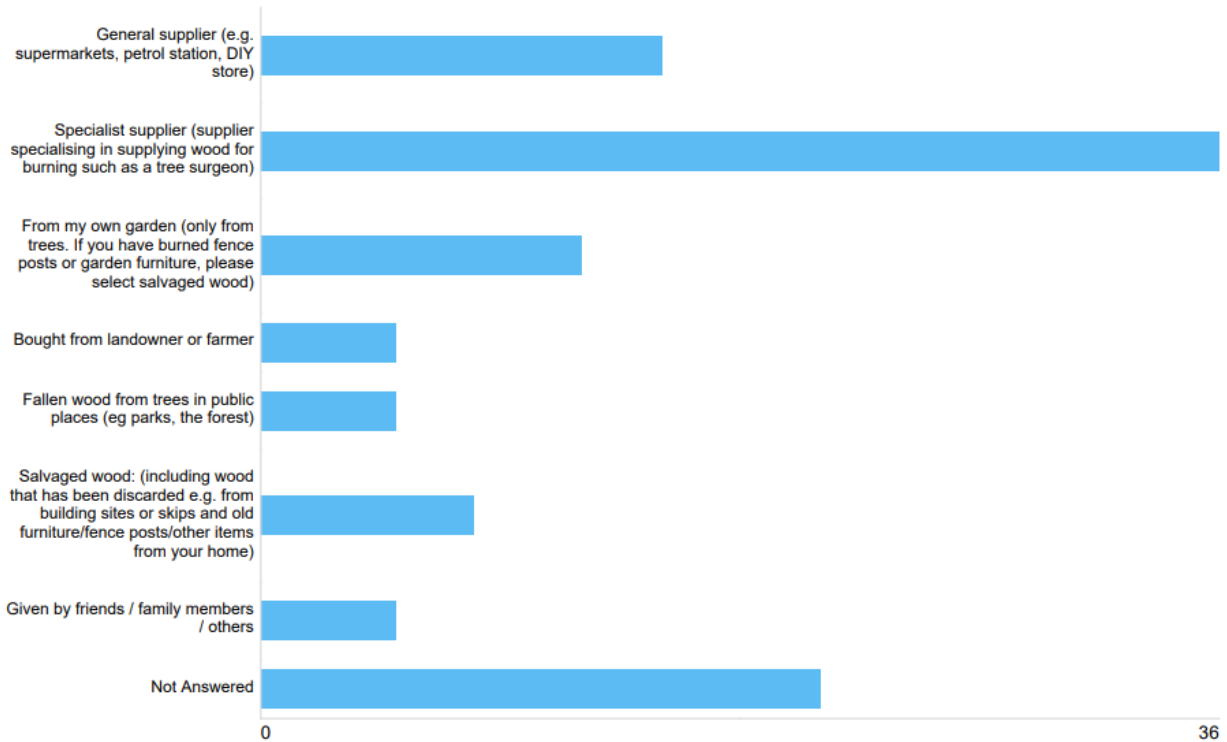


Figure 11: Supply of Solid Fuels

9. Are you aware of the Woodsure "Ready to Burn" certification?

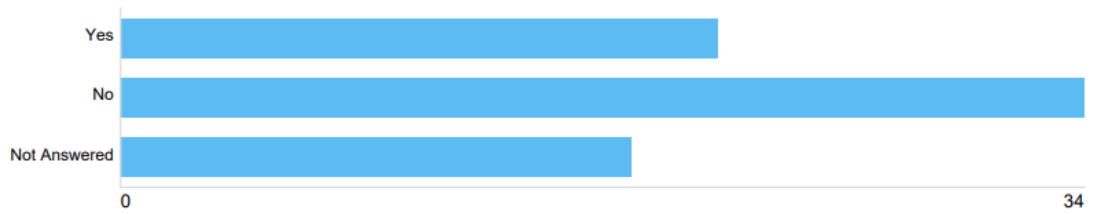


Figure 12: Awareness of Woodsure 'Ready to Burn' Certification

10. How would you describe the seasoning of most of the wood you burn?

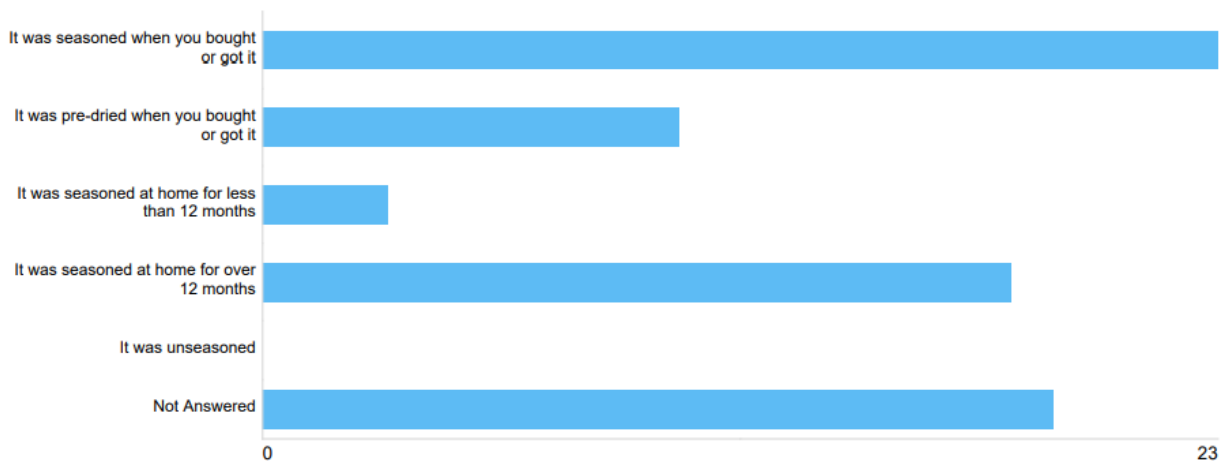


Figure 13: Seasoning of Wood

11. How often do you maintain your wood burner/ sweep your chimney?

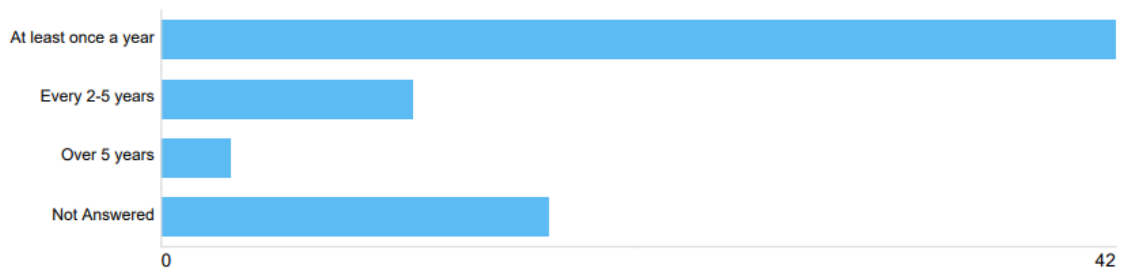


Figure 14: Maintenance of Wood Burner and Chimney

12. Do you anticipate the Cost of Living Crisis changing your behaviour in relation to solid fuel burning?

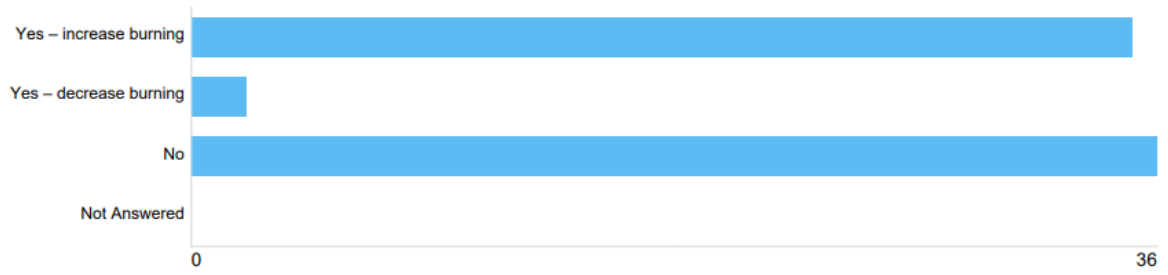


Figure 15: Effect of Cost-of-Living Crisis on Behaviour

**Solid Fuel Burning
Project:**
Summary of Follow Up
Questionnaire Reponses

April 2024



Experts in air quality
management & assessment

Document Control

Client	North West Leicestershire District Council	Principal Contact	Minna Scott
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Job Number	J10-12348C-10
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Report Prepared By:	Dr Clare Beattie
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Document Status and Review Schedule

Report No.	Date	Status	Reviewed by
J10-12348C-10A/3/F1	4 April 2024	Draft	Choose an item.

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1 Introduction

- 1.1 The objective of the project is to increase the level of knowledge of PM_{2.5} and ultimately reduce PM_{2.5} emissions by changing attitudes to solid fuel burning, resulting in behaviour change. There is increasing local public concern around PM_{2.5} across North West Leicestershire and Harborough, who are jointly undertaking this project. It is recognised that currently there is little information in relation to current concentrations, how concentrations vary across the districts and how the magnitude of contributions from different sources relate to the overall emissions. The project will use a combination of additional monitoring, and a public awareness programme to achieve these objectives.
- 1.2 A baseline questionnaire survey was undertaken prior to the main winter solid fuel burning season, to gauge attitudes, and levels of solid fuel burning. The survey focussed on the villages where monitoring is being undertaken, but was available more generally across the districts between 3rd October and 30th November 2022. A second survey using the same questions was undertaken between March 2023 and end of May 2023. Both questionnaires are summarised in similar notes.
- 1.3 This note summarises the follow up questionnaire to those which had filled out the first wave questionnaire, for which there were 30 responses.
- 1.4 The graphs in Section 3 are automatically produced by Power-Bi software.

2 Summary of Outcomes

- 2.1 The following summarises the key outcomes of the questionnaire responses for the follow up survey (ie those which had responded to the baseline survey and were willing to have a second survey to assess any changes in behaviour etc). The survey ran from 31st March to the end of May 2023. The majority of respondents (63%) had not changed burning behaviour, with 20% having increased burning and 13% having reduced burning (Figure 1). Reasons for the change in behaviour were mainly described as 'other' with some changing due to cost reasons (Figure 2). Most respondents who burnt inside, burnt wood, or the same fuels as burnt 6 months ago (Figure 3). Most respondents who burnt outside, burnt charcoal or wood (Figure 4).
- 2.2 The appliances used by respondents inside were mostly wood burners or enclosed fireplaces, outside, appliances were mainly barbeques, bonfires or chimeneas (Figure 5).
- 2.3 Most of the use of appliances was during the evenings, with weekends slightly more popular than during the week (Figure 6). 47% of respondents thought that their awareness of the impacts of solid fuel burning had increased (Figure 7), with most respondents obtaining information from national press articles, with fewer from social media posts or local press articles (Figure 8).

3 Data from Questionnaire Results

3.1 The following data have been provided by North West Leicestershire District Council, using Power-Bi software and are reproduced below.

3. Have you changed your burning behaviour in the last 6 months (ie since the previous questionnaire)? If you select Other then please describe in the box provided.

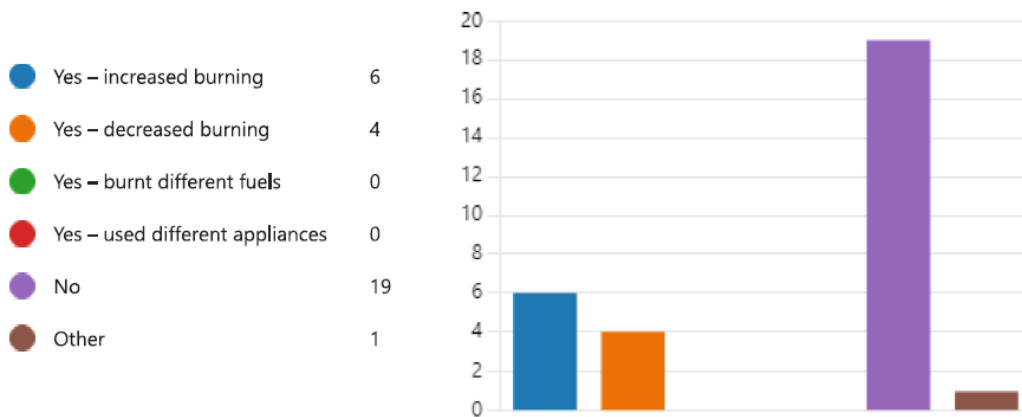


Figure 1: Changes to Burning Behaviour in the last 6 months

4. What was the main reason for any changes described above? If you select Other then please describe in the box provided.

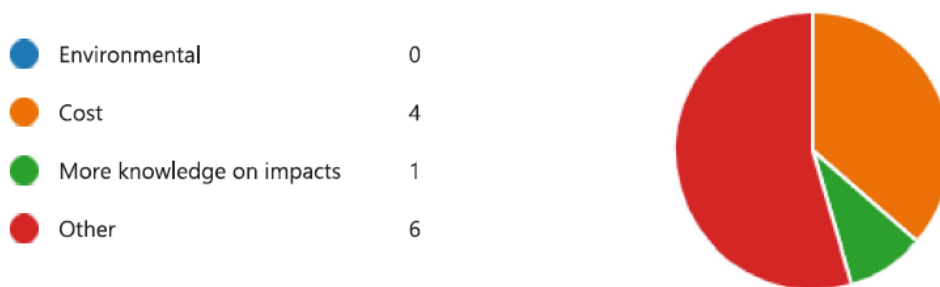


Figure 2: Main Reason for any Changes

5. Which of the following fuels have you burnt Inside your property in the last 12 months? For example on an open fire or wood burning stove. Tick as many as required

■ Yes - Burned inside ■ No

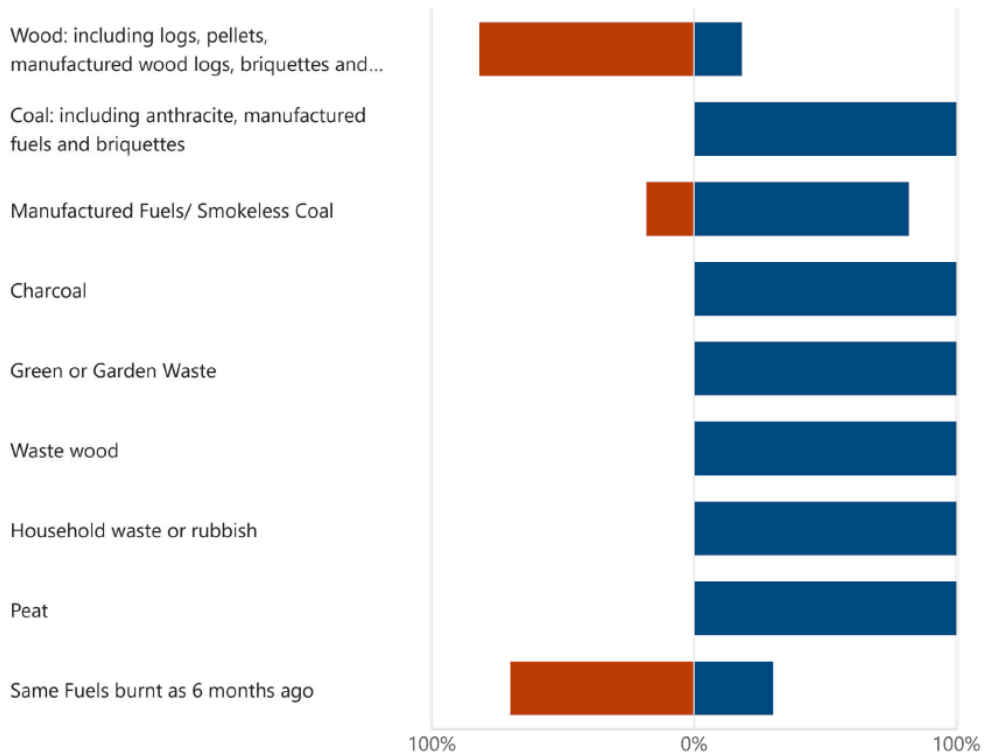


Figure 3: Fuels burned Inside in last 12 months

6. Which of the following fuels have you burnt Outside your property in the last 12 months? For example on a bonfire, barbecue or chimenea. Tick as many as required

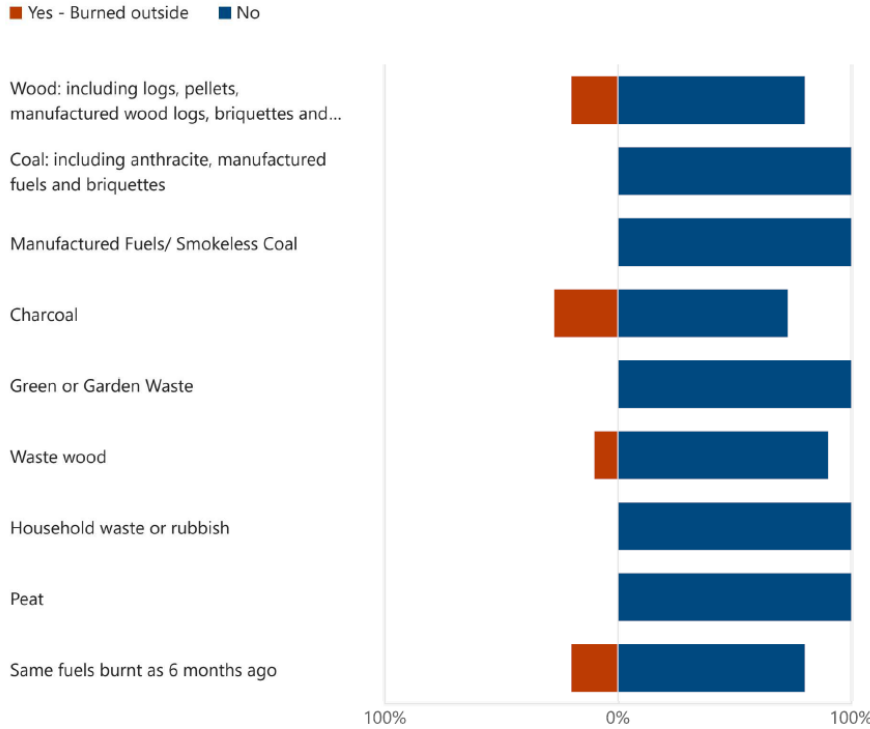


Figure 4: Fuels burned Outside in last 12 months

7. Which appliance(s) have you used to burn solid fuel in the last 6 months? Tick as many as required

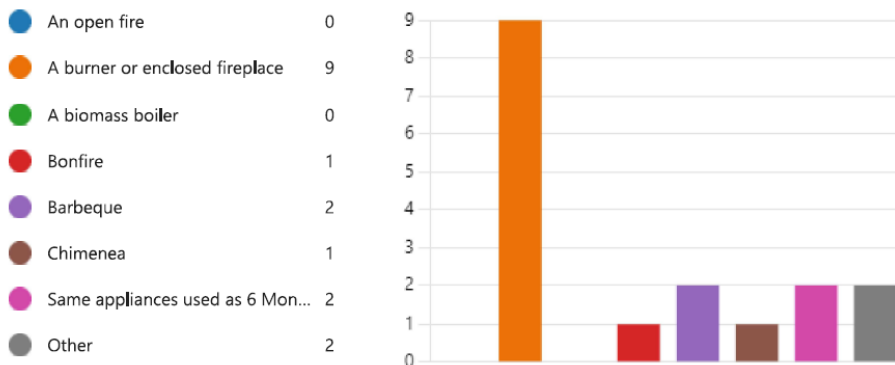


Figure 5: Appliances used in last 12 months

8. In a typical week in winter, at what times of day are you likely to burn inside? Tick as many as required
If you tick Other then please describe in the box provided

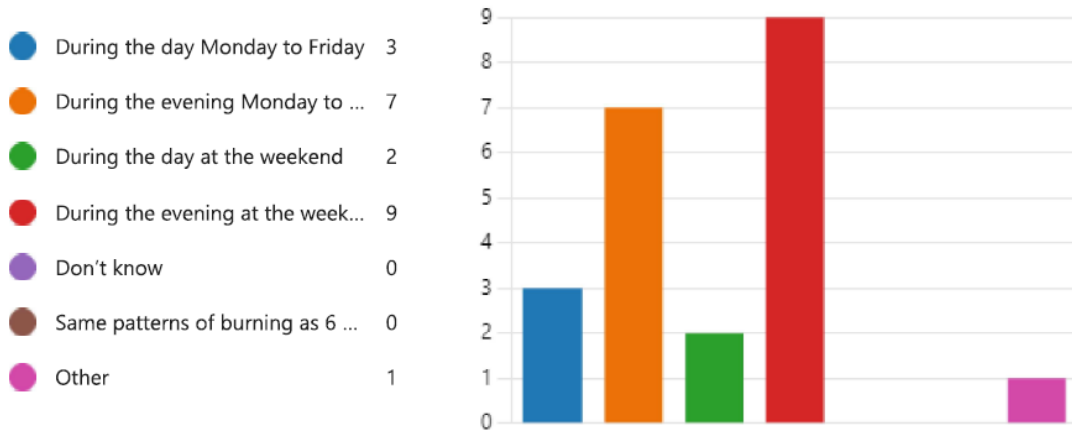


Figure 6: Times of day Inside Burning Takes Place

9. Has your awareness of the impacts of solid fuel burning increased?



Figure 7: Awareness of the Impacts of Solid Fuel Burning

10. If your awareness has increased, where have you obtained the information from? If you select Other then please describe in the box provided.

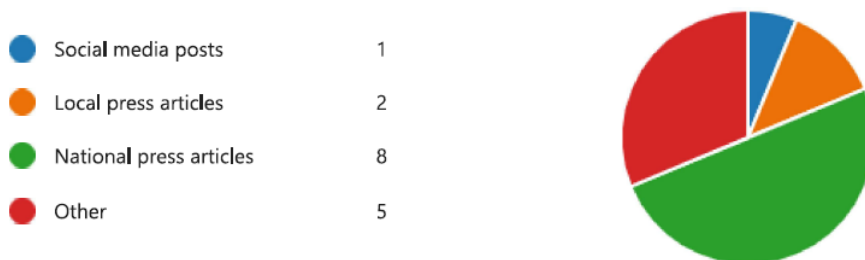


Figure 8: Where has the Information come from for any Awareness?

**Solid Fuel Burning
Project:**
Summary of Second Wave
Questionnaire Responses

April 2024



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- 1.2 A baseline questionnaire survey was undertaken prior to the main winter solid fuel burning season, to gauge attitudes, and levels of solid fuel burning. The survey focussed on the villages where monitoring is being undertaken, but was available more generally across the districts between 3rd October and 30th November 2022. This questionnaire is summarised in a similar note.
- 1.3 a second survey was undertaken between 31 March 2023 and end of May 2023. This note summarises the responses to this second wave of questionnaire results for which there were 27 responses.
- 1.4 The graphs in Section 3 are automatically produced by Power-Bi software.

2 Summary of Outcomes

- 2.1 The distribution of responses to different questions was very similar to the baseline questionnaire results, suggesting a degree of robustness of the outcomes.
- 2.2 The following summarises the key outcomes of the questionnaire responses for the survey which ran from 31 March 2023 to the end of May 2023. There was already a very high awareness (100%) of that solid fuel burning can have a detrimental effect on health (Figure 1).
- 2.3 Approximately 85% of respondents had burnt solid fuel (inside or outside) in the last 12 months (Figure 2), with most respondents who burnt inside, burning wood, or manufactured fuels/ smokeless coal (Figure 3). Most respondents who burnt outside, burnt charcoal or wood (Figure 4). There was some burning of burning garden waste (mainly outside) (Figure 4).
- 2.4 The appliances used by respondents inside were mostly wood burners or enclosed fireplaces, followed by open fires, outside, appliances were mainly barbecues, chimeneas or bonfires (Figure 5). Most respondents didn't know whether their burner is an appliance approved by Defra or ecodesign appliance, but in cases where respondents knew what type of burner they had, there was a good take up of Defra approved wood burners (Figure 6). It is likely that the respondents that knew what type of stove they had, were those who had purchased one recently.
- 2.5 The main purpose of burning was for heat, but some respondents also used their appliance for cooking, aesthetics and hot water (Figure 7). Most of the use of appliances was during the evenings, with weekends and weekdays equally popular (Figure 8). Respondents mainly got their wood from specialist suppliers (also from their general suppliers, their own garden, salvaged wood, landowners, fallen trees, family members etc) (Figure 9). Most respondents were not aware of Woodsure's Ready to Burn (Figure 10). However, despite this, the majority of respondents buy seasoned wood, or season it at home, with only 1 respondent saying that they bought unseasoned wood (Figure 11).
- 2.6 With regards to maintenance, nearly 70% of respondents sweep their chimney/ maintain wood burner at least once a year (Figure 12). Approximately 40% of respondents thought the cost-of-living crisis would result in an increase in their burning habits (Figure 13).

3 Data from Questionnaire Results

3.1 The following data have been provided by North West Leicestershire District Council, using Power-Bi software and are reproduced below.

3. Are you aware that solid fuel burning can increase air pollution which can have a detrimental effect on health?

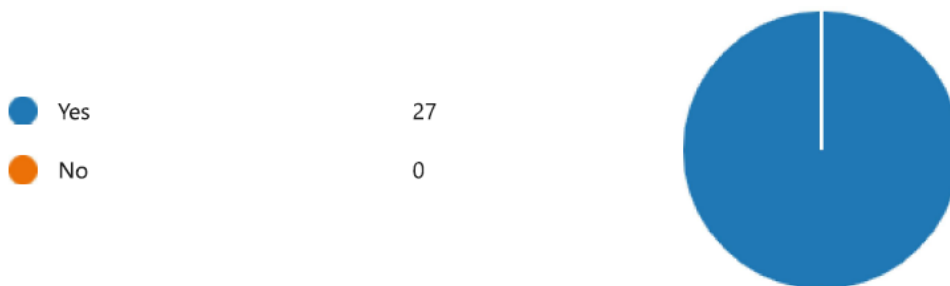


Figure 1: Awareness of Solid Fuel Burning and Health Impacts

4. Have you, or anyone in your household, burned anything at your property in the last 12 months? This can be anything you have burnt inside, for example on an open fire or a wood burner, or outside, for example on a bonfire, a barbecue or a chimenea



Figure 2: Burning Behaviour in last 12 months

5. Which of the following fuels have you burnt Inside your property in the last 12 months? For example on an open fire or wood burning stove. Tick as many as required

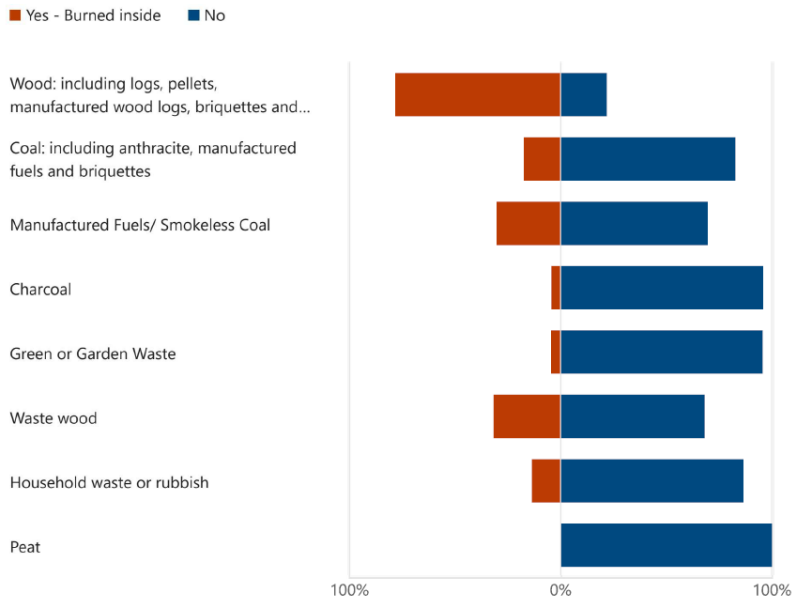


Figure 3: Fuels burned Inside in last 12 months

6. Which of the following fuels have you burnt Outside your property in the last 12 months? For example on a bonfire, barbecue or chimenea. Tick as many as required

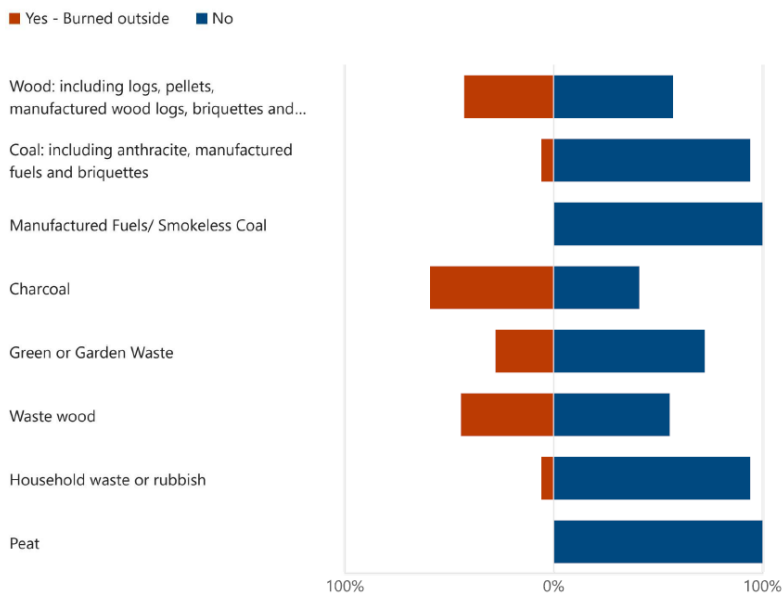


Figure 4: Fuels burned Outside in last 12 months

8. Which appliance(s) have you used to burn solid fuel in the last 12 months? Tick as many as required

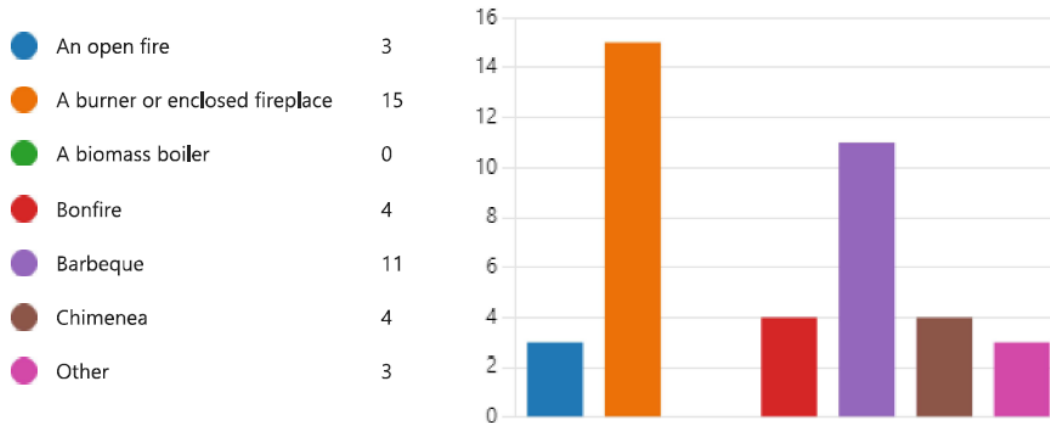


Figure 5: Appliances used in last 12 months

9. Thinking about your burner or enclosed fireplace, do you know if it is any of the following... Choose one option



Figure 6: Types of wood burners/ enclosed fireplaces used

10. What is the main purpose of the appliance(s) you use? Tick as many as required

If you tick Other then please describe in the box provided



Figure 7: Purpose of Appliance

11. In a typical week in winter, at what times of day are you likely to burn inside? Tick as many as required
 If you tick Other then please describe in the box provided

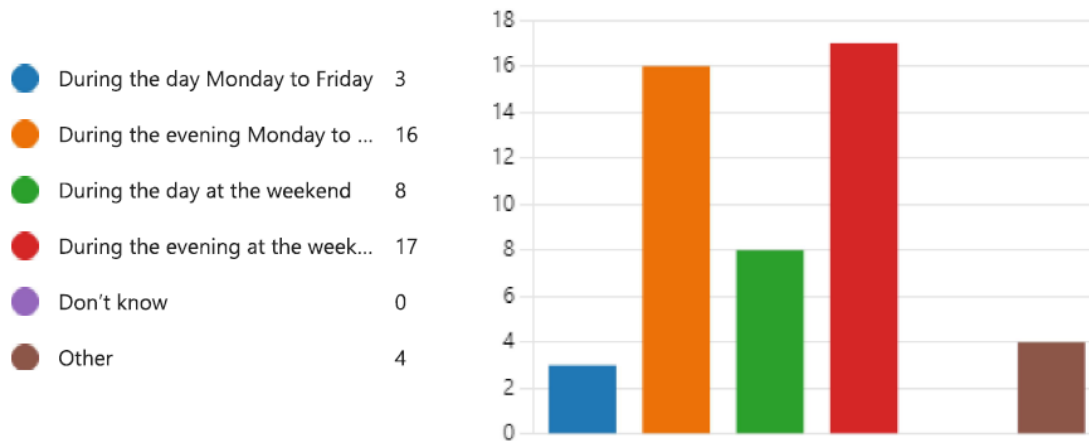


Figure 8: Times of day Inside Burning Takes Place

12. Where does the solid fuel that you burn mostly come from? Tick as many as required
 If you tick Other then please describe in the box provided

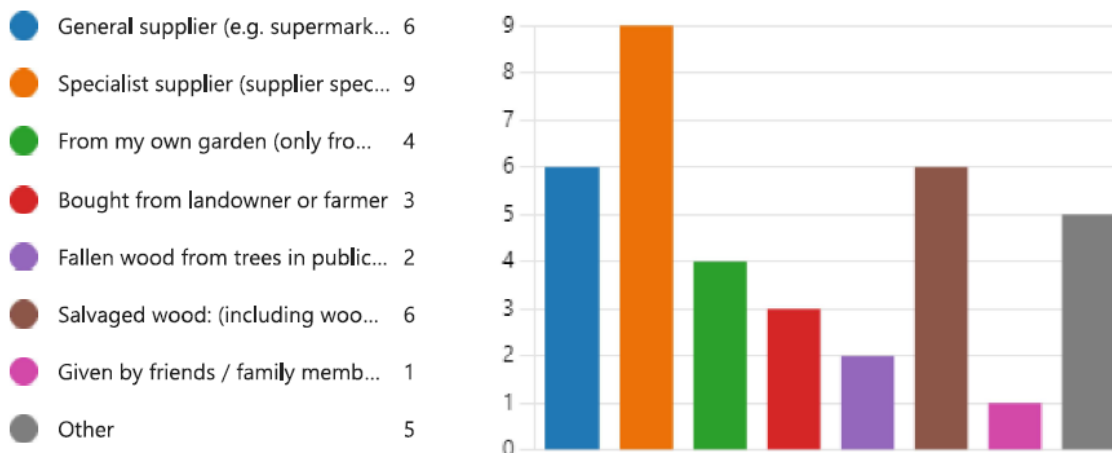


Figure 9: Supply of Solid Fuels

13. Are you aware of the Woodsure "Ready to Burn" certification?

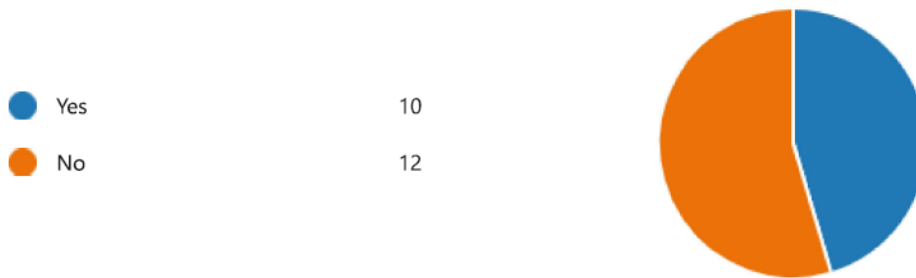


Figure 10: Awareness of Woodsure 'Ready to Burn' Certification

14. How would you describe the seasoning of most of the wood you burn? (ie leaving the wood to dry for a period after the tree has been felled or cut) Choose one option
If you choose Other then please describe in the box provided

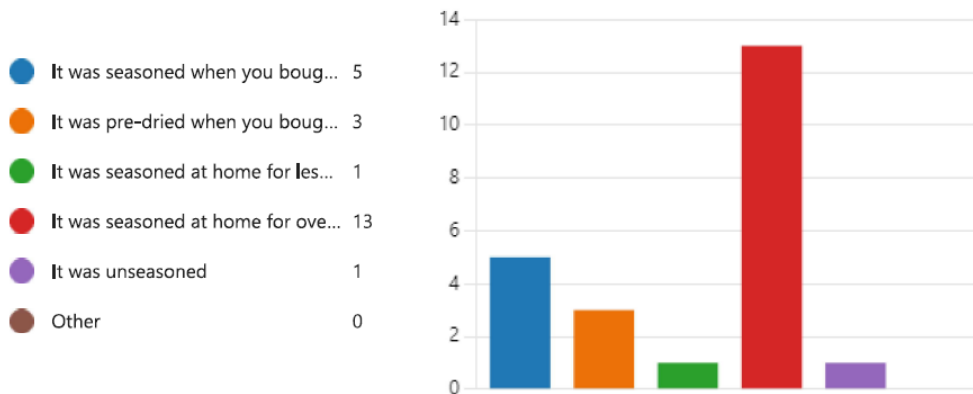


Figure 11: Seasoning of Wood

15. How often do you maintain your wood burner/ sweep your chimney? Choose one option



Figure 12: Maintenance of Wood Burner and Chimney

16. Do you anticipate the Cost of Living Crisis changing your behaviour in relation to solid fuel burning?

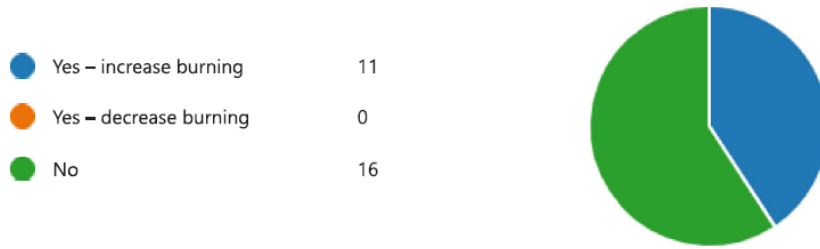


Figure 13: Effect of Cost-of-Living Crisis on Behaviour

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