



## AYLESBURY VALE DISTRICT COUNCIL

### Democratic Services

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12 September 2017

### ENVIRONMENT AND LIVING SCRUTINY COMMITTEE

A meeting of the Environment and Living Scrutiny Committee will be held at **6.30 pm** on **Wednesday 20 September 2017** in **The Olympic Room, Aylesbury Vale District Council, The Gateway, Gatehouse Road, Aylesbury, HP19 8FF**, when your attendance is requested.

**Membership:** Councillor M Winn (Chairman); Councillors S Jenkins (Vice-Chairman), M Bateman, S Chapple, A Cole, S Cole, P Cooper, B Everitt, B Foster, T Hunter-Watts and R King

Contact Officer for meeting arrangements: Chris Ward; cward@aylesburyvaledc.gov.uk

### AGENDA

#### 1. APOLOGIES

#### 2. TEMPORARY CHANGES TO MEMBERSHIP

Any changes will be reported at the meeting.

#### 3. MINUTES (Pages 3 - 8)

To approve as a correct record the Minutes of the meeting held on 13 June 2017, copy attached as an appendix.

#### 4. DECLARATIONS OF INTEREST

Members to declare any interests.

#### 5. INSPECTION OF RESIDENTIAL BUILDINGS IN THE VALE TO REVIEW FIRE SAFETY (Pages 9 - 18)

To consider the attached report.

Contact Officer: Will Rysdale (01296) 585561

#### 6. FOOD SERVICE PLAN 2017-18 (Pages 19 - 50)

To consider the attached report.

Contact Officer: Lindsey Vallis (01296) 585152

#### 7. AIR QUALITY MANAGEMENT AREAS (Pages 51 - 62)

To consider the attached report.

Contact Officer: Lindsey Vallis (01296) 585152

## **8. WORK PROGRAMME**

To consider the future work programme. Meetings are scheduled as follows:-

2 November 2017 – Ecology Update.

19 December 2017 – No items as yet.

Previously requested items:

Update from the County Council on road repairs

Housing acute needs (Note: a Member Housing Workshop was held on 19 September 2017)

## ENVIRONMENT AND LIVING SCRUTINY COMMITTEE

13 JUNE 2017

**PRESENT:** Councillor M Winn (Chairman); Councillors M Bateman, A Christensen (in place of T Hunter-Watts), A Cole, S Cole, P Cooper, B Everitt and R King. Councillor Sir Beville Stanier attended also.

**APOLOGIES:** Councillors S Jenkins, S Chapple and B Foster.

### 1. MINUTES

RESOLVED –

That the Minutes of the meetings held on 22 March 2017 and 17 May 2017 be approved as correct records.

### 2. VALE OF AYLESBURY HOUSING TRUST - ANNUAL UPDATE

The Committee received a presentation from Mr Matthew Applegate, Chief Executive of the Vale of Aylesbury Housing Trust (VAHT), updating Members on VAHT's operations over the past 12 months. The presentation also outlined the strategic direction for the next year.

VAHT managed and supported 7,481 properties (with an additional 405 lettings occurring each year) with 21,249 residents, which equated to 1:9 resident in Aylesbury Vale. The Trust had an annual turnover of £45m (which had doubled over the last 10 years) and employed 245 staff.

VAHT's Customer Contact Centre received 81,911 calls in the last year and had then carried out 22,195 repairs.

Tenant feedback of VAHT's performance was as follows:

- 91.8% were satisfied with the service (the highest ever recorded by VAHT).
- 91.4% were satisfied that the service was value for money (i.e. satisfied with their level of rent).
- 89.3% were satisfied with their neighbourhood.
- 87.2% were satisfied with the quality of their home

38 formal complaints (lowest ever) had been received in the last year, compared to 67 in the previous year.

As explained in previous annual updates, VAHT has received a 'Net Promoter Score' of 38% (27% last year) which was a rating of 'How likely would residents be to recommend VAHT to family and friends?'. This put VAHT in the top of the top quartile of comparable Housing Associations.

The presentation also covered:

- Governance and financial viability, including on the independent Tenant Scrutiny Panel which reported to the Board, made recommendations for improvement and carried out their own enquiries.
- Operational performance
  - Rent Arrears – remained low at 1.18% of total income (excluding housing benefits).

- Repairs – 95% were completed at first visit. 99.6% of emergency repairs were done within 4 hours, with the turnaround time for all repairs being 13 days.
- Voids – average turnaround time was 13 days. There were currently 49 void properties (39 normal and 10 strategic, i.e. held back for families/people with particular circumstances).
- new and affordable homes completed.
- a breakdown of expenditure and the indicative development programme for 2017-2020.
- how VAHT was managing the impact of Welfare Reform.

Members were informed that one challenge faced over the last year had been handling the 400 reported cases of anti-social behaviour. The majority of these had been low level but some instances had involved drug related activity, domestic violence and serious noise nuisance. 97% of cases had been resolved and 14 properties had been recovered due to serious behaviour, criminal activity or other forms of abuse. 12 Civil Injunctions had been obtained during 2016/17 to tackle anti-social behaviour, and this had been found to be effective as the courts took breaches of Civil Injunctions seriously.

VAHT had also undertaken preventative activity to tackle anti-social behaviour before it became a recurring problem. These had included a fly tip awareness event at Wycliffe End and Walton Court Centre, and 'Coffee with Cops' which had involved police informing local residents about what they did within the community. Diversionary fitness activities had also been organised and funding provided for a Friday Night Project for 11-18 year olds to divert them away from anti-social behaviour. The project participants had been referred due to school exclusion or truancy, and had also been referred via Youth Offending Services. This project had led to mentor programmes that taught interview skills and encouraged participants to go back to school. The Thames Valley Housing Association had also shown an interest in assisting in the project due to the positive effects it had brought.

Members also heard more about the Corporate Strategy for 2017-20 which intended to maintain the social purpose of VAHT by the commitment to build strong communities, led by a number of themes:-

- Theme 1 – Effective and efficient business
- Theme 2 – Flexible, accessible services
- Theme 3 – Communities and assets
- Theme 4 – Housing supply

Alongside this, VAHT's strategy was to grow, deliver a better service and be bolder in delivering a commercial service in future. Members sought further information and were informed:-

- (i) that information on reporting anti-social behaviour was available on VAHT's website for residents
- (ii) VAHT was involved in the consultation phase of the Local Plan regarding housing need.
- (iii) that the Trust differed to other housing associations due to their community cohesion proactivity and their relationships with local groups such as AHAG
- (iv) that VAHT had interests in a small number of dwellings outside Aylesbury Vale but any profits generated were returned back to the Vale.
- (v) that the intention behind being 'Bolder' was about being innovative in residential feedback for future services. VAHT had focussed on improving their existing services and now wanted to shift their work culture.
- (vi) that there was the possibility to work with other housing associations that do not have VAHT's values. VAHT could also consider selling their successful anti-social behaviour plans to other housing associations.

- (vii) that increasing the customer KPI scores would have incurred disproportionate costs. It was deemed better to focus on streamlining existing services and reinvesting.
- (viii) garage site conversion still existed with some projects ongoing
- (ix) the Rural Exception Policy had been difficult for VAHT to become involved in as other organisations were often approached first
- (x) the KPI for repairs was 15 days from report and the current average was 13 days
- (xi) AVDC had allocated £400,000 towards housing adaptation costs. Once housing was converted for disability, efforts were made to keep these for disabled tenants

RESOLVED –

- (1) That the VAHT's Chief Executive be thanked for the Housing Trust's work in the community and attending the meeting to brief Members with the update.
- (2) The contents of the report and update be noted.

### **3. SUSTAINABLE TRAVEL PLAN**

The Committee received a report which updated members on the production of the Council's Sustainable Travel Plan. The plan was produced every two years and outlined a Travel Plan and an Action Plan until 2019. The Travel Plan set out the activities, measures and targets, whilst the Action Plan outlined the methods to achieve these goals.

Members were informed on how the plan outlined the way AVDC demonstrated its environmental leadership and how the changes to Fleet had reduced costs by 47%. This award winning change had led to the local population benefiting from lower emissions, less traffic congestion, and also the availability of an electric charging infrastructure. Additionally, AVDC had saved £100,000 through the Council's Pool Car Scheme with Enterprise Rent A Car which had also reduced the number of business trips made by Officers. The scheme had been credited by the public and private sector, and earned a silver award at the National Energy Savings Trust Fleet Hero Awards 2015, as well as being acknowledged by British Vehicle Rental and Leasing Association as one of the ten best practice case studies for public and private sector in July 2016.

The fleet had also contributed towards AVDC's exceeding its goal of reducing carbon emissions by 34% by 2020 (i.e. 36.5% had been met by 2016). Members also noted how the scheme had received some success through being marketed and sold to other bodies such as Bucks County Council and the Adur and Worthing Council, as well as delivering paid for presentations at the Houses of Parliament, and at the Cardiff City Hall to UK and Welsh public sector and government departments.

Members sought further information and were advised that:-

- (i) there were seven electric vehicle charge points on site at AVDC's Gateway offices that were accessible to the public during office hours as long as it did not affect business usage. It had been deemed a security risk to leave the car park open outside normal office hours.
- (ii) constituents were able to contact AVDC requesting charge points be installed in their local area as Officers had relationships with suppliers who would consider these requests.
- (iii) the car sharing scheme had tailed off over the past few months due to a variety of reasons.

- (iv) the car park badge scheme for AVDC staff vehicle was likely to remain in place.
- (v) central government were looking at the possibility of buying out all vehicles that produced illegal levels of nitrogen dioxide, with it also likely that local authorities to manage any related schemes.

The Committee then proposed and unanimously agreed that the following recommendation should be submitted to Cabinet when it considered this report:

“That the subject of electric vehicle charging points be comprehensively covered in the emerging VALP. The Committee considers that demand will grow quickly in the next few years and that planning policy should provide for Vale-wide public access on-street charging points. A policy should also be in place to make full use of government incentives.”

RESOLVED –

- (1) That the Committee noted and was supportive of the updated Sustainable Travel Plan.
- (2) That Cabinet be requested to ensure that the subject of the provision of Electric Vehicle charging points was covered in the emerging Vale of Aylesbury Local Plan.

(Note: In particular, (the Scrutiny Committee) considered that the demand for EV charging points would grow quickly in the next few years and that the Council’s planning policy should provide for Vale wide public access to on-street charging points. A policy should also be in place to make full use of Government incentives).

#### **4. EMISSIONS REDUCTIONS / PROGRESS REPORT**

The Scrutiny Committee received a report updating Members on the achievements that had been made towards reducing Carbon Dioxide and Greenhouse Gas emissions against agreed Climate Change reduction targets. In 2008, AVDC had committed to tackling Climate Change following the publication of its first Carbon Management Plan. The plan had targeted a 22% reduction in CO<sub>2</sub> by 2013 which was achieved by 2012. Since then, AVDC had set the target to reach a 34% CO<sub>2</sub> reduction by 2020. Members were informed that the National Energy Foundation had exceeded this target four years ahead of schedule as CO<sub>2</sub> had been reduced by 36.6% by April 2016. This meant that the Council was 63.4% away from achieving its zero carbon ambition and was one of the most successful councils with this action.

Members sought further information and were informed that:-

- (i) concerns over old buses being used for school transport and their emissions would be raised with the County Council who might be able to consider this issue when next procuring contracts for school transport.
- (ii) work towards improving air quality along the Tring Road Air Quality Management Area were ongoing.

RESOLVED –

The Members noted the position of AVDC and the work that had been undertaken by AVDC Officers towards reducing the Council's carbon footprint, as well as the financial savings that had been made.

## **5. HECA REPORT**

Members received a report which updated them on production of the updated Home Energy Conservation Act (HECA) report. This report was a mandatory requirement as set out in legislation in 1997 and was revised in 2017. The report used Council and Government held data to assess Council's by Ward (Lower Super Output Areas). The report assessed demographics, insulation measures introduced, hard to treat properties and Index of Multiple Deprivation (IMD) statistics, and produced a map that highlighted areas of concern.

The report had been produced by the National Energy Foundation in partnership with AVDC with the intention to address issues such as affordable warmth and fuel poverty through a joined-up and collective approach countywide. It outlined that AVDC had scored well for Index of Multiple Deprivation compared to other authorities, although some pockets of significant deprivation had been identified in the Quarrendon, Southcourt and Gatehouse Wards.

Members sought further information and were informed that:-

- (i) more could be done to provide home insulation to needy households although people were often reticent to take up the incentives offered. Assistance available by central government had reduced since the ending of the Green Deal scheme.
- (ii) there were more solar panels in Aylesbury Vale compared to most places in the UK although there was a lack of wind turbines. This lack of a suitable renewable energy 'mix' created the issue of grid harmonisation which had significant costs.
- (iii) on a good day, solar energy delivered 10% of energy demands within the District.
- (iv) energy from waste generation only produced a small amount electricity and was not efficient as this was not what the technology had been designed to do.

RESOLVED –

That the Committee noted and was supportive of the HECA Report.

## **6. LOCAL CLIMATE IMPACTS**

The Committee received a report updating Members on the Council's second Local Climate Impacts Profile (LCLIP) which addressed climate change adaptation issues. Adaptation involved adjusting systems, processes or methods of working to increase resilience to climate change.

For the creation of the report, extreme weather occurrences in the news were matched to extremes of weather (rain, drought, flood, snow, ice, storms etc.) events in the locality. These were then discussed with stakeholders from public sector departments to provide information about the effects that these occurrences had caused to services and the cost of these disruptions.

Members were informed that it was an accepted fact that extreme weather events would become more frequent over the years. Adapting to what would become normal

business would become necessary and would save organisations, including the Council, significant costs.

RESOLVED –

- (1) That the updated Local Climate Impacts Profile (LCLIP) be noted.
- (2) That Mr Asbury and members of his team be thanked for the work that they had undertaken over a number of years to assist the Council relating to sustainability, energy efficiency and reducing the Council's carbon dioxide and greenhouse gas emissions.

## **7. WORK PROGRAMME**

The Committee considered their future work programme and commented that future agenda items could include:-

- ASB leaflets (to allow Member input on their content, as mentioned at a previous meeting).
- Planning Enforcement Update (had previously been reported on 1 November 2016). It was also discussed as to whether it would be possible to invite a housing developer to attend a future meeting.
- Fairford Leys Riverine corridor (update).
- Biodiversity/Ecology Update
- Flooding (in particular relating to housing growth in the District and building on flood plains).

RESOLVED –

That the current work programme, as discussed at the meeting, be noted.



## RESPONSE TO GRENFELL TOWER DISASTER

### 1 Purpose

- 1.1 To advise the Scrutiny Committee of the Council's response to the Grenfell Tower disaster in regard to the fire safety management of buildings managed or owned by the Council.
- 1.2 This report sets out actions taken by the Council since the disaster to mitigate the risk of any similar disaster occurring and demonstrate compliance with the Regulatory Reform (Fire Safety) Order 2005.

The Council fully accepts its duties under the Regulatory Reform (Fire Safety) Order 2005. The Corporate Health and Safety Policy 2017 outlines those duties and arrangements.

### 2 For decision

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|---|
| 2.1 That members of the Scrutiny Committee note the contents of the report. |
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### 3 Supporting information

- 3.1 Safety checks following Grenfell Tower Fire, The Department for Communities and Local Government, – 22nd June 2017 (Appendix A)
- 3.2 Statement issued by Vale of Aylesbury Housing Trust (Appendix B)
- 3.3 **Background**
- 3.4 The Grenfell Tower fire started on 14 June 2017 in a 24 storey, 67m high tower block in North Kensington, West London. It resulted in at least 79 fatalities and 70 injuries. The tower is owned by Kensington and Chelsea Borough Council and managed by Kensington and Chelsea Tenant Management Organisation on behalf of the council.
- 3.5 Grenfell Tower underwent major renovation, which was completed in 2016 and as part of the project, the concrete structure received new aluminium composite rainscreen, in part to improve the insulation and appearance of the building.
- 3.6 A residents organisation, Grenfell Action Group, expressed significant safety concerns prior to the fire, with criticism levelled against the council for fire safety and building maintenance failures. Also, the escape path was limited to a single staircase.
- 3.7 All local authorities and registered providers received a request from the DCLG on 18 June 2017 asking them to identify whether any panels used in new build or refurbishment residential buildings (over 18 meters tall) are a particular type of cladding made of Aluminium Composite Material (ACM), similar to that used at Grenfell Tower. If any buildings were found to have ACM cladding, then samples needed to be tested.
- 3.8 **Actions Taken**
- 3.9 A Grenfell Response Board has been set up to discuss any Government guidance issued as a direct result of the disaster and to examine existing risk profiles of all Council managed and owned properties.
- 3.10 The Board consists of the following members;

Andrew Small - Director and Chair Person

Will Rysdale -Assistant Director – Community Fulfilment

Teresa Lane -Assistant Director – Commercial Property and Regeneration

Joanne Crosby - Corporate Health and Safety Manager

Adam Heeley - Building Control and Access Manager

Martin Roberts - Property Officer

- 3.11 The first meeting was held on 3 July and was chaired by Andrew Grant. Subsequent meetings have been held and are schedule to continue on a regular basis.
- 3.12 All Fire Safety Risk Assessments and Fire Safety Management Plans for properties managed by the Council were reviewed by the Corporate Health and Safety Manager. This is in addition to statutory annual reviews already undertaken.
- 3.13 Fire Safety Management Plans and Fire Safety Risk Assessments were obtained from Tenants of commercial properties owned by the Council but self-managed for review.
- 3.14 **Findings**
- 3.15 The only residential property owned by the Council is Griffin Place, which provides emergency accommodation for the homeless. This property is managed by Bromford Housing Association.
- 3.16 This building does not contain ACM type cladding, is less than 18 meters tall and it has recently been confirmed that it meets the relevant fire regulations.
- 3.17 The Council does not hold any social housing stock. We are working with local Registered Providers (RP's/housing associations) to identify residential tower blocks that they own and/or manage in the District which contains ACM cladding. RP's have been offered to deal with any properties that are identified with any significant fire risk.
- 3.18 Friars House, Aylesbury. This building is over 18 meters tall and is fitted with ACM type cladding. We are working closely with Moreland Estate Management, the Vale of Aylesbury Housing Trust (VAHT), Bucks Fire and Rescue and DCLG to ensure the safety of residents.
- 3.19 Moreland Estate Management have been informed to independently assess fire systems within the building and the automatically controlled vents on each floor and understand these are sufficient to limit and prevent a fire from spreading. Despite this we will continue to working with all parties to ensure that the most up-to-date advice and guidance is followed.
- 3.20 VAHT own and manage Walton Court and Silverdale Close in Aylesbury Vale, both of which are clad in a cement based fibre board which is non-combustible. See Appendix B
- 3.21 There have been various investigations of other buildings across the Vale (not limited to residential properties) and this includes the portfolio of buildings that AVDC owns/has an interest in and recommendations made as to what actions we may need to take, if any.
- 3.22 There were concerns over the materials used in the cladding of the building occupied by University Campus Aylesbury Vale but subsequent information

from the developers and the Fire Service have confirmed that the cladding complies fully with the current requirements of the Building Regulations and the fire safety procedures and practices are all satisfactory

- 3.23 We have also prioritised the safety and inspections of our Community Centres and office locations, reviewing all of their relevant fire risk assessments and safety management plans, including those managed by the current tenants.
- 3.24 There has also been a meeting chaired by Will Rysdale with members of the Aylesbury Vale Community Safety Partnership including Thames Valley Police, Bucks Fire & Rescue, Bucks CC and the CCG. This group has spoke about the findings so far and has agreed to review the longer term response plan should such a tragedy happen within the Vale. Several Freedom of Information requests have been received and responded to.
- 3.25 The Grenfell fire inquest has now started and it is likely that new guidance from their findings will be produced. Our Building Control team are monitoring any new legislation and guidance that is published.
- 3.26 Potential problems may arise in the private sector as there is more pressure from central government to check private buildings to make sure they are safe and have taken the correct precautions.

#### **4 Resource implications**

- 4.1 Officer time has been spent responding to and researching various questions and FOI requests. At this stage we can not provide further information as to whether there will be other financial implications (if any).

Contact Officer

Khyati Vaughan and Will Rysdale, 01296 585881

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To Local Authority Chief Executives and  
Housing Association Chief Executives  
By Email

22 June 2017

### **Safety checks following Grenfell Tower fire**

Thank you all for your continued work following the appalling tragedy in North Kensington. Our priority must continue to be checking on the safety of buildings and listening to and being open with residents, and reassuring them as much as possible.

My letter of 18 June asked that local authorities and other registered providers of social housing identify whether any panels used in new build or refurbishment are of a particular type of cladding made of Aluminium Composite Material (ACM).

The testing process for samples of cladding is underway and the attached note sets out the action that an independent panel of experts advise must immediately be taken if it is determined that the insulation within Aluminium Composite Material (ACM) is unlikely to be compliant with the requirements of the current Building Regulations. This advice has been endorsed by the National Fire Chiefs Council who will be circulating it separately to their members.

These interim mitigating measures must immediately be implemented to ensure the safety of residents, pending replacement of the cladding.

If you have any questions about the testing process for the cladding please email [housingchecks@communities.gsi.gov.uk](mailto:housingchecks@communities.gsi.gov.uk)

If you have questions about the advice on action which needs to be taken please contact [safetychecks@communities.gsi.gov.uk](mailto:safetychecks@communities.gsi.gov.uk).

Yours sincerely

**MELANIE DAWES**

## Annex A: EMERGENCY FIRE SAFETY REVIEW

If it is determined that the insulation within Aluminium Composite Material (ACM)<sup>1</sup> is unlikely to be compliant with the requirements of the current Building Regulations guidance, it is essential that you **immediately** implement the following interim mitigating measures to ensure the safety of residents, pending replacement of the cladding.

### Interim measures recommended by independent panel of experts

Notify Fire and Rescue Service.

Inform your local fire and rescue service fire safety/protection department. Failure to do so may put fire-fighters as well as residents at risk. The fire and rescue service will carry out an urgent inspection with the 'responsible person' to ensure that they are identifying and introducing appropriate interim measures, as set out below. The fire service will carry out a further inspection once the interim measures have been completed:

- Check that the fire risk assessment has been carried out within the previous 12 months and that the recommendations within the action plan of the assessment have been completed; also, confirm that there have been no material changes (to the building, the fire safety measures or the occupancy) that could, potentially, undermine the validity of the fire risk assessment. If no fire risk assessment has been carried out, you must **immediately** arrange for a fire risk assessment to be carried out by a competent person (eg by a person who is listed on a register of fire risk assessors operated by a professional body or certification body, or, preferably, by a company that is certificated by a third party certification body, that is, itself, accredited by the United Kingdom Accreditation Service to operate the certification scheme). Guidance on choosing a competent assessor is here <http://www.cfoa.org.uk/19532>
- Engage with residents to ensure they fully understand the emergency fire procedures in the building, particularly the meaning of "stay put". Ensure that fire procedure notices are accurate.
- Check that, at ground level, or on any balconies, there are no combustible materials (eg storage of refuse) in the vicinity of the cladding. Ensure that there are measures to prevent combustible materials in such locations (eg by temporary barriers or instructions to residents). Instruct residents that they must not have any barbeques on any balcony.
- Check that all flat entrance doors, and doors that open onto escape corridors and stairways, are fire-resisting and effectively self-closing against any resistance of a latch (or, for example, in the case of plant rooms or cupboards, are kept locked shut.) For guidance on these doors, consult the Local Government Association guidance on fire

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<sup>1</sup> For the avoidance of doubt; the core (filler) within an Aluminium Composite Material (ACM) is an "insulation material/product", "insulation product", and/or "filler material" as referred to in Paragraph 12.7 ("Insulation Materials/Products") in Section 12 "Construction of external walls" of Approved Document B (Fire safety) Volume 2 Buildings other than dwelling houses. (The important point to note is that Paragraph 12.7 does not just apply to thermal insulation within the wall construction, but applies to any element of the cladding system, including, therefore, the core of the ACM).

safety in purpose-built blocks of flats - <https://www.local.gov.uk/fire-safety-purpose-built-flats> - but, in general, doors that were deemed to be fire-resisting at the time of construction of the block will be satisfactory. Replace any non-fire-resisting doors (such as non-fire-resisting upvc doors) immediately with doorsets (i.e. doors and frames) that are third party certificated as providing at least 30 minutes fire resistance.

- Check all walls that separate flats, plant and store rooms, etc from escape routes to ensure there are no obvious routes for fire or smoke spread (eg, holes where services, such as pipes and cables, pass through walls).
- Check that any smoke control systems, including associated fire detection systems, are operating correctly.
- Check all facilities provided for fire-fighters, including fire-fighting lifts and dry or wet rising mains. If you have **ANY** concerns you should contact your local fire and rescue service, who will, if they have not already done so, carry out an inspection to ensure functionality.
- Ensure that there is sufficient roadway access and hardstanding for firefighting vehicles attending incidents and to be set up to fight any fire externally.
- Check that insulation or other materials that form the façade meet all relevant standards.

If the building is protected by an automatic sprinkler system (or equivalent fire suppression system) you might not need to take any further interim measures before replacement of the cladding.

If the building is not protected by a suitable suppression system you must consider the need for interim measures. The measures adopted need to be based on an assessment of the risk by a competent person, but the following must, at least, be considered:

- Residents to be advised to ensure all smoke alarms are present and working in their flat; to report concerns about fire safety measures in the building (eg presence of combustible materials in escape routes) to their landlord and, understand the purpose of any interim measures begin taken.
- Closure of car parks in which a vehicle fire could impinge on cladding.
- Provision of a temporary communal fire alarm system, comprising smoke detectors in circulation areas and plant rooms, and fire detectors (possibly heat detectors, rather than smoke detectors) in conjunction with fire alarm sounders in each flat. This will enable the entire block to be evacuated simultaneously in the event of fire. This option is unlikely to be suitable for tall blocks, in which a large number of people would need to use escape routes at the same time. The system may comprise a wireless system, using radio to link devices.
- Provision of a fire watch by appropriately trained patrolling security officers/wardens.

- In the case of the most serious risk, consideration must be given to moving all residents out of the block until satisfactory remedial work has been done.



## **APPENDIX B**

### **VAHT statement following the fire at Grenfell Tower**

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**Posted** Wednesday, 21 June 2017 by Jill Spurr

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UPDATED: 7 July 2017

A sample of cladding from Friars House has failed the Government tests.

While we understand concerns, particularly in light of events at Grenfell Tower, we wish to reassure people that this is being acted on. While we do not own the building, we are working with the management company, Moreland Estate Management, Bucks Fire and Rescue, AVDC and DCLG. Our residents safety is of absolute importance to us.

The fire strategy for Friars House has been reviewed with Bucks Fire and Rescue. Smoke extraction vents, fire alarms and means of escape have been checked, and will continue to be checked regularly. In addition, we are carrying out testing of smoke alarms in each flat on 12 July. We are keeping residents updated.

If anyone has any questions or concerns, they should contact Andrew Rysdale at the Trust.

Following the tragic fire at Grenfell Tower last week, understandably fire safety, particularly for people living in multi-storey accommodation, has come under much scrutiny.

While the majority of our flats are four storeys or lower, we absolutely understand that some of our residents may have concerns, and we would like to assure them that their safety and wellbeing is of paramount importance to us.

We work closely with Bucks Fire Service to maintain fire safety in our buildings. Fire risk assessments are reviewed annually for higher risk buildings and every two years for those that are lower risk. We also make monthly visual inspections of communal areas to ensure fire escape routes are clear and emergency lighting is in working order.

We have applied cladding to some regenerated buildings, including Silverdale, Wycliffe End and Walton Court Centre. The product used is fire retardant, and where insulation is applied behind cladding, we have used mineral wool which is also fire retardant.

It is impossible not to be moved by an event of the magnitude of Grenfell Tower, and even now we are reviewing our fire safety policy to ensure it continues to be fit for purpose. We will of course comply with any changes to best practice or fire regulations that may come out of lessons learned from the Grenfell Tower tragedy.

If a resident has any concerns about the safety of their building, they should contact Stephen Pithers, who is our Health and Safety Manager, and who will be happy to assist them.

We send our sincerest condolences to all affected by this terrible tragedy.

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## FOOD SERVICE PLAN 2017-18

### 1 Purpose

- 1.1 To allow scrutiny committee to review the 2017-18 food service plan and suggest any comments for inclusion in future plans.

### 2 Recommendations

That members:

- 2.1 Note the contents and approve the 2017-18 Food Service Plan
- 2.2 Make any relevant comments or suggest information for inclusion in future food service plans.

### 3 Supporting information

- 3.1 Under European food law the Food Standards Agency (FSA) are deemed to be the competent authority. To ensure these powers are exercised consistently across the country by local authorities the FSA has developed a framework agreement part of which includes the production by each local authority of a food service plan.
- 3.2 Service plans are seen as an important part of the process to ensure that national priorities and standards are addressed and delivered locally.
- 3.3 The details to be contained in the plan are specified by the FSA. Plans must contain the following information.
  - Service Aims and Objectives
  - Background
  - Service Delivery
  - Resources
  - Quality Assessment
  - Review
- 3.4 The Aylesbury Vale Food Service Plan for 2017-18 is attached to this report as Appendix 1.
- 3.5 The key features of the plan are:
  - There are 1786 registered food businesses in Aylesbury Vale.
  - Premises are given a risk rating, A to E. Resources are targeted to ensure higher risk premises (A, B, Non-compliant C and Unrated) are inspected in accordance with the FSA Code of Practice.
  - The number of premises which are deemed to be “broadly compliant” with the law is 97.5%.
  - In 2016/17 in total we achieved 93% of our programmed interventions. 99.7% of premises inspections rated A- non compliant C were completed.
  - The plan identifies areas of improvement or exploration to improve efficiency and to ensure we are offering the best service to our customers. These include:
    - Consider the opportunities around the changes to primary authority scheme in October 2017 to make it more straightforward for smaller

businesses (who are currently ineligible to apply) to setup a partnership with us. Work closer with colleagues in Economic Development and Buckinghamshire Business First to encourage those food businesses based in AVDC to develop partnerships.

- Adapt food business registration form as required to promote range of 'opt in' services as discussed above such as new food business advice, primary authority options and promotion of other Council chargeable services
- Exploring opportunities under the Localism Act to provide advisory services to new food business that we can charge for as part of an 'opt in' package of benefits
- Ensure that we maximise the benefits of Salesforce at the customer facing end so that customers are encouraged to register their food business when applications for other services that are food related eg Premises Licence Applications
- Explore the potential to deliver a pilot business project based on the principles of Better Business For All that builds on and maximizes our relationships with local business.

#### **4 Resource implications**

- 4.1 The plan sets out the staff and financial resources required to deliver the programme of food inspections required to meet FSA targets.

Contact Officer	Lindsey Vallis ext 5152
Background Documents	None

**Official Food Controls Service Plan**  
**Aylesbury Vale District Council 2017/18**

**1. Service Aims & Objectives**

1.1 Aims and Objectives

The food controls service plan sets out Aylesbury Vale District Council's intentions for taking forward corporate and service level objectives in relation to food hygiene and safety in the Vale.

**2. Background**

2.1 Profile of the Local Authority

Aylesbury Vale covers 350 square miles and makes up more than half of the County of Buckinghamshire in the centre of Southern England. It is located approximately 40 miles north-west of London and 65 miles south-east of Birmingham. Good transport links are provided via three major road routes – the M1, M25 and M40. Aylesbury Vale has a population of approximately 184,500 of which approximately 78,000 reside in Aylesbury itself. Of the local population approximately 14% come from ethnic minority groups. Aylesbury Vale's population is based in the three major settlements of Aylesbury, Buckingham and Wendover and many mid to small rural parishes of which over half have less than 500 residents. As such the Vale has a mixed economic profile with large areas of predominantly agricultural activity as well as small hubs of commercial and industrial activity. Parts of Aylesbury Vale have been designated for their landscape quality, either as forming part of the Chilterns Area of Outstanding Natural Beauty, Areas of Attractive Landscape or Local Landscape Areas. Aylesbury is the administrative centre for both the District Council and the County Council.

## 2.2 Organisational Structure

Aylesbury Vale District Council has a governance structure consisting of the Leader of the Council, a Deputy Leader and six Cabinet Members each with a specific portfolio area. The food service reports to the Cabinet Member for Environment and Waste.

In 2016/17 and the early part of 2017/18 Aylesbury Vale District Council was significantly restructured in line with the 'Commercial AVDC' programme refocusing services around a more commercial, sustainable and flexible organisational model. This has changed the organisation structure and reporting lines for the legacy Environmental Health and Licensing department. Environmental Health functions including food safety, are now being delivered within Regulatory Services as part of the Customer Fulfilment directorate.

Regulatory Services is split into five teams: Environment, Enforcement (South), Enforcement (North), Housing and System Administration. Environmental Health functions including Food Safety, Health and Safety, Statutory Nuisance, Pollution Control, Public Health (Infectious Diseases Control) and Private Sector Housing are delivered within both Enforcement Teams (North and South) based on geographical area. The Principal Enforcement Officer is the Lead Officer for food controls and reports directly to an Enforcement Team Manager. There are four Enforcement Officers with the qualifications to carry out official food controls and four Enforcement Officers with a primary focus on environmental health functions (one of these posts is career graded). It is important to note that within the Enforcement Teams, there is an expectation that more joined up shared working with planning enforcement will occur over time, and therefore officers will be able to assist with some 'lower level' type planning enforcement matters. At the time of writing, three of the qualified Enforcement Officer posts are vacant with recruitment into these posts currently underway.

Enforcement Officers cover all aspects of commercial and residential environmental health work (including food activities) irrespective of the lead area of their line manager. Two of our Enforcement Officers are currently completing their

qualifications to become qualified environmental health specialists. The service also employs a Principal Enforcement Officer who is the lead technical expert for Private Sector Housing matters who sits within the Housing team. This officer will undertake a limited degree of food control activity in order to ensure the service can remain both dynamic and supportive of staff development needs. The Environment Team contains a Pollution Control Officer who acts as the technical expert for Contaminated Land, Air Quality and Private Drinking Water Supplies.

The work alongside food service delivery includes all proactive and reactive work for health and safety, public health, statutory nuisance, licensing and planning consultation, pollution control and housing standards. The food controls work undertaken by Enforcement Officers is dependent on their level of qualification, experience and competency as required by the Food Law Code of Practice. The food service is driven by a combination of reactive and proactive demand.

During 2016/17 a number of qualified contractors have been employed temporarily to cover vacant posts and assist with the delivery of food controls. All contractors must evidence the qualifications, experience and competency to carry out this work as required by the Food Law Code of Practice. The Principal Enforcement Officer monitors and audits contractors' work to ensure a high standard of consistency and quality of service is maintained for our residents and businesses.

### 2.3 External contacts and provision

AVDC has liaison arrangements with public bodies and local authorities in Buckinghamshire. AVDC is a member of the Buckinghamshire Food Liaison Group. The Group has agreed terms of reference with regard to the shared common interests of the provision of official food controls in Buckinghamshire. The group consists of Environmental Health representatives from South Bucks and Chiltern District Councils, Wycombe District Council and Milton Keynes Council. Also in attendance are Trading Standards representatives from Buckinghamshire and Surrey County Council and Milton Keynes Council and representatives from the Food Standards Agency and Public Health England. The group covers current

enforcement issues, sampling results and programmes, legislation updates and implementation, initiatives to improve food service delivery.

AVDC is also a member of the Buckinghamshire Environmental Health Liaison Group. The group is chaired by Public Health England and consists of Environmental Health representatives from South Bucks and Chiltern District Councils, Wycombe District Council and a representative from NHS Buckinghamshire. The group covers latest infectious disease issues, legislation updates and implementation, initiatives to improve outbreak control and service delivery.

The Environmental Health team also liaises with the South East (Thames Valley) unit of Public Health England (PHE) and the Consultant in Communicable Disease Control. Specialist services such as microbiological and chemical analysis of food and water samples are outsourced to UKAS accredited laboratories as required.

#### 2.4 Scope of the Food Service

The food service is delivered by the Enforcement Teams (North and South). The Officers deliver food controls alongside all other commercial and residential aspects of environmental health work.

The food service is driven by a combination of reactive and proactive demand.

- Reactive demand- This is based on intelligence from members of the public, internal departments and external organisations. This includes investigation of food and food premises complaints, investigation of notifications of infectious disease, responding to food incidents and alerts, requests for re-rating by food businesses under the national Food Hygiene Rating Scheme, participation in PHE led national sampling programmes, acting on food safety issues and trends as raised by the Food Standards Agency.
- Proactive demand - This is based on inspections required by law and education for food businesses. This includes programmed food inspections and interventions as required by the Food Law Code of Practice, maintenance



of an annual sampling programme as agreed by Bucks Food Liaison Group. The provision of advice and support to new and existing food businesses in the Vale, the promotion of food safety to residents and visitors to the Vale and via the national Food Hygiene Rating Scheme.

The Environmental Health service is delivered from the Council offices at The Gateway in Aylesbury during office hours. There is no out of hours service provided by Environmental Health. However, it is recognised that Officers may sometimes need to work outside of these hours where food premises open solely in the evening or when an incident occurs.

## 2.5 Demands on the Food Service

The total number of food premises within the Vale is 1786. This is an increase of 62 from 2016/17. The table below shows the food premises profile in Aylesbury Vale by business type and risk category:

Business Type	Premises Risk Category					Unrated	Outside Programme	Total
	A	B	C	D	E			
<b>Primary Producers</b>	0	0	1	6	16	3	3	<b>29</b>
<b>Manufacturers/ Packers</b>	0	6	6	6	13	6	0	<b>34</b>
<b>Importers/ Exporters</b>	0	0	0	0	6	0	1	<b>7</b>
<b>Distributors/ Transporters</b>	0	0	1	2	24	1	5	<b>33</b>
<b>Retailers</b>	0	5	16	43	151	24	62	<b>301</b>
<b>Restaurants/ caterers</b>	0	24	224	451	397	116	170	<b>1382</b>
<b>Total no. of food premises</b>	<b>0</b>	<b>35</b>	<b>248</b>	<b>508</b>	<b>607</b>	<b>147</b>	<b>241</b>	<b>1786</b>

The classification of premises risk is in accordance with the Food Law Code of Practice. Risk rating is based on the nature of the operation and standards of hygiene. Category A businesses are highest risk and category E are lowest risk. Unrated premises are those that have not currently been classified. Premises outside the programme are premises that are registered with us, but do not receive routine programmed interventions.

Approved establishments are food premises that prepare and handle foods of animal origin for sale or supply to other businesses. These premises must meet additional legislative food safety requirements and will generally require greater officer resource than other food premises. Within the premises profile there are 14 approved establishments. This is a decrease of 2 from 2016/17.

There are several annual events that take place in Aylesbury Vale that require additional resource for inspection of mobile food and market traders. These include the Moto GP and British Grand Prix at Silverstone, Bucks County Show and ad hoc markets, licensed large scale (i.e. music events) and community events.

## 2.6 Regulation Policy

The Council has adopted the Government's 'Enforcement Concordat' on the principles of good enforcement. The Enforcement Teams operate in line with our Enforcement Policy Statement and Divisional Enforcement Policy which aims to ensure a clear and consistent approach to enforcement, including in the delivery of the food service. The Policy was reviewed in May 2014, and has regard to the requirements of the Regulators' Code.

The Enforcement Policy adopts a tiered approach to enforcement and the action that will be taken by the Council to secure compliance with legislative requirements. The Policy adopts the principles of proportionality in applying the law and securing compliance, consistency of approach, targeting of enforcement action and transparency about how we will operate and what the duty holder may expect. The enforcement policy is operated with regard to the Council's Equal Opportunities Policy.

## 3. Service Delivery

### 3.1 Interventions at Food Establishments

Interventions undertaken at food establishments result from a mixture of proactive programmed interventions (inspections or other interventions scheduled to be undertaken during 2017/18 generated from the Food Law Code of Practice risk rating process) including food sampling and reactive interventions. Reactive interventions may result from a complaint from an employee or member of the public, from unsatisfactory food sampling results or from intelligence received from another food authority or the Food Standards Agency e.g. in relation to a Food Alert.

Number of interventions due by risk category 2017/18 as of 1<sup>st</sup> April 2017

	<b>Total</b>	<b>A</b>	<b>B</b>	<b>C</b> Non-comp	<b>C</b> Comp	<b>D</b> Non-comp	<b>D</b> Comp	<b>E</b>
<b>Programmed interventions</b> (including outstanding interventions 2016/17)	<b>632</b>	0	35	13	132	0	284	166
<b>New unrated interventions</b> (excluding low-risk categories)	<b>140</b>	Unclassified						
<b>Total</b>	<b>772</b>	0	35	13	132	0	284	166

In order to target resource where the risk to health is the greatest, premises are inspected in accordance with a risk prioritisation scheme specified within the Food Hygiene Intervention Policy and Alternative Enforcement Strategy (AES) (The aim is to allow the Council to target a limited resource where the risk to public health is likely to be the greatest. In 2017/18 programmed interventions are to be carried out in accordance with date due and in the following priority order;

- A rated
- B rated
- C rated- non-compliant
- New unrated businesses awaiting inspection
- C rated- compliant
- D rated- non-compliant
- D rated- compliant
- E rated

The definition for non compliant and compliant business is in line with the Food Law Code of Practice. It is based on the risk score given by the Officer at the time of inspection. It includes three risk rating areas; food hygiene and safety, structure and cleaning and confidence in management. Compliant D rated and E rated premises

are lower risk premises and will be subject to an Alternative Enforcement Strategy (AES) which will involve a mixture of inspection/audit and other interventions including the use of self-assessment questionnaires.

New unrated premises currently awaiting inspection as of 1<sup>st</sup> April 2017:

<b>Total no. of new unrated food premises awaiting inspection</b>	<b>140</b>
Child-minders awaiting intervention	47
Low-risk premises awaiting intervention (church halls etc.)	0
Low-risk domestic premises cake-makers	0
<b>Total no. of remaining unrated premises awaiting intervention</b> (excluding low risk categories above)	<b>93</b>

There has been an increase in the total number of new unrated premises awaiting intervention from 99 in 2016/17 to 140 in 2017/18. This is mainly as a result of a sudden increase in a larger than normal volume of new businesses registering in March 2017 which could not be assessed and processed prior to the end of the financial year.

There is a backlog of 93 new unrated premises (excluding low risk categories) in Aylesbury Vale who have registered with the Council but not received an intervention. It is important to note that within this number there will be a proportion of businesses which have registered with us, but have not yet commenced trading and therefore we are unable to inspect. It is better to visit premises once trading has commenced so the officer can see the practices which are actually being carried out on site. It is the Council's view that these premises should take priority for intervention in 2017/18 in line with the risk prioritisation scheme detailed above. New premises will be prioritised over our compliant C rated premises which are those premises that we know from our previous interventions are broadly compliant with food law requirements and are less likely to pose a significant compliance or health risk. New premises are prioritised because without any knowledge of the processes and activities going on within these businesses we cannot make risk judgements about them. Although there is a requirement for businesses to register with us 28

days before they commence trading we find that businesses will either register far in advance or not register prior to commencement of trading. Officers will often pick up information about new businesses via other intelligence sources.

In 2016/17 an online food registration form was implemented in line with the area of improvement identified in 2015/16. The new website facilitates the implementation of the new food business registration form. Previously food registrations were paper format and received via post. The online form reduces the administration time and allows quicker categorisation of low risk businesses. The form requires the business to provide information about the food they prepare and supply before they can submit it to us. This information allows officers to determine if the premises is low risk or outside the programme. This includes small-scale domestic cake-makers and community halls available for hire. Premises outside the programme will not receive an inspection from the authority unless information or intelligence is received that justifies the need to do so. Should a complaint be received regarding one of these premises then this is likely to trigger an intervention.

In addition to the 772 programmed interventions and new unrated interventions (excluding low risk) detailed above the authority receives between 15 and 20 new food business registrations a month throughout the year. These numbers will also be factored into the inspection allocation for these periods. In 2017/18 the authority will continue to employ the services of a qualified contractor to assist with the low risk programmed inspections and to reduce the time taken to inspect new unrated premises. There has been budget allocated for this period to resource this.

### 3.2 Outstanding Inspections from 2016/17

Number of overdue interventions by risk category 2017/18 as of 1<sup>st</sup> April 2017:

<b>Rating</b>	<b>Outstanding</b>
A	0
B	0
C	3
D	29
E	59
<b>Total</b>	<b>91</b>

There are 91 overdue interventions from 2016/17. 97% of the outstanding interventions are from the lowest risk categories and many of these would have been subject to a self-assessment questionnaires instead of an inspection visit. These businesses would have been sent a questionnaire but it may not have been returned despite Officers attempting to make contact with the business. It is likely that a number of these businesses may have ceased trading and not informed us. We will target these premises during 2017/18 in order to establish their status and remove them from the database or reclassify them where appropriate.

### 3.3 Alternative Enforcement Strategy (for low-risk food businesses)

Premises currently due an AES intervention as of 1<sup>st</sup> April 2017:

	<b>Total</b>	<b>D</b>	<b>E</b>
Low-risk premises overdue intervention from 2016/17	74	16	58
Premises due for AES intervention 2017/18	248	147	101
Total no. of premises that may be subject to AES in 2017/18	<b>322</b>	163	159

The policy relating to the inspection of food premises is detailed in the Food Hygiene Inspection Procedure. This document sets out what food businesses can expect from Officer interventions and expands in a practical way the Council's Divisional Enforcement Policy. In recognition that most businesses want to comply with the law, Officers help food businesses and others meet their legal obligations without unnecessary expense, whilst taking firm action against those who fail to comply with the law, including prosecution where appropriate.

This Service Plan is focused towards directing our resources towards the highest risk and most non-compliant businesses. European food law states that all food businesses should receive an intervention, however, AVDC along with all other Bucks Food Liaison Group members formally agreed in June 2015 that the following premises would be classed as having a non-inspectable risk. This approach will continue in 2017/18. This does not exempt these businesses from meeting food law requirements, but means that they will not be subject to programmed interventions.

- Retailers where the sale of low-risk food is ancillary and/or seasonal, e.g. clothes and card shops
- Service sector businesses only serving drinks and biscuits, e.g. hairdressers and car sales showrooms
- Religious groups only serving drinks and biscuits after events
- One-off events such as charity fundraisers and fetes
- Food brokers that do not actually handle food, i.e. offices
- Grain haulage businesses as Trading Standards will cover them if serving feed businesses
- Community halls offered for hire by others (individual businesses operating regularly from these will be expected to register and be subject to official controls)
- Child-minders that only provide milk, other drinks and low-risk snacks or serve food provided by the parents

AVDC seeks to ensure that resources are targeted and applied where they are most required and can be most effective. There are a number of food businesses that consistently perform compliantly and/or have a number of external audits each year. In 2017/18 we will continue to explore the possibility of extending the scope of our



Alternative Enforcement Strategy to include more of our compliant food businesses, however under the current rules this would mean that we would act outside of the FSA's Code of Practice.

### 3.4 Revisits

The Food Hygiene Inspection Procedure details the action to be taken when non-compliance following inspection is found and identifies when to carry out a revisit. In 2016/17 we undertook 30 revisits which took approximately 65 hours including administrative time. This does not include travel time.

### 3.5 Health Certificates

The division provides health certificates to several manufacturers within the Vale to assist with the export of products of fish or plant origin to countries outside of the European Union. Health certificates are provided for companies that have received an inspection or audit of the premises and this service is charged for. Last year the division generated £14,757 from health certification. In 2017/18 we will continue to review the process of issuing health certificates to ensure we are offering customers the best service.

### 3.6 National Food Hygiene Rating Scheme (FHRS)

The authority is part of the Food Standards Agency's national Food Hygiene Rating Scheme (FHRS). The scheme is intended to give consumers information to assist them in making choices about where they buy their food from. AVDC promotes the scheme through various channels including social media, and articles in Council publications.

We have seen an interest in the ratings we award to businesses from the local media and have been contacted by members of the public for advice about premises following rating. We have also recently been interviewed by Mix 96 to discuss our FHRS data. Under the food hygiene rating scheme businesses that have taken steps to address the issues of non-compliance raised at the time of their initial inspection

can request a revisit to the premises for the purpose of re-rating. In the 2016/17 period the number of requests for revisit received by the authority was 12.

### 3.7 Food Complaints

In the 2016/17 period the authority received 129 food related complaints. The resource involved in investigating these complaints by the EHOs was approximately 249 hours. This does not take into account time spent on telephone contact and data entry by the Customer Services Team. The complaints can be broken into two distinct areas; complaints regarding food itself (69 complaints), complaints about premises (60 complaints). It is anticipated that the number of food complaints and request for service received in the period 2017/18 is likely to be similar.

### 3.8 Primary Authority Scheme

The Council does not act as a Primary Authority partner for any food businesses within the Vale. The Primary Authority Scheme are adhered to by Officers when undertaking interventions in multi-outlet businesses. Officers will contact the Primary Authority where an agreement exists, on policy or enforcement issues relating to food hygiene for national food businesses.

Forthcoming changes to Primary Authority from 1 October 2017 will mean that small businesses in AVDC that are not currently eligible to setup a primary authority i.e. they are regulated by more than one local authority or are a business in a co-ordinated group that are collectively regulated by more than one local authority (such as a trade association), will be able to setup a primary authority partnership with AVDC and/or Bucks County Council. This could present an opportunity for us to help promote the area for new business development and help to support small to medium businesses who have aspirations to significantly grow by giving them advice and guidance about how to comply with statutory regulations, including Food Hygiene legislation. In 2017/2018 We will look to work with colleagues in Economic Development and with partners such as Buckinghamshire Business First to encourage those food businesses based in AVDC who are looking to expand to approach us to discuss developing a potential partnership.

### 3.9 Advice to businesses

Officers routinely provide advice and guidance to businesses during programmed interventions. However there are also a number of contacts received each year from businesses requesting advice regarding their existing business or from those looking to set up a new food business in the Vale. In 2016/17, 41 requests for general food business advice were received by the authority and approximately 6 related to information requests regarding the setting up of a new food business. The resource involved in providing this advice to businesses by the department was approximately 42 hours. This does not take into account time spent on telephone contact and data entry by the Customer Services Team. It is acknowledged that this area of work is not fully recorded on our system as we are sometimes contacted for advice before a business has found a premises in the Vale in which to be established.

The AVDC website provides links to further guidance and information which food businesses are directed. We have added another 7 online forms for customers to use which reduces officer administration time and makes the process more straight forward for them.

On occasions we may also make direct contact with a particular sector of food businesses to advise them regarding new legislation or guidance that may affect their businesses. This contact is generally made either in writing or via email and has not been considered in the resource allocation above.

The FSA and Department of Business, Innovation and Skills have been reviewing the option of earned autonomy for businesses. The last year has seen the development of the FSA's Regulating our Future (ROF) agenda. ROF encompasses a significant rethink of how food controls are delivered across the UK. AVDC attended and participated in a national ROF workshop in June 2017 to give our feedback into the consultation process. Although ROF is currently only a conceptual model, there are clear principals which we can expect to be included in the new model. These include a recognition that food businesses that have an excellent compliance history will be able to use third party audit information to evidence their compliance with food law.

This principle will allow AVDC to explore the following:

1. Not be so tied to an inspection regime that requires us to inspect all A, B ,C and alternative D rated premises regardless of previous compliance history, and to better focus our resources on poorer performing businesses.
  
2. Take advantage of opportunities which have now been officially recognised by the FSA under the Localism Act 2011 to provide chargeable advisory services to new businesses to help them understand and achieve compliance. We will explore the opportunities for working with colleagues in Economic Development to implement a range of 'opt in' advisory services that can be charged for. We will look to adapt our online food business registration forms so that businesses can 'opt in' to receive food safety advice for a chargeable fee. We will need to clearly differentiate between our advisory role and statutory food hygiene enforcement role to ensure there is no conflict of interest, and we will seek advice of this from our legal advisors. There is also scope for the registration form to advertise other AVDC services such as waste bin collections.
  
3. We see opportunities to take advantage of our new Salesforce database system which will be based on a business having a My Account to access Council services. We will therefore have access to information about customers to allow us to 'join the dots' between different council services which have a relationship with food safety and then provide an opportunity for the customer to register as a food business at the same time. For example:
  - A customer applies for a premises licence for a public house
  - A customer registers for an online business rates account related to a food business

We will be exploring opportunities to work with these related services to implement this system functionality.

4. During 2017/18 we will be exploring the potential to deliver a pilot project based on the principles of Better Business For All that improves the services provided to local businesses, streamlining delivery and more effectively supporting them to succeed.

Such a project should work with businesses to understand the way that they currently interact with AVDC and how this could be improved. Solutions could include the establishment of single points of contact (Account Managers) for businesses who contact AVDC. This person would work with the business to build a relationship with them and help them identify their needs and to understand how AVDC might best fulfill them. It is likely that fulfilment would consist of a range of no-fee and paid-for statutory services as well as non-statutory services provided by AVDC and Incgen. Fulfilment of services required would be overseen and supported by the Account Manager, reducing the need for multiple contacts with different service areas.

Businesses would come into contact with the Pilot through a variety of routes including self-referral via the website or as a result of AVDC comms, contact with a single service area e.g. a food officer or existing customer relationships. Officers working in Customer Fulfilment and other areas of AVDC who have contact with businesses would act as initial conduits for business into the commercial pilot where they identified that a business had a service requirement from AVDC.

### 3.10 Food Sampling Programme

Food sampling is undertaken in line with the Food Sampling Policy and Procedure. The objectives of the food sampling programme are to protect the consumer from contaminated foods that may pose a risk to health. The Council participates in both proactive and reactive sampling activity. Proactive sampling involves participation in national sampling programmes coordinated by Public Health England, Bucks Food Liaison Group and the Food Standards Agency. The information obtained through the national sampling programmes helps to identify food hazards and provides a knowledge base for food authorities. Reactive sampling is also undertaken in food

businesses in the Vale where it is necessary to validate food processes, activities and procedures and to investigate contamination and food poisoning incidents.

The 2017/18 proactive sampling plan is based on the Public Health England (PHE) UK Co-Ordinated Microbiological Sampling Programme 2017/18. It is anticipated that the Council will participate in the studies where we have premises which are included in the scope of the surveys. In addition the authority will be undertaking sampling on locally agreed areas informed by the Bucks Food Liaison Group and local intelligence and information. An imported foods programme was introduced in 2013/14 and this will be built upon in 2017/18. In addition a number of reactive samples will be taken during the course of the year to both validate food processes and procedures and investigate where there may be concerns regarding contamination.

In 2016/17 a total of 10 proactive and reactive samples were taken from food businesses in the Vale. In addition we took part in a survey which involved taking samples of food sauces stored at ambient temperature from restaurants and takeaways. The resource involved in taking these samples and the associated administration by the Enforcement Officers (EH) was approximately 4 hours. This does not take into account time spent on data entry by the Customer Services Team, or time taken to organise and plan the sampling programme. The four Enforcement Officers (EH) working with the Environmental Health division are authorised to take informal food samples and will be involved in proactive sampling for the national sampling programme. Two of the Enforcement Officers have been given a greater responsibility in organising the sampling process and there was an increase in number of samples taken. A similar number of samples are anticipated in 2017/18. In the event that a formal food sample needs to be taken where legal action may result an Environmental Health Officer would undertake this sampling.

Samples requiring microbiological analysis are submitted for analysis to the Food and Water Laboratory at Public Health England in Colindale, London. Food sampling analysis credits are provided by the PHE and used and shared by the food authorities in Buckinghamshire. AVDC liaises with the other food authorities in Buckinghamshire via the Buckinghamshire Food Group to coordinate sampling

across the County. There may be occasions when samples need to be sent to the Public Analyst for chemical contamination or composition analysis. Our appointed Public Analyst is Worcester Scientific Services.

### 3.11 Control and Investigation of Outbreaks and Food Related Infectious Disease

Food poisoning notifications and outbreak controls are carried out in accordance with the Control of Infectious Disease Procedure (QPMS-11). In 2016/17 the number of notifications of infectious disease received by the Council was 137. Not all of these were necessarily food related, and it is extremely rare to be able to associate them with a premises. PHE directly investigate a number of infectious diseases with the patient and only notify the Council where they find links with a premises or are given information which is of concern. The Council directly investigates Campylobacter and Salmonella in vulnerable people or where it is known the patient is a food handler. Many of our investigations are undertaken via a postal questionnaire. It is considered likely that a similar number of notifications will be received by the authority this year. The majority of notifications are administered by the Customer Relationship team and Enforcement Officers who categorise the disease case by risk group and send out and administer questionnaires as necessary. In some cases it is necessary to carry out visits to infected persons to provide advice or assistance with the collection of faecal sampling at the request of PHE. The information collected is provided to PHE as requested to inform and assist with trend analysis.

In the event of an outbreak of infectious disease the investigation process follows that detailed within the PHE Thames Valley Health Protection Team Outbreak Plan and would be led by an Enforcement Officer. In the event of an outbreak resources have to be pulled from other work streams to enable investigation of the outbreak as necessary. This resource cannot be allocated on a day-to-day basis because of the unpredictability of occurrence and can place high demands on other areas of service provision at the time of the outbreak.

### 3.12 Food Safety Incidents

Food Safety incidents are dealt with in line with the Food Incident Policy and Procedure and in line with the requirements of the Food Law Code of Practice. In 2016/17 a small number of food safety incidents required action from the authority. The authority is regularly informed of incidents and product recalls which have taken place such as due to undeclared allergens. These are read and action taken if directed by the Food Standards Agency.

### 3.13 Liaison with Other Organisations

The Authority has liaison arrangements with various outside bodies and neighbouring local authorities including the Buckinghamshire Food Liaison Group and Thames Valley Environmental Health Liaison Group. In 2016/17 the resource involved in attending and contributing to Liaison Groups was approximately 111 EH Manager hours. It is anticipated that the resource implications for the period 2017/18 will be similar.



### 3.15 Food Safety Promotional Work and other Non-official Controls Interventions

There is limited resource available for the provision of food safety promotional work in the 2017/18 period. The Council utilises the media toolkits produced by the Food Standards Agency promoting FHRs around Christmas and Valentines' Day, weekend Bank Holidays and allergen awareness using the Council's social media accounts. We have also recently been interviewed live on Mix 96 to discuss FHRs compliance data for the Vale. The local newspaper has run several articles on FHRs and this has raised awareness of the scheme. It is anticipated in 2017/18 that we will continue to use the FSA media tool kits which enable us to use both traditional press releases and social media. Articles will also be included in the Council newspaper 'Vale Times' which is distributed to every house in the Vale. It is anticipated that around 20 hours will be spent on food safety promotional work.

The Food Information Regulations came into force in 2014. These are primarily enforced by Trading Standards, however, environmental health has been given some enforcement powers concerning the allergen requirements in catering establishments. Officers check compliance and provide advice and guidance during routine inspections.

#### 4. Resources

##### 4.1 Financial Allocation

The overall level of expenditure allocated for the provision of the food service in the 2017/18 period is as indicated below:

Staff Costs (and internal recharges – Marketing, Finance etc.)	£181,000
IT Costs recharge	£13,500
Legal Costs recharge	£7,200
Equipment/printing	£4,000
Specialist advice (including payments for contractor inspections)	£12,000
<b>TOTAL</b>	<b>£217,700</b>

The estimated level of food service demand during the 2017/18 period:

Food service demand 2017/18	Resource required (hours)			
	EO	EO	PEO	CRE
180 inspections (programmed A to non-compliant D plus outstanding C premises from 2015/16)	0	360	56	36
140 new inspections (premises registering during the 2016/17 period) plus 93 from 2015/16	0	466	16	38
128 compliant D and E rated premises inspections (not suitable for AES)	0	256	0	17
463 compliant D and E rated premises AES interventions (suitable for AES)	174	174	0	117
Revisits to non-compliant premises	0	65	0	0
FHRS administration and revisits to re-rate	0	24	12	0
Infectious disease investigation	250	80	0	0
Food complaint investigation	0	442	0	0
Sampling activity	25	40	5	0
Attendance/input at Bucks Food Group, EHLG and other food related forums	0	0	140	0
Food incidents and alerts	0	20	0	0
Provision of food business advice	0	180	0	50
Management and administration of food service	0	20	700	400
Formal enforcement activity and legal cases	70	300	70	0
Training and CPD	20	60	35	0
Support of EHTOs undertaking EHO qualification (food element)	0	60	30	0
Work on implementation of public health agenda	0	15	0	0
Food/Health Promotion activities	0	20	20	0
<b>TOTAL</b>	<b>539</b>	<b>2582</b>	<b>1084</b>	<b>674</b>
<b>Grand Total</b>	<b>4205 hours = 2.63 FTE</b> <b>4879 hours (including CRE)</b> <b>= 3.0 FTE</b>			

PEO = Principal Enforcement Officer EO = Enforcement Officer CRE = Customer Relationship Team

A FTE post amounts to approximately 1600 working hours per annum. The above figures are an approximation based on the information available regarding the provision of the food service in 2017/18 and known demands within the 2016/17 period. Due to acknowledged gaps within the database it is likely that these figures do not take into account additional factors such as the increased demand of reactive work in other areas during the summer months, staff sickness and considerable travel time to and from food premises. They also do not take into account the unpredictable demands that can be placed on the food service by incidents such as a large food poisoning outbreak, a complex prosecution case, a serious workplace accident investigation or a major pollution incident.

#### 4.2 Staffing Allocation

The number of full-time equivalent (FTE) staff allocated to the provision of the food service is currently 3.0. This consists of 4 food qualified Enforcement Officers and one Principal Enforcement Officer (PEHO) as well as administrative Customer Relationship staff. There is additional support available as the Principal Enforcement Officer (Housing) and the Team Manager (EH) are also food competent. Each of the Officers spends approximately 50% of their time on food service work. The PEHO also spends approximately 50% of their time on work associated with the delivery of food controls. There is administrative support provided to these officers by the Customer Relationship team and the Systems Administration Team which is equivalent to 0.37 of a FTE post. The non-food qualified Enforcement Officers provide support to the Officers in some areas of food service work and this is reflected in the table.

The FTE staff allocation for the provision of the 2016/17 food service was 2.98. In the 2017/18 period this staff allocation has increased by 0.02. There is a £12,000 specialist advice budget within the 2017/18 expenditure allocation food service budget to allow the department to buy in contractor inspections to assist with meeting intervention targets as necessary. This amount is equivalent to a 0.22 FTE post.

### 4.3 Staff Development Plan

The Food Standard Agency's Code of Practice was revised in April 2015. The section concerning the Qualifications and Experience was updated and local authorities were given 12 months to implement the revised requirements.

The Food Law Code of Practice requires authorised food officers to complete a minimum of 20 hours per year of Continuing Professional Development (CPD) training. These hours are split into:

- 10 hours- core food matters directly related to the delivery of official controls
- 10 hours- other professional matters including training needs identified by Team Managers and Principal Enforcement Officer during competency assessments/appraisals

Aylesbury Vale District Council supports and engages with the CIEH Buckinghamshire Branch who runs a number of low cost training courses (including food training) throughout the year. Environmental Health Officers will attend both external and internal cascade training courses during the course of the year, some of which are organised by the Food Standards Agency. Where Officers attend courses that are of use to the rest of the Enforcement Team staff this information is delivered via cascade training and course resources made available to others. Officers are required to keep records of the CPD training that they complete. Officers take part in Food Standards Agency consistency exercises and food service consistency is regularly discussed at monthly team meetings. This will continue in 2017/18.

## 5. Quality Assessment

### 5.1 Quality Assessment and Internal Monitoring

During the 2012/13 period new procedures for monitoring the accuracy, quality and consistency of the delivery of the food service were introduced. Details of the monitoring arrangements in place are set out within the departmental procedures 'Food Database Management Procedure' and 'Food Service Monitoring, Audit and Review Procedure'. The food service is subject to a rolling programme of review by the Internal Audit Team. Consistency within the FHRS is also an item on the Buckinghamshire Food Group meeting agenda.

## 6. Review

### 6.1 Review against the Service Plan

The table below details the number of interventions that formed part of the programme in 2016/17. Category A premises should receive an inspection 6 months after the previous intervention, where as a category C is inspected at 18 month intervals. A number of factors influence when an inspection is due including the number of people the business supplies food to and how compliant the business is with legislative requirements.

The number of interventions completed in 2016/17 by risk category:

<b>2016/17</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>Total</b>
Interventions completed	8	57	219	180	189	653
Interventions outstanding	0	0	3	24	54	81
% interventions achieved	100%	100%	99%	88%	77%	93%

The total number of interventions achieved decreased from 828 in 2015/16 to 653 in 2016/17. All of the highest risk premises (A rated and B rated premises) were inspected. There was an increase of 24 interventions achieved across category C premises compared to 2015/16. However, there was a decrease in the percentage of interventions achieved across category D and E premises by 4% and 15% respectively. The overall percentage of interventions achieved decreased by 9% and this is due to the poorer performance for lower risk D and E premises (particularly E premises).

The Food Standards Agency provides categorisation of when a business is deemed to be broadly compliant with the law based on their risk scores at inspection.

The number of broadly compliant businesses by risk category:

<b>2016/17</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>Total</b>
Total number of premises	0	35	248	508	607	1398
Number broadly compliant	0	25	224	507	607	1363
% Broadly compliant	N/A	71.4%	90.4%	99.8%	100%	97.5%

The figures relating to compliance of food businesses has remained very consistent over the previous periods (2013/14 96.47%, 2014/15 96.93%, 2015/16 97.08%, 2016/17 97.5%). As 99.99% of D and E rated premises are broadly compliant, this provides justification for the targeting of resources towards A-C rated premises. It is important to note that A or B rated premises are not necessarily non-compliant businesses but may be high-risk because of the type of food activities it carries out.

The areas of improvement identified in the previous 2016/17 Food Service Plan are discussed within this document. The areas have been completed or are identified as ongoing in the 2017/18 improvement areas below. In the period 2017/18 delivery against this service plan will be reviewed and the Principal Enforcement Officer will update the Cabinet Member for Environment and Waste.

## 6.2 Identification of any Variation from the Service Plan

As part of the review process any variance from the service plan will be identified and detailed within the report. Reasons for the variance will be given and any necessary improvement plans for the following 6 month period identified.

## 6.3 Areas of Improvement

This service plan has identified the following areas for improvement in delivery of the food service over the 2017/18 period:

- Review the premise database with a focus on category E rated premises to ensure that premises are correctly classified as outside the programme. This will improve the database accuracy and ensure resources are targeted to those requiring intervention and based on risk to public health.
- Enforcement Officers are to continue to target D and E Rated premises who did not return questionnaires last year. If necessary inspections will be carried out. This work will improve the accuracy of our database.
- We will explore potential opportunities under the Localism Act to provide advisory services to new food business that we can charge for as part of an 'opt in' package of benefits. We will also approach local catering colleagues to look at the possibility of working in partnership to develop food hygiene training initiatives.
- Consider the opportunities around the changes to primary authority scheme in October 2017 to make it more straightforward for smaller businesses (who are currently ineligible to apply) to setup partnerships with local authorities. We will look to work with colleagues in Economic Development and partner organisations such as Buckinghamshire Business First to encourage those food businesses based in AVDC who are looking to expand to approach us to discuss developing a partnership.
- Adapt our food business registration form as required to promote range of 'opt in' services as discussed above such as new food business advice, primary authority options and promotion of other Council chargeable services eg. waste bins etc..
- Ensure that we maximise the benefits of Salesforce at the customer facing end so that customers are encouraged to register their food business when



applications for other services that are food related eg Premises Licence Applications

- Explore the potential to deliver a pilot business project based on the principles of Better Business For All that builds on and maximises our relationships with local business.
- Continue to review the health certificate processes to ensure that we are offering the best service to our business customers.
- Continue to keep abreast of current issues, (particularly Regulating our Future) and cascade information to businesses as required.

*Produced by Brett Warren, Principal Enforcement Officer*

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## UPDATE ON AIR QUALITY WITHIN THE VALE

### 1. Purpose

- 1.1. To inform the committee on the status of air quality within the District.

### 2. Recommendations

- 2.1 Member are asked to note the contents of the report and consider the proposed Air Quality Action Plan to be produced as part of the Air Quality Strategy.

### 3. Executive summary

- 3.1 This report provides an update on air quality within Aylesbury Vale. It provides a brief background on the responsibility of local authorities in relation to air quality and outlines what pollutants are of concern, how these are monitored and the results of this monitoring. It also details what actions will be taken to improve air quality within Air Quality Management Areas (AQMAs) and generally across the Vale.

### 4. Supporting information

- 4.1 Records of nitrogen dioxide (NO<sub>2</sub>) pollution published in the annual Air Quality Reports for Aylesbury from 2009 to 2015, are available on our website <https://www.aylesburyvalcdc.gov.uk/section/air-quality>.

### 5. Resource implications

- 5.1 Current service being delivered within existing budgets. Funding will be sought from Defra's Air Quality Grant programme for proposals to be included in the Air Quality Strategy and other service enhancements.

### 6. Introduction

- 6.1 The Clean Air Act 1956 was introduced as a direct response to the effects of the industrial and domestic combustion of solid fuels, and in particular to London's 'Great Smog' during December 1952. The key consequence of the Act was to reduce levels of air pollution, and in particular to reduce levels of sulphur dioxide and smoke by introducing smokeless zones and encouraging a model shift in the energy sources used for domestic heating.
- 6.2 Its effects were notably successful and led to improved air quality for a considerable period until the increased level of vehicle usage and the trend towards diesel engines introduced new air pollution challenges.
- 6.3 More recently the principal pollutant of concern has been nitrogen dioxide. In non-industrial areas such as Aylesbury Vale, vehicles (particularly diesel vehicles) are the main source of this pollutant. The government recognises that air pollution is now the second largest public health threat, after smoking, and a Commons Select Committee has recently estimated that nitrogen dioxide and particulates contribute to between 40,000 early deaths in the UK each year. The Environment Act 1995 and subsequent regulations provide the legislative framework to address this situation.

## **7. Requirement to Monitor Air Quality**

- 7.1 Under the Environment Act 1995, local authorities have statutory duties relating to air quality. Working to the Local Air Quality Management (LAQM) regime, every local authority must review air quality within its area. If a local authority identifies non-compliance with national air quality objectives and there is relevant public exposure then action must be taken.
- 7.2 The national air quality objectives (NQOs) set limits for the permitted concentrations of pollutants depending on the duration of exposure, see Table 1.

**Table 1 – National Air Quality Objectives**

Pollutant	Air Quality Objective	
	Concentration ( $\mu\text{g} = \text{microgram}$ )	Measured as
Nitrogen Dioxide ( $\text{NO}_2$ )	200 $\mu\text{g}/\text{m}^3$ not to be exceeded more than 18 times a year	1-hour mean
	40 $\mu\text{g}/\text{m}^3$	Annual mean
Particulate Matter ( $\text{PM}_{10}$ )	50 $\mu\text{g}/\text{m}^3$ , not to be exceeded more than 35 times a year	24-hour mean
	40 $\mu\text{g}/\text{m}^3$	Annual mean
Sulphur Dioxide ( $\text{SO}_2$ )	350 $\mu\text{g}/\text{m}^3$ , not to be exceeded more than 24 times a year	1-hour mean
	125 $\mu\text{g}/\text{m}^3$ , not to be exceeded more than 3 times a year	24-hour mean
	266 $\mu\text{g}/\text{m}^3$ , not to be exceeded more than 35 times a year	15-minute mean

7.3 Aylesbury Vale District Council currently undertake monitoring for  $\text{NO}_2$  and the exposure for this pollutant must not exceed  $40\mu\text{g}/\text{m}^3$  averaged over one year, or  $200\mu\text{g}/\text{m}^3$  averaged over one hour on more than 18 occasions in a year.

7.4 It is important to recognise the objectives apply only at locations where members of the public are likely to be present for the time period of the objective.

7.5 If air quality objectives are not achieved, or are not likely to be achieved, a local authority must designate the area of non-compliance as an Air Quality Management Area (AQMA). Once an area has been designated as an AQMA, the local authority must develop an action plan that details the remedial activities to address the problem.

7.6 Under the LAQM regime local authorities are also required to complete an Annual Status Report (ASR) outlining the strategies the local authority will employ to improve air quality and to report on any progress that has been made.

## **8. AQMA's within Aylesbury Vale**

8.1 Aylesbury Vale currently has three Air Quality Management Areas (AQMA's). Maps showing the locations of the AQMA's are provided within Appendix 1.

### Tring Road AQMA

This AQMA encompasses a section of the A41 Tring Road and properties bordering it between the Oakfield Road/King Edward Avenue Junction and Queen Street in Aylesbury. Declared July 2005.

### Stoke Road AQMA

This AQMA encompasses the junction of the A413 Wendover Road, Walton St, and B4443 Stoke Road (the gyratory) in Aylesbury. Declared June 2008.

#### Friarage Road AQMA

This AQMA encompasses a number of properties along the A418 (Friarage Road and Oxford Road) in Aylesbury. Declared June 2008.

- 8.2 Monitoring data from 2014 until 2016 indicates that the air quality within the Tring Road AQMA has improved significantly. This can be attributed to improvements to the road network at the Oakfield Road/Tring Road and King Edward Avenue/Tring Road junctions improving the flow of traffic and a general increase in cleaner vehicles.
- 8.3 As a result of the improved air quality data and after recommendations received from the Department of Environment Food and Rural Affairs (Defra) the Environment Team propose to revoke the Tring Road AQMA.
- 8.4 In addition the air quality within the Friarage Road AQMA has also improved significantly due to a general increase in cleaner vehicles. The Environment Team have therefore made recommendations to Defra in the most recent Annual Status Report 2017 that if the air quality in the Friarage Road AQMA continues to improve there may be a case to revoke this AQMA.

#### **9. Monitoring Air Quality - Passive Diffusion Tubes**

- 9.1 Aylesbury Vale District Council currently monitor NO<sub>2</sub> levels within the district through the deployment of passive diffusion tubes.
- 9.2 Diffusion tubes are replaced at monthly intervals, mainly at residential sites, and are a useful tool for assessing whether a site has exceeded the annual objective of 40µg/m<sup>3</sup>. These are not capable of recording the hourly data required to verify if the 200µg/m<sup>3</sup> objective has been exceeded.
- 9.3 We currently undertake monitoring at 27 sites across the district, predominately located within Aylesbury, Bierton, Buckingham, Winslow, Wendover and Wing, and are all locations potentially or reportedly affected by significant traffic congestion. The locations of the diffusion tubes can be found in Appendix 2.
- 9.4 A review of the results is conducted at the end of each calendar year and where results have consistently been below the national objective we will consider discontinuing monitoring in that location. The tube is then relocated to another location affected by traffic congestion or discontinued.

#### **10. Monitoring Air Quality - Automatic Continuous Monitoring**

- 10.1 Aylesbury Vale District Council also monitor NO<sub>2</sub> levels through the deployment of an automatic continuous monitor.
- 10.2 The automatic monitor records the level of air quality continuously and is capable of recording the hourly data required to verify if the 200µg/m<sup>3</sup> objective has been exceeded.
- 10.3 There is currently one automatic continuous monitor operating within the district. This is located just outside the Walton Street AQMA on Walton Street outside the Walton Parish Hall and is shortly to be relocated within the Walton Street AQMA.

## **11. Results of Air Quality Monitoring - Passive Diffusion Tubes**

- 11.1 Records of NO<sub>2</sub> pollution have been published in the annual Air Quality Reports for Aylesbury from 2009 until the end of 2015. These are available on our website <https://www.aylesburyvaledc.gov.uk/section/air-quality>.
- 11.2 The latest Annual Status Report 2017 includes the results from 2016 and is currently with Defra awaiting approval before it is published on our website. However, the monitoring results from this report are included in Appendix 3 for reference.
- 11.3 The results show that the majority of Aylesbury Vale meets the national air quality objectives for NO<sub>2</sub> (40 µg/m<sup>3</sup>) and the data for 2016 shows a reduction in overall levels across the district.
- 11.4 There is one location within the district where concentrations of NO<sub>2</sub> exceed the objective levels and this is located within the Stoke Road AQMA where an elevated level of 45.2 µg/m<sup>3</sup> was recorded when bias adjusted and distance corrected. As a consequence this site was subjected to automated continuous monitoring.

## **12. Results of Air Quality Monitoring - Automatic Continuous Monitoring**

- 12.1 The revised 2015 Updating and Screening Assessment recommended that it may be necessary to redefine the boundary of the Stoke Road AQMA. Therefore the monitoring network should be expanded in and around the Stoke Road AQMA to inform any future delineation changes to this AQMA.
- 12.2 In line with this recommendation an automatic continuous monitor was relocated from within the Stoke Road AQMA to a new site the north of the AQMA outside the Walton Street Parish Hall.
- 12.3 In 2015 the monitoring site measured level was 34.1 µg/m<sup>3</sup> at the nearest relevant receptor based on 89% annual data capture and is below the annual mean objective of 40 µg/m<sup>3</sup> for this pollutant. There were also no hourly exceedances of the 200 µg/m<sup>3</sup> hourly objective.
- 12.4 In 2016 the measured level was 34.3 µg/m<sup>3</sup> at the nearest relevant receptor based on 95% data capture. This again is below the annual mean objective of 40 µg/m<sup>3</sup> for this pollutant and there were no hourly exceedances of the 200 µg/m<sup>3</sup> hourly objective.
- 12.5 The continuous monitoring results from 2015 and 2016 indicate there have been no exceedances in the annual mean for the pollutant north of the Stoke Road AQMA. It is therefore proposed not to amend the boundary of the AQMA and instead move the monitoring site back into the boundary of the Stoke Road AQMA.
- 12.6 The results from the automatic continuous monitor are available at [http://www.airqualityengland.co.uk/local-authority/?la\\_id=14](http://www.airqualityengland.co.uk/local-authority/?la_id=14).

### **13. Detailed Assessment in Buckingham**

- 13.1 In 2016 it was identified there was a need for further analysis of the air quality within Buckingham Town Centre. The Environmental Health and Licensing Department therefore proposed to undertake an air modelling assessment of the area to determine whether there was a need to declare a new AQMA and if so where the boundaries should be drawn.
- 13.2 In line with this, a Detailed Assessment was completed in June 2017 which concluded there are no exceedances of the NO<sub>2</sub> annual mean objective at locations where relevant exposure is present. Consequently there is no requirement to declare an AQMA in Buckingham Town Centre at this time.
- 13.3 The Detailed Assessment did however indicate that annual mean NO<sub>2</sub> concentrations are close to the air quality objectives of 40 µg/m<sup>3</sup> at locations where relevant exposure may be present. Diffusion tubes will continue to be deployed within Buckingham Town Centre to monitor any future trends in recorded levels.

### **14. Vale of Aylesbury Local Plan (VALP)**

- 14.1 A significant amount of development is taking place throughout the Vale and these new developments have the potential to impact upon air quality. There is the opportunity to include air quality policies within the emerging Vale of Aylesbury Local Plan (VALP). This could encourage developments that require planning permission that may have an adverse impact on air quality to have regard to air quality impacts.
- 14.2 Where appropriate, planning conditions could be sought to minimise harmful air quality impacts arising from development e.g. provision of electric vehicle infrastructure (charging points) for some commercial and residential developments.

### **15. Plans for the Future - Aylesbury Vale's Air Quality Strategy**

- 15.1 While there is no statutory obligation for the Council to have an Air Quality Strategy, the Council's existing Strategy dates from 2010 and requires updating.
- 15.2 The main priorities for air quality in the immediate future will be to work with internal and external partners, in particular Buckinghamshire County Council, to update this Strategy and to formulate action plans to work towards reducing the levels of pollution in the AQMAs and throughout the Vale to meet air quality objectives. The proposed new actions to be incorporated within the Air Quality Strategy include:

#### Revoke Tring Road AQMA

- 15.3 The 2016 Annual Screening Report recommended that the Tring Road AQMA should be revoked. This recommendation was endorsed by Defra and research is currently being completed on what action is needed to revoke an AQMA with the aim of revoking the AQMA by the end of 2017.



### No Idling Campaign

- 15.4 Vehicles idling while stationary cause unnecessary use of fuel, an increase in emissions, and create a noisy environment especially for residents and businesses. The Road Traffic (Vehicle Emissions) (Fixed Penalty) (England) Regulations 2002 give discretionary powers to officers to issue fixed penalty notices of £20 to drivers (rising to £40 if unpaid) who allow their vehicle engines to run unnecessarily while the vehicle is stationary. We therefore propose to seek delegated powers for Officers to utilise this 'no idling' legislation to help improve local air quality and reduce possible nuisance complaints.
- 15.5 Funding will also be sought from a grant provided by Defra, through the Air Quality Grant programme for 2017/18, to undertake a publicity campaign to promote the adoption of the 'no idling' legislation and to encourage vehicle owners not to idle.
- 15.6 It is also proposed to consult with Licensing Committee on the possible inclusion of conditions within the Taxi and Private Hire Licensing Policy to discourage idling in taxi ranks.

Contact Officer

Deborah Ferady 01296 585621

**Appendix 1**  
Locations of Air Quality Management Areas (AQMAs)

**Tring Road Air Quality Management Area**



0 12.5 50 Meters



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**Stoke Road Air Quality Management Area**



0 5 10 20 Meters



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# Friarage Road Air Quality Management Area

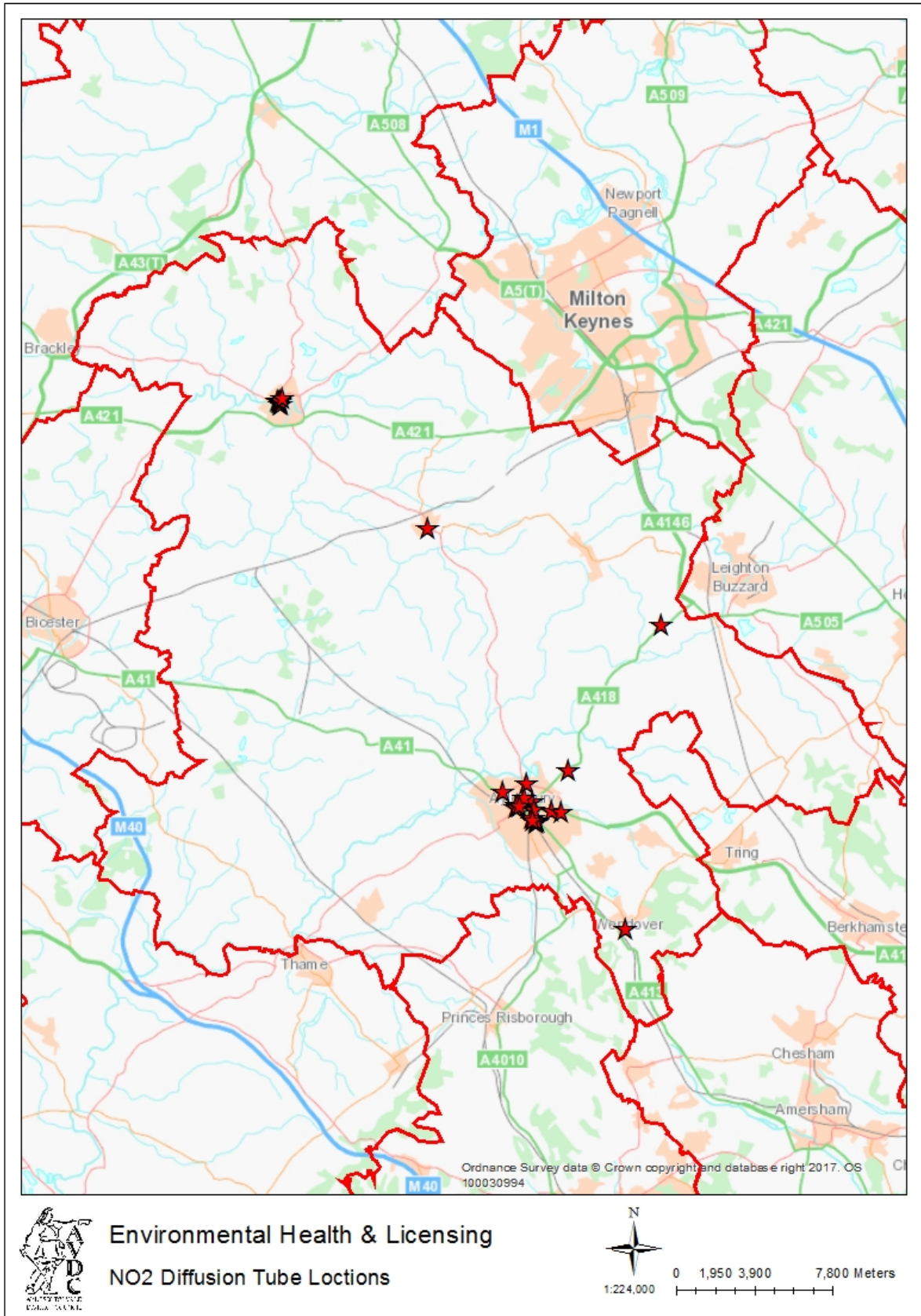


0 510 20 Meters

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**Appendix 2**  
Location of NO<sub>2</sub> Diffusion Tube Monitoring Sites



### Appendix 3

#### NO<sub>2</sub> Diffusion Tube Monitoring Results 2016

Site Name	Tube No	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		Annual Average	Bias Adjusted	Adjusted annual mean
West Street, Buckingham	1	37.2	30.9	40.8	34.8	50.8	40.8	31.9	34.5	45.0	49.7	50.1	52.2		41.6	32.0	32.0
3 Bridge Street, Buckingham	2	50.3	37.9	39.9	35.3	48.7	37.4	40.9	37.1	52.7	M	57.3	59.3		45.2	34.8	34.8
Well Street, Buckingham	3	19.4	17.5	18.4	14.7	19.7	16.6	11.9	14.4	21.9	25.5	27.1	36.2		20.3	15.6	15.6
Candleford Court, Bridge Street, Buckingham	4	19.6	18.1	20.7	15.0	22.3	18.2	13.1	15.6	21.7	29.6	27.5	32.9		21.2	16.3	16.3
Oxfam, Market Square, Buckingham	5	35.3	30.7	28.0	20.8	43.8	30.1	24.6	24.1	36.2	40.4	45.0	48.4		34.0	26.2	26.2
16 Market Sq, Buckingham	6	52.8	40.5	39.7	38.7	52.5	49.4	46.9	43.3	52.7	51.6	62.3	62.6		49.4	38.1	38.1
6 High Street, Buckingham	7	45.4	29.6	32.1	31.5	47.0	35.3	35.2	35.9	M	42.1	48.0	54.2		39.7	30.5	30.5
29 High Street, Winslow	8	42.2	32.7	37.0	29.2	48.0	34.0	33.6	33.2	43.2	43.6	51.3	58.6		40.6	31.2	31.2
27 Elmhurst Road, Aylesbury	9	48.7	36.0	18.2	29.8	49.0	37.9	40.9	42.9	49.3	41.2	57.1	63.1		42.8	33.0	33.0
181 Aylesbury Road, Berton	10	33.6	29.1	24.9	23.2	31.8	28.0	24.8	24.1	36.2	34.0	45.2	53.3		32.4	24.9	24.9
Cambridge Street, Aylesbury	11	44.6	30.1	39.4	28.3	41.1	37.7	36.9	36.8	45.3	45.5	54.5	63.3		42.0	32.3	32.3
87 Tring Road, Aylesbury	12	38.3	34.1	35.4	M	42.9	34.5	24.6	32.0	35.8	46.5	54.0	56.9		39.5	30.5	30.5
183 Tring Road, Aylesbury	13	45.5	39.6	35.6	34.9	57.8	51.8	53.7	48.4	54.8	59.7	67.2	69.7		51.6	39.7	39.7
25 Wendover Road, Aylesbury	14	73.0	57.2	48.7	45.5	62.7	53.1	65.7	62.2	71.5	50.2	75.0	81.5		62.2	47.9	47.9
2 Stoke Road, Aylesbury	15	51.9	42.5	37.0	44.4	59.3	44.9	49.1	49.7	49.5	M	M	69.5		49.8	38.3	38.3
31 Stoke Road, Aylesbury	16	55.9	36.3	41.8	36.1	61.4	46.4	46.6	50.0	52.2	54.5	61.6	73.1		51.3	39.5	39.5

Site Name	Tube No	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		Annual Average	Bias Adjusted	Adjusted annual mean
Viridian Square, Walton Street	17	69.4	48.6	45.3	43.3	58.2	49.1	61.0	53.3	67.2	52.0	74.2	80.1		58.5	45.0	45.0
1 -5 Wendover Road, Aylesbury	18	55.1	41.9	43.7	38.7	55.3	49.0	48.9	47.6	54.2	51.7	68.0	69.8		52.0	40.0	40.0
Exchange Street, Aylesbury	19	50.6	36.4	39.1	37.4	59.1	44.9	39.4	43.8	54.1	60.2	63.2	71.8		50.0	38.5	38.5
Friarage Road/Oxford Road Roundabout, Aylesbury	20	51.9	42.4	31.4	40.5	47.2	44.4	37.3	41.2	50.0	42.8	M	59		44.4	34.2	34.2
Oxford Road, Aylesbury	21	28.7	26.4	20.2	20.9	C	24.2	17.1	20.3	31.2	35.7	29.7	48.2		27.5	21.2	21.2
10 Gatehouse Road, Aylesbury	22	39.1	46.6	34.7	46.0	57.3	29.9	29.2	29.4	39.7	37.9	46.1	55.8		41.0	31.6	31.6
Moorlands House, Friarage Road, Aylesbury	23	44.9	34.8	22.6	23.6	31.0	57.0	37.0	43.4	57.5	67.9	M	72.5		44.7	34.5	34.5
Stonehaven Road/Bicester Road, Aylesbury	24	45.0	31.7	24.8	33.0	36.3	38.6	40.7	39.9	47.5	40.3	53.9	68.7		41.7	32.1	32.1
Buckingham Road, Aylesbury	25	44.5	27.9	30.8	24.0	39.6	32.3	23.5	28.2	36.8	35.3	37.3	57.8		34.8	26.8	26.8
High Street, Wendover	26	39.6	24.5	28.9	19.1	30.5	28.6	M	28.7	39.2	33.1	27.8	52.2		32.0	24.7	24.7
91 Leighton Road, Wing	27	47.9	38.0	35.8	C	41.1	44.4	40.5	42.2	51.6	51.3	45.7	61.4		45.4	35.0	35.0

**Key**

M	Tube missing on collection
C	Tube contaminated (spiders etc) - results may have been compromised
D	Tube damaged
N	Tube not deployed
G	Tube found on ground