

**DRAFT Air Quality Steering Group Terms of reference and membership**

<b>Title</b>	Air Quality Steering Group
<b>Contact Officer</b>	Richard Homewood - Head of Environmental Service Victoria Buckroyd - Environmental Health Manager
<b>Overall objective/outcome of the group:</b>	To work together with the common goal of seeking to improve the air quality in the Borough of Waverley, through behavioural, strategic and infrastructure change to ensure that the level of pollutants (nitrogen dioxide and particulates (PM10 and 2.5) are in line with national air quality objectives and that this work supports and the principles of sustainable development.
<b>Purpose of the group:</b>	To oversee the update and implementation of an effective local Air Quality Action Plan for Waverley Borough Council
<b>Objectives</b>	<p>The Steering Group will collaborate to identify:</p> <ul style="list-style-type: none"> <li>• If there are existing programmes in other areas that will contribute to emissions reductions (or increases) that should be accounted for within the Air Quality Action Plan AQAP).</li> <li>• What may influence the local pollution situation in the near future (i.e. 5 to10 years);</li> <li>• The future trends that are likely to contribute (regional emissions trends as well as local factors);</li> <li>• If there is sufficient information to clearly define effective measures;</li> <li>• If emissions will reduce sufficiently to achieve air quality objectives in the next 5 years, as a result of measures already in place;</li> <li>• Whether it is appropriate to develop a generic set of measures, or whether locally derived measures targeting local hotspots is a preferred emissions management option – or a combination of both; and</li> <li>• If traffic management interventions are required.</li> </ul>
<b>Terms of reference</b>	<ul style="list-style-type: none"> <li>• The Air Quality Steering Group (the Group) will work together to ensure the review and implementation of the Air Quality Action Plan (AQAP)</li> <li>• Membership will comprise of officers of Waverley Borough Council and elected Councillors (see Membership below). The group will co-opt other members onto the group as and when considered necessary and appropriate.</li> <li>• Governance arrangements for the Group will sit with The Executive – the Group itself will have no voting rights. The Group will make recommendations to the Executive as and when decisions are required</li> </ul>

	<p>(including commissioning decisions) and will report the progress of its work by means of updates at future Executive meetings as appropriate.</p> <ul style="list-style-type: none"> <li>• The Group will use the air quality data from the current monitoring regime to provide an objective framework for monitoring and for guiding its actions and recommendations, focusing on those areas with greatest exceedance with regard to air quality objectives.</li> <li>• The Group will endeavour to work within and complement existing national and local policy frameworks such as the Local Plan, Surrey Air Quality Transport Plan etc.</li> <li>• The Officer members of The Group will explore any funding opportunities and recommend any commissioning decisions to Waverley Management Board.</li> <li>• In order to review and implement the AQAP The Group will assess the work already completed or in progress across the Borough with regard to air quality.</li> <li>• The Officer members of the group will link with Surrey Air Alliance and other groups across the County with a view to sharing good practice with respect to air quality management.</li> </ul> <p><b>Engaging the community</b></p> <ul style="list-style-type: none"> <li>• As part of the delivery of the AQAP, Officer members of the Group will establish a dialogue with community groups to understand existing concerns or perceptions regarding air quality and to explore a means of dealing with those concerns.</li> <li>• Opportunities will be taken to develop community engagement initiatives and publicity related material.</li> </ul>
<b>Membership</b>	<p><b>Core membership:</b></p> <ul style="list-style-type: none"> <li>• Two elected members of Waverley Borough Council and The Portfolio Holder for Environment.</li> <li>• Two elected members of Surrey County Council (SCC).</li> <li>• Representatives from the following Waverley BC Services <ul style="list-style-type: none"> <li>○ Environmental Health</li> <li>○ Planning &amp; Development Control</li> </ul> </li> <li>• Representatives from the following Surrey County Council Services <ul style="list-style-type: none"> <li>○ Transport Planning</li> <li>○ Highways</li> <li>○ Public Health</li> </ul> </li> </ul>

	<p><b>Potential Co-optees</b></p> <ul style="list-style-type: none"> <li>○ Representatives from the Environment Agency</li> <li>○ Representatives from Public Health England</li> <li>○ Representatives of Town and Parish Councils as appropriate.</li> <li>○ Local community groups, businesses, schools as appropriate.</li> </ul>
<p><b>Sub Groups</b></p>	<p>The Air Quality Steering Group may from time to time establish Sub Groups to focus on specific issues or identified geographical areas of concern which will then report back to it. Membership of these Sub Groups will be drawn from those listed above.</p>
<p><b>Operation</b></p>	<p>The Air Quality Steering Group will report its findings to the Executive by update reports/submitting minutes to the Committee. The Executive will be asked to endorse any recommendations from the Air Quality Steering Group.</p>
<p><b>Meeting format</b></p>	<p>Meeting frequency: The Group to meet quarterly (or more often as issues demand).  The meetings are not public meetings to which the public are invited or permitted to attend.  Separate public meetings may be held to engage with communities on specific issues or projects and / or representatives of the Steering Group may attend other public meetings to do so.</p>