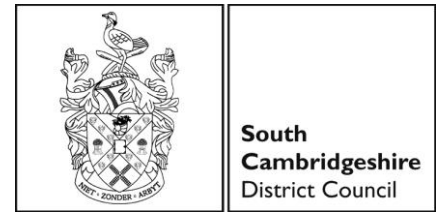


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Wednesday 03 April 2024

To: Chair - Councillor Pippa Heylings
Vice-Chair – Councillor Dr. Martin Cahn

Members of the Climate and Environment Advisory Committee –
Councillors Geoff Harvey, Dr. Shrobona Bhattacharya, Ariel Cahn,
Dr. Tumi Hawkins, Dr Lisa Redrup, Peter Sandford, Natalie Warren-
Green and Bunty Waters

Substitutes: Councillors Graham Cone, Heather Williams, Dr. Richard Williams,
Lina Nieto, Sue Ellington, Stephen Drew, Peter Fane and
Sunita Hansraj

Dear Sir / Madam

You are invited to attend the next meeting of **Climate and Environment Advisory Committee**, which will be held in **Council Chamber - South Cambs Hall** at South Cambridgeshire Hall on **Thursday, 11 April 2024 at 2.00 p.m.**

Yours faithfully
Liz Watts
Chief Executive

Agenda		Pages
1. Chair's Announcements		
2. Apologies		
3. Declarations of Interest		
4. Minutes of the Previous Meeting		5 - 10
5. Public Questions If you would like to ask a question or make a statement, then please refer to the Document called Public Speaking Scheme (Physical Meetings) and contact Democratic Services by no later than 11.59pm three clear working days before the meeting.		
6. Greater Cambridge Air Quality Strategy		11 - 80

7. **Social Housing Stock Decarbonisation update** **81 -
116**
8. **Local Nature Recovery Strategy - Oral Update**
9. **Forward Plan and Any Other Business**

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Further information for members of the public can be found at the below link.
[Link to further information for members of the public attending South Cambridgeshire District Council meetings.](#)

If you wish to ask a question or make a statement at a meeting, please refer to the Public Speaking Scheme at the below link.
[Link to the Public Speaking Scheme](#)

Further information for Councillors
[Declarations of Interest – Link to Declarations of Interest - Information for Councillors](#)

Councillors are reminded that Democratic Services must be advised of substitutions in advance of meetings. It is not possible to accept a substitute once the meeting has started.

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Agenda Item 4

South Cambridgeshire District Council

Minutes of the Climate and Environment Advisory Committee held on
Tuesday, 13 February 2024 at 2.00 p.m.

Chair: Pippa Heylings

Vice-Chairs: Dr Martin Cahn and Geoff Harvey

Committee Members in attendance:

Dr Shrobona Bhattacharya
Ariel Cahn
Dr Lisa Redrup
Peter Sandford
Natalie Warren-Green
Bunty Waters

Councillor Dr Tumi Hawkins was in attendance remotely.

Councillors in attendance:

Councillor Brain Milnes was in attendance as Lead Cabinet Member for Environment.

Officers:

Laurence Damary-Homan	Democratic Services Officer
Orla Gibbons	Project Officer (Climate & Environment)
Ellie Haines	Development Officer (Climate & Environment)
Sean Missin	Procurement, Contacts and Accounts Payable Manager
Rebecca Weymouth-Wood	Waste Policy and Climate Manager

1. Chair's Announcements

The Chair made several brief housekeeping announcements.

2. Apologies

There were no Apologies for Absence.

3. Declarations of Interest

With respect to Minute 9, Councillor Dr Martin Cahn declared that his brother was an employee of Climate Emergency UK, which was referenced in the discussion.

4. Minutes of the Previous Meeting

By affirmation, the Committee authorised the Chair to sign the Minutes of the meeting held on 7 December 2023 as a correct record.

5. Public Questions

There were no public questions.

6. Greening of South Cambs Hall - Oral Update

The Procurement, Contacts and Accounts Payable Manager presented the oral update and provided information to the Committee regarding:

- Project management systems that had been introduced to enhance the project.
- A request for information system that had been put into place.
- Damaged solar panels in the car port that had been replaced, snagging in the car park which had been addressed and the electric vehicle chargers which had been comprehensively tested.
- Design rectification work that was being undertaken by the contractor to enable the chiller and solar car ports to operate concurrently.
- The identification of the need for some works to the trench heating and main Air Handling Unit 01.
- The adjustment of the low temperature hot water system and the use of winter mode in the air handling unit to reduce cold air infiltration into the building.
- The identification and carrying out of necessary works to the ground source heat pumps.
- Technical design workshops that were taking place weekly between the technical project team and the contractors to ensure that each energy conservation measure and additional works were brought to a successful conclusion.

In response to a question, Members were informed that the chiller switch controlled equipment that cooled the building in summer months and an installation issue had arisen which meant that the car port and chiller equipment could not run concurrently, which was being addressed and resolved by the project team. A question was raised on when the overall project would be completed, and the Committee was informed that problems were continuing to be identified and resolved. Given the amount of concurrent ongoing works and need for certain works to be completed before others could be started, it was not possible for officers to provide a precise estimate for the finish date of the overall project at the time, but the project team was working towards providing a definitive final completion date. Further context was provided, and the Committee was informed

that there were 11 tranches of work ongoing, dealing with numerous technical matters, and a number of contractors were involved in the overall Greening of South Cambs Hall project. Members were advised that the contractor was financially liable for some of the remedial works, such as faulty electric vehicle charger units, whilst the Council was financially responsible for others, such as the required works to the air handling units. Officers agreed to provide a written response regarding a technical question on the types of motor used in the air handling units.

The Committee **noted** the report.

7. Updates to Zero Carbon Community Grant Guidance for Applicants - Oral Update

The Project Officer (Climate & Environment) presented the oral update and informed the Committee that:

- In advance of the sixth round of applications to the Grant, opening in April 2024, the application criteria and guidance had been reviewed and clarifications to the guidance had been proposed.
- The grant themes and objectives were to remain the same, with applications invited under the theme of “reducing carbon emissions” or “community engagement”.
- With regard to applications from nature projects:
 - No nature projects had been funded in the previous grant cycle as, whilst several nature-based applications were received, they were submitted under the “community engagement category” but the applications did not adequately demonstrate how the project would engage people on climate issues or promote behaviour change.
 - The guidance was to be amended to direct “pure” nature projects towards more suitable funding sources, such as the Community Chest Biodiversity pot or the Cambridgeshire and Peterborough Fund for Nature.
 - Clarifications to the guidance were to emphasise the need for nature projects to clearly define themselves as community engagement or carbon reduction projects to ensure they fit the criteria.
- Following comments from the Grants Advisory Committee, the updated

guidance would request that applications involving solar photovoltaic panels provide a minimum of three quotes for panels to improve value for money.

- Regarding calculations of avoided emissions resulting from projects, the e-form for submitting applications was to be amended to request that emissions calculations use the methodology provided in the guidance, allowing for greater ease of comparison when assessing applications.

In the discussion, Members enquired as to if previous examples of successful applications under the community engagement heading could be shared with prospective applicants, with the example of including them in the Zero Carbon Communities newsletter being given. Officers provided clarity on the existing guidance around community engagement projects and agreed to take away the comment on providing examples of previous successful projects, stating that this could be incorporated into the advertising of the grant scheme and workshops with applicants to the scheme. Further Member comment was made, reflecting on the success of the Council's Local Climate Action Conference 2023 and the example of the community electric vehicle charging project led by Steeple Morden Parish Council, that providing examples of successful projects was very useful to residents and community groups.

A question was raised as to if schools could apply to the grant to support projects such as community eco-festivals. Members were advised that these projects would fit the criteria for community engagement and, whilst officers required review to ascertain if schools themselves could apply to the fund, representatives of schools could apply for school-based projects. Members noted that in previous grant cycles a school-based project led by students in Melbourn had been funded. A further question was raised on how local groups with environmental interests, such as river ecology groups which were prevalent in the district, could apply to the grant scheme given that the link between habitat/ecosystem enhancements and carbon reductions were hard to calculate. Officers advised that these sorts of groups could look to create community engagement projects that would enhance the work they were already undertaking and applications to the grant fund for these projects could be made.

Members commented that the clarifications to the guidance were sensible, useful and would help prospective applicants produce high quality applications- the Committee supported the proposed amendments to the criteria.

The Committee **noted** the report.

8. 6 Free Trees - Oral Update

The Development Officer (Climate & Environment) presented the oral update and informed the Committee that:

- The scheme continued to offer 6 smaller trees or 1 large potted tree to Parish Councils. 45 Parish Councils took up the offer in 2023/24, compared to 49 in 2022/23.

- Trees were well distributed across the district, with Teversham, Great and Little Eversden, Great Abington and Bartlow Parish Councils taking part in the scheme for the first time. Parish Councils were asked to provide photos of the trees in situ, which were planned to be used in promotional materials for the scheme.
- Feedback from Parish Councils who did not participate in the scheme cited issues finding space for the trees, sourcing consistent maintenance and watering of the trees and that they had received trees from other schemes, such as the Coronation tree fund.

In the discussion, Members commented that, with the trees provided through the scheme being spread across the district, a map showing where trees from the scheme had been planted would be valuable. In response to a Member question, officers advised that Parish Councils who took up the scheme were not required to display any materials showing that the tree was provided by the scheme, but some Parishes chose to put plaques which recognised this. A further question was asked on if feedback from Parish Councils was required and officers informed the Committee that it was not a requirement, but many had been forthcoming in feedback and a number of Parish Councils had given details on how the trees would be managed. Surveys had also been undertaken to check in on the health of some of the trees provided by the scheme.

With regard to a question on the availability of land as a constraint to the scheme, officers advised that, whilst it was difficult to assess how much land was available for planting across the district, many Parish Councils had found space for trees and the Council's Estates team had helped Parish Councils gain permission to plant on District Council owned land. A question was raised as to if it was possible for trees planted on District Council land to be later managed by the District Council once the trees had matured and officers agreed to discuss this possibility with other officers who were responsible for the maintenance of Council owned land. Members commented on successes with communicating with Cambridgeshire Council County to gain permission to plant on County Council owned land, especially alongside highways, and this was highlighted as an example of how coordination between authorities allowed for greater successes with climate action schemes.

The Committee **noted** the report.

9. **Forward Plan and Any Other Business**

The Committee was informed that the next meeting would bring a report on the Joint Air Quality Strategy and an update on the council housing retrofit project. Future meetings were to include updates on the Waterbeach Renewable Energy Network and climate risk & adaptation. A member comment was made that at future workshops or meetings that addressed wider housing retrofit strategies, it would be useful to explore how heritage assets could be retrofitted for energy

efficiency, including case studies of successful retrofits of heritage properties.

A Member question was raised on if there was any data showing how South Cambridgeshire measured in comparison to other local authorities on climate matters and carbon footprint. Officers advised that benchmarking work was to be undertaken in the future but comparative data from other local authorities was not easily accessible; officers advised that available benchmarking guidance from Climate Emergency UK was being incorporated into reviews where appropriate.

Discussion was held over changes to Biodiversity Net Gain legislation, the strategies in place to support Parish Councils in the transition to the new legislation and how coordination between local authorities could support biodiversity measures in the region. Officers informed the Committee that they would share information on the new Biodiversity Net Gain requirements with Parish Councils and that information would be included in the Zero Carbon Communities newsletter.

The Meeting ended at 2.57 p.m.

Agenda Item 6



Report to:	Climate and Environment Advisory Committee 11 April 2024
Lead Cabinet Member:	Cllr Henry Batchelor, Lead Cabinet Member for Environmental Services and Licensing
Lead Officer:	Matthew Axton, Scientific Officer (Air Quality)

Greater Cambridge Air Quality Strategy

Executive Summary

1. South Cambridgeshire District Council (SCDC) and Cambridge City Council have produced a joint Greater Cambridge Air Quality Strategy (AQS) to cover the period 2024-2029. The principle of undertaking a joint AQS was approved at the Climate and Environment Advisory Committee on the 7 December 2023. This AQS replaces the existing SCDC AQS, approved in February 2022.
2. This report presents the findings of a public consultation on a draft copy of the joint AQS, highlights any changes made following the consultation and presents the final draft strategy proposed for adoption.
3. Cambridge City Council Environment & Scrutiny Committee approved the adoption of the Greater Cambridge AQS at their meeting of the 21 March 2024.

Recommendations

4. The committee are recommended to:
 - Recommend to the lead cabinet member to adopt the joint Greater Cambridge Air Quality Strategy with Cambridge City Council.

Background

5. Local authorities are required to monitor key pollutants across their district under the Local Air Quality Management (LAQM) framework. If key pollutants exceed objective levels then an Air Quality Management Area (AQMA) must be declared alongside an Air Quality Action Plan (AQAP) outlining how the concentrations of pollutants will be reduced. The SCDC AQMA along the A14 was revoked in January 2022 and levels of pollutants in SCDC were below LAQM targets at relevant receptor locations at all locations monitored in 2023. Cambridge City has also recently revoked its AQMA and all results for 2023 were below UK air quality objectives.
6. The Environment Act 2021 require local authorities that do not have any AQMA or associated action plan to produce an Air Quality Strategy. Local Authorities are expected to be pro-active, not re-active to ensure that good air quality is maintained including how

they will help deliver the national fine Particulate Matter (PM_{2.5}) targets set for 2030. The National Air Quality Strategy (2023) sets out how local authorities are expected to contribute to delivering these targets.

7. Air pollution is associated with a number of adverse health impacts. It is recognised as a contributing factor in the onset of heart disease and cancer. Additionally, air pollution particularly affects the most vulnerable in society: children, the elderly, and those with existing heart and lung conditions.

Greater Cambridge air quality strategy public consultation

8. The public consultation ran from Tuesday 23 January 2024 to Monday 19 February 2024 and was hosted on the Cambridge City consultation platform but advertised from the website of both authorities as well as being promoted on social media platforms of both authorities and appearing in a number of local newspapers.
9. There were a total of 327 responses, with a split of 263 residents of Cambridge City and 54 residents of SCDC. There were 10 responses from people that were not residents of either Cambridge City or SCDC areas. This is considered a good response to a survey of this nature.
10. A summary of the responses to all questions is provided in Appendix A, however, some of the key points are as follows:
 - 71.9% of responders strongly agreed or agreed with the objectives of the strategy.
 - 66.7% of responders strongly agreed or agreed with the adoption of the WHO guideline values.
 - Infrastructure improvements was considered the highest priority by over half (50.2%) of responders.
 - Awareness raising and communication was considered the least important of the key priorities.
 - When asked for the three sources which have the most impact on air quality in their day to day lives, most responders (61%) selected vans/lorries, over half (55%) selected cars, over a third selected idling (40%) and domestic burning/chimneys (35%).
 - A slight majority (50.2%) were not aware that air quality information is included on council websites.
11. Overall, the response to the key questions on the objectives of the strategy and the adoption of the WHO guideline values and interim targets were positive with a strong majority of responders in agreement.
12. There were some responders who disagreed with the objectives and the adoption with the WHO guideline values and the reasons for this were varied but included a mistrust of the WHO and a desire to follow UK guidelines. The strategy document does explain that the UK objective levels are met within Greater Cambridge and, as evidence shows that there is no safe level of air pollution, focus should shift away from compliance with UK objective levels towards exposure reduction with alternative suitable targets set to support that reduction.
13. Other responders expressed a concern that the WHO guidelines were not strict enough or that the adoption of interim targets was a “cop out” and the strategy should commit to a target date for achieving the WHO guideline values. However, as explained in the strategy, not all of the pollution measured in Greater Cambridge is produced in Greater

Cambridge and achievement of targets is influenced by others, including international partners, which makes the WHO guidelines unlikely to be achievable in the lifetime of this strategy however ambitious the Greater Cambridge authorities are in their actions. The WHO guideline values also include interim targets which act to promote a shift from high air pollutant concentrations to lower concentrations.

14. Given the above the interim targets are still considered appropriate for this strategy.
15. A proportion of responders, principally those that strongly disagreed with the objectives of the strategy and the adoption of the WHO guideline values, raised concerns that the AQS was a tactic to bring back proposals for a Sustainable Transport Zone or similar. Although this is largely a matter relating to the city, it is worth noting that this is not the case and any such decision would be completely outside the scope of this strategy.
16. Responders to the consultation were not as strongly in agreement that the actions within the action plan would achieve the objectives of the strategy although it was still a greater number than disagreed. A large proportion of responders responded as neutral to this as they may have felt unable to make a judgement as to the effectiveness of the actions.
17. Many actions were suggested, some of which were already included in the action plan. Other actions specifically related to projects or locations within the Cambridge City district.
18. An action theme that was suggested frequently related to controls, enforcement or education around domestic solid fuel burning. Although this was already mentioned in the draft strategy under Key Priority 3: Community Engagement & Promotion and within action plan, as a result of the consultation we have given greater emphasis within the strategy for the need for promotional work related to domestic burning in SCDC area and that the City Council are considering an extension of the smoke control areas.
19. Key priority 1 has been renamed from “Policy and Development Control” to “Regulatory Policies and Development Control” to clarify that this covers policy areas other than just planning and planning policy (e.g. policies around solid fuel burning, environmental permits and taxi policies to encourage low emission taxis).
20. A number of responders discussed the lack of actions related to tree planting and other green infrastructure. Trees and greenspace can have a positive impact on air quality when used in an appropriate way and an action has been added to the action plan to reflect this.
21. When responders were asked what impacts their air quality on a day-to-day basis, it was clear that lorries/vans and cars were the most likely to be chosen, as would be expected. However, over a third of responders selected vehicle idling and domestic burning/chimneys indicating that these issues are important to a significant number of our residents.
22. Issues that were expected to be more specifically related to SCDC, such as agriculture and bonfires, were selected by fewer responders. However, further analysis was undertaken for the responses relating to agriculture, which indicated that the responses were evenly spread between SCDC and City residents equal to their proportion of overall response.
23. Responses relating to bonfires were slightly more aligned with SCDC residents than City residents indicating that this issue is of more importance to SCDC residents, but still less important than lorries/vans and cars.

24. Only 50% of responders indicated that they were aware that the council provided air quality information on their websites. This does indicate that further promotion of the work undertaken by SCDC does need to be undertaken to ensure that the general public are aware of this work.
25. Key changes to the Draft Greater Cambridge Air Quality Strategy following the consultation are as follows:
- Renaming of Key Priority 1 from “Policy and Development Control” to “Regulatory Policies and Development Control”.
 - Greater emphasis on the work to limit the impact of solid fuel burning.
 - Addition of an action to encourage green infrastructure.

Final Greater Cambridge Air Quality Strategy

26. The final Greater Cambridge Air Quality Strategy proposed for adoption is included as Appendix B to this committee report, with the action plan included as Appendix C to this committee report.
27. The four Key Priorities of the proposed strategy are:
28. Key Priority 1: Regulatory Policies & Development Control
- Minimising emissions through development is key. The Strategy will be integrated into the local plan policy and can be updated in response to evolving national and local policy. This Key Priority also includes other regulatory policies linked to air quality such as regulating Environmental Permits, taxi policies and smoke control areas (relevant to Cambridge City)
29. Key Priority 2: Infrastructure Improvements
- Continuing to work with partners to deliver improved infrastructure; facilitating the uptake of more sustainable transport solutions and active travel options. Planning has a major role to play in infrastructure provision. Examples include support of public transport options, freight consolidation / last mile deliveries, road hierarchy, improvements to cycling and walking infrastructure and facilitating EVCP infrastructure provision.
30. Key Priority 3: Community Engagement & Promotion
- In parallel to active measures to reduce exposure to pollutants we need to actively promote and engage with residents and visitors enabling access to better information to facilitate behavioural change. This may include anti idling campaigns, better burning campaign, improved public engagement through accessibility of air quality data and promoting awareness on air quality. We will continue to work closely with Public Health.
31. Key Priority 4: Monitoring
- Continued monitoring is required given the scale of the future developments and the potential to introduce new hotspots where air quality could be at risk, the need for a robust and up to date monitoring network across the district is a priority.
32. To allow for the differences between Cambridge City and South Cambridgeshire areas, the action plan at the rear of the strategy states whether the action is applicable to both authorities, or just to one authority where it is a more localised issue (e.g. Smoke control area in Cambridge City or engagement with the farming community in SCDC).

Alignment with Council Priority Areas

Being green to our core

Appendices

Appendix A: Full results of the air quality strategy consultation

Appendix B: Final Greater Cambridge Air Quality Strategy

Appendix C: Final Greater Cambridge Air Quality Strategy Action Plan

Report Author:

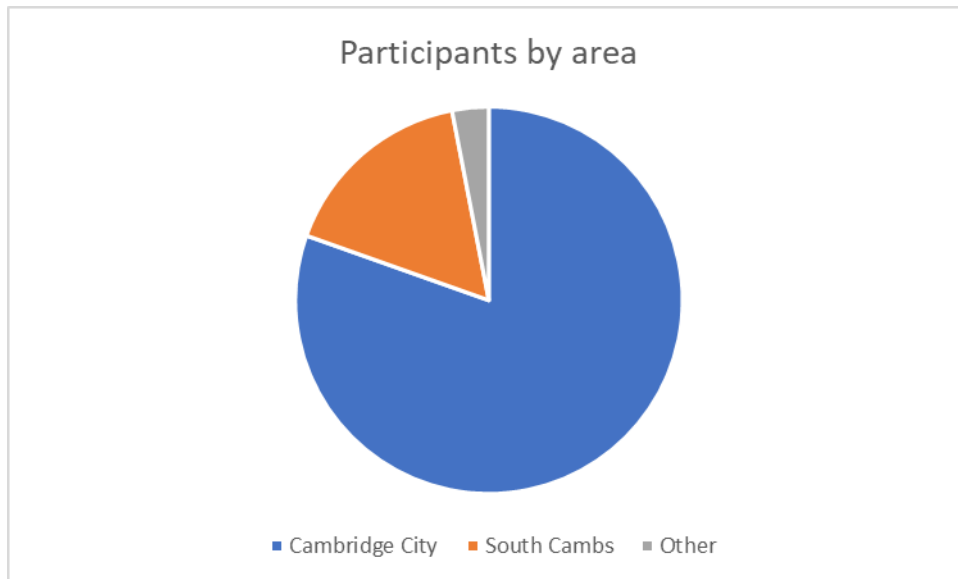
Matthew Axton – Scientific Officer (Air Quality)

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APPENDIX A:

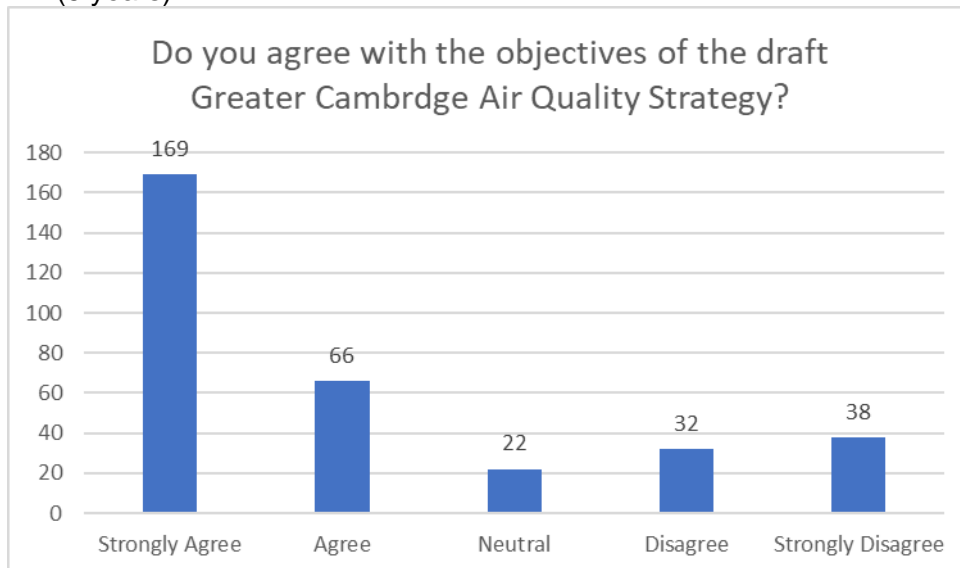
Full results of the Greater Cambridge Air Quality Strategy Consultation

1. The public consultation ran from Tuesday 23 January 2024 to Monday 19 February 2024 and was hosted on the Cambridge City consultation platform but advertised from the website of both authorities as well as being promoted on social media platforms of both authorities and appearing in a number of local newspapers.
2. There were a total of 327 responses, with a split of 263 residents of Cambridge City and 54 residents of SCDC. There were 10 responses from people that were not residents of either Cambridge City or SCDC areas.



Q1. Do you agree with the objectives of the draft Greater Cambridge Air Quality Strategy?

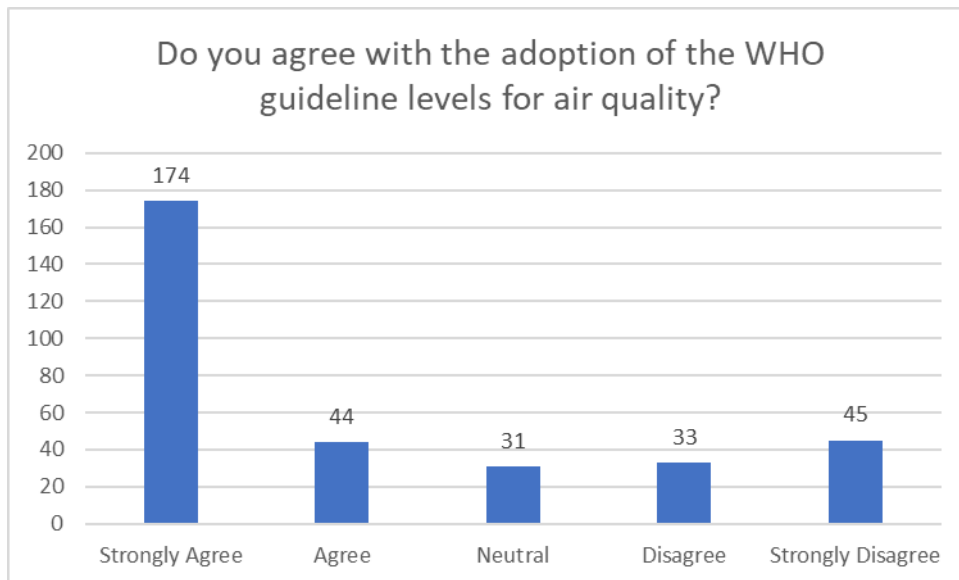
3. Responses show that the majority of responders (71.9%) do strongly agree or agree with the objectives of the draft strategy. The primary objectives of the Strategy are:
- Continue to meet and deliver all legislative and policy requirements associated with air quality.
 - Continue to improve air quality across Greater Cambridge enhancing the health of those living, working and visiting Greater Cambridge.
 - Work towards World Health Organization Air Quality Guideline annual averages as longer-term targets with interim targets for delivery within the lifetime of the Strategy (5 years)



4. Those that disagreed or strongly disagreed with the objectives of the strategy fell into the following broad categories:
- Responders that did not believe air quality was a significant issue or that air quality has already reduced to acceptable levels.
 - Responders that believed the strategy was an attempt to ban cars or introduce or charging scheme or additional taxes for driving in Cambridge.
 - Responders that expressed a concern with the legitimacy of the World Health Organization (WHO) guidelines or the WHO itself.
 - Concerns around the viability of electric vehicles.
 - Concerns that 'working towards' the WHO guidelines is not ambitious enough.

Q2 Do you agree with the adoption of the WHO guideline levels for air quality by Cambridge City Council and South Cambridgeshire District Council?

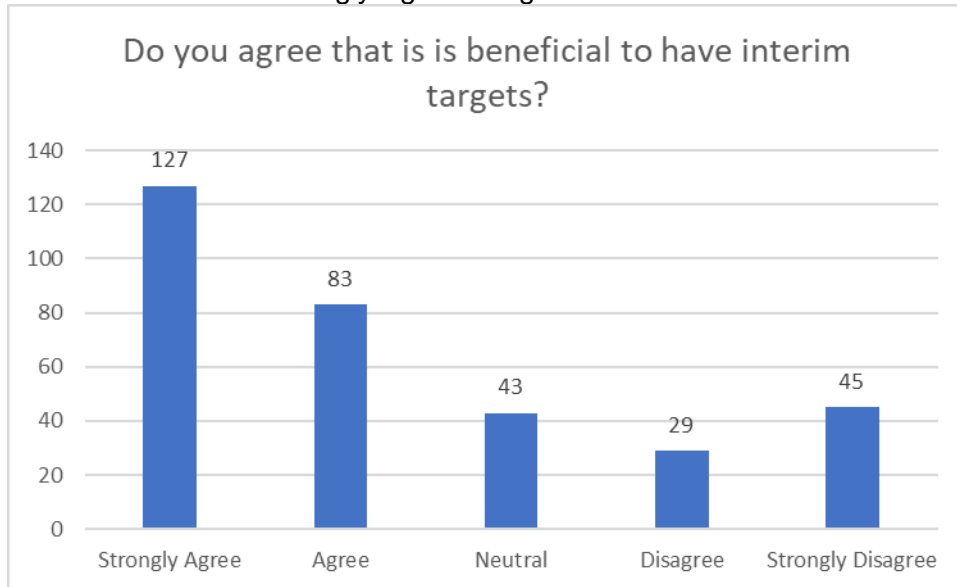
5. Two thirds (66.7%) of responders agreed or strongly agreed with the adoption of the WHO guideline values for air quality in Greater Cambridge. Only 23% disagreed or strongly disagreed.



6. Those that disagreed discussed the following themes:
- Need to follow UK guidance above international guidelines.
 - The air quality in Greater Cambridge is already good enough.
 - The WHO guidelines are too strict.
 - The WHO guidelines are not strict enough.
 - WHO is illegal/not fit for purpose/unelected/money making/discredited.
 - A belief that exposure to pollution helps to develop immunity.
 - A belief that lowering the threshold is simply a tactic to introducing charging zones or more taxation.

Q3 Do you agree that it is beneficial to have interim targets?

Just under two thirds (64.2%) of responders agreed or strongly agreed with the adoption of interim targets to be achieved during the lifetime of the strategy (i.e. the next five years). Less than a quarter (22.6%) disagreed or strongly disagreed. Overall, this is broadly similar to that of the previous question on the principle of adopting the WHO guidelines, however, there is a shift from Strongly Agree to Agree.



7. Those that disagreed or strongly disagreed with the principle of interim targets discussed similar themes to the previous question although there was an added theme that suggested some respondents felt this was a case of “kicking the can down the road” or a “cop out”.

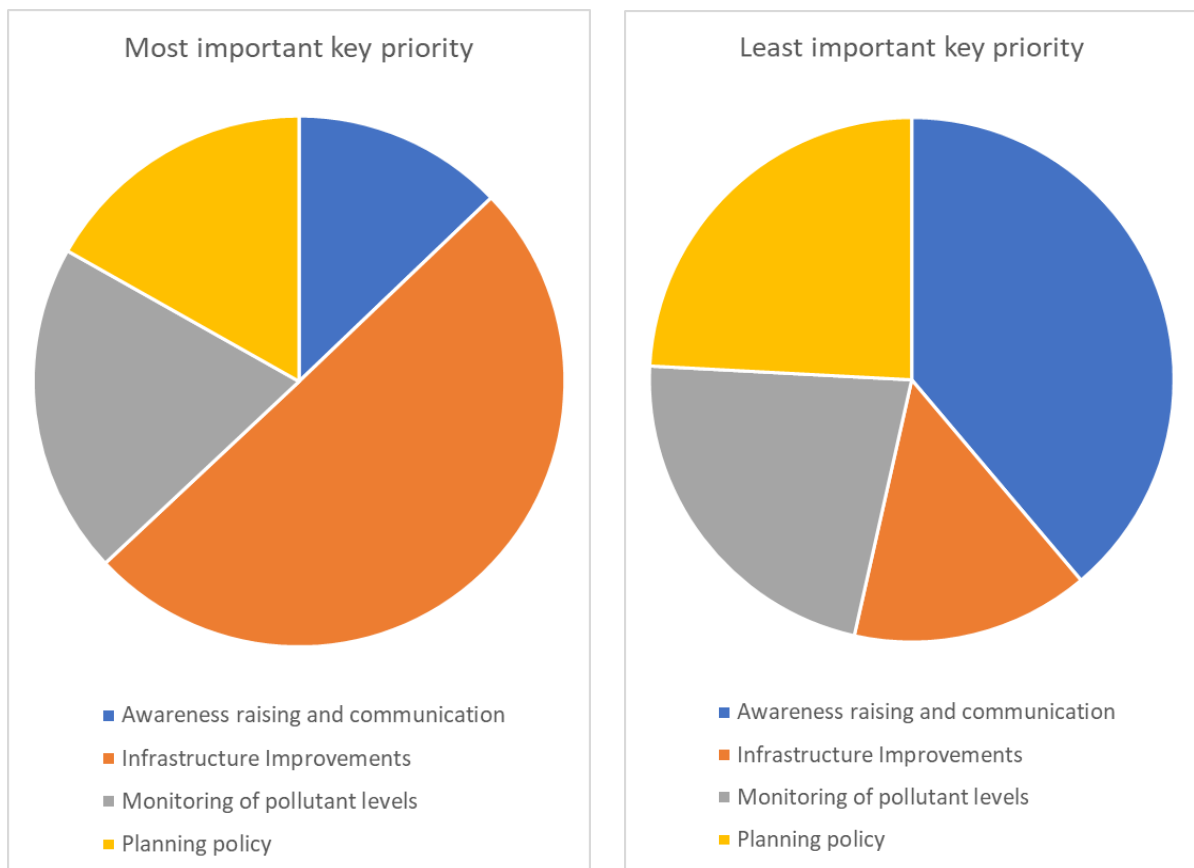
Q4/Q5 Which one of the Key Priorities is most important/least important to you?

8. The four key priorities are:

- Awareness raising and communication
- Infrastructure improvements
- Monitoring of pollutant levels
- Planning policy

Responders were asked to select the most important and least important of the key priorities. Over half (50.2%) considered infrastructure improvements to be the most important of the key priorities with awareness raising and communication being selected as the most important key priority by just 12.8%.

9. The least important were a reverse of the most important with awareness raising and communication being selected by 38.8% and infrastructure being selected by just 14.7%. It should be noted that a small group of responders selected the same key priority as both the most important and the least important.



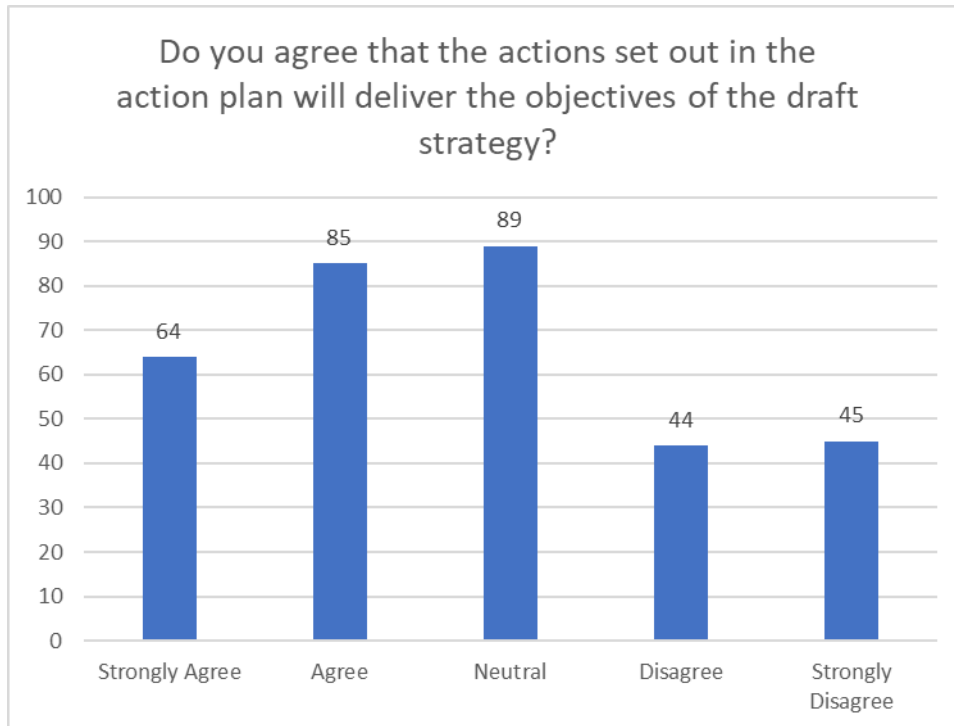
10. Responders were given the opportunity to suggest other potential key priorities. Many responses were provided, these fell into the following broad categories:

- Specific infrastructure improvements (improve cycle lanes; school streets; Mil Road bridge; repair pot holes; opening up blocked roads/side roads; tram system, more parking, active travel network to link Cambridge to neighbouring towns).
- Better traffic control, reduce temporary traffic lights.

- Banning of cars (specifically diesels) / reduction in traffic / creating a low emission zone.
- Encouraging of sustainable travel and improvement in bus and/or rail services.
- Additional green space and further tree planting.
- More targeted action, including around schools.
- Policies to stop coal and burning in residential areas / expand Smoke Control Areas.
- More emphasis on agriculture and support for agriculture to reduce ammonia.
- Remove cycle lanes.
- Stop building new houses.
- Stop the war on cars / do not implement a congestion charge.
- Ban burning of trade waste.
- Indoor air pollution.

Q6/Q7 Do you agree that the actions set out in the action plan will deliver the objectives of the strategy?

11. Almost half of responders (45.6%) agreed or strongly agreed that the actions in the action plan would deliver the objectives of the strategy. However the single highest category was 'neutral' (27.2%). The same number of responders (27.2%) disagreed or strongly disagreed.

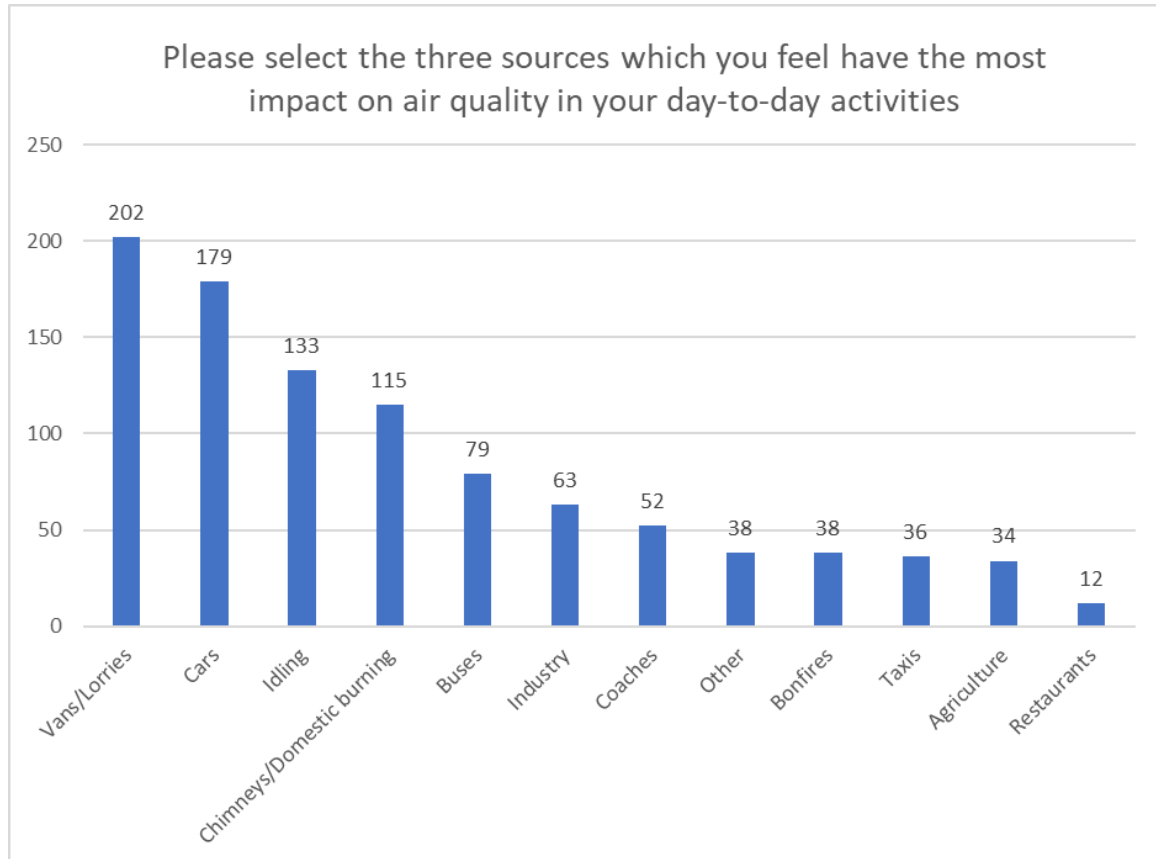


12. Responders were asked to suggest additional actions that they considered should be included. A number of suggestions were provided. Below are a list of broad actions suggested. Where the suggested action was already included in the action plan it has not been included in the below list.

- Less road works. City wide 20mph zone. Fines for idling drivers and remove idling ice cream vans. Focus on reducing commercial and delivery vehicles. Widespread implementation of school streets. Increase parking costs for more polluting vehicles. City wide ULEZ. Additional park and ride or tram systems.
- Green waste or chipping service for rural areas to reduce the need for bonfires.
- Signage with live air quality values and text alert system for high pollution days.
- Tree planting / green walls for sensitive receptors.
- Work with industry to encourage better maintenance of domestic wood burners and better enforcement of wood sales.
- Green grants. Help residents replace oil fired boilers with heat pumps.
- Banning bonfires, barbecues and open braziers.

Q8 Please select the three sources which you feel have the most impact on air quality in your day-to-day activities.

13. Over half of responders selected Vans/Lorries (61.7%) and Cars (54.7%), whilst Idling (40.7%) and Chimneys/Domestic burning (35.2%) were both selected by over a third of responders.



14. Further analysis of the responses relating to 'Agriculture', was undertaken to see if this was selected by a larger proportion of SCDC responders who typically live in more rural areas more likely to be near to agricultural land. Of the 34 responders (10.4%) that selected Agriculture, 26 gave postcodes from within the city (9.9% of City responders) and six gave SCDC postcodes (11.1% of SCDC responders), with two responders being outside of the Greater Cambridge area.

15. For Bonfires, of the 38 responders (11.6%), 23 (8.7%) gave City postcodes while 12 (22.2%) gave SCDC postcodes. Three responders who selected bonfires gave incomplete postcodes or postcodes from outside of the Greater Cambridge area.

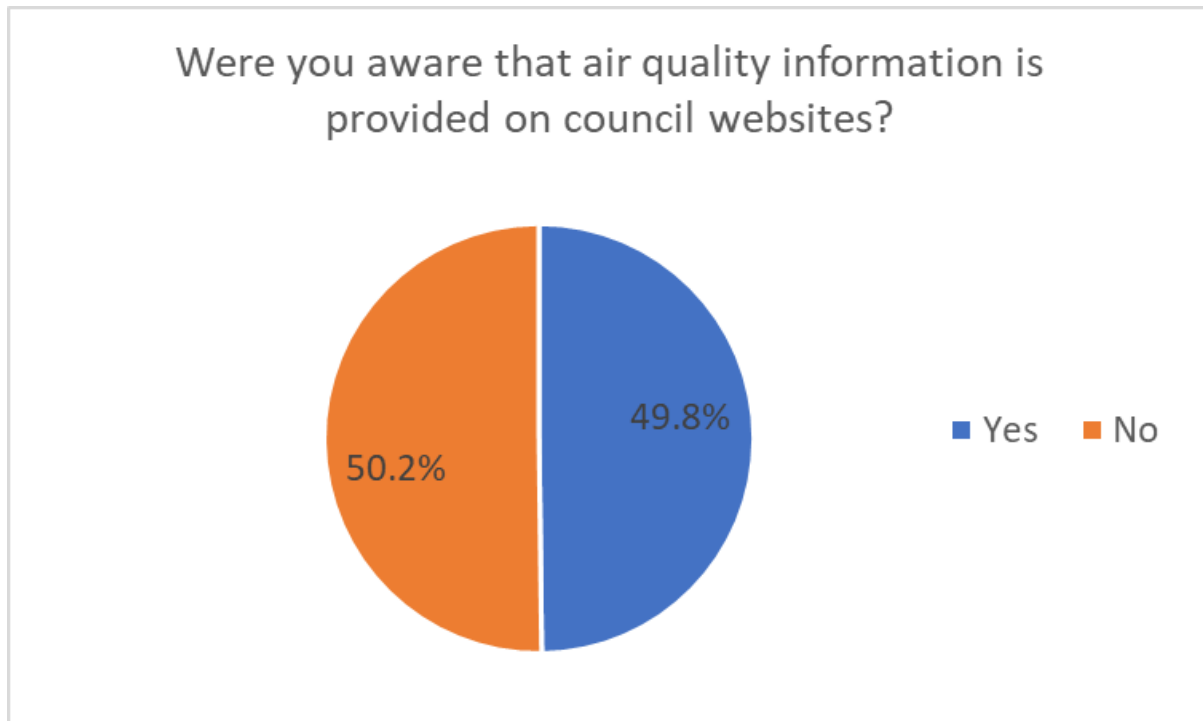
16. Responders that selected 'Other' gave the following answers:

- Bicycles (due to taking away road space from cars and causing more congestion)
- Construction machinery
- Weather (blowing in pollution from other areas)
- None (air quality is fine in Cambridge)
- Petrol delivery mopeds
- Over development
- Indoor sources

- Housing (gas heating)
- Pollution caused by roadworks and closed roads adding to congestion
- Mooring boats
- Council buildings
- Firepits

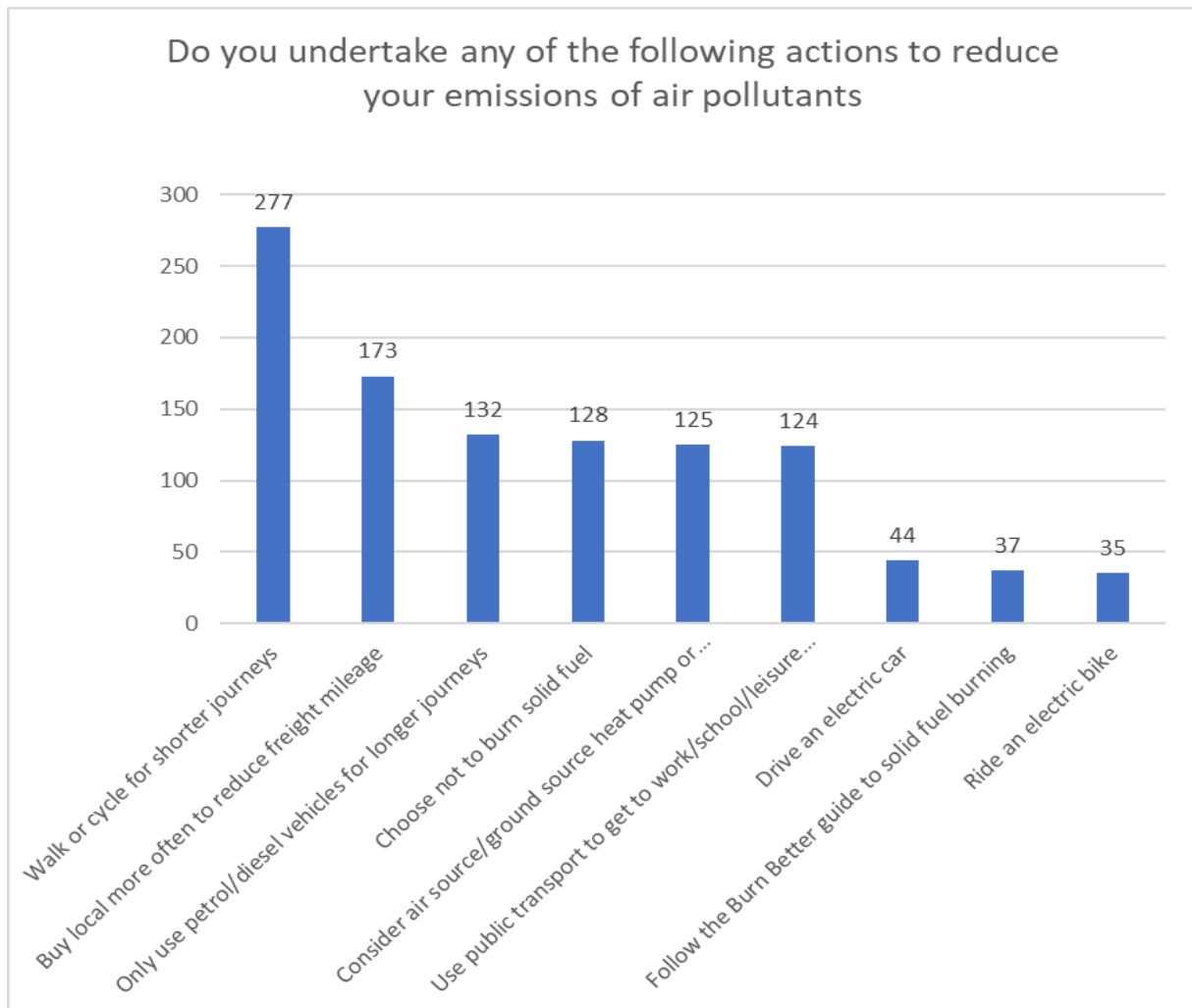
Q9 We provide information about air quality in Greater Cambridge on the council websites. Were you aware that this information was available?

17. Just under half (49.8%) of responders knew that air quality information was available on council websites.



Q10 As an individual do you take any of the following actions to reduce your emissions of air pollutants?

18. A large proportion of responders (277 or 84.7%) confirmed that they already walk or cycle short journeys to help reduce their emissions of air pollutants. Over half of responders (52.9%) also buy locally to reduce freight miles.



19. Responders were given the opportunity to list other actions that they take to reduce their impact on air quality. The following points were mentioned:

- Eat less meat.
- Educate others on impacts of behaviours.
- Taking trains for longer journeys / avoid flying.
- Reduce car use / sold car.
- Turn down central heating / Insulate home / use electric heating rather than gas.
- Don't drive into Cambridge / avoid peak times / travel to other towns or cities.
- Remote working / Car Share.
- Tree planting / gardening.

- Bought an efficient wood burning stove.

20. It should also be noted that there were a number of responders that stated that they do not undertake any activities to help reduce air pollutants. Some of these responders stated that they walk or cycle for enjoyment rather than for positive impact on air quality. Others stated that they did not think that their actions cause any air pollution.

Q11 What actions would you like to take and what are the barriers that prevent you from currently undertaking these actions?

21. Over half of responders (50.7%) would like to take more actions to reduce their impact on air quality but can't currently take these actions due to various reasons. The actions they want to take, and reasons given are summarised below:

- Buy an electric car:
 - i. Not many that are wheelchair accessible.
 - ii. Range not sufficient
 - iii. Cannot charge car from terraced housing and insufficient charge points.
 - iv. Battery life uncertainty / Fire risk uncertainty / charge time uncertainty.
- Use public transport more:
 - i. Poor provision, especially to surrounding villages.
 - ii. Not integrated.
 - iii. Insufficient times for buses (especially in evenings) and journeys take too long.
 - iv. Trains are too expensive when compared to car travel.
- Buy an air source heat pump and/or Solar panels:
 - i. Cost to install.
 - ii. Room to install and work required.
 - iii. Lack of engagement from installers
 - iv. Difficulties with listed property or difficult because living in a rented property.
 - v. Cost of electricity.
- Cycle more:
 - i. Lack of storage locations
 - ii. Bike theft
 - iii. Lack of cycle routes or continuous cycle routes.
 - iv. Danger of roads and roundabouts and condition of roads.
 - v. Worry that greater exposure to pollution when cycling compared to driving.
 - vi. Health difficulties.
- Buy a cargo or electric bike:
 - i. Cost
 - ii. Risk of theft
- Car share:
 - i. Insufficient car share schemes.
- Stop burning solid fuel:
 - i. No alternative.
 - ii. Cost of using electric or gas heating prohibitive.

Q12 Do you have any other comments about the draft strategy and action plan or air quality in Greater Cambridge?

22. A wide range of answers were provided for this question, many of which reiterated points made throughout the survey.

23. Common themes include:

- A perception that the strategy was specifically anti-motorists and a concern that an air quality strategy was a route to re-introducing a sustainable travel zone or other vehicle charging scheme by the GCP in Cambridge.
- A concern that measures would penalise people or businesses financially for little gain.
- A concern that poor road management (road works and temporary and permanent road closures) has caused greater congestion and thus worsened air quality.
- A perception that air pollution is not a problem in Greater Cambridge and therefore any action or strategy is unnecessary.
- A concern that the WHO are not a valid organisation and we should not be following WHO guidelines.
- A concern that the strategy and actions, although welcomed, are not ambitious enough.
- Welcoming of the adoption of WHO guidelines but concerns that there is no fixed date to meet these objectives.
- Encouraging action to reduce solid fuel burning with a number of calls to ban domestic burning.
- Requests to re-introduce the plans for a sustainable travel zone or similar.
- Requests to improve cycle paths and routes.
- Requests to improve bus provision, especially to village locations.
- Requests for more trees, tree planting and green spaces to help alleviate pollution.



Cambridge City Council & South Cambridgeshire District Council

Greater Cambridge Air Quality Strategy

2024-2029

Non Technical Summary

Air quality in Greater Cambridge has been improving in recent years however, it is widely accepted that there is no safe level of air pollution.

Greater Cambridge is a major growth area with large scale development and population increase coming forward in the next 10-20 years. This Strategy seeks to strike a balance in supporting the productivity, economy and prosperity of Greater Cambridge whilst continuing to deliver improvements in air quality and the positive health outcomes that improved air quality will deliver for both residents and visitors to the Greater Cambridge area.

To help drive these improvements both Cambridge City Council (Cambridge City) and South Cambridgeshire District Council (SCDC) have agreed to work towards World Health Organization (WHO) Air Quality Guidelines with interim targets for delivery within the lifetime of the Strategy (5 years).

Air pollution can impact human health, the economy, and the environment. Whilst Local Authorities have the responsibility for monitoring air quality within their district, it is acknowledged that many of the changes needed to deliver improved air quality are managed and implemented by wider partner organisations.

The Greater Cambridge Air Quality Strategy outlines how improvements to air quality will continue to be delivered across Greater Cambridge. The Strategy focuses on sources of pollution that can be influenced locally by all partner organisations, working across a range of disciplines which all either directly or indirectly offer improved air quality. The primary objectives of the Strategy are:

- Continue to meet and deliver all legislative and policy requirements associated with air quality
- Continue to improve air quality across Greater Cambridge enhancing the health of those living, working and visiting Greater Cambridge
- Work towards World Health Organization Air Quality Guideline annual averages as longer term targets with interim targets for delivery within the lifetime of the Strategy (5 years)

The objectives of the Strategy across Greater Cambridge will be delivered under four key priority areas; Regulatory Policies & Development Control, Infrastructure Improvements, Community Engagement & Promotion and Monitoring. The Strategy includes an Action Plan of measures for delivering air quality improvements for delivery within the lifetime of the Strategy. The lifetime of the Strategy is 5 years, 2024 – 2029 inclusive.

Both Cambridge City and SCDC have an extensive network of monitoring across their districts. Monitoring will continue throughout the lifetime of the Strategy and will reflect how successful the measures in the Action Plan have been. Progress of the Strategy and Action Plan will be reported quarterly at Steering Group meetings and annually within the Annual Status Report which all local authorities are required to submit to DEFRA.

1. Background

Local Authorities have a statutory requirement under Local Air Quality Management (LAQM) to monitor air quality within their districts against national objective levels for key pollutants (Nitrogen Dioxide, Particulate Matter (PM₁₀) and Sulphur Dioxide). Airborne Particulate Matter is made up of a collection of solid and / or liquid materials of various sizes. For PM₁₀, particles are less than 10 micrometres in diameter.

Air quality within both the Cambridge City Council (Cambridge City) and South Cambridgeshire District Council (SCDC) areas; referenced for the purpose of this document as 'Greater Cambridge', has continued to improve with objective levels for all key pollutants being achieved in recent years. This is because of active measures implemented by both councils to improve air quality and the modernisation of the transport fleet in accordance with stricter emission standards.

New national legally binding PM_{2.5} targets have been set under the Environmental Target Regulations in 2023. The National Air Quality Strategy (2023)¹ sets out how Local Authorities are expected to contribute to delivering these targets. Whilst it is acknowledged within the National Air Quality Strategy that not all sources of PM_{2.5} originate from within a Local Authority district, the National Air Quality Strategy expects Local Authorities to consider those that are. Levels in Greater Cambridge are around the target annual mean.

For areas where pollutant levels are below objective levels, Local Authorities are expected to have a local Air Quality Strategy. The local Air Quality Strategy should demonstrate the effective use of powers to support improvements in air quality; taking preventative action to ensure air quality continues to improve. Further details on the Legislative and Policy requirements can be found in Appendix A.

It is important that focus now shifts away from LAQM objective levels towards exposure reduction and how we can maintain and continue to improve air quality across Greater Cambridge, whilst sustaining the scale of development coming forward in the next 20 years through the emerging Greater Cambridge Local Plan (2020-2041)²

¹ www.gov.uk/government/publications/the-air-quality-strategy-for-england/air-quality-strategy-framework-for-local-authority-delivery#summary-of-powers-available-to-local-authorities

² [Greater Cambridge Local Plan \(greatercambridgeplanning.org\)](https://greatercambridgeplanning.org)

including measures in place to meet 58,500 new jobs across all employment sections and 44,400 new homes.

It is widely accepted that there is no safe level of air pollution³. Any improvements in air quality will have positive health benefits. Improvements to air quality also offer co-benefit for other interventions targeting health such as active travel and increased physical activity⁴.

The Strategy will outline practical measures to enable the continued improvement in air quality across Greater Cambridge working towards World Health Organization (WHO) target levels (2021). The WHO Air Quality Guidelines are target levels which protect public health and are lower than LAQM objective levels and PM_{2.5} targets.

Given that not all sources of air pollution originate from within Greater Cambridge it is acknowledged that achieving these levels for all key pollutants may be challenging in some cases. Interim targets have been produced to help drive improvements, focussing efforts on sources that we have the power to influence working alongside partner organisations.

A Greater Cambridge Air Quality Strategy aligns with delivery under the emerging Greater Cambridge Local Plan and shared planning service and given the transboundary nature of air pollution enables a joined-up approach to improving air quality. The Greater Cambridge Air Quality Strategy also aligns with Cambridge City and SCDC carbon emission targets.

This Strategy fulfils the requirements under the LAQM Framework and ensures compliance with the Environment Act 1995 as amended under Environment Act 2021; taking into account responsibilities of local authorities under the National Air Quality Strategy (2023). It details why and how improvements to air quality should be achieved across Greater Cambridge in response to continued growth in the area.

The lifetime of the Strategy is 5 years, 2024 – 2029 inclusive.

2. Sources of air pollution and where people are exposed

Greater Cambridge is a highly populated, diverse area with a mix of both urban and rural areas. Within the urban and more populated areas road transport is the main source of pollution. There are considerable differences in emissions between different vehicles and fuels. In general, diesel exhaust contains up to 30 times more particulate matter than petrol, but all vehicles even electric generate additional particulate matter

³ www.gov.uk/government/collections/comeap-reports

⁴ [Air Quality - A guide for directors of public health \(local.gov.uk\)](https://www.local.gov.uk/air-quality)

from friction of brakes and tyres and through re-suspension of dust from road surfaces⁵.

Construction sites and non-road mobile machinery (NRMM) can also be a significant source of localised pollutants with solid fuel burning (wood and coal) a significant source of particulate matter.

Combustion from heating (both residential and commercial), farming activities and certain industrial processes also contribute to air pollution, but these tend to be more dilute contributing to background levels of air pollution.

Within urban areas the accumulation of pollutants from both road transport and solid fuel burning is important as emissions are often co-located with exposed pedestrians, residential properties, hospitals, schools, shops and other places where people congregate.

Exposure by residents and visitors will vary greatly as air pollution varies substantially over small distances and the local situation. It is typically highest near to the source e.g. busy road but declines rapidly as you move further away. Small changes in distance from the road, street layouts and physical barriers can make a big difference to exposure. Tall buildings along narrow streets can lead to the 'canyon effect' where pollution is trapped along the street or busy junctions can create localised 'pollution hotspots'.

Weather also influences exposure. Anyone 'downwind' of a source will be exposed, however windy conditions disperse pollutants and conversely some weather patterns will lead to an accumulation of pollutants that can build up over hours or days to cause an air pollution 'episode'.

The highly localised distribution of air pollution leads to highly unequal patterns of exposure to different individuals resulting from their day-to-day behaviour. For example someone that has to walk along a busy road to reach their place of work will be exposed to higher levels of pollutants compared to someone who uses an alternative quieter street to reach that same destination. People within a passively ventilated building will be exposed to much higher levels of pollution compared to an air-conditioned building, even if both are at the same distance downwind of the same source.

During the COVID 19 Pandemic the national lockdowns and subsequent reduction in vehicle movements and shift in behaviour, saw a significant reduction in nitrogen dioxide emissions but limited impact on particulate levels. This has helped inform our

⁵ [Air Quality - A guide for directors of public health \(local.gov.uk\)](https://www.local.gov.uk/air-quality)

priority areas for the local Strategy and when local authority intervention can have maximum impact⁶

The National Atmospheric Emissions Inventory (NAEI), provided by DEFRA sets out the emission sources for each Local Authority and how these contribute to the different pollutants.

2.1 Cambridge City

Nitrogen Dioxide (NO₂)

Data from the NAEI shows that traffic is the main contributor to NO₂ emissions, with 1-25 tonnes per 1km² of NO₂ mainly from road transport, with minor roads and cold starts contributing the most in the City. Other sources of NO₂ in the City come from non-industrial combustion plants, combustion in manufacturing, and other mobile machinery (rail and other off road).

A source apportionment study undertaken by Cambridge City Council in 2019 supports these findings with traffic the main contributor to NO₂ emissions in the City. The study found the primary vehicle type contributing to NO₂ emissions varied based on location and road type with buses the main contributor in the centre of Cambridge; cars on the outer ring roads and on the outskirts of Cambridge on the major roads such as the A14 & M11, HGVs.

Particulates (PM₁₀ and PM_{2.5})

The NAEI has found that there is a change in sources of particulate emissions over the past 10 years, with a decrease in particulates from industry and energy generation as the switch to gas has occurred⁷. This has been offset by an increase in domestic burning.

The NAEI estimates that on average across Cambridge 1-4 tonnes per 1km² of PM₁₀ are from non-industrial combustion plant (such as domestic burning) with 0.2-1 tonnes per 1km² from road transport (brake and tyre wear).

This is again supported by the findings of the Cambridge City Council source apportionment study which found that the majority of the sources of particulates was from background sources rather than road traffic sources.

⁶https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwiF4Yviu9WDAxX_gv0HHQ8LDqoQFnoECA8QAQ&url=https%3A%2F%2Femaq.ricardo.com%2Fmod%2Fresource%2Fview.php%3Fid%3D503&usg=AOvVaw3nF2V9nuHZIR1espaUSChm&opi=89978449

⁷ NAEI Report 2022 – Data for 2005-2020

The NAEI attributes 75% of the source of PM_{2.5} in Cambridge to background sources. The majority of which are classed as non-industrial combustion plant (domestic wood / domestic other). The remaining 25% of the source of PM_{2.5} is attributable to non-exhaust emissions of tyre and brake wear associated with road transport.

It should be remembered that PM_{2.5} is also not just generated as a primary particle but is also generated as a secondary particle due to chemical interactions of other pollutants.

2.2 South Cambridgeshire

Nitrogen Dioxide (NO₂)

The main contributor to NO₂ emissions in South Cambridgeshire is from road transport, with major roads adding up to 25 tonnes per 1km². This includes emissions from the regionally important strategic roads of the M11, A14 and A11. There are eight significant point sources of NO₂ listed within the National Atmospheric Emissions Inventory within South Cambridgeshire which predominantly relate to manufacturing and waste sites, but also includes the Cambridge Crematorium which SCDC regulate through a part B environmental permit.

Particulates (PM₁₀ & PM_{2.5})

The main contributor to PM₁₀ emissions in South Cambridgeshire is from non-industrial plant (up to 4 tonnes per 1km²), this includes domestic burning and is distributed within centres of population in the district. Road transport contributes a smaller amount to emissions with emissions coming from road abrasion, brake and tyre wear (non-exhaust and emissions) and exhaust emissions (up to 2 tonnes per 1km²).

For PM_{2.5} the picture is similar to that of PM₁₀ with the major source of emissions being non-industrial plant, with the majority coming from domestic wood and other solid fuel burning. For roads in the district emissions are associated with non-exhaust emissions (up to 1 tonne per 1km²) and exhaust emissions (up to 1 tonne per 1km²).

3. Improving Air Quality in Greater Cambridge

3.1 Objectives

It is widely accepted that there is no safe level of air pollution;⁸ and whilst the LAQM objective levels and PM_{2.5} targets are either achieved or are close to annual mean across Greater Cambridge it is important that focus shifts away from these target levels towards exposure reduction. The challenge is how pollutant levels can be

⁸ www.gov.uk/government/collections/comeap-reports

maintained and further reduced whilst sustaining the scale of development and population increase coming forward in the next 10 – 20 years; supporting economic growth whilst continuing to improve air quality and deliver the health benefits that improved air quality brings. The primary objectives of the Strategy are:

- Continue to meet and deliver all legislative and policy requirements associated with air quality
- Continue to improve air quality across Greater Cambridge enhancing the health of those living, working and visiting Greater Cambridge
- Work towards World Health Organization Air Quality Guideline annual averages as longer term targets.

The World Health Organization (WHO) produced updated Air Quality Guidelines in 2021. These levels are based on the evidence linking concentrations of pollutants in ambient air with adverse effects on health and are levels that are proven to offer significant health benefits. The Committee on Medical Effects of Air pollution (COMEAP) considers these WHO 2021 guidelines as suitable long-term targets⁹. It is worth noting that they are set without reference to achievability. The WHO 2021 guidelines are lower than LAQM objective levels and PM_{2.5} targets. Greater Cambridge exceeds the WHO 2021 guideline levels.

Table 1 compares the LAQM objective levels and national targets for key pollutants against the WHO 2021 guideline levels.

Pollutant	Averaging Period	Concentration	
		Current UK Limit	WHO 2021
AQ (England) Regulations 2000 (Apply to LAQM)			
PM ₁₀ µg/m ³	Annual Mean	40 µg/m ³	15 µg/m ³
	24 Hour Mean	50 µg/m ³	45 µg/m ³
NO ₂ µg/m ³	Annual Mean	40 µg/m ³	10 µg/m ³
	24 Hour Mean	200 µg/m ³	N/A
Environmental Targets (PM) Regulations 2023 (apply to national government to be achieved by 2040)			
PM _{2.5} µg/m ³	Annual Mean	10 µg/m ³	5 µg/m ³
	Exposure Targets	35% Reduction compared to a 2018 baseline	N/A

Table 1: Air quality Objective Levels and Pollutant Targets

⁹ COMEAP statement: response to publication of the World Health Organization Air quality guidelines 2021 - GOV.UK (www.gov.uk)

It is acknowledged that not all sources of air pollution impacting Greater Cambridge originate from within Greater Cambridge. For some pollutants achieving these levels will require policy intervention not only locally but nationally and internationally. For example, up to a third of PM_{2.5} within England originates from other countries. This means that setting timelines for achieving these levels may not be attainable at this time. However, commitment to work towards these levels will help drive continued improvements to air quality; enhancing the health of those living, working and visiting the Greater Cambridge area. The Strategy focuses on sources that can be influenced locally. We have developed local interim targets for delivery within the lifetime of the Strategy (5 years, 2024 to 2029 inclusive) based on the interim targets set by WHO:

Pollutant	Interim Target Level*	WHO 2021
PM ₁₀ µg/m ³	20 µg/m ³	15 µg/m ³
NO ₂ µg/m ³	20 µg/m ³	10 µg/m ³
PM _{2.5} µg/m ³	10 µg/m ³	5 µg/m ³

Table 2: Interim Annual Mean Target Levels

*to be achieved by 2029

3.2 Delivering Air Quality Improvements across Greater Cambridge – Key Priorities

Continued improvements in air quality to meet the objectives of the Strategy across Greater Cambridge will be delivered under four key priority areas. Appendix B details measures to be implemented to deliver these priorities in the form of an Action Plan.

Key Priority 1: Regulatory Policies & Development Control

Policies both national and local affect how air quality is prioritised by Local Authorities and their partners. We will continue to engage with national government and our partners to ensure that air quality is a key priority when setting out new policies. Local policy should be regularly updated in response to evolving national policy and updated evidence from public health.

At the strategic level, spatial planning can provide for more sustainable transport links between the home, workplace, educational, retail and leisure facilities, and identify appropriate locations for potentially polluting industrial development¹⁰. As such, land-use planning can play a critical role in improving local air quality.

Emissions from development may be associated with both the construction phase and from transport or combustion processes providing heat and power during the operational phase when the development is occupied / in use.

¹⁰ IAQM & UKPEP Land-Use Planning & Development Control: Planning For Air Quality (Jan 2017)

Some of the actions which can be taken include:

- Ensure regional and local policies seek to improve air quality and respond to evolving national policy and health based evidence
- Ensure developments of all sizes and type design out air quality impacts during both construction and operation phases working towards air quality neutral development¹¹
- Ensure developments and policies are helping to meet LAQM Air Quality Objectives, PM_{2.5} Targets and work towards WHO 2021 guideline levels by reducing emissions.
- Align with other policies aimed at increasing sustainability and reducing greenhouse gas emissions

Air quality is a material consideration under planning. Within the adopted Local Plans air quality is considered under Policy 36 (Air quality, Odour & Dust) of the Cambridge Local Plan (2018) and Policy SC/12 (Air Quality) of the South Cambridgeshire Local Plan (2018). The emerging Greater Cambridge Local Plan will consider air quality for both districts under a single policy.¹²

Air quality is further underpinned by the Greater Cambridge Sustainable Design and Construction Supplementary Planning Documents (SPD) (2020) and the adoption of this Great Cambridge Air Quality Strategy. These documents provide detail on measures that developers should consider at the design stage to minimise impact of development on air quality across Greater Cambridge.

It is important that council policies should drive air quality improvements across Greater Cambridge and not operate in isolation from other relevant policies e.g. Climate Change Strategy, Health Impact Assessments, Parking Strategy, taxi licensing.

Other policy areas (i.e. outside of planning policy) that impact on air quality include the adoption or amendment of Smoke Control Areas and how the council respond to reports of bonfires or nuisance complaints for example. The monitoring and enforcement of environmental permits is also a key regulatory aspect of controlling local emissions of air pollutants.

Key Priority 2: Infrastructure Improvements

To enable the shift to more sustainable transport solutions, infrastructure improvements are required. Working with partners, Cambridge City and SCDC will ensure infrastructure improvements are planned and implemented to facilitate the increased uptake of public transport and active travel options. This will work alongside

¹¹ www.london.gov.uk/programmes-strategies/planning/implementing-london-plan/london-plan-guidance/air-quality-neutral-aqn-guidance#:~:text=The%20Air%20Quality%20Neutral%20LPG,worsen%20air%20quality%20in%20London.

¹² www.greatercambridgeplanning.org/emerging-plans-and-guidance/greater-cambridge-local-plan/

Key Priority 1, where planning and development control can have a major impact on infrastructure provision in Greater Cambridge.

Some of the actions which can be taken include:

- Support public transport options available to the public and publicise these
- Freight consolidation / last mile deliveries
- Road hierarchy
- Off road cycle / walking paths
- Improvements to cycling and walking infrastructure
- Facilitate infrastructure improvements to electric vehicle charging
- Encourage the use of suitable green infrastructure where air quality benefits would be realised

Key Priority 3: Community Engagement & Promotion

Our communities should be considered in all opportunities to benefit from improved air quality. This could be achieved through a range of actions big or small, such as provision of significant infrastructure to facilitate the uptake of low emission vehicles, to daily practical measures which in turn lead to protected and improved air quality. In parallel to measures to reduce resident and visitor exposure to pollutants we need to actively promote and engage with residents and visitors of Greater Cambridge enabling access to alternatives to the more polluting activities.

A key area will be reducing particulate emissions; most notably PM_{2.5} from solid fuel burning (both indoors and outdoors). The following are some examples to consider for public engagement (but are not exhaustive):

- Improved public engagement through accessibility of air quality data and promoting awareness on air quality
- Working closely with UK Health Security Agency, Public Health and the NHS to deliver clear messages on the link between air quality and health
- National and regional campaigns such as Clean Air Day and Clean Air Night
- Work closely with partners to disseminate information county wide to maximise potential benefits within the area
- Promotion of a non-idling policy during collection and drop off near schools
- Promotion to reduce the use of solid fuel stoves and open fires and where they are used promote 'better burning' to minimise emissions.
- Promotion to reduce outdoor burning and where there are bonfires promote best practice
- Close partnership with local businesses to reduce emissions
- Work with Businesses to help reduce operational impacts on air quality
- Smart technologies – Help reduce the barriers to adopting more sustainable transport methods and active travel by enabling faster and more efficient journeys through smart technologies.

- Engage with the farming community to highlight the link between ammonia and particulate matter pollution.

Key Priority 4: Monitoring

Future growth across Greater Cambridge is largely residential and whilst planning policy is increasingly working towards reducing reliance on road based transport; in the short to medium term this is likely to remain a primary source of pollution across Greater Cambridge with commuting to Cambridge, London and the surrounding area. It is important to continue to monitor against LAQM objective levels focussing on historical areas with high levels of pollutants (AQMA areas) and focussing on major growth areas e.g. growth sites on the edge of Cambridge (West Cambridge, Eddington, Darwin Green, North East Cambridge, Marleigh, Land North of Cherry Hinton, etc), and also the new town growth in SCDC (Waterbeach, Northstowe, Bourne and Cambourne).

Given the scale of the future developments and the potential to introduce new hotspots where air quality could be at risk, the need for a robust and up to date monitoring network across the district is a priority. Therefore, the monitoring network should:

- Be subject to regular review and update to reflect the growth across Greater Cambridge
- Be compliant with the requirements under the LAQM framework
- Enable Local Authorities to monitor trends across their districts and identify 'hotspots' but also improvements in response to policy measures or interventions introduced.
- Consider and include new technologies and alternatives to traditional monitors enabling the Council to conduct short term monitoring in the areas of concern

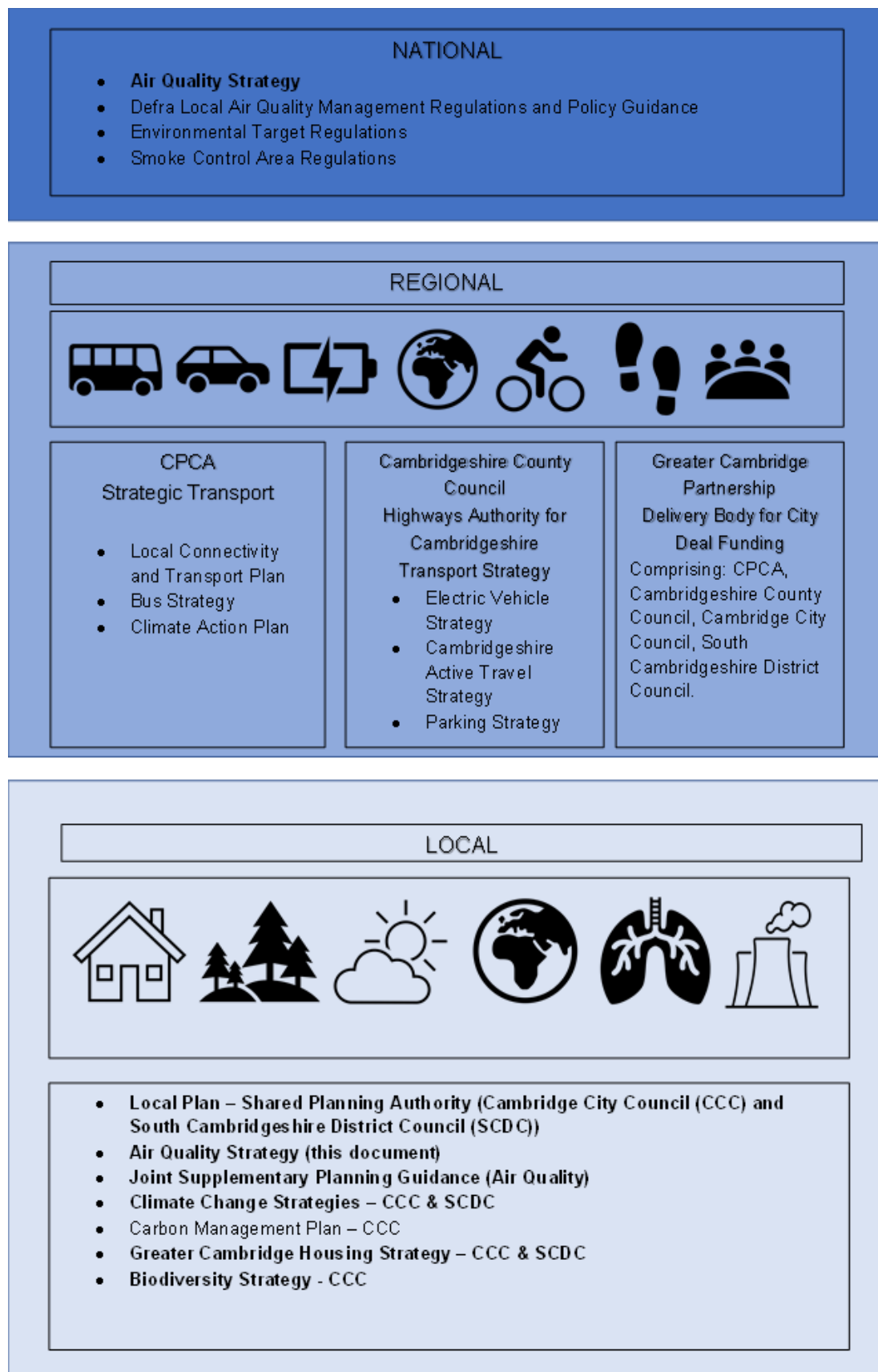
4. Co-Benefits Delivered by Air Quality Improvements

4.1 How the Air Quality Strategy aligns with other key policies

Air pollution can impact human health, the economy, and the environment. Whilst Local Authorities have the responsibility for monitoring air quality within their district, it is acknowledged that many of the changes needed are managed and implemented by wider partner organisations. Improved air quality indirectly overlaps and offers co-benefits across a wide range of agendas. Measures identified in the Greater Cambridge Air Quality Strategy to improve air quality can offer wider benefits and help deliver other local and regional agendas for example active travel, health inequalities and sustainability. It is important that air quality is not considered in isolation and that complimentary strategies and policies align where possible. Appendix C details complimentary and regional strategies which help deliver the wider air quality agenda.

The layers of local, regional and national policy and initiatives relevant to the Air Quality Strategy are presented in Figure 1.

Figure 1 – Layers of Policy relevant to Air Quality Strategy



4.2 Air Quality & Health

Air Pollution is a public health issue¹³. It is considered the largest environmental risk to the public's health contributing to cardiovascular disease, lung cancer and respiratory diseases. It is recognised as a contributing factor in the onset of heart disease and cancer.

Air Pollution increases the chances of hospital admissions, visits to Emergency Departments and respiratory and cardiovascular symptoms which interfere with everyday life, especially for people who are already vulnerable. Bad air quality affects everyone and it has a disproportionate impact on the young and old, the sick and the poor^{14,15}.

Research undertaken by COMEAP concluded in 2019 that there is no safe level of particulates. Further work undertaken by COMEAP in 2022 concluded that, even low concentrations of pollutants are likely to be associated with adverse effects on health. Therefore, continued reductions, even where concentrations are below the air quality guidelines, are also likely to be beneficial to health.¹⁶ The Public Health Outcomes Framework includes an indicator on mortality attributed to particulate matter.

The mortality burden of air pollution within the UK is equivalent to 29,000 to 343,000 deaths at typical ages¹⁷, with a total estimated healthcare cost to the NHS and social care of £157 million in 2017¹⁸.

Public Health data¹⁹ indicates that in 2020, 48 deaths in Cambridge and 66 in South Cambridgeshire could be attributed to Particulate Air Pollution. This figure is calculated based on the number of deaths in Cambridge in 2020 and the Public Health Outcomes Framework Fraction mortality due to particulate air pollution. At this time PM_{2.5} is considered the most suitable metric for evaluating health impacts.

Additionally, air pollution particularly affects the most vulnerable in society: children and older people, and those with heart and lung conditions. There is also a strong correlation with equalities issues, because areas with poor air quality are also often the less affluent areas.^{20,21} There is clear evidence that PM_{2.5} has a significant impact on human health, including premature mortality, cognitive decline, allergic reactions, and cardiovascular diseases. The WHO labelled air pollution as a risk factor for non-communicable diseases such as ischaemic heart disease, stroke, chronic destructive

¹³ www.gov.uk/government/publications/health-matters-air-pollution/health-matters-air-pollution

¹⁴ Royal College of Physicians. Every breath we take: the lifelong impact of air pollution. Report of a working party. London: RCP, 2016.

¹⁵ [Air Quality - A guide for directors of public health \(local.gov.uk\)](https://www.local.gov.uk/air-quality)

¹⁶ [Committee on the Medical Effects of Air Pollutants \(COMEAP\): 2022 Annual Report \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/108442/COMEAP-2022-Annual-Report.pdf)

¹⁷ Defra. Air quality appraisal: damage cost guidance, January 2023

¹⁸ Public Health England. Estimation of costs to the NHS and social care due to the health impacts of air pollution: summary report, May 2018

¹⁹ [Public Health Outcomes Framework - Data - OHID \(phe.org.uk\)](https://publichealthoutcomesframework.org.uk/data)

²⁰ Public Health England. Air Quality: A Briefing for Directors of Public Health, 2017

²¹ Defra. Air quality and social deprivation in the UK: an environmental inequalities analysis, 2006

pulmonary disease, asthma, cancer and the economic toll these diseases take. Air Pollution affects different aspects of health even at low concentrations²². COMEAP provided a statement in response to the WHO 2021 guidelines which regards them as suitable long-term targets²³ and that more recent evidence indicated that PM_{2.5} had harmful effects on people's health at lower concentrations than had been studied previously.

4.3 Air Quality & Economic Growth

Poor air quality harms productivity by making people less healthy, increasing costs to society through medical and social care. There is growing evidence that air pollution is a significant contributor to preventable ill health and early death. These health impacts impose a cost on the UK economy that has been estimated to run into billions.

Reducing poor air quality has direct, proven economic benefits, in many cases even when the up-front cost over intervention is high. It is estimated that reducing PM_{2.5} concentrations by 1µg/m³ increases GDP by 0.8% on average in Europe²⁴

Poor air quality can have a disproportionate impact on the young and old, the sick and the poor. Deprived communities are more likely to be situated near polluted busy roads and are more likely to experience adverse health impacts. Analysis of environmental quality and social deprivation carried out for the Environment Agency (2003) looked at the social distribution of the wards with the highest pollutant concentrations and concluded that more than half of the most exposed 5% of the population (2.5 million people) were resident in the 20% most deprived wards²⁵. Part of the monitoring across Cambridge City considers pollutant levels within more deprived Wards with the potential to link in with objective 5- Improving health outcomes for people on low incomes of the Cambridge Anti Poverty Strategy.²⁶

Greater Cambridge is a major growth area with significant growth in employment, housing and infrastructure planned for the next 10 years. Whilst supporting economic growth we need to manage where possible any wider impacts on the environment including air quality.

4.4 Air Quality & Net Zero

In 2019, the UK became the first major economy in the world to legislate to end our domestic contribution to man-made climate change. Both Cambridge City Council and South Cambridgeshire District Council declared a Climate Emergency in 2019 and are

²² WHO AQG 2021

²³ [COMEAP statement: response to publication of the World Health Organization Air quality guidelines 2021 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/comeap-statement-response-to-publication-of-the-world-health-organization-air-quality-guidelines-2021)

²⁴ [The economic cost of air pollution: Evidence from Europe](https://www.oecd.org/press/2019/09/the-economic-cost-of-air-pollution-evidence-from-europe), Organisation for Economic Co-operation and Development (OECD)

²⁵ www.gov.uk/government/publications/environmental-quality-and-social-deprivation

²⁶ www.cambridge.gov.uk/anti-poverty-strategy

taking a wide range of actions, with partners, which will contribute to reducing emissions and adapting to climate change both on their own estates, and in the wider district.

Cambridge City Council shared a vision for Cambridge to be net zero carbon by 2030 as set out in its Climate Change Strategy 2021-2026²⁷ which also set a target to reduce its own carbon emissions to net zero by 2030²⁸. South Cambridgeshire District Council's Zero Carbon Strategy outlines how SCDC are supporting the District to halve carbon emissions by 2030 and reduce them to zero by 2050, including delivering a reduction in their own carbon footprint of at least 45% by 2025 (on a 2019 baseline) and at least 75% by 2030²⁹ from a 2018/19 baseline.

Many sources of greenhouse gases, like transport and combustion emissions, also contribute to poor air quality. Actions which both reduce emissions and improve air quality will contribute towards this Air Quality Strategy as well as the Zero Carbon Strategy, such co-benefits should be recognised where possible to maximise their impacts. However, some measures to reduce greenhouse gas emissions are in tension with improving air quality; for example the use of solid fuel and biomass burning can lead to reduction in carbon emissions but lead to increases in particulates.

5 Conclusion

This document sets out the approach for the Greater Cambridge Air Quality Strategy for maintaining and improving air quality across Greater Cambridge. It has three key objectives delivered through four key priority areas: Regulatory Policies & Development Control, Infrastructure Improvements, Community Engagement & Promotion and Monitoring. Measures for delivering the individual priorities is included in Appendix B in the form of an Action Plan. Reporting on the delivery of these key priorities will be via quarterly steering group meetings and within the individual Council's Air Quality Annual Status Report each year, which is available on council websites.

Appendix A - Legislative and Policy Background

Statutory Requirements under Local Air Quality Management (LAQM)

Local Authorities have a statutory duty under the requirements of the Local Air Quality Management (LAQM) Framework as set out in Part IV of the Environment Act (1995) and as amended by the Environment Act 2021, to review and assess local air quality within their areas, against a set of air quality objectives and to determine whether or

²⁷ [Climate Change Strategy - Cambridge City Council](#)

²⁸ [Carbon management plan - Cambridge City Council](#)

²⁹ [Zero carbon strategy - South Cambs District Council \(scambs.gov.uk\)](#)

not these are likely to be achieved. Where an exceedance is considered likely the local authority must declare an Air Quality Management Area (AQMA) and prepare an Air Quality Action Plan (AQAP) setting out the remedial measures it intends to put in place in pursuit of these objectives. Table 1 below details the statutory air quality objectives applicable to LAQM in England.

Pollutant	Air Quality Objective: Concentration ³⁰	Air Quality Objective: Measured as
Nitrogen Dioxide (NO ₂)	200µg/m ³ not to be exceeded more than 18 times a year	1-hour mean
Nitrogen Dioxide (NO ₂)	40µg/m ³	Annual mean
Particulate Matter (PM ₁₀)	50µg/m ³ , not to be exceeded more than 35 times a year	24-hour mean
Particulate Matter (PM ₁₀)	40µg/m ³	Annual mean
Sulphur Dioxide (SO ₂)	350µg/m ³ , not to be exceeded more than 24 times a year	1-hour mean
Sulphur Dioxide (SO ₂)	125µg/m ³ , not to be exceeded more than 3 times a year	24-hour mean
Sulphur Dioxide (SO ₂)	266µg/m ³ , not to be exceeded more than 35 times a year	15-minute mean

Table 1: Air Quality Objectives in England³¹

Cambridge City established an AQMA around the central core of the city in 2004 and SCDC along the A14 between Bar Hill (to the north-west of Cambridge) and Milton interchange (to the north-east) in 2008, both due to exceedances in NO₂. SCDC has recently revoked its AQMA and Cambridge City is in the process of revoking theirs as objective levels of NO₂ have been achieved.

Local Authorities are required to submit an Annual Status Report (ASR). This details the results of any monitoring undertaken across the district, conclusions derived from the results, amendments made to the network in response to changing pollutant trends

³⁰ The units are in microgrammes of pollutant per cubic metre of air (µg/m³).

³¹ PG22 LAQM page 78

and actions being undertaken to improve air quality and any progress that has been made on these.

Amendments to the LAQM framework under the Environment Act 2021 require Local Authorities to have an Air Quality Strategy where objective levels of key pollutants are achieved. The Strategy should set out steps the Local Authority will take to continue to improve local air quality. The purpose of the Air Quality Strategy is to take preventative action to improve local air quality and reduce the long term health impacts and should be developed in consultation with the Director of Public Health. In addition given the transboundary nature of air pollution Local Authorities are required to work collaboratively with neighbouring authorities to tackle pollution sources outside the Local Authorities area.

Air Quality Strategy: Framework for Local Authority Delivery (2023) – Local Action to reduce PM_{2.5}

The revised National Air Quality Strategy (2023) sets out a framework to enable Local Authorities to deliver long term air quality improvements and meet long term air quality goals. This includes two new legally-binding long-term targets to reduce concentrations of fine particulate matter less than 2.5 microns in diameter (PM_{2.5}) as set out in the Environmental Targets Regulations 2023.

- 10 µg/m³ annual mean concentration PM_{2.5} nationwide by 2040, with an interim target of 12 µg/m³ by January 2028
- 35% reduction in average population exposure by 2040, with an interim target of a 22% reduction by January 2028, both compared to a 2018 baseline

These targets will help drive reductions in the worst PM_{2.5} hotspots across the country, whilst ensuring nationwide action to improve air quality for everyone. Whilst not currently included as part of the LAQM framework all Local Authorities are expected to effectively use their powers to reduce PM_{2.5} emissions from sources which are within their control. Whilst it is acknowledged many sources of PM_{2.5} originate from outside the Local Authority boundary there are some sources of PM_{2.5} over which Local Authorities do have control.

World Health Organization (WHO) Air Quality Guidelines (2021)

In September 2021 WHO published updated Air Quality Guidelines (AQG) for common pollutants including interim targets to promote a gradual shift from high to lower concentrations to help countries achieve air quality that protects public health.

The WHO Air Quality Guidelines are based on the evidence linking concentrations of pollutants in ambient air with adverse effects on health. They are set without reference to achievability.

Pollutant	Averaging Time	Interim Target	AQG Level
PM2.5 $\mu\text{g}/\text{m}^3$	Annual	10	5
	24 Hour	25	15
PM10 $\mu\text{g}/\text{m}^3$	Annual	20	15
	24 Hour	50	45
NO ₂ $\mu\text{g}/\text{m}^3$	Annual	40	10
	24 Hour	-	25
SO ₂ $\mu\text{g}/\text{m}^3$	24 Hour		40

Table 2: Recommended WHO 2021 AQG levels and interim targets

Appendix B: Action Plan - Measures for delivering key priorities

Separate Document

Appendix C: District, County and regional strategies which help deliver Air Quality objectives within Greater Cambridge

Strategy	Details	Information / Link
Greater Cambridge Sustainable Design and Construction SPD (2020)	Details requirements relating to sustainability for new developments across Greater Cambridge including air quality	www.cambridge.gov.uk/greater-cambridge-sustainable-design-and-construction-spd or www.scambs.gov.uk › media › final-greater-cambridge-sus-dc-spd
Cambridge Local Plan (2018)	Within the City air quality is considered under Policy 36 (Air quality, Odour & Dust)	www.cambridge.gov.uk › media › local-plan-2018
South Cambridgeshire Local plan (2018)	Within SCDC air quality is considered under Policy SC/12 (Air Quality)	www.scambs.gov.uk/planning/local-plan-and-neighbourhood-planning/the-adopted-development-plan/south-cambridgeshire-local-plan-2018/
Cambridgeshire and Peterborough Local Transport and Connectivity Plan (LTCP)(CPCA 2023)	<p>The LTCP is the CPCA's long-term strategy to make transport in Cambridgeshire and Peterborough better faster, greener, and more accessible for everyone. The LTCP is a statutory document and any transport project must fit in with its vision, strategy and policies.</p> <p>It sets the context for investing in a joined-up, net zero carbon transport system, which is high quality, reliable, convenient, affordable, safe, and accessible to everyone.</p> <p>Better, cleaner public transport will reduce private car use, and more cycling and walking will support both healthier</p>	CPCA-LTCP-Strategic-Document.pdf (cambridgeshirepeterborough-ca.gov.uk)

Strategy	Details	Information / Link
	<p>lives and a greener region. Comprehensive connectivity, including digital improvements, will support a sustainable future for our region's nationally important and innovative economy.</p> <p>As well as an overall strategy for Cambridgeshire and Peterborough, the LTCP includes a section setting out a local strategy for Greater Cambridge, as well as making provision for a more detailed Greater Cambridge Transport Strategy to be produced in due course.</p> <p>The LTCP sets a target of a 15% reduction in vehicle kilometres by 2030.</p> <p>To deliver the LTCP's overarching vision, Combined Authority will use existing measures and develop new ones that align with the following three principles: Avoid (unnecessary travel); Shift (to more sustainable modes); Improve (operational efficiency and journey experience).</p>	
<p>Cambridgeshire and Peterborough Bus Strategy (CPCA 2023)</p>	<p>This strategy sets out the main principles to achieve bus ambitions, including to more than double bus patronage by 2030. More details of how this will be delivered and funded are set out in the Bus Service Improvement Plan (BSIP). The Strategy and BSIP will be regularly reviewed to reflect changing circumstances and to push continuous improvement.</p>	

Strategy	Details	Information / Link
East Anglian Alternative Fuel Strategy (Combined Authority 2023) and Draft Electric Vehicle Implementation Plan (CPCA 2023)	<p>Electric Vehicle Implementation Strategy to be finalised in 2024</p> <p>£88,560 from the Local Electric Vehicle Infrastructure (LEVI) Capability Fund is supporting Cambridgeshire County Council activity. CPCA bid for indicative £5.4m of LEVI capital funding and additional capability funding was successful – in 2024 the business case will be developed to drawdown this funding.</p>	
CPCA – Alternative Vehicles Strategy	<p>East Anglian Alternative Fuels Strategy approved by CPCA March 2023. As a part of the Local Transport and Connectivity a Draft EV Implementation Plan was also agreed March 2023. Currently, the EV strategy focuses on five key areas for delivery including: Charging Infrastructure, Charge Point Accessibility, Communication, Advocacy and Outreach, Public and Shared Transport and Planning, Regulation, and Guidance.</p>	
Climate Action Plan (CPCA 2022)	<p>The Combined Authority’s Climate Action Plan sets out actions that will be beneficial to air quality. This includes the key action to reduce overall vehicle mileage by 15% by 2030, subsequently incorporated into the LTCP. Other actions that are relevant include supporting waste collection and disposal to be more sustainable. Specific funding has been allocated to enable the redevelopment</p>	

Strategy	Details	Information / Link
	of Waterbeach depot to generate renewable energy to charge an electric waste collection fleet	
Climate Change Strategies	<p>The Cambridge & Peterborough Climate Action Plan sets out actions to reduce emissions. This includes for businesses, buildings, transport, waste and energy use.</p> <p>Link to actions in this strategy such as waste vehicles being zero emission</p> <p>County Climate Change and Environment Strategy (2022)</p> <p>Cambridge City Council Climate Change Strategy (2021-2026)</p> <p>South Cambridgeshire District Council Zero Carbon Strategy (2020) - This sets out the need to halve net carbon emissions in the district by at least 2030</p>	<p>CPCA Climate Action Plan: cambridgeshirepeterborough-ca.gov.uk/what-we-deliver/environment/</p> <p>Cambridgeshire County Council: www.cambridgeshire.gov.uk/residents/climate-change-energy-and-environment/climate-change-and-environment-strategy</p> <p>Cambridge City council: www.cambridge.gov.uk/climate-change-strategy</p> <p>South Cambridgeshire District Council: www.scambs.gov.uk/climate-emergency-and-nature/policy-and-strategies/zero-carbon-strategy</p>
Cambridgeshire & Peterborough Integrated Care System Strategy	Priority 2 references the need to 'Create an environment to give people the opportunity to be as healthy as they can be' including clean air	www.cpics.org.uk/our-priorities

Appendix D: Glossary of Terms

Abbreviation	Description
Ambient	Existing conditions in the area
AQAP	Air Quality Action Plan
AQG	Air Quality Guidelines
AQMA	Air Quality Management Area
ASR	Annual Status Report
Background sources of air pollution	These include regional and national sources such as transboundary pollution, natural sources such as sea salt spray and secondary pollution associated with chemical reactions in the atmosphere.
CCC	Cambridge City Council
COMEAP	Committee on Medical Effects of Air Pollution
DEFRA	Department for Environment, Food and Rural Affairs
GCP	Greater Cambridge Partnership
GDP	Gross Domestic Product
HGV's	Heavy Duty Vehicles such as lorries
EU	European Union

Abbreviation	Description
LAQM	Local Air Quality Management
NAEI	National Atmospheric Emissions Inventory
NO ₂	Nitrogen Dioxide
NO _x	Nitrogen Oxides
PM ₁₀	Airborne particulate matter with an aerodynamic diameter of 10µm or less
PM _{2.5}	Airborne particulate matter with an aerodynamic diameter of 2.5µm or less
SCDC	South Cambridgeshire District Council
SO ₂	Sulphur Dioxide
SPD	Supplementary Planning Document
WHO	World Health Organisation
ug/m ³	Unit of measurement - Micrograms per cubic metre
1km ²	Unit of Measurement - One kilometre by one kilometre

(CEAC Appendix C) Appendix B: Action Plan - Measures for delivering key priorities.

Key Priority 1: Regulatory Policies & Development Control

Broad Measure	Project / s	Details	Impact	Progress	Lead Delivery Body	Area Covered
Control of emissions through planning – Operational Phase	Requirements to design out emissions from all new developments	Where technically viable: Provide active travel provision, cycle parking, car clubs, EVCP, alternatives to combustion emissions for heating and hotwater provision built into development design	Aim to achieve air quality neutral development	SPD in place for Cambridge City; Low Emission Strategy for major development in SCDC	Greater Cambridge Shared Planning Service	Greater Cambridge
Control of emissions through planning – Construction Phase	Requirements to minimise emissions through conditions to control dust and emissions from non road mobile machinery (NRMM) where appropriate	Through conditions minimise emissions during the construction phase	Minimise emissions during construction phase	Sustainable Design and Construction SPD, Policy 36 Cambridge City and Policy SC/14 SCDC of relevant local plans	Greater Cambridge Shared Planning Service	Greater Cambridge

Broad Measure	Project / s	Details	Impact	Progress	Lead Delivery Body	Area Covered
Electric Vehicle Charge Points (EVCP) – Car Parks	Provision of active and passive EVCP within all new / expanded and refurbished car parks	Minimum of 25% active and 75% passive EVCP provision. Active mix of slow (Min 7kW), fast (min 24kW) and rapid depending on end use	Enable uptake of electric vehicles through provision of infrastructure	Delivered in Cambridge City through SPD.	Environmental Health – Cambridge City / Greater Cambridge shared Planning Service	Greater Cambridge
Reduce emissions from emergency / back-up generators	Requirement to pursue alternatives to diesel generators	Where back up / emergency generators are required alternatives to diesel are required, particularly for sites in urban areas and adjacent to residential receptors	Improve public health, reduce potential for localised hotspots	Under Development	Cambridge City Council	Greater Cambridge but primarily targeted in Cambridge City and urban areas
Reduce PM_{2.5} emissions from solid fuel burning	Smoke Control Area (SCA) - Review	Opportunity to reduce contribution of PM _{2.5} from solid fuel burning in the city through review of boundaries of SCA, look at options including whether to include moorings within SCA, and if changes proposed carry out consultation. Update Guidance and policy in response to changes to legislation	Reduce background PM _{2.5} levels	Taking options to committee in Autumn 2024	Cambridge City Council – Environmental Health	Cambridge City Only

Broad Measure	Project / s	Details	Impact	Progress	Lead Delivery Body	Area Covered
Processes	Environmental Permits	Review Environmental Permits / Best Available techniques (BAT)	Minimise emissions in line with legislation and Section 4.2 of National Air Quality Strategy	Ongoing as part of legislative requirements	Cambridge City and SCDC Environmental Health departments	Cambridge City and SCDC
	Commercial Process	All new commercial processes to fulfil licencing requirements and consider emissions	Minimise emissions in line with legislation and Section 4.2 of National Air Quality Strategy	Ongoing as part of legislative requirements	Cambridge City and SCDC Environmental Health departments	Cambridge City and SCDC
Guidance & Policy	Low Emission Taxis Policy	Taxi Policy to encourage low emission vehicles	Reduce emissions within urban city centres	Cambridge City - going back to licencing committee in January 2024 to discuss extension of policy to allow hybrid vehicles	Cambridge City & SCDC have separate policies	Cambridge City and SCDC
	Greater Cambridge	Policy to deliver ongoing air quality improvements.	Aim to achieve air quality	Ongoing	Greater Cambridge	Greater Cambridge

Broad Measure	Project / s	Details	Impact	Progress	Lead Delivery Body	Area Covered
	Emerging Local Plan - Air Quality Policy	Policy needs to link succinctly with other relevant policies and ensure they do not conflict. For example: Health Impact Assessment (HIA), parking provision (Car and cycle), Climate Change and Sustainability	neutral developments		Shared Planning Service	
	Emerging Local Plan – Health Impact Assessment (HIA)	Requirement for major developments to undertake a Health Impact Assessment (HIA)	Improve public Health	Ongoing	Greater Cambridge Shared Planning Service	Greater Cambridge
	Greater Cambridge Air Quality Strategy	Develop strategy to align with emerging Local Plan policy	Deliver continued air quality improvements	Being taken to respective committees in March / April 2024 for Adoption	Cambridge City & SCDC	Greater Cambridge
	County Wide Strategies which help	See Appendix C for details of strategies and relevant links	Co-ordinate delivery of measures which	Ongoing	Various	Cambridgeshire

Broad Measure	Project / s	Details	Impact	Progress	Lead Delivery Body	Area Covered
	deliver air quality improvements		offer improved air quality as a co-benefit			
Reduce Council Emissions	Cambridge City Climate Change Strategy & SCDC Zero Carbon Strategy	Co-benefits for air quality as part of councils' commitment to become net zero carbon	Reduce Council operational emissions	Ongoing	Cambridge City & SCDC	Cambridge City & SCDC

Key Priority 2: Infrastructure Improvements

Broad Measure	Project / s	Details	Impact	Progress	Lead Delivery Body	Area Covered
Active Travel	Greenways	Twelve Greenways feeding into Cambridge allowing walkers, cyclists and	The Greenways will make it easier and more pleasant to travel in and out of Cambridge in a sustainable way. They'll also help make local journeys like school runs safer and easier.	Various projects either delivered or under development www.greatercambridge.org.uk/sustainable-transport-programme/active-travel-projects	Greater Cambridge Partnership (GCP)	Greater Cambridge

Broad Measure	Project / s	Details	Impact	Progress	Lead Delivery Body	Area Covered
		other non motorised vehicle users to travel safely and sustainably	Where possible they will link to other active travel projects like the Chisholm Trail.			
	Chisholm Trail 2	Second part of the Chisholm Trail project to provide walking and cycling route across the City.	Reduce vehicle emissions	Phase 1 completed in 2022, Phase 2 under Construction www.greatercambridge.org.uk/sustainable-transport-programme/active-travel-projects/chisholm-trail	Greater Cambridge Partnership (GCP)	Greater Cambridge
	Cycling plus improvements	Prioritised list of additional walking, cycling and active travel schemes in Greater Cambridge to create	Current Schemes include Hills Road, Addenbrookes Roundabout and A1134	www.greatercambridge.org.uk/sustainable-transport-programme/active-travel-projects/addenbrookes-roundabout www.greatercambridge.org.uk/sustainable-transport-	Greater Cambridge Partnership (GCP)	Greater Cambridge

Broad Measure	Project / s	Details	Impact	Progress	Lead Delivery Body	Area Covered
		additional links within the wider active travel network		programme/active-travel-projects/hills-road		
	Hire Schemes for bikes and scooters	Various cycle and scooter hire schemes operating in Cambridge. Expansion of these schemes to allow bike hire at P&R sites.	Facilitate uptake of bikes providing alternative to cars.	Ongoing	Cambridgeshire County Council	Greater Cambridge
Public Transport Improvements	Corridor Schemes	Four corridor schemes to offer better public transport and active travel routes along corridors, identified as	The four schemes are Cambourne to Cambridge, Waterbeach to Cambridge, Cambridge East and Cambridge South East	See Public Transport Schemes www.greatercambridge.org.uk/sustainable-transport-programme/public-transport-schemes	Greater Cambridge Partnership (GCP)	Greater Cambridge

Broad Measure	Project / s	Details	Impact	Progress	Lead Delivery Body	Area Covered
		essential to link growing communities in the north, south, east and west.				
	Cambridge South Station	New railway station acting as a destination station for the Cambridge Biomedical Campus and Addenbrookes.	New destination station to facilitate travel to Cambridge Biomedical Campus, reducing need for car travel.	Under Construction	Network Rail	Cambridge City
	Active Travel and Bus Priority Schemes	Schemes in Cambridge to improve active travel and prioritise bus routes into and out of the City. Includes:	Increase uptake of public transport	Various projects either delivered or under development www.greatercambridge.org.uk/sustainable-transport-programme/active-travel-projects	Greater Cambridge Partnership (GCP)	Greater Cambridge

Broad Measure	Project / s	Details	Impact	Progress	Lead Delivery Body	Area Covered
		Milton Road, Newmarket Road.				
	Travel Hubs	10,000 additional park and ride spaces for people to switch to sustainable transport	Includes a new Travel Hub at Cambridge South West as well as hubs linked to corridor schemes. New facilities will have charging points for electric vehicles	www.greatercambridge.org.uk/sustainable-transport-programme/other-transport-schemes/cambridge-south-west-travel-hub-1	Greater Cambridge Partnership (GCP)	Greater Cambridge
	New Station for Waterbeach	Relocating the current Waterbeach railway station to provide a rail link for the new town as per the planning application	Facilitating the shift from private vehicle use	www.greatercambridge.org.uk/news/proposal-for-major-investment-to-unlock-thousands-of-new-homes-published	Greater Cambridge Partnership (GCP)	Greater Cambridge

Broad Measure	Project / s	Details	Impact	Progress	Lead Delivery Body	Area Covered
	Bus Network	Projects to increase number of electric buses, bus franchising options and bus services and reform work.	Reduce Emissions from buses. Provision of public transport network to reduce need for private vehicles.	Electric Vehicle Implementation Strategy to be finalised in 2024	Cambridgeshire & Peterborough Combined Authority (CPCA)	Greater Cambridge
Wider Network	Car Club Contract	Contract set up to deliver new car club vehicles as need identified. Expectation of shift towards electric vehicles where infrastructure exists	Reduce reliance on private car ownership in existing residential areas	Contract in place – reactive as need identified	Cambridge City Council – Parking Services	Cambridge City
	City Centre Heat Network	City centre heat network.	Reduce emissions within historic city centre	Funding being sought	Cambridge University	Cambridge City

Broad Measure	Project / s	Details	Impact	Progress	Lead Delivery Body	Area Covered
		Consortium bid for money business case proposal – large buildings, not residential – phased approach				
	EV Charging On-Street	Enabling electric vehicle ownership for residential streets with no off street parking – e.g. lamp column chargers, pavement parking and charging facilities for electric bikes / cargo bikes,	Enabling infrastructure within existing residential areas to facilitate shift to zero emission vehicles	Post in place to help deliver this	Cambridgeshire County Council	Greater Cambridge

Broad Measure	Project / s	Details	Impact	Progress	Lead Delivery Body	Area Covered
		pavement gullies for charging cables				
	SCDC EV charging community Scheme	Money available to install EV charge points in SCDC as identified by communities within SCDC	Enabling Infrastructure within existing residential areas to facilitate shift to zero emission vehicles.	www.scambs.gov.uk/climate-emergency-and-nature/grants-funding-and-community-support/electric-vehicle-charge-point-grant/	SCDC	SCDC
	Electric Vehicle charging in City Centre Car Parks	Contract in place to install EV charge points in all City Centre car parks	Facilitate shift to zero emissions vehicles	Charge points in place in some council car parks including Adam and Eve and Queen Anne. Ongoing at other sites	Cambridge City Council – Parking Services	Cambridge City
	Council Fleet – transition to Electric vehicles	Planned upgrade of all fleet vehicles to electric. The	Part of council vision for council to be Net Zero carbon offering air quality co-benefits	Ongoing	Cambridge City and SCDC Councils	Greater Cambridge

Broad Measure	Project / s	Details	Impact	Progress	Lead Delivery Body	Area Covered
	starting with Waste Fleet	Councils are delivering the £5.7m Waterbeach Depot Solar Park project, including funding from the CPCA. This will enable more of the waste collection fleet to go electric.			Greater Cambridge Shared Waste	
	Pilot Freight Partnerships	Feasibility Study to assess to possibility of having a freight consolidation scheme for	Reduce emissions from freight deliveries in Cambridge City Centre	Ongoing	Greater Cambridge Partnership (GCP)GCP	Greater Cambridge

Broad Measure	Project / s	Details	Impact	Progress	Lead Delivery Body	Area Covered
		City Centre businesses.				
	Road / Network Classification	GCP have undertaken consultation on a new road network classification for Cambridge	Consultation explored changing the way that traffic and people use roads to move around the city. Space on the roads could be freed up for more frequent and more reliable public transport. It could also create a safer and more attractive environment for people walking and cycling.	Consultation feedback to be published in 2024	Greater Cambridge Partnership (GCP)	Cambridge City
	Heavy Goods Vehicles (HGV)	Improve information fed into HGV sat navs to cover all weight and	Reduce emissions	Work commenced	Cambridgeshire County Council	Greater Cambridge

Broad Measure	Project / s	Details	Impact	Progress	Lead Delivery Body	Area Covered
		<p>height restrictions.</p> <p>Engagement with Road Haulage Association to encourage hauliers to use HGV specific sat navs</p>				
	<p>Integrated Parking Strategy, including on-street parking controls such as residential parking schemes</p>	<p>GCP and partners are working on an integrated parking strategy looking at how parking in Greater Cambridge could be better managed to</p>	<p>Potential to make better use of on-street, off-street and park and ride facilities to encourage sustainable travel</p>	<p>Vision for Parking Strategy adopted 2022, working on Action Plan</p>	<p>Cambridgeshire County Council and partners</p>	<p>Greater Cambridge</p>

Broad Measure	Project / s	Details	Impact	Progress	Lead Delivery Body	Area Covered
		achieve sustainable transport objectives.				
Boats & Moorings	Alternatives to solid fuel	Options for upgrading the energy sources available for boats in the City (irrelevant of SCA) Feasibility of installing electric charging.	Reduce emissions most notable PM _{2.5}	New Project	Cambridge City Council – Environmental Health	Cambridge City
Reducing Council Emissions	Cowley Road Depot Improvements	EVCP infrastructure to facilitate uptake of electric fleet	Part of council vision for Council to be Net Zero carbon offering air quality co-benefits	Ongoing	Cambridge City Council	Cambridge City

Broad Measure	Project / s	Details	Impact	Progress	Lead Delivery Body	Area Covered
Offset Emissions	Green Infrastructure	Offset Emissions through the use of green infrastructure – planting of trees & Hedgerows where appropriate	There is some evidence to suggest that within certain locations the planting of trees and / or hedgerows can absorb certain pollutants and / or act as a barrier. Further research required	In development	Cambridge City and SCDC	Greater Cambridge

Key Priority 3: Community Engagement, Promotion and Research

Broad Measure	Project / s	Details	Impact	Progress	Lead Delivery Body	Area Covered
Promotion of alternative to private vehicle use	Active Travel Campaign	Work closely with the new Active Travel Team. Combined Authority and County have new Active Travel Teams that will be	Reduce reliance on private vehicles and emissions from these.	Ongoing	Cambridgeshire County Council	Cambridgeshire

Broad Measure	Project / s	Details	Impact	Progress	Lead Delivery Body	Area Covered
		working with Active Travel England to bring forward improvements and promote active travel alternatives.				
	Businesses	Workplace travel planning. Engagement with businesses, to reduce emissions from their activities. Business forums – education and awareness raising.	Reduce reliance on private vehicles and reduce emissions associated with business activities.	Ongoing	Cambridge City & SCDC	Greater Cambridge
	Schools	Work with the Road Safety and Active Travel teams to promote and facilitate sustainable and active travel to school by school children and parents School travel plans and School Streets	Reduce reliance on private vehicles and emissions associated with these.	Ongoing	Cambridgeshire County Council and wider partners	Greater Cambridge

Broad Measure	Project / s	Details	Impact	Progress	Lead Delivery Body	Area Covered
	Doctors / Owl bikes project	Promote clean air quality and travel alternatives working with GPs, Cambridgeshire County Council and Cambridge and Peterborough Combined Authority (CPCA).	Reduce reliance on private vehicles and emissions associated with these.	Bid for funding submitted to Defra in October 2023. Current bid for funding with Cambridgeshire County Council	Cambridgeshire County Council and wider partners	Greater Cambridge
General Air quality awareness Raising	General	Proactive and reactive messages via Website, leaflets, social media, radio, local television Develop communications strategy	Shift in behaviour to reduce pollution emissions	Cambridge City in process of developing communications strategy	All Partners	Greater Cambridge
	Specific promotional days	Clean Air Day (June), Clean Air Night (Jan), Car Free Day (September), Cycle to Work Month (September) & Walking Month (May)	Shift in behaviour to reduce pollution emissions	As required	All Partners	Greater Cambridge
	Website	Update of District Council websites in line with	Shift in behaviour to reduce pollution	Ongoing	Cambridge City and SCDC	Greater Cambridge

Broad Measure	Project / s	Details	Impact	Progress	Lead Delivery Body	Area Covered
		National Air Quality Strategy	emissions, access to air quality data			
Links with Climate change Work	General	Education on the linkages between climate change and air quality Education links on energy reduction/implementation of energy efficiency measures	Shift in behaviour to reduce pollution emissions	Ongoing	Cambridge City, SCDC, Cambridgeshire County Council	Greater Cambridge
Engagement with Farming Community	Various engagement methods	Engagement with farming community to highlight the links between ammonia and particulate air pollution.	Reduce ammonia emissions	In development	SCDC, Natural England	SCDC
Dissemination of Air Quality Data	Website	Air quality data is available on several platforms including council websites, UK Air, Air Quality Index. Ensuring general public are aware of where this	Public Health benefits	Ongoing	Cambridge City Council and SCDC	Greater Cambridge

Broad Measure	Project / s	Details	Impact	Progress	Lead Delivery Body	Area Covered
		data can be found and how it can be used				
Anti Idling	General	Whilst neither Councils have powers for enforcement this is a high profile issue that would benefit from education and awareness raising.	Shift in behaviour to reduce pollution emissions & Public Health benefits	Ongoing	Cambridge City Council and SCDC	Greater Cambridge
Reporting Progress	Steering Group Meeting	Quarterly meetings with partners Engagement with partners at these meeting important to keep air quality on the agenda	Sharing of information and progress report	Ongoing – quarterly meetings	Cambridge City Council	Greater Cambridge
	Annual update on progress of report	Production of Annual Status Report (ASR) for DEFRA. Publicly available on council website	Sharing of information and progress report	Annual Report	Cambridge City and SCDC	Cambridge City & SCDC

Broad Measure	Project / s	Details	Impact	Progress	Lead Delivery Body	Area Covered
Reducing Particulate Emissions	Promote reduced and / or 'better burning'	Solid fuel burning both indoors and outdoors (e.g. bonfires) is a source of particulates within Greater Cambridge.	Reduce particulates within Greater Cambridge; most notably PM2.5	ongoing	Cambridge City and SCDC	Greater Cambridge

Key Priority 4: Monitoring

Broad Measure	Project / s	Details	Impact	Progress	Lead Delivery Body	Area Covered
Monitoring	Maintain monitoring network	Need to ensure monitors are maintained in compliance with LAQM guidelines to ensure that data is robust.	Assessment of compliance with WHO targets	Ongoing – Statutory Requirements	Cambridge City & SCDC	Cambridge City & SCDC
	Review monitoring network	Need to ensure that monitors are placed to capture the changes in air pollution as area is developed and changes made to infrastructure	Assessment of compliance with WHO targets	Ongoing – Statutory Requirements	Cambridge City & SCDC	Cambridge City & SCDC

Broad Measure	Project / s	Details	Impact	Progress	Lead Delivery Body	Area Covered
	New Monitoring techniques	Continue to keep up to date with new technologies for monitoring air pollutants / working with partners	Ensuring cost effective and accurate methods are used to assess compliance with WHO targets.	Ongoing	Cambridge City & SCDC	Cambridge City & SCDC
	Modelling	Modelling impact of fringe developments without STZ With scale of development predicted in local plan with no interventions Links to work already undertaken by GCP	Provide data on the effects on air quality of future proposed actions.	Ad Hoc	Cambridge City & SCDC	Greater Cambridge
	Wind Cap Project	Funding secured from Cambridgeshire County Council for 3 year project to measure nitrogen dioxide (NO ₂) using diffusion tubes both with and without a wind cap	Assessing effect of changes in meteorological conditions on accuracy of data provided by traditional monitoring techniques	Ongoing – Began in April 2023	Cambridge City	Cambridge City

Broad Measure	Project / s	Details	Impact	Progress	Lead Delivery Body	Area Covered
	Smogmobile Project	Cambridgeshire County Council funding secured for project to measure emissions along key roads in Cambridge at peak hours with scope to look at producing interactive maps to plan walking routes minimising exposure	Behavioural Change and public Health Benefits	Funding secured. Work to being in 2024	Cambridge City	Cambridge City
Agriculture	General	Consideration of ammonia emissions from farming. Reference in National Air Quality Strategy (Section 4.4.) further consideration required	Unknown	Unknown	SCDC	SCDC

Agenda Item 7



South
Cambridgeshire
District Council

Report to:	Climate and Environment Advisory Committee 11 th April 2024
Lead Cabinet Member:	Cllr John Batchelor – Lead Cabinet Member for Housing
Lead Officer:	Peter Campbell – Head of Housing

Social Housing Stock Decarbonisation update March 2024

Executive Summary

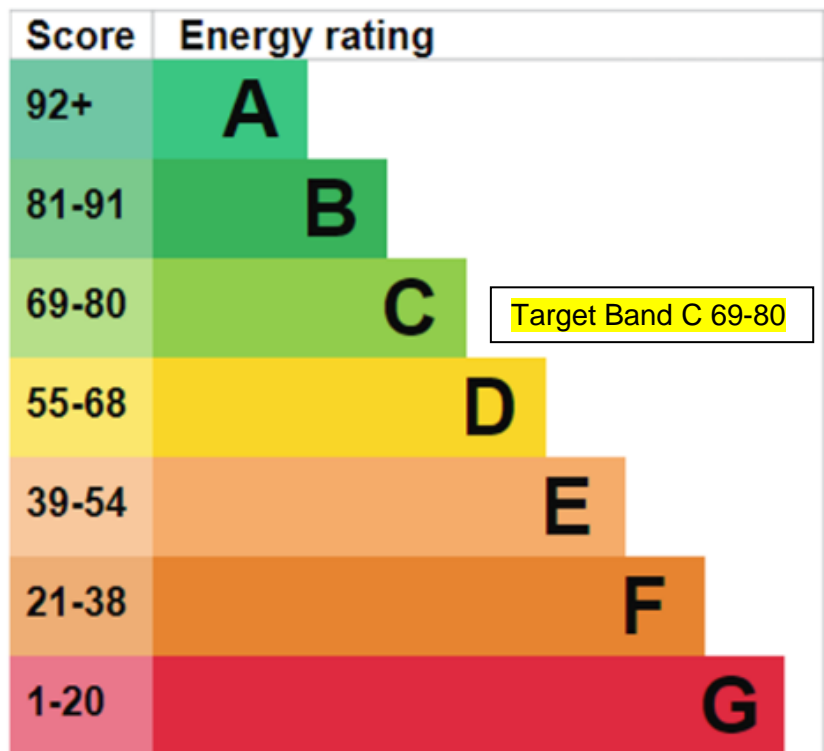
1. We have a duty target to bring all of our Social Housing rented accommodation above EPC (Energy Performance Certificate) C rating by 2028, this has been revised from the previous target of 2025 and 2027 for new and existing lets respectively. The Government stated target is 2030 for all rented accommodation.
2. Our intension is to achieve this with a combination of planned works, retrofit activities and Grant funding works.
3. We currently have a grant co funded project of SHDF (social Housing Decarbonisation Fund) in progress, this due to run until March 2025 and achieve a minimum of EPC Band C on approximately. 250 properties.
4. The remaining properties below Band C will be planned in for completion by the end of March 2028 where possible.
5. There will be some properties that are either impractical or impossible to raise to this level due the type of property, some may have various planning constraints that will prevent this and others are just uneconomical to carry out the work on, these will be assessed on a case-by-case basis on an appropriate solution.
6. The aim is to provide an efficient housing stock which is safe and warm and as economical as possible to heat for our residents.

Current

1. SCDC has been very proactive for many years and has been in front of the curve in taking steps to improve the efficiencies of the housing stock. During the last 10 years there has been a lot carried out from external wall insulation, installation of solar panels and early adopters of heat pumps as an alternative heating source.
2. In the last five years we have also reviewed and changed the specification of many products used, the main benefit to efficiency has been the move to Triple Glazing on all our window replacements which provides up to 50% more heat insulation for a minimal cost increase.

3. Current position.

Measures installed so far	Number of properties
Air Source Heat Pump	295
Double or triple glazing	4971
External Wall insulation	524
Wall insulation, Cavity	3628
Adequate Loft Insulation	4187
HHRSH Modern Storage Heaters	1837



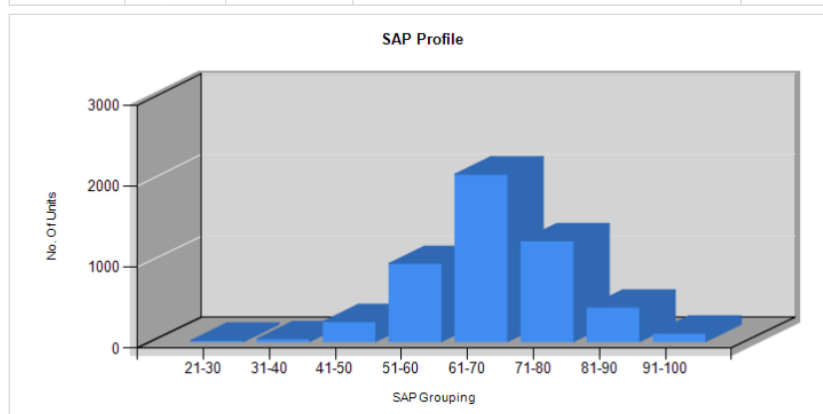
- I have added Post Stock condition surveys below as a true reflection of the data we held within the system, Historically the data on the housing stock was formed from historic and cloned data, however the recent stock condition survey has allowed a more accurate picture to developed, this is shown on the chart below.
- Note that some properties are not shown, these are new build that have been recently acquired most with a B rating or above.

The data shows that 2,374 properties (43% of stock) are rated at below Band C. However, the majority of these are within 2 points of a band C which can be very

easily updated with standard measures in place such as replacing light bulbs with LED lighting.

Position Post Stock Condition Survey

SAP Group	No of Properties	UPRN	Address	SAP
21-30	4			
31-40	34			
41-50	247			
51-60	963			
61-70	2,063			
71-80	1,241			
81-90	423			
91-100	102			
Totals	5,077		Average SAP	67.78



Planned Works

1. **SHDF Works** – this will include various measures, insulation, loft, cavity or internal/external wall, Windows and door replacements, Lighting upgrades to LED, Solar PV install and some Heat Pump installations. This work will affect 250 properties. These works are at the Retrofit Design stage, we are currently finalising designs and purchasing materials in preparation for starting on site in early April for installations.

The conditions of the funding were set strictly to include certain types of property that were below Band C and would benefit from a fabric first approach to increase the rating as well as possible with greatest value for money, they had indicated certain measures that were acceptable under the funding and others that were not. All properties had to be subject to a PAS2025 assessment process to be eligible for funding, this has meant that more than the 250 properties receiving measures have been surveyed and assessed but found unsuitable under the terms of the funding agreement. This is a lengthy and expensive process which has formed the majority of the initial period of the project.

Appendix 2 shows the most recent monthly monitoring report for the project in great detail, with costings, funding use and forecasts through to the end of the project, this is submitted to DENZ on a monthly basis. As the project progresses through the installation phases, the benefit data will start to accumulate and be reportable.

2. Standard Planned works for 2024

- Window Replacements – approx., 200 properties
- Cavity Wall insulation replacements – 100 properties
- Heating Replacements with Heat Pumps – 150 properties
- Solar PV, self-installed trials – 10 properties (viability trial)
- Potential upgrades to Communal rooms – 40 various Measures

3. Elm Court Complex Solar Panel installation

There is a proposal in progress to install Solar PV on the Sheltered complex at Elm Court in Over, we have recently upgraded the heating system at the property to increase efficiency and this has shown large savings on the gas usage and co emissions for the property.

The Solar PV install has proved complex to design to obtain the greatest benefit from the system in terms of value for money and benefit to the residents. At this point we are awaiting a final revised quote following a number of revisions. The intension is to install this during 2024/25 which will increase the efficiency of the 20 flats within the complex.

Details

1. The Data used for the representation here are from a combination of sources, the pre survey data is a combination of actual EPC data, cloned property survey data and updates form elements updated through works carried out, The majority of EPC's on our properties were carried out in 2012 and are now expiring, we have started a programme of renewing these and we will also carry out post works EPC's on any works that may affect the outcome, this data will in future be fed directly into the Asset Management system.

Options

1. Using our planning tool for approximation of investment and measures required at this stage of data and stock volume has returned the below plans.
2.
 - **Sap b v1 ff** – Bring all properties to Band B employing a Fabric first approach.
 - **Sap max v2** – Bring all properties to the Maximum Sap rating possible based on the property type using all available options.
 - **Sap max v1 FF** - Bring all properties to the Maximum Sap rating possible based on the property type, using a fabric first approach.
 - **Sap c v2** – Bring all properties to a band C using all available methods.

	sap B v1 FF		SAP Band b (81) EPC improvements Whole stock Custom settings	 5246 properties in plan 4713 achieved target	89.8% properties reached SAP Band b (81) £57.1M estimated capital expenditure £10,891 estimated average cost per property
	sap max v2		SAP Band A (92) EPC improvements Whole stock Default settings	 5246 properties in plan 3023 achieved target	57.6% properties reached SAP Band A (92) £39.5M estimated capital expenditure £7,522 estimated average cost per property
	sap max v1 FF		SAP Band A (92) EPC improvements Whole stock Custom settings	 5246 properties in plan 3053 achieved target	58.2% properties reached SAP Band A (92) £50.3M estimated capital expenditure £9,595 estimated average cost per property
	sap c v2		SAP Band C (69) EPC improvements Whole stock Default settings	 5246 properties in plan 5217 achieved target	99.5% properties reached SAP Band C (69) £2.7M estimated capital expenditure £513 estimated average cost per property

This shows that the short-term measure to bring properties to Band C (by when) is achievable with further investment over the next few years of around £2.7m additional funding. Officers are working with our repairs contractor to secure additional grant funding to cover this cost.

The following years towards net zero at 2050 has a considerably more intensive ambition. However, as technology and materials develop methods and costs will improve as has been shown over recent years and these calculations will change.

3. The Council is hopeful of embarking on a Water Preservation project, partly funded by DENZ, (in full) this will involve retro fitting water saving devices to our properties, we are preparing a pilot project of approximately 20-30 properties of different types to determine the ease of installation and the benefits realise form them, the pilot project should be delivered during April and May 2024. If successful will be rolled out in bulk soon afterwards.

Implications

The target set by central government, although changed since its inception will be a continued aim to achieve the best possible decarbonisation of our housing stock, however there will be an element that cannot be brought to the highest standards and as such will need to be reviewed alongside any guidance that is released on the matter.

These options may involve redevelopment of the properties, using newer more expensive measures or simply accepting that they have been improved as far as possible within sensible financial boundaries. This will be a decision for some years ahead.

As yet the government has set the deadlines but has not indicated what implications there would be for providers that do not (or cannot) meet the 2030 or 2050 targets.

Financial

1. As of writing this report we have not embarked on the next round of Funding SHDF wave 3. The Council was successful with a £4m, 2-year project in place from SHDF wave 2.1. An assessment of this will help future bidding.
2. We are looking at submitting a bid with our partner Mears for the next Wave which is expected late 2024, this will allow us to continue the earlier work, but in a more efficient manner.

The Council has recently received the results of the Stock Condition Survey, and the results are being analysed. This data will produce a costed 5, 10 and 15 year plan for both standard planned preventative maintenance along with the retro fit programme to provide a focused view for funding streams that may be available.

Staffing

1. The amount of retro fit work is additional workload, and there is a need to ensure this is properly resourced. Officers are considering the most appropriate way to do this.
2. Officers also keep under review job descriptions for replacements or new posts. This ensures that sustainability and retro fit elements are emphasised and made more attractive to new staff with these skills.

Appendices

Appendix A: Example Retrofit assessment report (7 High Close RC Report)

Appendix B: SHDF reporting submissions for March 2024

Report Author:

Eddie Spicer (Service Manager – Housing Assets)

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**7 HIGH CLOSE
HEYDON
ROYSTON
SG8 8QA**

*Retrofit Coordination Report
23/11/2023*



DOCUMENT AIMS AND OBJECTIVES

The aim of this document is to set out a clear and concise, no regrets strategy, which will lead to the compliant installation of Energy Efficiency Measures (EEMS) under SHDF Wave 2, resulting in a meaningful improvement to the thermal efficiency, building comfort energy costs and internal air quality within the dwelling.

This key objectives are to identify and clarify key responsibilities for successful compliance with PAS2035, it covers:

- Project team
- Retrofit Assessment Review
- Intended Outcomes
- Improvement Option Evaluation
- Medium Term Improvement Plan
- Air Permeability Testing
- Ventilation Strategy

PROJECT TEAM

Setting clear responsibilities and chains of communications are vital to success, the team for this project is:

Client: South Cambridgeshire District Council

Retrofit Advice: Mears Group PLC / C6 Funding

Retrofit Coordinator: Robert Kelf (C6 Funding)

Retrofit Assessor: C6 Funding

Retrofit Designer: TBC

Retrofit Contractor: Mears Group PLC

Retrofit Installers: TBC

Measure 1:

Measure 2:

Measure 3:

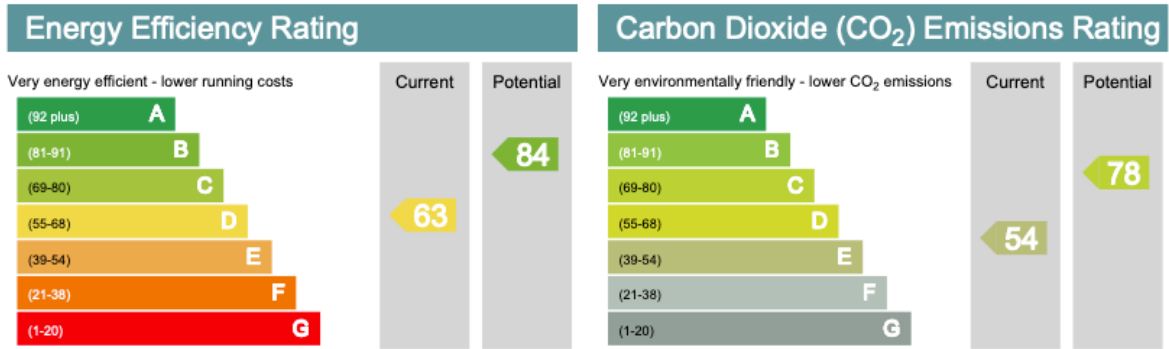
Measure 4:

Measure 5:

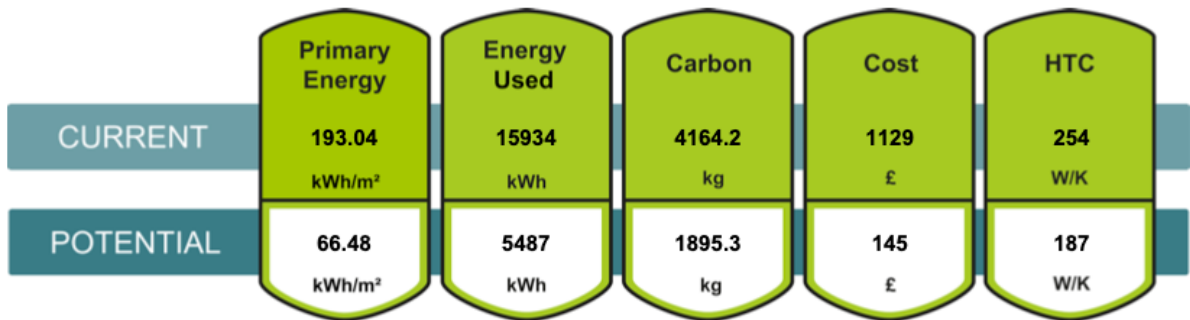
Retrofit Evaluator: Robert Kelf (C6 Funding)

RETROFIT ASSESSMENT REVIEW

Property Baseline

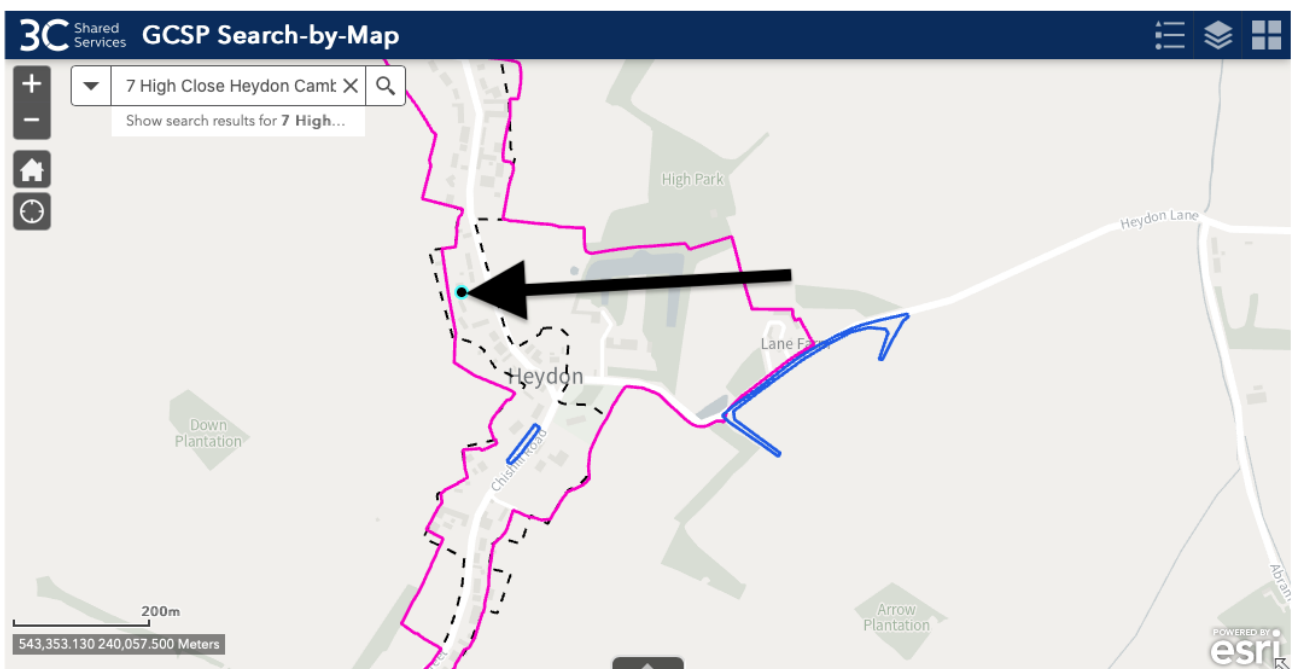


Additional ratings for your home



Location Considerations

It has been identified that this address sits inside a conservation area.

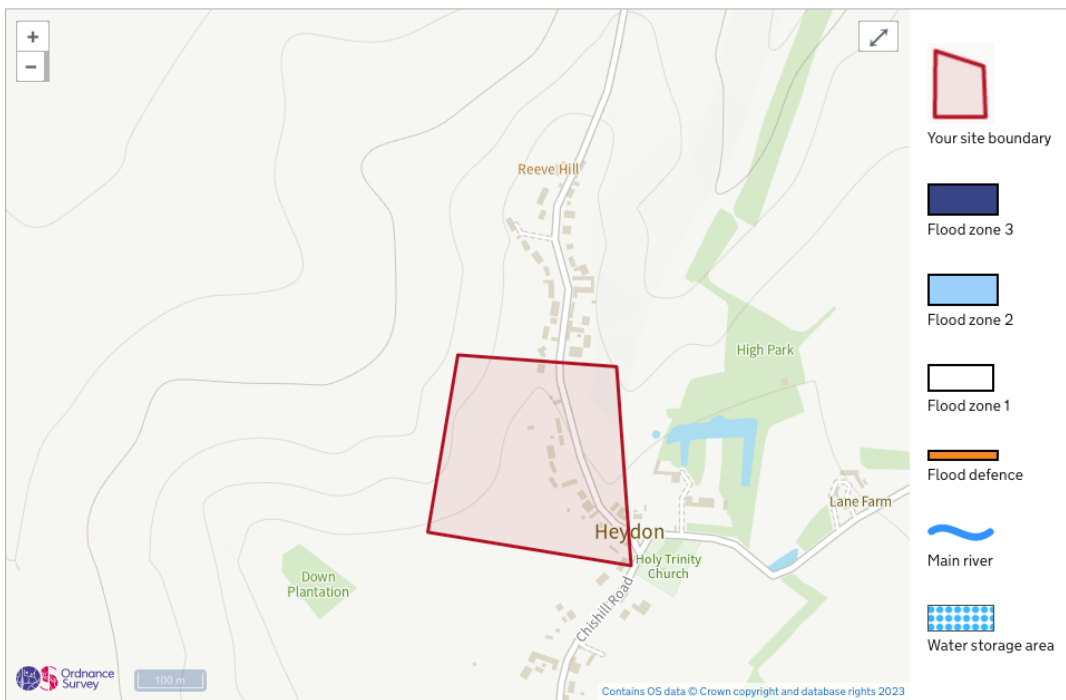


Exposure

The property is in an area of sheltered exposure to wind driven rain, offering no immediate concerns.

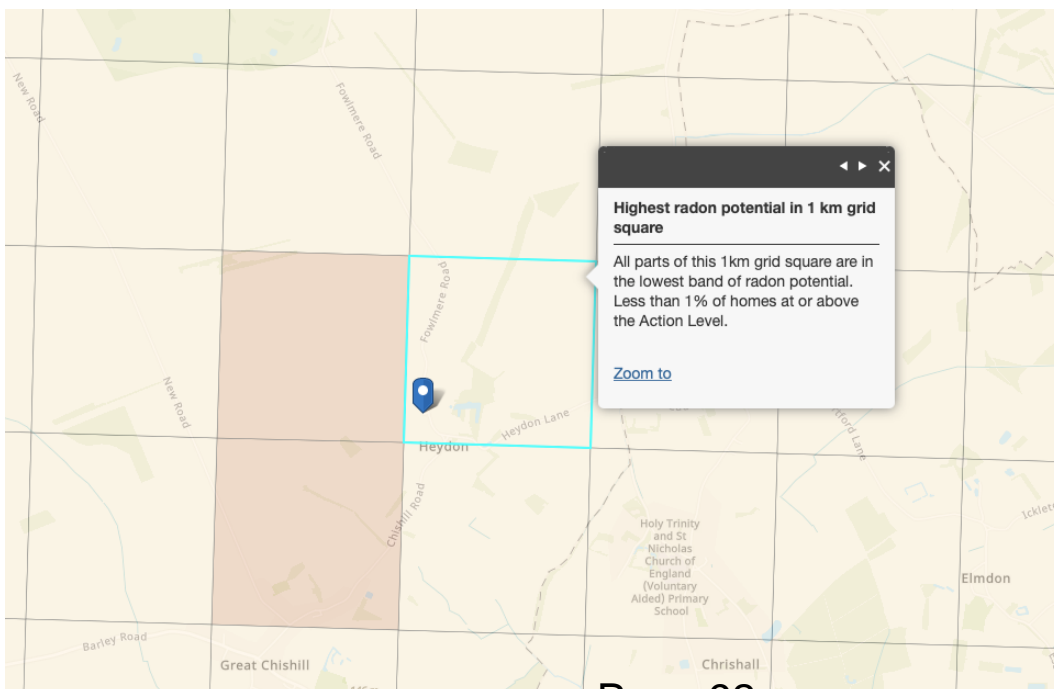
Flood Risk

The property is in Flood Zone 1 offering no immediate concerns however Zone 3 is very close.



Radon

Using the available information, there is less than 1% chance that this property has a Radon level which is equal to or greater than the Action Level. This is the lowest probability banding used by UK Radon. A test would be required to determine the actual level of Bq per m³.



Constraints

- Presence in a conservation area may require some consideration. No other constraints.

Significance

This property does not have any historical, aesthetic, communal or evidential significance.

Defects and Pre-Requisite Work

- Significant repairs to the render were being completed at the time of the Retrofit Assessment. Presuming these are completed then no further action should be needed with regards to the external walls.

Baseline Airtightness

TBD

Ventilation Assessment

There are a number of issues with damp or mould identified, most are probably related to the issues with the render. The extension has damp issues related to historical leaks and having no heating.

There are trickle vents present on all windows including wet rooms.

Kitchen extraction: Nuaire Genie IEV with flow rate of 6.1 l/s.

Bathroom extraction: Vent Axia IEV which doesn't work.

Undercuts are required in the following rooms: Bedroom 2.

There is purge ventilation in all habitable rooms. Windows have an opening angle of greater than 30 degrees.

This property has a solid floor and therefore no sub floor ventilation.

Occupancy Consideration

The occupancy for this dwelling is considered standard with 3 residents. There are no unusual uses of electricity.

There are no identified elements within the property which may contribute to unusual or excessive production of moisture or air pollutants.

Overheating

Overheating is not considered to be an issue within the property, there is no excessive glazing and the opportunity for cross ventilation is present.

INTENDED OUTCOMES

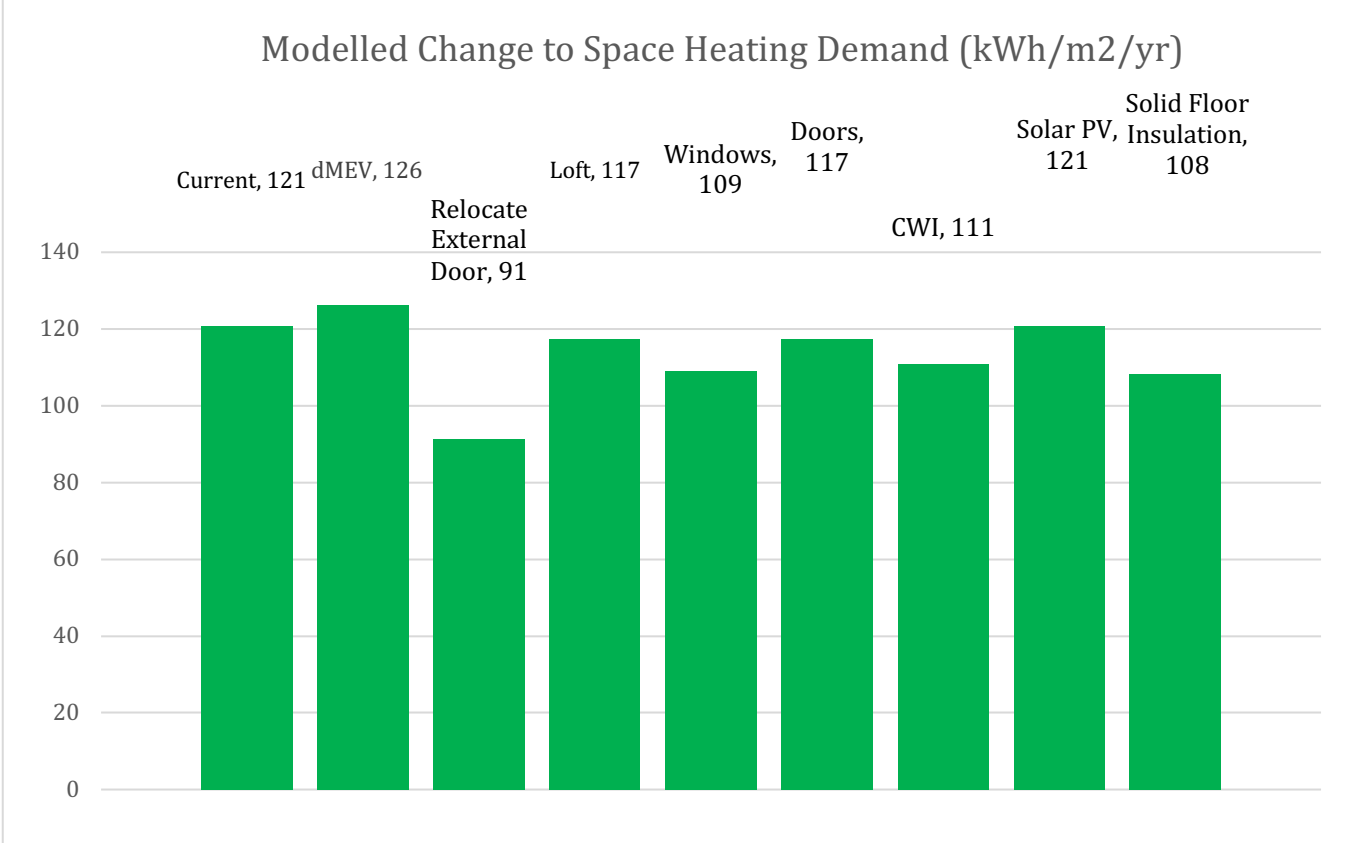
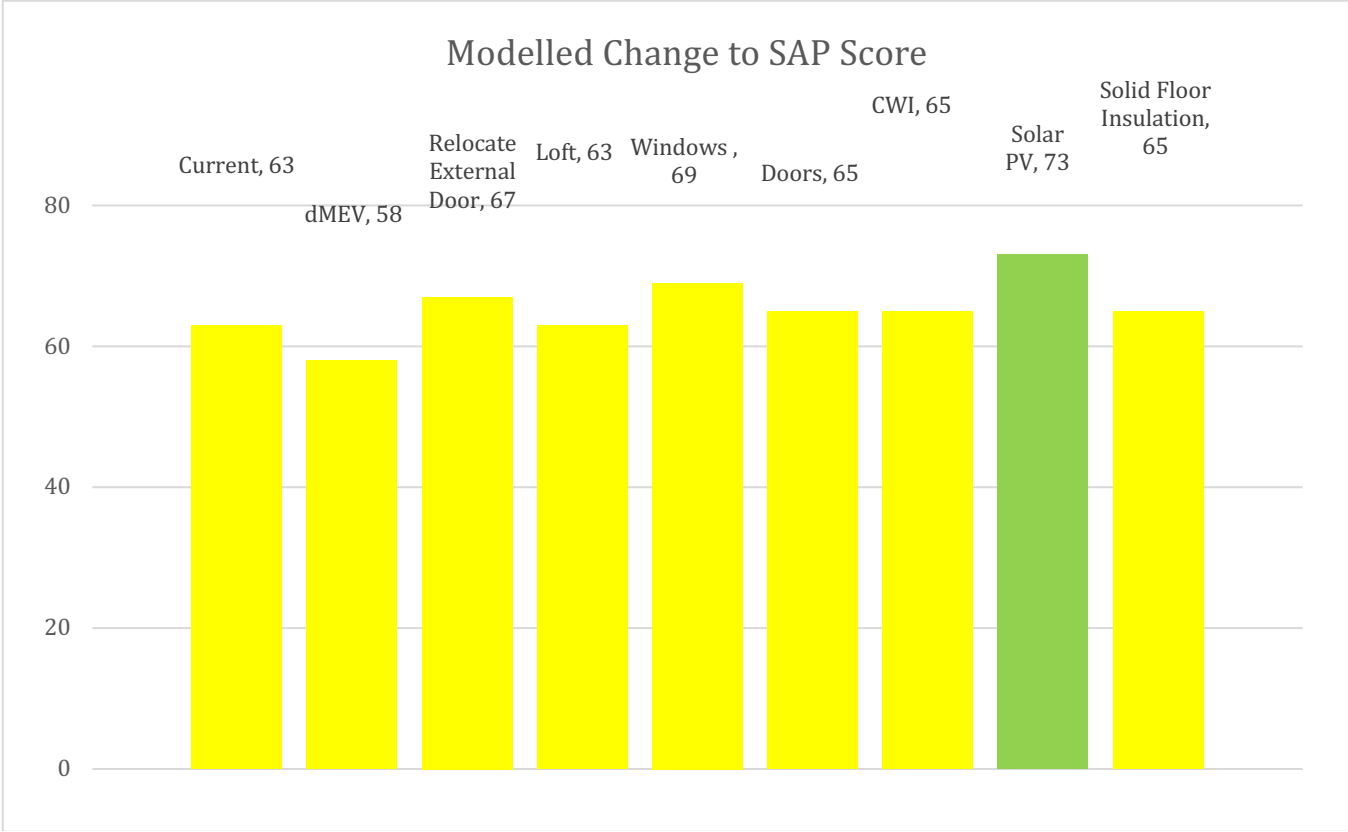
Results	
Reductions in energy use	Yes
Reduction in energy costs and/or alleviation of fuel poverty	Yes
Reduction in emissions associated with energy use	Yes
Improvement in internal comfort	Yes
Improvement of Internal Air Quality (IAQ)	Yes
Reducing the risk of overheating	No
Elimination of condensation damp and mould	No
Improvement in energy rating (e.g. SAP)	Yes
Meeting a performance standard (e.g. NZEB or Passive House EnerPHit)	No
Improving the usefulness or sustainability of the building	No
Protecting the building against decay or deterioration	No
Improving resistance to water penetration and resilience against flooding	No
Protecting the architectural heritage	No
Integration of EEMS and other improvements	No

RISK ROUTE ASSESSMENT

Due to the number of properties within the project, the risk route identified is Path C.

IMPROVEMENT MODELLING OF INDIVIDUAL MEASURES

The following graphs display the potential improvements to SHDFs two key metrics when installing recommended measures individually. Beneath, is more detailed information for the individual measures.

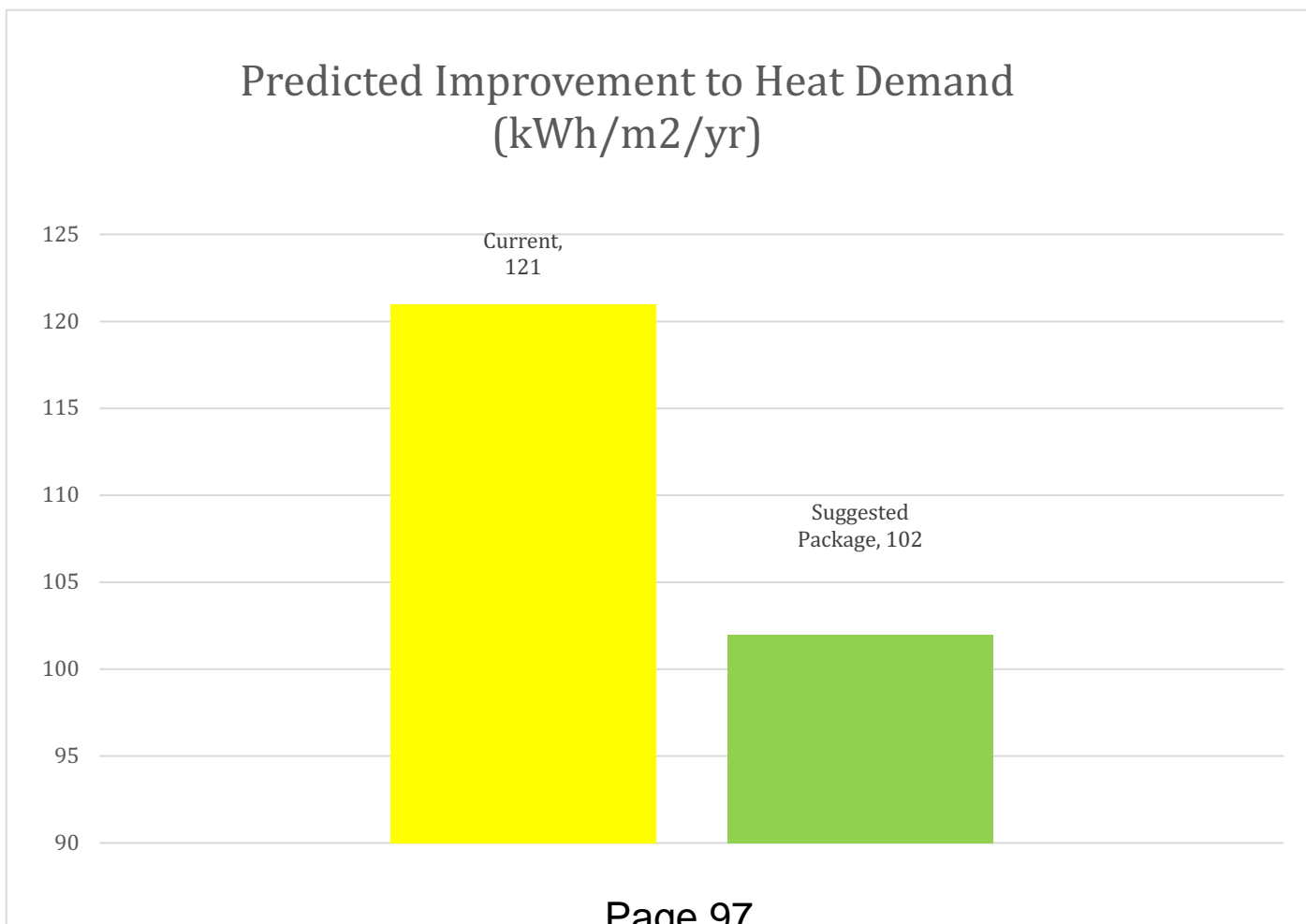
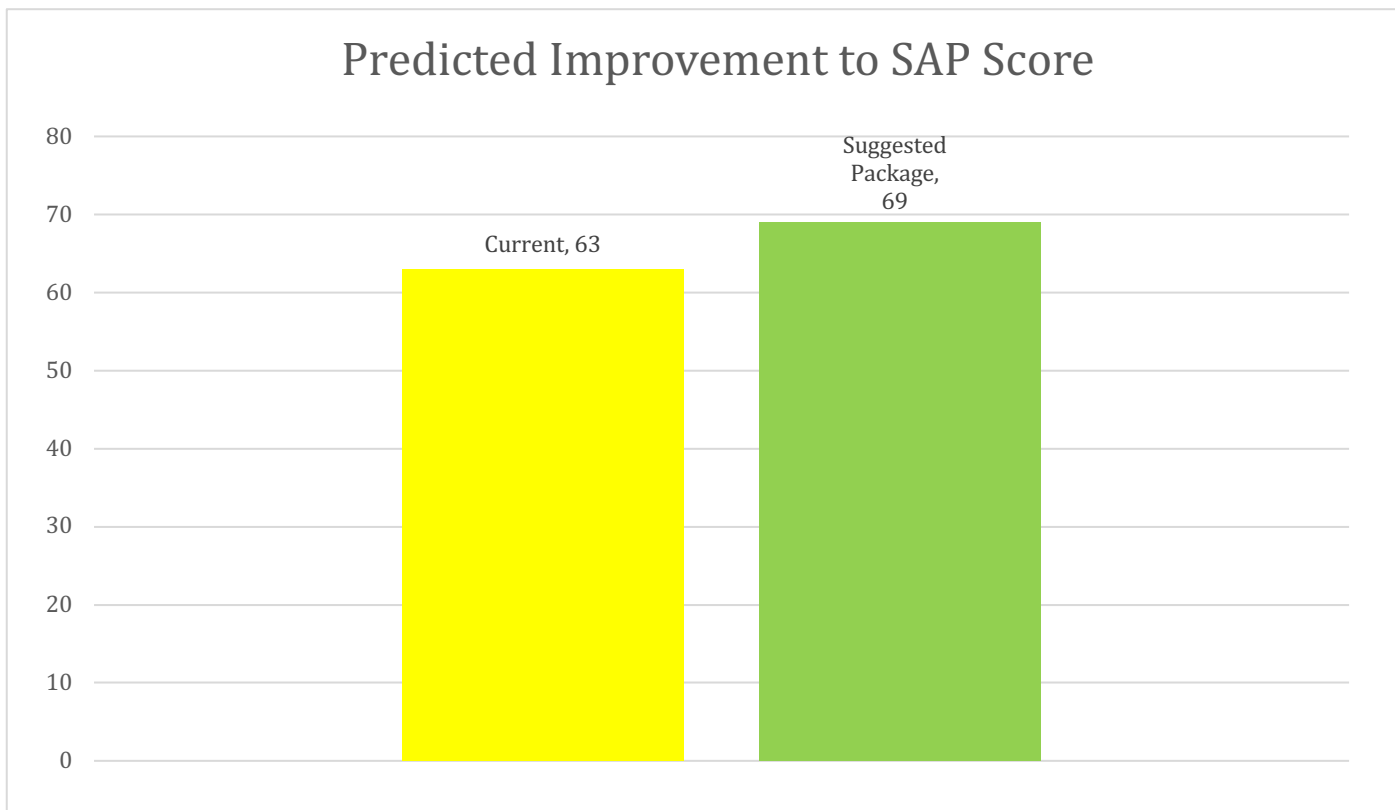


Measure	Capital Cost	Annual Fuel Savings	Simple Payback	Lifetime Fuel Savings	Lifetime CO2 Saving	Carbon Cost Effectiveness
Loft Insulation (between/under/over rafters)	£350	£20.00	18 Year(s)	£800.00	3.28 /tCO2	-137.2 /tCO2
Cavity wall insulation	£1,500	£57.00	26 Year(s)	£2,394.00	9.83 /tCO2	-90.95 /tCO2
Solar PV	£5,500	£688.00	8 Year(s)	£17,200.00	24.32 /tCO2	-481.09 /tCO2
Floor insulation (solid ground floor)	£6,000	£74.00	81 Year(s)	£3,108.00	12.68 /tCO2	228.08 /tCO2

New or Replacement Windows	£6,000	£68.00	88 Year(s)	£1,700.00	5.56 /tCO2	834.53 /tCO2
Higher performance external doors with less than or equal to 60% glazing area	£1,000	£19.00	53 Year(s)	£475.00	1.19 /tCO2	600.84 /tCO2

Recommended package of measures to be installed

CWI extract and refill, loft top up, insulated loft hatch, windows, insulated doors (relocate rear door to the kitchen to make the extension outside of the heat loss perimeter) and dMEV.



Measure	Capital Cost	Annual Fuel Savings	Simple Payback	Lifetime Fuel Savings	Lifetime CO2 Saving	Carbon Cost Effectiveness
Package 1 - Loft Insulation (between/under/over rafters), Cavity wall insulation, New or Replacement Windows, Higher performance external doors with less than or equal to 60% glazing area	£8850	£164	54 Year(s)	£5369	19.86 /tCO2	1207.22 /tCO2

Package Summary

A fabric first approach was used to compile a package of measures designed to achieve the agreed intended outcomes.

Additional Measure Information

- Doors have been modelled with a u-value of 1.4. The rear door should be moved to the kitchen to move the extension outside of the heat loss perimeter.
- Windows have been modelled with a u-value of 1.3.
- Low energy lighting (LEL) is currently in most fixed fittings however not all will be LED, recommend to replace any old style LEL such as CFL with LED.

Measures Disregarded for Install

- Replacing the water cylinder would be beneficial but is likely to get done when the time comes to replace the oil boiler as suspect this will be replaced with an ASHP. At this time the oil boiler is fairly new.
- Solid Floor Insulation – this measure is deemed too disruptive at this time

RECOMMENDED ORDER OF INSTALLATION

Installing the individual measures in an order which does not compromise the efficiency of the retrofit as a whole is critical. Some measures may have no interaction with others so can be installed at any stage but the below is a recommended schedule of install:

1. dMEV
2. Windows
3. Doors
4. Loft
5. Cavity

MEDIUM TERM PLAN

Seq.	Measure	Capital Cost	Annual Fuel Savings	Simple Payback	Lifetime Fuel Savings	Lifetime CO2 Saving	Carbon Cost Effectiveness
3	Solar PV	£5500	£688.00	8.0 Year(s)	£17200	24.32/tCO2	-481.09/tCO2
4	Floor insulation (solid ground floor)	£6000	£74.00	81.1 Year(s)	£3108	12.68/tCO2	228.08/tCO2

PROPOSED VENTILATION STRATEGY

This property currently has an intermittent extraction strategy utilizing:

- Kitchen extraction: IEV with extract rate of 6.1 l/s.
- Bathroom extraction: IEV which doesn't work.

Recommend a continuous ventilation strategy utilizing dMEV units with both humidity sensors and a manual boost function. The dMEV strategy should meet the following requirements:

Rooms	Req's min extract rate l/s	Room volume, m3	Room vent, proportion	Extract rate	Boost function required?	Boost rate l/s
Kitchen	13	41.79	83	26	No	-
Bathroom	8	8.82	17	5	Yes	8

Suggest a variance from the above specification: Bedroom 4 has been discounted from the whole dwelling ventilation rate because it would usually be used as a living room. The whole dwelling ventilation rate has been calculated at 31 l/s. Suggest the trickle rates are balanced more than suggested in the above specification with boost rates commissioned at 20% greater than the trickle rate.

This property requires undercuts in Bedroom 2.

The new windows in the kitchen and bathroom should not have trickle vents. All windows in habitable rooms should have trickle vents with an equivalent area of 4000mm².

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Appendix B – SDHF reporting submissions for 2024

Introduction

Social Housing Decarbonisation Fund (SHDF) Wave 2.1 Data Collection Form

Welcome to the SHDF Wave 2.1 Data Collection Form. The data collected here will be used for monitoring against milestones and Key Performance Indicators, and to produce statistical reports on SHDF Wave 2.1.

Please submit this form into the Data Capture Portal on gov.uk. You will be provided with a login separately to upload the form.

Please review the Guidance tab before submitting this form, which contains instructions for each section of the report.

The form must be returned monthly, a timetable of deadline dates is provided below.

The form includes the following pages which must be completed each month:

Project Summary

Baseline KPIs

Actual & Forecast KPIs

Risk Register

Fraud Register

Property Details

Measure Details

Tenant Details

Installer Details

The deadline each month to return submit the form are as follows:

Deadline to Submit Report	Reporting Period
16 May 2023	45017
14 June 2023	45047
14 July 2023	45078
14 August 2023	45108
14 September 2023	45139
13 October 2023	45170
14 November 2023	45200
14 December 2023	45231

15 January 2024	45261
14 February 2024	45292
14 March 2024	45323
15 April 2024	45352
15 May 2024	45383
14 June 2024	45413
12 July 2024	45444
14 August 2024	45474
13 September 2024	45505
14 October 2024	45536
14 November 2024	45566
13 December 2024	45597
15 January 2025	45627
14 February 2025	45658
14 March 2025	45689
14 April 2025	45717
15 May 2025	45748
13 June 2025	45778
14 July 2025	45809
14 August 2025	45839
12 September 2025	45870
14 October 2025	45901

If you run into any problems or are not sure of something, please reiew the guidance and definitions tabs for detailed field descriptions.
If you are still unsure about anything, please contact your Supervisory Officer

Guidance

Guidance for the SHDF Wave 2.1 Data Collection Form
General Guidance
<p>1. Throughout the spreadsheet</p> <p>a) Cells in Dark Green are mandatory. The spreadsheet validation will fail if they are not completed.</p> <p>b) Cells in Light Green are expected to be completed, but may not be available at the time of the report (e.g., the date of completing an installation). These cells may also become mandatory based on how you complete the spreadsheet (e.g., selecting "Other" as a category may cause a text field to explain Other to become mandatory). Not completing these cells may trigger a warning before the spreadsheet is submitted.</p> <p>c) Cells in Yellow are optional. The information in these cells should still be reported wherever possible.</p>
<p>2. Data in the spreadsheet must match validation rules set out in the data dictionary, otherwise it cannot be uploaded to the BEIS DMS. Cells will turn red where validation rules are not being met - those cells will fail validation rules when you upload the report, so should be changed. If you are not sure why a cell has turned red, consult the data dictionary or your Supervisory Officer.</p>
<p>3. Please complete the following pages and include any revisions, updates or changes since the last submission:</p> <p>Project Summary</p> <p>Baseline KPIs</p> <p>Actual & Forecast KPIs</p> <p>Risk Register</p> <p>Fraud Register</p> <p>Property Details</p> <p>Measure Details</p> <p>Tenant Details</p> <p>Installer Details</p> <p>For more detailed information on each page please see the below guidance and Definitions tab</p>
Project Summary
<p>1. This page should give an overview of your project as a whole.</p> <p>2. Each milestone completion date should be the date that the entire milestone was or is expected to be complete. E.g., the M54 Completion Date should be the date that all homes are expected to have completed the PAS2035 Risk Assessment.</p> <p>3. The Digitalisation Uplift Funding question has been pre-answered as No, as it does not apply to most projects. If your project is receiving Digitalisation Uplift Funding, you should change this response to Yes.</p>
Baseline KPIs
<p>1. This page should contain details of your initial baseline forecast for the entirety of the project.</p> <p>2. Baseline data should be entered in the first report, and should match the baseline annex submitted alongside the Grant Funding Agreement. It should not change after the first report, unless you have an approved Project Change Request, in which case you will be asked to update this tab.</p> <p>3. Figures are cumulative, so should add up across each row to the total (shown in Column A1). If any values decrease from one month to the next, cells will highlight Blue as a warning to ensure you are using cumulative values.</p> <p>4. You must enter a value in every blank cell, even if the value is 0, or the spreadsheet will not pass validation in the Data Capture Portal.</p>
Actual & Forecast KPIs
<p>1. This page should contain details of your projects actual values from previous months, and forecasts for future months. This tab should be updated each month.</p> <p>2. Values for all previous months should be actual values. Values for future months should be forecast values, which may change. E.g., in the report due on 14 September 2023 (the August 2023 report), all values up to including August '23 should be actual values; all future values from September '23 onwards should be forecast values.</p> <p>3. Figures are cumulative (except for the monthly grant claim received/forecasted, see 4. below), so should add up across each row to the total (shown in Column A1). If any values decrease from one month to the next, cells will highlight Blue as a warning to ensure you are using cumulative values.</p> <p>4. The Monthly SHDF Grant Claim received/forecasted should state the amount of grant funding you have received for all previous months, including the reporting period. For the current month, it must state the amount SHDF has previously agreed to pay you at the end of the current month. The value for the next month is the value grant recipients are requesting from SHDF, and will be the value grant recipients receive at the end of the following month subject to approval. For all future months, this is the value you expect to request, which can be updated in future reports.</p> <p>5. As an example of the Grant Claim received/forecasted field, in the report due on 14 September 2023 (the August 2023 report):</p> <p>a) "Previous months" are all months up to and including August 2023, which you should already have received payment for at the time of report submission.</p> <p>b) The "Current month" is the value in September 2023, which you formally requested one month prior and will be paid to you at the end of the current month.</p> <p>c) The "Next month" is the value you are requesting to be paid at the end of October 2023, subject to approval. This value cannot be changed after submitting the report.</p> <p>d) "Future months" are all months from November 2023 onwards, for which you should specify the amount you expect to request, however you will be able to adjust these values in future reports.</p> <p>6. You must enter a value in every blank cell, even if the value is 0, or the spreadsheet will not pass validation in the Data Capture Portal.</p>
Risk Register
<p>1. The Risk Register should be populated for the first monthly report with the risk information submitted in the application form.</p> <p>2. From the second monthly report onwards, the Risk Register should be updated with new risks, revised risk scores, or revised risk descriptions/actions as necessary.</p>

Fraud Register
1. The Fraud Register should be populated each month with any suspected or confirmed incidences of fraud or error.
2. Fraud or error incidences should be updated with additional information in subsequent reports after they are first reported. Once resolved, they should be left in the report, and not removed.
Property Details
1. This page should contain details about each property being treated. Please complete one row per property.
2. Properties should be reported as soon as the Pre-installation SAP Score is known and the property is planned to be treated as part of SHDF Wave 2.1.
3. A Grant Recipient Property Reference (GRPR) must be added for each property. The spreadsheet validation will fail if there are duplicate GRPRs in the spreadsheet.
4. In subsequent months after the property has been reported, additional information should be added including costs, the dates the property completed specific SHDF Wave 2.1 milestones, and pre- and post- installation property details. Do not remove a property from this page once reported, if the house is no longer part of the scheme change column N- Number of Eligible Measures to 0.
5. For each property, you should indicate whether Innovative Technologies not funded by the SHDF Digitalisation Uplift have been installed in properties. This is a mandatory field however you may enter Don't Know for a property. If a property is receiving Innovative Technologies, you should enter the relevant type from A - F, as specified in the Definitions tab.
Measure Details
1. This page should contain details about each measure being installed in each property. Please complete one row per measure per property.
2. The Grant Recipient Property Reference (GRPR) field for each measure must match a GRPR in the Property Details tab, so that measures can be tied to properties. The spreadsheet validation will fail if this is not the case.
3. You should enter the TrustMark Licence Number (TMLN) of the installer installing the measure once this is known. This must match a TMLN listed in the Installer Details tab. The spreadsheet validation will fail if this is not the case.
4. Additional information about the measure, such as specific costs, the start and finish date of installation, and the TrustMark Unique Measure Reference should be added when available. Do not remove a measure from this page once it has been completed, if however, the measure will no longer be installed it can be removed.
Tenant Details
1. This page should contain information about tenants living in the homes treated. One row per tenant should be reported.
2. The information on this page is used to contact tenants to ask if they would like to participate in the evaluation of SHDF Wave 2.1.
3. Tenant contact information should be added. If the tenant does not have an email address, a Grant Recipient email may be used instead.
4. If the tenant drops out or refuses to participate in the scheme at any point, this should be flagged in the relevant columns of this page. Do not delete the tenant record from this page.
Installer Details
1. This page should contain details about the installers installing measures under SHDF Wave 2.1.
2. You should report installers as soon as contracts have been signed with them and they have a TrustMark Licence Number which can be reported.
Returning the form to BEIS
1. The form can be returned to SHDF via the web portal on gov.uk.
2. The form should be uploaded to the gov.uk web portal by the deadline each month provided in the timetable on the Introduction tab.
3. If you have any issues completing or uploading the form, please contact your Supervisory Officer.

Definitions

Key Definitions

This sheet contains definitions of fields used across the reporting template. The reporting lead should review this as necessary when completing the report.

Definitions used throughout the reporting template

Core Milestones	
Milestone 1	Project Team Established
Milestone 2	Procurement Activity Completed
Milestone 3	Pre-construction Tenant Engagement Completed
Milestone 4	PAS2035 Risk Assessment Stage Completed
Milestone 5	Dwelling Assessment Stage Completed
Milestone 6	Design & Coordination Stage Completed
Milestone 7	Installation Stage Started
Milestone 8	Installation Stage Completed
Milestone 9	Handover and Data Lodgement Completed

Key Performance Indicators	
KPI1: Number of properties that have completed the PAS2035 Risk Assessment stage	The number of properties that have completed the PAS2035 risk assessment stage (Milestone 4) in month, and total cumulative all months. Performance targets for month and cumulative will be taken from the Project baseline.
KPI2: Number of properties that have completed the PAS2035 Dwelling Assessment stage	The number of properties that have completed the PAS2035 Dwelling Assessment stage (Milestone 5) in month, and total cumulative all months. Performance targets for month and cumulative will be taken from the Project baseline.
KPI3: Number of properties that have completed the Design & Coordination stage	The number of properties that have completed the design & coordination stage (Milestone 6) in month, and total cumulative all months. Performance targets for month and cumulative will be taken from the Project baseline.
KPI4: Number of tenants engaged and signed up to works	The number of tenants who have been engaged as part of the tenant engagement plan and who have signed up to have works completed on their property. Performance targets for month and cumulative will be taken from the Project baseline.
KPI5: Number of properties completed	The number of properties that are deemed complete, i.e. completed the installation stage (Milestone 8) and have been registered in the TrustMark Data Warehouse, or equivalent, (Milestone 9) in month, and total cumulative all months. Performance targets for month and cumulative will be taken from the Project baseline.
KPI6: Number of properties that have reached EPC C (or EPC D where they started at EPC F/G)	The number of properties that are deemed complete i.e. completed the installation stage (Milestone 8) and have been registered in the TrustMark Data Warehouse, or equivalent, (Milestone 9), and are assessed to have reached EPC C (or EPC D where they started at EPC F/G), in month, and total cumulative all months. Performance targets for month and cumulative will be taken from the Project baseline.
KPI7: Total project spend, including grant funding	The amount of funding spent compared to the baseline project spend profile (+/-), including any co-funding, in month, and total cumulative all months. Targets for month and cumulative will be taken from the Project baseline.
Unique Property Reference Numbers (UPRNs)	UPRNs are unique identifiers for every addressable location across the UK. If you do not have the UPRNs available for the properties in your project, you may be able to use a public lookup to find them by searching UPRN lookup. UPRNs are not mandatory but you should look to provide them if you have this information available. UPRNs should not be confused with the Grant Recipient Property Reference. UPRNs are a national reference number, the Grant Recipient Property Reference (GRPR) refers to your own internal unique reference number for that property. The GRPR provided for each measure and tenant must match a GRPR in the Property Details tab, or the spreadsheet will fail validation checks.
TrustMark License Numbers (TMLNs)	TMLNs are required for each installer on the Installer Details tab, to ensure that all measures are installed by a TrustMark-registered installer. A TMLN should also be added to each row of the Measure Details page, so that measures can be linked to installers. The TMLN provided for each measure must match a TMLN in the Installer Details tab, or the spreadsheet will fail validation checks.

Project Summary

Column C: Project RAG Rating	
Green	The project is on track to deliver to its most recently baselined time, budget and scope
Amber Green	The project is on track to deliver to its most recently baselined time, budget and scope. There is confidence than any risks or issues are manageable and will not impact the project.
Amber	The project is facing risks or issues which may impact its ability to deliver to its most recently baselined time, budget and scope. With effective management, these risks may be resolvable to enable the project to deliver to time, budget and scope.
Amber Red	The project is unlikely to be able to deliver to its most recently baselined time, budget and scope. Processes to improve the project's delivery confidence should be underway.
Red	The project will not be able to deliver to its most recently baselined time, budget and scope. Processes to address this and improve the project's delivery confidence should be underway.
Columns G, I, K, M, O, Q, S, U, W: Milestone RAG Rating	
Green	This milestone is proceeding on track, and is expected to be completed according to the project's most recent baseline.
Amber	There are risks affecting this milestone, which may impact its completion according to the project's most recent baseline.
Red	This milestone is off track, and is unlikely to be completed according to the project's most recent baseline. Actions to address this should be in place.

Actual & Forecast KPIs

<p>Row 21: Monthly SHDF Grant Claim received/forecasted</p>	<p>This row should contain the amount of SHDF grant funding you request each month (if you do not request funding in a given month, the value should be 0).</p> <p>This value should be the amount paid for all previous months, including the reporting period. It should be the amount SHDF has already agreed to pay you for the current month. For the next month, the amount you enter here will be the amount you request here, which will be paid subject to approval and cannot be changed. For all future months, the value should be a forecast which you can refine in future reports.</p> <p>For example, in the report due on the 14th September 2023 (the August report):</p> <ul style="list-style-type: none"> • Values for each month up to and including August 2023 should be the grant funding you have already received; • The value for September 2023 should be the value SHDF has previously agreed to pay you, which you will receive at the end of the month; • The value for October 2023 should be the value you are requesting to receive at the end of October. Once submitted in this report, that value will be paid to you subject to approval and cannot be changed; • Values for November 2023 and all future months should be the amount of SHDF grant funding you forecast you will draw down, however you will have opportunities to refine these values in later monthly reports.
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Risk Register

Column H: Likelihood	
1	Very unlikely: <10% chance of materialising
2	Unlikely: 10-35% chance of materialising
3	Possible: 35-65% chance of materialising
4	Likely: 65-90% chance of materialising
5	Very likely: >90% chance of materialising

Column I: Impact: Time	
1	Minimal impact to project timelines
2	Limited impact to project timelines
3	Moderate impact to project timelines
4	Significant impact to project timelines
5	Major impact to project timelines

Column J: Impact: Cost	
1	Minimal impact to project budget
2	Limited impact to project budget
3	Moderate impact to project budget
4	Significant impact to project budget
5	Major impact to project budget

Column K: Impact: Quality	
1	Minimal impact to project quality
2	Limited impact to project quality
3	Moderate impact to project quality
4	Significant impact to project quality
5	Major impact to project quality

Fraud Register

Column C: Fraud or Error?	Each suspected and/or confirmed fraud/error case should be classified as either fraud or error. Fraud is where an error has occurred with the intention of some benefit. If an error has occurred causing funding to be lost, however it is not clear this was intentional, the case should be recorded as error.
Column D: Category of suspected fraud or error	<p>Each reported fraud/error case should be categorised as one of the following list. If you select other, you must explain the category for that case in Column E.</p> <ul style="list-style-type: none"> • Scheme Process - Controls/Rules Not Followed/Applied • Scheme Process - Mandate Fraud • Scheme Process - Internal Fraud/Collusion • Grant Beneficiary - False Declaration Of Eligibility • Grant Beneficiary - Fake Or Hijacked ID • Property - Ineligible/Non-Existent • Property - False ownership declaration • Property - Measure Already Present/Funded By Previous Scheme • Measure - Not Eligible For Scheme • Measure - Sub/Non-Standard • Installer - Not Competent/Qualified In Relevant Measure/Service • Installer - Price Inflation/Overstated Work • Installer - Claimed for Incomplete/Non-Existent Work • Other
Columns F and G: Value of prevented and detected loss	Each reported case should include the value the case related to. This should be categorised as either prevented loss or detected loss. Some cases may only include a detected loss, if the loss was not prevented, or some cases may have different values for detected and prevented loss, if only some of the loss was prevented.

Property Details

<p>Column AE: Total PAS costs for the property</p>	<p>You should enter the total costs associated with PAS compliance for this property. This is to help SHDF understand the cost of PAS compliance for projects, in order to inform future policy design.</p> <p>The PAS Costs field may include the cost of Risk assessment (triage), Dwelling assessment inc. ventilation, Heritage impact assessment, Structural condition survey, Intended outcomes, Improvement option evaluation (IOE), Medium term improvement plan (MTIP), Advice, Design and specification, Testing and commissioning/handover, Lodgement process, Lodgement fee</p>
<p>Column AF: Innovative Technologies not funded by Digitalisation Uplift</p>	<p>For each property, you should specify whether the property has received any innovative technologies not funded by the SHDF Digitalisation Uplift. For all properties where this does not apply, you should enter No or Don't Know. If the property did receive innovative technologies, you should enter the letter(s) corresponding to the relevant type of technology below (letters must be entered as capitals):</p> <p>A) SMETERS B) Lidar scanning or other sensor technologies C) Thermal imaging D) Building Energy Modelling (BEM) or Building Information Modelling (BIM) E) Digital Twinning F) Other</p>
<p>Column AG: Digitalisation Uplift Funding used on property?</p>	<p>This question should only be answered if your project is receiving Digitalisation Uplift Funding. If so, for each property, select from the following options:</p> <ul style="list-style-type: none"> • No • Yes - 1. Smart technology sensors and/or monitoring platforms to collect data for the assessment of properties • Yes - 2. Usage of building information modelling technology • Yes - 3. Usage of energy efficiency measurement and electricity demand management tools • Yes - 4. Other innovative digital technologies

Measure Details

<p>Columns E - H: Measure costs</p>	<p>For each measure, you should report the total cost, including grant funding, co-funding, and household contributions.</p> <p>Where available, you should also report the costs of materials, installation, and repair for each measure. This data will be used by SHDF to understand the costs associated with different measures, to help inform future policy design.</p>
<p>Column K: TrustMark Unique Measure Reference</p>	<p>For each measure, you should enter the TrustMark Unique Measure Reference, which is generated when the measure is logged with TrustMark. The format of this should be the Project Reference (which starts with a P), followed by 4 characters.</p>

Project summary

Field	Project RAG Rating	Progress Update	Plan for Next Reporting Period	MS1 - Project Team Established	MS1 RAG Rating	MS2 - Procurement Activity Completed	MS2 RAG Rating	MS3 - Pre-construction Tenant Engagement Completed, for all homes	MS3 RAG Rating
Description	Select a RAG rating for the project as a whole, according to the RAG definitions provided in the Definitions tab	Describe the current status of the project, qualifying the RAG rating and outlining activities undergone this reporting period	Outline what activities are planned for the next reporting period	Enter the date you completed, or expect to complete, MS1 - Project Team Established. Enter the date in the format DD/MM/YYYY	Enter a RAG rating for Milestone 1, which should reflect your confidence of meeting the Milestone completion date	Enter the date you completed, or expect to complete, MS2 - Procurement Activity Completed. Enter the date in the format DD/MM/YYYY	Enter a RAG rating for Milestone 2, which should reflect your confidence of meeting the Milestone completion date	Enter the date you completed, or expect to complete, MS3 - Pre-construction Tenant Engagement Completed, for all homes. Enter the date in the format DD/MM/YYYY	Enter a RAG rating for Milestone 3, which should reflect your confidence of meeting the Milestone completion date
Response for Current Reporting Period	Red	227 Retrofit Assessments completed with further appointments arranged. PCR submitted Co-funding profile reduced and submitted for consideration Design process underway and continuing with review of IOE's issued.	IOE production to continue. Weekly project team set up to review outputs of IOEs. Review of property list and eligible measures in light of PCR submission decision. Procurement process implemented to meet end of year spend.	28/07/2023	Complete	31/07/2024	Green	31/07/2024	Green

MS4 - PAS2035 Risk Assessment Stage Completed, for all homes	MS4 RAG Rating	MS5 - Dwelling Assessment Stage Completed, for all homes	MS5 RAG Rating	MS6 - Design & Coordination Stage Completed, for all homes	MS6 RAG Rating	MS7 - Installation Stage Started, for all homes	MS7 RAG Rating	MS8 - Installation Stage Completed, for all homes	MS8 RAG Rating
Enter the date you completed, or expect to complete, MS4 - PAS2035 Risk Assessment Stage Completed, for all homes. Enter the date in the format DD/MM/YYYY	Enter a RAG rating for Milestone 4, which should reflect your confidence of meeting the Milestone completion date	Enter the date you completed, or expect to complete, MS5 - Dwelling Assessment Stage Completed, for all homes. Enter the date in the format DD/MM/YYYY	Enter a RAG rating for Milestone 5, which should reflect your confidence of meeting the Milestone completion date	Enter the date you completed, or expect to complete, MS6 - Design & Coordination Stage Completed, for all homes. Enter the date in the format DD/MM/YYYY	Enter a RAG rating for Milestone 6, which should reflect your confidence of meeting the Milestone completion date	Enter the date you completed, or expect to complete, MS7 - Installation Stage Started, for all homes. Enter the date in the format DD/MM/YYYY	Enter a RAG rating for Milestone 7, which should reflect your confidence of meeting the Milestone completion date	Enter the date you completed, or expect to complete, MS8 - Installation Stage Completed, for all homes. Enter the date in the format DD/MM/YYYY	Enter a RAG rating for Milestone 8, which should reflect your confidence of meeting the Milestone completion date
26/05/2023	Complete	26/04/2024	Amber	31/05/2024	Amber	25/03/2024	Green	28/03/2025	Green

MS9 - Handover and Data Lodgement Completed, for all homes	MS9 RAG Rating	Total Number of Installers	Total Number of Apprentices	Other Information	Digitalisation Uplift Funding
Enter the date you completed, or expect to complete, MS9 - Handover and Data Lodgement Completed, for all homes. Enter the date in the format DD/MM/YYYY	Enter a RAG rating for Milestone 9, which should reflect your confidence of meeting the Milestone completion date	Enter the total number of installers that have worked across the project, in FTE equivalent	Enter the total number of apprentices that have worked across the project, in FTE equivalent	Enter any additional information you wish to bring to our attention	Select whether you are receiving Digitalisation Uplift Funding from SHDF
25/04/2025	Green	0	0	N/A	No

Project Baseline Progress - Data should be inputted at the start of the project, and should not change unless a Project Change Request has been approved

Field	Description	Mar-2023	Apr-2023	May-2023	Jun-2023	Jul-2023	Aug-2023	Sep-2023	Oct-2023	Nov-2023	Dec-2023	Jan-2024	Feb-2024	Mar-2024	Apr-2024	May-2024	Jun-2024	Jul-2024	Aug-2024	Sep-2024	Oct-2024	Nov-2024	Dec-2024	Jan-2025	Feb-2025	Mar-2025	Apr-2025	May-2025	Jun-2025	Jul-2025	Aug-2025	Sep-2025	Total (should match Sept 25)
<p>Note: These values should be inputted at the start of the project, and should not change unless a Project Change Request has been approved. This information is a baseline, which will be used to assess project performance.</p> <p>Enter a value for every month, even if the value is 0. These month fields are CUMULATIVE. Each following month should include all previous data (e.g. Jul = Mar+Apr+May+Jun+Jul). If values decrease between months, cells will turn blue as a warning to ensure cumulative values are used</p>																																	
MS1 - Project Team Established	Enter the cumulative monthly progress towards MS1 Project Team Established as a percentage.	10%	10%	25%	50%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	
MS2 - Procurement Activity Completed	Enter the cumulative monthly progress towards MS2 Procurement Activity Completed as a percentage.	10%	10%	10%	10%	10%	10%	10%	10%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%		
KP4 - Number of tenants engaged and signed up to works (Milestone 5)	Enter the cumulative number of households each month where pre-construction tenant engagement is complete (i.e., the households who have both been engaged and have signed up to work).	0	10	30	60	90	120	150	180	210	225	230	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238		
KP11 - Number of properties that have completed the PAS2035 Risk Assessment stage (Milestone 6)	Enter the cumulative number of homes each month which have completed a PAS2035 Risk Assessment stage (Milestone 6)	0	0	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238		
KP12 - Number of properties that have completed the PAS2035 Dwelling Assessment stage (Milestone 9)	Enter the cumulative number of homes each month which have completed the dwelling assessment stage.	0	0	40	90	150	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238		
KP13 - Number of properties that have completed the Design & Coordination stage (Milestone 9)	Enter the cumulative number of homes each month which have completed the design & coordination stage.	0	0	0	0	40	75	125	175	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238		
MS7 - Installation Stage Started	Enter the cumulative number of homes each month where installation has started	0	0	0	0	0	0	0	0	16	16	32	40	48	64	70	86	102	118	134	150	168	184	200	238	238	238	238	238	238	238		
MS8 - Installation Stage Completed	Enter the cumulative number of homes each month where installation has completed	0	0	0	0	0	0	0	0	0	16	16	32	40	48	64	70	86	102	118	134	150	168	184	200	238	238	238	238	238	238		
KP5 - Number of properties completed (Number of properties where Milestones 8 and 9 are both complete)	Enter the cumulative number of homes each month which are complete, meaning installation, handover, and logdown are complete.	0	0	0	0	0	0	0	0	0	16	16	32	40	48	64	70	86	102	118	134	150	168	184	200	238	238	238	238	238	238		
KP6 - Number of properties that have reached EPC C	Enter the cumulative number of homes each month which are complete AND have reached EPC C (or EPC D where a property started at EPC D)	0	0	0	0	0	0	0	0	0	16	16	32	40	48	64	70	86	102	118	134	150	168	184	200	238	238	238	238	238	238		
Cumulative SHDF Grant Admin and Ancillary Spend	Enter the cumulative Admin and Ancillary spend per month, from SHDF grant only.	£0.00	£0.00	£0.00	£58,517.50	£117,035.00	£175,552.50	£234,070.00	£292,587.50	£351,105.00	£409,622.50	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00		
Cumulative Combined Admin and Ancillary Spend	Enter the cumulative Admin and Ancillary spend per month, including both SHDF grant and co-funding. Each month's value must be greater than or equal to the value in row 15	£0.00	£0.00	£0.00	£58,517.50	£117,035.00	£175,552.50	£234,070.00	£292,587.50	£351,105.00	£409,622.50	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00		
Cumulative SHDF Grant Capital Spend	Enter the cumulative Capital spend per month, from SHDF grant only.	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£79,333.38	£158,666.71	£238,000.04	£317,333.37	£396,666.70	£476,000.03	£555,333.36	£634,666.69	£714,000.02	£793,333.35	£872,666.68	£952,000.01	£1,031,333.34	£1,110,666.67	£1,190,000.00	£1,190,000.00	£1,190,000.00	£1,190,000.00	£1,190,000.00	£1,190,000.00	£1,190,000.00	
Cumulative Combined Capital Spend	Enter the cumulative Capital spend per month, including both SHDF grant and co-funding. This value must be greater than or equal to the value in row 17	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£204,411.55	£408,823.10	£511,028.86	£715,440.41	£919,851.96	£996,502.68	£1,200,914.23	£1,405,325.78	£1,609,737.33	£1,814,148.88	£2,018,560.43	£2,222,971.98	£2,427,383.53	£2,631,795.08	£3,040,621.74	£3,040,621.74	£3,040,621.74	£3,040,621.74	£3,040,621.74	£3,040,621.74	£3,040,621.74	£3,040,621.74	
KPP - Cumulative SHDF Grant Spend	This field is auto calculated as the sum of your monthly Admin and Ancillary and Capital spend per month, from SHDF grant only.	£0.00	£0.00	£0.00	£58,517.50	£117,035.00	£175,552.50	£234,070.00	£292,587.50	£351,105.00	£409,622.50	£547,473.38	£626,806.71	£706,140.04	£785,473.37	£864,806.70	£944,140.03	£1,023,473.36	£1,102,806.69	£1,182,140.02	£1,261,473.35	£1,340,806.68	£1,420,140.01	£1,499,473.34	£1,578,806.67	£1,658,140.00	£1,658,140.00	£1,658,140.00	£1,658,140.00	£1,658,140.00	£1,658,140.00		
KPP - Cumulative Co-funding Spend	This field is auto calculated as the sum of your monthly Admin and Ancillary and Capital spend per month, from co-funding.	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£126,076.17	£252,152.33	£378,228.49	£504,304.65	£630,380.81	£756,456.97	£882,533.13	£1,008,609.29	£1,134,685.45	£1,260,761.61	£1,386,837.77	£1,512,913.93	£1,638,990.09	£1,765,066.25	£1,891,142.41	£1,891,142.41	£1,891,142.41	£1,891,142.41	£1,891,142.41	£1,891,142.41	£1,891,142.41		

Project Actual/Forecast Progress - Data should be updated each month

Field	Description	Mar-2023	Apr-2023	May-2023	Jun-2023	Jul-2023	Aug-2023	Sep-2023	Oct-2023	Nov-2023	Dec-2023	Jan-2024	Feb-2024	Mar-2024	Apr-2024	May-2024	Jun-2024	Jul-2024	Aug-2024	Sep-2024	Oct-2024	Nov-2024	Dec-2024	Jan-2025	Feb-2025	Mar-2025	Apr-2025	May-2025	Jun-2025	Jul-2025	Aug-2025	Sep-2025	Total (should match Sept '25)
Note: These values should be updated monthly. This information will be compared to the Baseline KPIs tab to assess project performance		Enter a value for every month, even if the value is 0. These month fields are CUMULATIVE. Each following month should include all previous data (e.g. Jul = Mar+Apr+May+Jun+Jul). If values decrease between months, cells will turn blue as a warning to ensure cumulative values are used																															
		Past and current months should be actual values; Future months should be forecast values. The total value should equal the total included in your baseline tab																															
M51 - Project Team Established	Enter the cumulative actual/forecast monthly progress towards M51 - Project Team Established as a percentage.	10%	10%	25%	50%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
M52 - Procurement Activity Completed	Enter the cumulative actual/forecast monthly progress towards M52 - Procurement Activity Completed as a percentage.	10%	10%	10%	10%	10%	10%	10%	10%	25%	45%	60%	60%	60%	60%	60%	80%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
KPI4 - Number of tenants engaged and signed up to works (Milestone 5)	Enter the cumulative actual/forecast number of households each month where pre-construction tenant engagement is complete (i.e. the households who have both been engaged and have signed up to works)	0	0	0	0	0	0	50	75	75	75	100	120	150	175	200	225	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	
KPI1 - Number of properties that have completed the PAS2035 Risk Assessment stage (Milestone 4)	Enter the cumulative actual/forecast number of homes each month which have completed a PAS2035 Risk Assessment	0	0	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238
KPI2 - Number of properties that have completed the PAS2035 Dwelling Assessment stage (Milestone 5)	Enter the cumulative actual/forecast number of homes each month which have completed the dwelling assessment stage	0	0	0	0	17	60	100	112	127	169	189	200	227	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238
KPI3 - Number of properties that have completed the Design & Coordination stage (Milestone 6)	Enter the cumulative actual/forecast number of homes each month which have completed the design & coordination stage	0	0	0	0	0	0	0	0	0	0	25	75	100	175	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238	238
M57 - Installation Stage Started	Enter the cumulative actual/forecast number of homes each month where installation has started	0	0	0	0	0	0	0	0	0	0	0	0	0	64	70	86	102	118	134	150	168	184	200	238	238	238	238	238	238	238	238	238
M58 - Installation Stage Completed	Enter the cumulative actual/forecast number of homes each month where installation has completed	0	0	0	0	0	0	0	0	0	0	0	0	0	20	64	70	86	102	118	134	150	168	184	200	238	238	238	238	238	238	238	238
KPI5 - Number of properties completed (Number of properties where Milestones 8 and 9 are both completed)	Enter the cumulative actual/forecast number of homes each month which are complete, meaning installation, handover, and lodgment are complete	0	0	0	0	0	0	0	0	0	0	0	0	0	20	64	70	86	102	118	134	150	168	184	200	238	238	238	238	238	238	238	238
KPI6 - Number of properties that have reached EPC C	Enter the cumulative actual/forecast number of homes each month which are complete AND have reached EPC C or EPC D where a property status at EPC K10	0	0	0	0	0	0	0	0	0	0	0	0	0	20	64	70	86	102	118	134	150	168	184	200	238	238	238	238	238	238	238	238
Cumulative SHDF Grant Admin and Ancillary Spend	Enter the cumulative actual/forecast Admin and Ancillary spend per month, from SHDF grant only	£0.00	£0.00	£0.00	£0.00	£0.00	£11,667.32	£23,912.31	£36,853.00	£104,540.91	£104,540.91	£148,696.00	£167,950.92	£351,105.00	£409,622.50	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00
Cumulative Combined Admin and Ancillary Spend	Enter the cumulative actual/forecast Admin and Ancillary spend per month, including both SHDF grant and co-funding Each month's value must be greater than or equal to the value in Row 15	£0.00	£0.00	£0.00	£0.00	£0.00	£11,667.32	£23,912.31	£36,853.00	£104,540.91	£104,540.91	£148,696.00	£167,950.92	£351,105.00	£408,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00	£468,140.00
Cumulative SHDF Grant Capital Spend	Enter the cumulative actual/forecast Capital spend per month, from SHDF grant only	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£355,035.04	£434,368.37	£513,701.70	£593,035.03	£555,333.66	£634,666.99	£714,000.32	£793,333.65	£872,666.98	£952,000.31	£1,031,333.64	£1,110,666.97	£1,190,000.30	£1,190,000.30	£1,190,000.30	£1,190,000.30	£1,190,000.30	£1,190,000.30	£1,190,000.30	£1,190,000.30
Cumulative Combined Capital Spend	Enter the cumulative actual/forecast Capital spend per month, including both SHDF grant and co-funding This value must be greater than or equal to the value in Row 17	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£355,035.04	£715,440.41	£919,851.96	£996,502.68	£1,200,914.23	£1,405,325.78	£1,609,737.33	£1,814,148.88	£2,018,560.43	£2,222,971.98	£2,427,383.53	£2,631,795.08	£3,040,621.74	£3,040,621.74	£3,040,621.74	£3,040,621.74	£3,040,621.74	£3,040,621.74	£3,040,621.74	£3,040,621.74
KPI7 - Cumulative SHDF Grant Spend	This field is auto calculated as the sum of your monthly Admin and Ancillary and Capital spend per month, from SHDF grant only	£0.00	£0.00	£0.00	£0.00	£0.00	£11,667.32	£23,912.31	£36,853.00	£104,540.91	£104,540.91	£148,696.00	£167,950.92	£706,140.04	£843,990.87	£981,841.70	£1,061,175.03	£1,223,473.66	£1,102,806.90	£1,182,140.32	£1,261,473.65	£1,340,806.98	£1,420,140.31	£1,499,473.64	£1,578,806.97	£1,658,140.30	£1,658,140.30	£1,658,140.30	£1,658,140.30	£1,658,140.30	£1,658,140.30	£1,658,140.30	
KPI7 - Cumulative Co-funding Spend	This field is auto calculated as the sum of your monthly Admin and Ancillary and Capital spend per month, from co-funding	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£339,569.94	£406,150.26	£403,467.65	£545,580.57	£770,656.79	£895,737.01	£1,020,815.23	£1,145,893.45	£1,270,971.67	£1,396,049.89	£1,521,128.11	£1,850,621.44	£1,850,621.44	£1,850,621.44	£1,850,621.44	£1,850,621.44	£1,850,621.44	£1,850,621.44	£1,850,621.44	
Monthly SHDF Grant Claims received/forecast	Enter the amount of grant funding you have received/expect to receive, from SHDF at the end of each month. This is the amount paid for all previous months including the reporting period, the amount SHDF has agreed to pay you for the current month, and the amount you expect to request for future months. The value you forecast for the next month will be value paid at the end of the next month, subject to approval	£0.00	£0.00	£0.00	£0.00	£58,517.50	£0.00	£0.00	£117,035.00	£0.00	£234,070.00	£58,517.50	£0.00	£238,000.04	£79,333.33	£79,333.33	£79,333.33	£79,333.33	£79,333.33	£79,333.33	£79,333.33	£79,333.33	£79,333.33	£79,333.33	£79,333.33	£79,333.33	£79,333.33	£0.00	£0.00	£0.00	£0.00	£0.00	£1,658,140.00
Cumulative SHDF Grant Claims received/forecast	This field is auto calculated as the cumulative sum of the amount of grant funding you have received, or expect to receive, from BEIS.	£0.00	£0.00	£0.00	£0.00	£58,517.50	£58,517.50	£58,517.50	£175,552.50	£175,552.50	£409,622.50	£468,140.00	£468,140.00	£706,140.04	£785,473.37	£864,806.70	£944,140.03	£1,023,473.36	£1,102,806.69	£1,182,140.02	£1,261,473.35	£1,340,806.68	£1,420,140.01	£1,499,473.34	£1,578,806.67	£1,658,140.00	£1,658,140.00	£1,658,140.00	£1,658,140.00	£1,658,140.00	£1,658,140.00	£1,658,140.00	£1,658,140.00

Risk Register

Risk ID	Category	Risk Owner (Organisation, contractor, supplier, etc.)	Risk Name	Cause	Effect / Impact	Score			Planned Actions	Contingency Plans	
						Likelihood	Time	Cost			
						Likelihood	Time	Cost	Quality	Score	
						Score	What actions will you take to mitigate this risk?				
			Describe what the risk is.	Describe the risk's cause(s).	Describe the risk's effect(s) or impact(s).						
R001	Access Issues Customer Refusal	SCCD/Mears	Tenants (both social and non-social) refuse works being carried out on their home, including due to COVID-19	1. Tenants do not buy into retrofit measures proposed. 2. Lack of communication/engagement planning. 3. Failure to engage with tenants on face to face basis.	Programme slippage due to no access. 2. Insufficient buy in from tenants to undertake retrofit works due to lack of understanding.	3	3	2	2	1. Organiser to have a clear communication plan with tenants regarding on-site to be ongoing key point of contact. 2. Working familiarity with tenants through personal face to face visits in the weeks leading up to surveys on-site at their homes and ongoing throughout duration of project. This provides effective 3 way communication between tenants, the Liaison Officers and the operational delivery team to ensure tenants are kept informed at all stages. 3. Pre-visit preparations will be made to ensure tenants are well prepared to accept positive outcomes. 4. Robustness of scheme solution/design at pre-application stage. 5. Engagement with local planning department for pre-application advice and guidance including lead in letter/minutes for processing application. 6. Apply with sufficient lead in time and sufficient information from pre-application advice to ensure planning process activities completed in time to avoid negative impact on delivery. 7. Communication plan to ensure tenants are kept informed at all stages. 8. Pre-visit preparations will be made to ensure tenants are well prepared to accept positive outcomes. 9. Technical surveys and analysis of each property undertaken by retrofit specialists who will provide recommendations on energy efficiency measures (EMEs) included in accordance with SHDF performance outcomes expected. 3. Project delivery in accordance with PAS2036/2019 principles as set out in the project plan. 4. Processes implemented for effective data capture and management. 5. Early engagement with supply chain has been undertaken to secure resources and provide safety of delivery. 3. Mears procurement team to liaise with existing relationships with suppliers to maintain ongoing communication lines on material challenges and agree mitigation as they arise to minimise negative impact on project.	In addition to the planned actions we will also implement the following (where required): 1. Hold additional community engagement sessions at local community hubs. 2. Review no access with Housing and Communities teams to assist in no access and/or engagements challenges. 3. Implement Retrofit Action Days and visit tenants out of hours where more convenient for tenants.
R002	Planning	SCCD	Planning permission from the relevant department is not received in time.	1. Lack of informed solution at pre-application stage. 2. Lack of preparation to apply for required planning consent. 3. Planning requirements and application not being approved by Planning Officer. 4. Lack of capacity within the Planning Department.	1. Start on site for retrofit installs delayed which could result in programme slippage and risk overall deliverability of the project.	2	5	2	2	1. Organiser to have a clear communication plan with tenants regarding on-site to be ongoing key point of contact. 2. Working familiarity with tenants through personal face to face visits in the weeks leading up to surveys on-site at their homes and ongoing throughout duration of project. This provides effective 3 way communication between tenants, the Liaison Officers and the operational delivery team to ensure tenants are kept informed at all stages. 3. Pre-visit preparations will be made to ensure tenants are well prepared to accept positive outcomes. 4. Robustness of scheme solution/design at pre-application stage. 5. Engagement with local planning department for pre-application advice and guidance including lead in letter/minutes for processing application. 6. Apply with sufficient lead in time and sufficient information from pre-application advice to ensure planning process activities completed in time to avoid negative impact on delivery. 7. Communication plan to ensure tenants are kept informed at all stages. 8. Pre-visit preparations will be made to ensure tenants are well prepared to accept positive outcomes. 9. Technical surveys and analysis of each property undertaken by retrofit specialists who will provide recommendations on energy efficiency measures (EMEs) included in accordance with SHDF performance outcomes expected. 3. Project delivery in accordance with PAS2036/2019 principles as set out in the project plan. 4. Processes implemented for effective data capture and management. 5. Early engagement with supply chain has been undertaken to secure resources and provide safety of delivery. 3. Mears procurement team to liaise with existing relationships with suppliers to maintain ongoing communication lines on material challenges and agree mitigation as they arise to minimise negative impact on project.	In addition to the planned actions we will also implement the following (where required): 1. Use of local supply chain as contingency plan, with SLAs in place with major materials suppliers. 2. Engage with local planning department for pre-application advice and guidance including lead in letter/minutes for processing application. 3. Apply with sufficient lead in time and sufficient information from pre-application advice to ensure planning process activities completed in time to avoid negative impact on delivery. 4. Apply with sufficient lead in time and sufficient information from pre-application advice to ensure planning process activities completed in time to avoid negative impact on delivery.
R003	Design Constraints	SCCD	Properties that are deemed eligible at application stage are found to be ineligible. (EPC C or above)	1. Not having initial survey/retrofit assessments and/or failure to identify appropriate measures required to retrofit properties.	1. Project scope changes and potential risk to scheme deliverability and SHDF performance outcomes of properties or properties.	1	5	1	3	1. Organiser to have a clear communication plan with tenants regarding on-site to be ongoing key point of contact. 2. Working familiarity with tenants through personal face to face visits in the weeks leading up to surveys on-site at their homes and ongoing throughout duration of project. This provides effective 3 way communication between tenants, the Liaison Officers and the operational delivery team to ensure tenants are kept informed at all stages. 3. Pre-visit preparations will be made to ensure tenants are well prepared to accept positive outcomes. 4. Robustness of scheme solution/design at pre-application stage. 5. Engagement with local planning department for pre-application advice and guidance including lead in letter/minutes for processing application. 6. Apply with sufficient lead in time and sufficient information from pre-application advice to ensure planning process activities completed in time to avoid negative impact on delivery. 7. Communication plan to ensure tenants are kept informed at all stages. 8. Pre-visit preparations will be made to ensure tenants are well prepared to accept positive outcomes. 9. Technical surveys and analysis of each property undertaken by retrofit specialists who will provide recommendations on energy efficiency measures (EMEs) included in accordance with SHDF performance outcomes expected. 3. Project delivery in accordance with PAS2036/2019 principles as set out in the project plan. 4. Processes implemented for effective data capture and management. 5. Early engagement with supply chain has been undertaken to secure resources and provide safety of delivery. 3. Mears procurement team to liaise with existing relationships with suppliers to maintain ongoing communication lines on material challenges and agree mitigation as they arise to minimise negative impact on project.	In addition to the planned actions we will also implement the following (where required): 1. Carry out a further driver during application stage and pre-visit ahead to ensure that all properties continue to be eligible. 2. Retain a reserve property list to backfill properties where required of cost profile reduced to deliver more works for the same funding.
R004	Supply Chain	SCCD/Mears/Suppliers	Specific materials and supplies are not available in time (e.g. EWI, windows, render, mineral wool)	1. Key materials supplier risk that affect the project include cavity wall insulation, glazing, other insulative materials. National material supply shortages due to the impacts from the war in Ukraine, continued supply challenges following Brexit and wider inflationary pressures. 2. High demand for compliant materials as part of design design negatively impact on supply and timely availability.	Increased rates in material supply beyond those anticipated in application. 2. Unable to deliver all the programme due to material shortages. 3. Project delays due to risk of supply chain being engaged on other retrofit projects.	3	4	2	4	1. Organiser to have a clear communication plan with tenants regarding on-site to be ongoing key point of contact. 2. Working familiarity with tenants through personal face to face visits in the weeks leading up to surveys on-site at their homes and ongoing throughout duration of project. This provides effective 3 way communication between tenants, the Liaison Officers and the operational delivery team to ensure tenants are kept informed at all stages. 3. Pre-visit preparations will be made to ensure tenants are well prepared to accept positive outcomes. 4. Robustness of scheme solution/design at pre-application stage. 5. Engagement with local planning department for pre-application advice and guidance including lead in letter/minutes for processing application. 6. Apply with sufficient lead in time and sufficient information from pre-application advice to ensure planning process activities completed in time to avoid negative impact on delivery. 7. Communication plan to ensure tenants are kept informed at all stages. 8. Pre-visit preparations will be made to ensure tenants are well prepared to accept positive outcomes. 9. Technical surveys and analysis of each property undertaken by retrofit specialists who will provide recommendations on energy efficiency measures (EMEs) included in accordance with SHDF performance outcomes expected. 3. Project delivery in accordance with PAS2036/2019 principles as set out in the project plan. 4. Processes implemented for effective data capture and management. 5. Early engagement with supply chain has been undertaken to secure resources and provide safety of delivery. 3. Mears procurement team to liaise with existing relationships with suppliers to maintain ongoing communication lines on material challenges and agree mitigation as they arise to minimise negative impact on project.	In addition to the planned actions we will also implement the following (where required): 1. Use of local supply chain as contingency plan, with SLAs in place with major materials suppliers. 2. Engage with local planning department for pre-application advice and guidance including lead in letter/minutes for processing application. 3. Apply with sufficient lead in time and sufficient information from pre-application advice to ensure planning process activities completed in time to avoid negative impact on delivery. 4. Apply with sufficient lead in time and sufficient information from pre-application advice to ensure planning process activities completed in time to avoid negative impact on delivery.
R005	Procurement	Mears	Contracts for retrofit coordinators or other necessary resources, are not in place in time to support delivery, due to delayed procurements, changing requirements, or lack of supply chain capacity	1. Lack of PAS2036/2019 MCS Accredited installers to deliver works. 2. Lack of qualified and experienced PAS2036/2019 professionals available to support works.	1. Programme delays due to labour and resource shortages. 2. Failure to achieve required PAS2036/2019 compliance. 3. Risk to overall deliverability of the project.	2	4	1	3	1. Organiser to have a clear communication plan with tenants regarding on-site to be ongoing key point of contact. 2. Working familiarity with tenants through personal face to face visits in the weeks leading up to surveys on-site at their homes and ongoing throughout duration of project. This provides effective 3 way communication between tenants, the Liaison Officers and the operational delivery team to ensure tenants are kept informed at all stages. 3. Pre-visit preparations will be made to ensure tenants are well prepared to accept positive outcomes. 4. Robustness of scheme solution/design at pre-application stage. 5. Engagement with local planning department for pre-application advice and guidance including lead in letter/minutes for processing application. 6. Apply with sufficient lead in time and sufficient information from pre-application advice to ensure planning process activities completed in time to avoid negative impact on delivery. 7. Communication plan to ensure tenants are kept informed at all stages. 8. Pre-visit preparations will be made to ensure tenants are well prepared to accept positive outcomes. 9. Technical surveys and analysis of each property undertaken by retrofit specialists who will provide recommendations on energy efficiency measures (EMEs) included in accordance with SHDF performance outcomes expected. 3. Project delivery in accordance with PAS2036/2019 principles as set out in the project plan. 4. Processes implemented for effective data capture and management. 5. Early engagement with supply chain has been undertaken to secure resources and provide safety of delivery. 3. Mears procurement team to liaise with existing relationships with suppliers to maintain ongoing communication lines on material challenges and agree mitigation as they arise to minimise negative impact on project.	In addition to the planned actions we will also implement the following (where required): 1. Alternative PAS2036/2019 installers have been identified and are available to support if required. 2. Alternative PAS2036/2019 supply chain specialists identified and are available to support if required.
R006	Cost Inflation	SCCD	There is variation between costs during delivery compared to those used at application stage	1. Increased rates in material supply beyond those anticipated in application. 2. Unable to deliver all the programme due to material shortages. 3. Project delays due to risk of supply chain being engaged on other projects. 4. Fewer properties delivered due to increased costs of materials higher than those anticipated in application. 5. Lack of an agreed cost control and escalation process during application and mobilisation. Higher than anticipated costs for upgrade works beyond preventative measures.	Increased rates in material supply beyond those anticipated in application. 2. Unable to deliver all the programme due to material shortages. 3. Project delays due to risk of supply chain being engaged on other projects. 4. Fewer properties delivered due to increased costs of materials higher than those anticipated in application. 5. Lack of an agreed cost control and escalation process during application and mobilisation. Higher than anticipated costs for upgrade works beyond preventative measures.	4	2	4	3	1. Organiser to have a clear communication plan with tenants regarding on-site to be ongoing key point of contact. 2. Working familiarity with tenants through personal face to face visits in the weeks leading up to surveys on-site at their homes and ongoing throughout duration of project. This provides effective 3 way communication between tenants, the Liaison Officers and the operational delivery team to ensure tenants are kept informed at all stages. 3. Pre-visit preparations will be made to ensure tenants are well prepared to accept positive outcomes. 4. Robustness of scheme solution/design at pre-application stage. 5. Engagement with local planning department for pre-application advice and guidance including lead in letter/minutes for processing application. 6. Apply with sufficient lead in time and sufficient information from pre-application advice to ensure planning process activities completed in time to avoid negative impact on delivery. 7. Communication plan to ensure tenants are kept informed at all stages. 8. Pre-visit preparations will be made to ensure tenants are well prepared to accept positive outcomes. 9. Technical surveys and analysis of each property undertaken by retrofit specialists who will provide recommendations on energy efficiency measures (EMEs) included in accordance with SHDF performance outcomes expected. 3. Project delivery in accordance with PAS2036/2019 principles as set out in the project plan. 4. Processes implemented for effective data capture and management. 5. Early engagement with supply chain has been undertaken to secure resources and provide safety of delivery. 3. Mears procurement team to liaise with existing relationships with suppliers to maintain ongoing communication lines on material challenges and agree mitigation as they arise to minimise negative impact on project.	In addition to the planned actions we will also implement the following (where required): 1. Mears has engaged with a number of additional building suppliers to influence material volumes and costs in line with the delivery of the project. 2. Following previous feedback from BES on market activity, we are conducting additional market assessments. 3. If there are measures where the costs are higher than reasonably preventable, our Retrofit Delivery team will aim to design this out as early as possible with management and related services with comprehensive Standard Operating Procedures in place for the safe and effective delivery of works in accordance with Health & Safety requirements. This includes SHDF related to scaffolding, monitoring and compliance with Health & Safety requirements for directly employed and subcontractor supply chain. This covers locally by a health and safety lead with national accreditation and the Health & Safety requirements of the project. 4. Mears has engaged with a number of additional building suppliers to influence material volumes and costs in line with the delivery of the project. 5. Following previous feedback from BES on market activity, we are conducting additional market assessments. 6. If there are measures where the costs are higher than reasonably preventable, our Retrofit Delivery team will aim to design this out as early as possible with management and related services with comprehensive Standard Operating Procedures in place for the safe and effective delivery of works in accordance with Health & Safety requirements. This includes SHDF related to scaffolding, monitoring and compliance with Health & Safety requirements for directly employed and subcontractor supply chain. This covers locally by a health and safety lead with national accreditation and the Health & Safety requirements of the project.
R007	Health & Safety	SCCD/Mears	Health & Safety failure due to inadequate controls, monitoring, compliance and preventative activity	1. Health & Safety failure due to inadequate controls, monitoring, compliance and preventative activity.	Single or multiple death of an employee, other workers, customers or a member of the public - in the event of serious user death, extensive publicity from such an event including press and social media coverage, a Coroner's inquest possibly receiving a report to prevent future deaths in accordance with Regulation 28 of the Health and Safety (Offences) Regulations 2001.	2	4	4	1	1. Organiser to have a clear communication plan with tenants regarding on-site to be ongoing key point of contact. 2. Working familiarity with tenants through personal face to face visits in the weeks leading up to surveys on-site at their homes and ongoing throughout duration of project. This provides effective 3 way communication between tenants, the Liaison Officers and the operational delivery team to ensure tenants are kept informed at all stages. 3. Pre-visit preparations will be made to ensure tenants are well prepared to accept positive outcomes. 4. Robustness of scheme solution/design at pre-application stage. 5. Engagement with local planning department for pre-application advice and guidance including lead in letter/minutes for processing application. 6. Apply with sufficient lead in time and sufficient information from pre-application advice to ensure planning process activities completed in time to avoid negative impact on delivery. 7. Communication plan to ensure tenants are kept informed at all stages. 8. Pre-visit preparations will be made to ensure tenants are well prepared to accept positive outcomes. 9. Technical surveys and analysis of each property undertaken by retrofit specialists who will provide recommendations on energy efficiency measures (EMEs) included in accordance with SHDF performance outcomes expected. 3. Project delivery in accordance with PAS2036/2019 principles as set out in the project plan. 4. Processes implemented for effective data capture and management. 5. Early engagement with supply chain has been undertaken to secure resources and provide safety of delivery. 3. Mears procurement team to liaise with existing relationships with suppliers to maintain ongoing communication lines on material challenges and agree mitigation as they arise to minimise negative impact on project.	In addition to the planned actions we will also implement the following (where required): 1. Mears Group SHEQ team function are available for support and advice as required. 2. Investigate all Health & Safety incidents (including near misses) and report to HSE (where required).
R008	Health & Safety	Mears	Gas Reg 8	Lack of knowledge regarding current regulations and application	Single or multiple death of an employee, other workers, customers or a member of the public - in the event of serious user death, extensive publicity from such an event including press and social media coverage, a Coroner's inquest possibly receiving a report to prevent future deaths in accordance with Regulation 28 of the Health and Safety (Offences) Regulations 2001.	1	2	2	4	1. Organiser to have a clear communication plan with tenants regarding on-site to be ongoing key point of contact. 2. Working familiarity with tenants through personal face to face visits in the weeks leading up to surveys on-site at their homes and ongoing throughout duration of project. This provides effective 3 way communication between tenants, the Liaison Officers and the operational delivery team to ensure tenants are kept informed at all stages. 3. Pre-visit preparations will be made to ensure tenants are well prepared to accept positive outcomes. 4. Robustness of scheme solution/design at pre-application stage. 5. Engagement with local planning department for pre-application advice and guidance including lead in letter/minutes for processing application. 6. Apply with sufficient lead in time and sufficient information from pre-application advice to ensure planning process activities completed in time to avoid negative impact on delivery. 7. Communication plan to ensure tenants are kept informed at all stages. 8. Pre-visit preparations will be made to ensure tenants are well prepared to accept positive outcomes. 9. Technical surveys and analysis of each property undertaken by retrofit specialists who will provide recommendations on energy efficiency measures (EMEs) included in accordance with SHDF performance outcomes expected. 3. Project delivery in accordance with PAS2036/2019 principles as set out in the project plan. 4. Processes implemented for effective data capture and management. 5. Early engagement with supply chain has been undertaken to secure resources and provide safety of delivery. 3. Mears procurement team to liaise with existing relationships with suppliers to maintain ongoing communication lines on material challenges and agree mitigation as they arise to minimise negative impact on project.	In addition to the planned actions we will also implement the following (where required): 1. Mears Group SHEQ team function are available for support and advice as required.
R009	Health & Safety	Mears	Lone working safety	Colleagues may visit properties and tenants alone to carry out their duties.	1. Death / serious injury involving a member of staff. 2. Incurred enforcement action, notices, fines and charges leading to possible prosecution by external enforcement bodies. 3. Damage to reputation. 4. An increase in claims attracting adverse publicity.	2	1	3	1	1. Organiser to have a clear communication plan with tenants regarding on-site to be ongoing key point of contact. 2. Working familiarity with tenants through personal face to face visits in the weeks leading up to surveys on-site at their homes and ongoing throughout duration of project. This provides effective 3 way communication between tenants, the Liaison Officers and the operational delivery team to ensure tenants are kept informed at all stages. 3. Pre-visit preparations will be made to ensure tenants are well prepared to accept positive outcomes. 4. Robustness of scheme solution/design at pre-application stage. 5. Engagement with local planning department for pre-application advice and guidance including lead in letter/minutes for processing application. 6. Apply with sufficient lead in time and sufficient information from pre-application advice to ensure planning process activities completed in time to avoid negative impact on delivery. 7. Communication plan to ensure tenants are kept informed at all stages. 8. Pre-visit preparations will be made to ensure tenants are well prepared to accept positive outcomes. 9. Technical surveys and analysis of each property undertaken by retrofit specialists who will provide recommendations on energy efficiency measures (EMEs) included in accordance with SHDF performance outcomes expected. 3. Project delivery in accordance with PAS2036/2019 principles as set out in the project plan. 4. Processes implemented for effective data capture and management. 5. Early engagement with supply chain has been undertaken to secure resources and provide safety of delivery. 3. Mears procurement team to liaise with existing relationships with suppliers to maintain ongoing communication lines on material challenges and agree mitigation as they arise to minimise negative impact on project.	In addition to the planned actions we will also implement the following (where required): 1. Mears Group SHEQ team function are available for support and advice as required.
R010	Asbestos	SCCD/Mears	Discovery of Asbestos Containing Materials (ACM) during retrofit works	1. Presence of Asbestos Containing Materials (ACM) identified and 14 day notification period to HSE prior to removal works.	1. Potential long term health risk to tenant, member of staff or member of the public. 2. Delays in retrofit works on site due to time required for licensed ACM removal. 3. Incurred enforcement action, notices, fines and charges leading to possible prosecution by external enforcement bodies. 4. Damage to reputation. 5. An increase in claims attracting adverse publicity.	4	4	4	4	1. Organiser to have a clear communication plan with tenants regarding on-site to be ongoing key point of contact. 2. Working familiarity with tenants through personal face to face visits in the weeks leading up to surveys on-site at their homes and ongoing throughout duration of project. This provides effective 3 way communication between tenants, the Liaison Officers and the operational delivery team to ensure tenants are kept informed at all stages. 3. Pre-visit preparations will be made to ensure tenants are well prepared to accept positive outcomes. 4. Robustness of scheme solution/design at pre-application stage. 5. Engagement with local planning department for pre-application advice and guidance including lead in letter/minutes for processing application. 6. Apply with sufficient lead in time and sufficient information from pre-application advice to ensure planning process activities completed in time to avoid negative impact on delivery. 7. Communication plan to ensure tenants are kept informed at all stages. 8. Pre-visit preparations will be made to ensure tenants are well prepared to accept positive outcomes. 9. Technical surveys and analysis of each property undertaken by retrofit specialists who will provide recommendations on energy efficiency measures (EMEs) included in accordance with SHDF performance outcomes expected. 3. Project delivery in accordance with PAS2036/2019 principles as set out in the project plan. 4. Processes implemented for effective data capture and management. 5. Early engagement with supply chain has been undertaken to secure resources and provide safety of delivery. 3. Mears procurement team to liaise with existing relationships with suppliers to maintain ongoing communication lines on material challenges and agree mitigation as they arise to minimise negative impact on project.	In addition to the planned actions we will also implement the following (where required): 1. Early recognition and reporting of any suspect materials. 2. Early engagement with the relevant local authority in place to move forward in programme to mitigate delay.
R011	Tenant Engagement	Mears	Tenant dissatisfaction and/or poor customer experience.	1. Tenant dissatisfaction with works due to disruption, lack of understanding of retrofit and its benefits to them and their home. 2. Poor communication and engagement. 3. Poor quality work delivered.	1. Disruption of tenant's normal living conditions. 2. Lack of trust in the team delivering works. 3. Informal and formal complaints. 4. Corrective works where poor quality installation.	3	3	3	4	1. Organiser to have a clear communication plan with tenants regarding on-site to be ongoing key point of contact. 2. Working familiarity with tenants through personal face to face visits in the weeks leading up to surveys on-site at their homes and ongoing throughout duration of project. This provides effective 3 way communication between tenants, the Liaison Officers and the operational delivery team to ensure tenants are kept informed at all stages. 3. Pre-visit preparations will be made to ensure tenants are well prepared to accept positive outcomes. 4. Robustness of scheme solution/design at pre-application stage. 5. Engagement with local planning department for pre-application advice and guidance including lead in letter/minutes for processing application. 6. Apply with sufficient lead in time and sufficient information from pre-application advice to ensure planning process activities completed in time to avoid negative impact on delivery. 7. Communication plan to ensure tenants are kept informed at all stages. 8. Pre-visit preparations will be made to ensure tenants are well prepared to accept positive outcomes. 9. Technical surveys and analysis of each property undertaken by retrofit specialists who will provide recommendations on energy efficiency measures (EMEs) included in accordance with SHDF performance outcomes expected. 3. Project delivery in accordance with PAS2036/2019 principles as set out in the project plan. 4. Processes implemented for effective data capture and management. 5. Early engagement with supply chain has been undertaken to secure resources and provide safety of delivery. 3. Mears procurement team to liaise with existing relationships with suppliers to maintain ongoing communication lines on material challenges and agree mitigation as they arise to minimise negative impact on project.	In addition to the planned actions we will also implement the following (where required): 1. Prompt customer service intervention when dissatisfaction is raised, through complaint, ergonomic TLO and customer success team to work with tenants and resolve any issues or complaints. 2. Mears complaints process also involves their 'Voice of the Customer' function, which aims to resolve complaints immediately.
R012	Resourcing	SCCD	Design phase duration extended beyond what was expected at time of SHDF submission	1. Lack of capacity within PAS2036/2019 partners. 2. Lack of clarity of measures in scope, and role types required to deliver PAS2036/2019 requirements (Determined by Risk Pathways)	1. Start on site for installs delayed which could result in programme slippage and deliverability of the project.	1	4	2	3	1. Organiser to have a clear communication plan with tenants regarding on-site to be ongoing key point of contact. 2. Working familiarity with tenants through personal face to face visits in the weeks leading up to surveys on-site at their homes and ongoing throughout duration of project. This provides effective 3 way communication between tenants, the Liaison Officers and the operational delivery team to ensure tenants are kept informed at all stages. 3. Pre-visit preparations will be made to ensure tenants are well prepared to accept positive outcomes. 4. Robustness of scheme solution/design at pre-application stage. 5. Engagement with local planning department for pre-application advice and guidance including lead in letter/minutes for processing application. 6. Apply with sufficient lead in time and sufficient information from pre-application advice to ensure planning process activities completed in time to avoid negative impact on delivery. 7. Communication plan to ensure tenants are kept informed at all stages. 8. Pre-visit preparations will be made to ensure tenants are well prepared to accept positive outcomes. 9. Technical surveys and analysis of each property undertaken by retrofit specialists who will provide recommendations on energy efficiency measures (EMEs) included in accordance with SHDF performance outcomes expected. 3. Project delivery in accordance with PAS2036/2019 principles as set out in the project plan. 4. Processes implemented for effective data capture and management. 5. Early engagement with supply chain has been undertaken to secure resources and provide safety of delivery. 3. Mears procurement team to liaise with existing relationships with suppliers to maintain ongoing communication lines on material challenges and agree mitigation as they arise to minimise negative impact on project.	In addition to the planned actions we will also implement the following (where required): 1. Alternative PAS2036/2019 supply chain specialists identified and are available to support if required.
R013	Weather	SCCD/Mears	Inclement weather	Inclement weather leads to delays in programme delivery	Inclement weather leads to delays in programme delivery	4	4	3	2	1. Organiser to have a clear communication plan with tenants regarding on-site to be ongoing key point of contact. 2. Working familiarity with tenants through personal face to face visits in the weeks leading up to surveys on-site at their homes and ongoing throughout duration of project. This provides effective 3 way communication between tenants, the Liaison Officers and the operational delivery team to ensure tenants are kept informed at all stages. 3. Pre-visit preparations will be made to ensure tenants are well prepared to accept positive outcomes. 4. Robustness of scheme solution/design at pre-application stage. 5. Engagement with local planning department for pre-application advice and guidance including lead in letter/minutes for processing application. 6. Apply with sufficient lead in time and sufficient information from pre-application advice to ensure planning process activities completed in time to avoid negative impact on delivery. 7. Communication plan to ensure tenants are kept informed at all stages. 8. Pre-visit preparations will be made to ensure tenants are well prepared to accept positive outcomes. 9. Technical surveys and analysis of each property undertaken by retrofit specialists who will provide recommendations on energy efficiency measures (EMEs) included in accordance with SHDF performance outcomes expected. 3. Project delivery in accordance with PAS2036/2019 principles as set out in the project plan. 4. Processes implemented for effective data capture and management. 5. Early engagement with supply chain has been undertaken to secure resources and provide safety of delivery. 3. Mears procurement team to liaise with existing relationships with suppliers to maintain ongoing communication lines on material challenges and agree mitigation as they arise to minimise negative impact on project.	In addition to the planned actions we will also implement the following (where required): 1. Mears can accelerate programme (where required) where excessive inclement weather and planned contingency is insufficient.
R014	Scope Changes	SCCD/Mears	Material specific unintended consequences through design (e.g. External Wall Insulation) and/or SHDF performance outcomes are at risk of not being met	1. Poor data collection as part of PAS2036/2019 processes. 2. Not achieving EPC Band C or space heating demand of 30kWh/m ² on every property within practical measures and cost.	1. Additional visits may be required. 2. Time slippages on programme. 3. Quality of Retrofit Design and Install compromised. 4. Failure to meet SHDF performance outcomes on property or properties.	1	4	4	4	1. Organiser to have a clear communication plan with tenants regarding on-site to be ongoing key point of contact. 2. Working familiarity with tenants through personal face to face visits in the weeks leading up to surveys on-site at their homes and ongoing throughout duration of project. This provides effective 3 way communication between tenants, the Liaison Officers and the operational delivery team to ensure tenants are kept informed at all stages. 3. Pre-visit preparations will be made to ensure tenants are well prepared to accept positive outcomes. 4. Robustness of scheme solution/design at pre-application stage. 5. Engagement with local planning department for pre-application advice and guidance including lead in letter/minutes for processing application. 6. Apply with sufficient lead in time and sufficient information from pre-application advice to ensure planning process activities completed in time to avoid negative impact on delivery. 7. Communication plan to ensure tenants are kept informed at all stages. 8. Pre-visit preparations will be made to ensure tenants are well prepared to accept positive outcomes. 9. Technical surveys and analysis of each property undertaken by retrofit specialists who will provide recommendations on energy efficiency measures (EMEs) included in accordance with SHDF performance outcomes expected. 3. Project delivery in accordance with PAS2036/2019 principles as set out in the project plan. 4. Processes implemented for effective data capture and management. 5. Early engagement with supply chain has been undertaken to secure resources and provide safety of delivery. 3. Mears procurement team to liaise with existing relationships with suppliers to maintain ongoing communication lines on material challenges and agree mitigation as they arise to minimise negative impact on project.	In addition to the planned actions we will also implement the following (where required): 1. Engage with the BES Learning Community. 2. Engage with BES Monitoring Officer where preventative controls are ineffective.
R015	Scope Changes	SCCD/Mears	Additional unforeseen works identified.	1. Inadequate asset data to inform project and works required at applications stage to identify all remedial/repairs works required. 2. Delay incurred by Project Change Request. 3. Falls with existing installations or property condition identified as project progresses.	1. Delays in retrofit works on site due to time required for corrective action for issues identified.	2	2	2	2	1. Organiser to have a clear communication plan with tenants regarding on-site to be ongoing key point of contact. 2. Working familiarity with tenants through personal face to face visits in the weeks leading up to surveys on-site at their homes and ongoing throughout duration of project. This provides effective 3 way communication between tenants, the Liaison Officers and the operational delivery team to ensure tenants are kept informed at all stages. 3. Pre-visit preparations will be made to ensure tenants are well prepared to accept positive outcomes. 4. Robustness of scheme solution/design at pre-application stage. 5. Engagement with local planning department for pre-application advice and guidance including lead in letter/minutes for processing application. 6. Apply with sufficient lead in time and sufficient information from pre-application advice to ensure planning process activities completed in time to avoid negative impact on delivery. 7. Communication plan to ensure tenants are kept informed at all stages. 8. Pre-visit preparations will be made to ensure tenants are well prepared to accept positive outcomes. 9. Technical surveys and analysis of each property undertaken by retrofit specialists who will provide recommendations on energy efficiency measures (EMEs) included in accordance with SHDF performance outcomes expected. 3. Project delivery in accordance with PAS2036/2019 principles as set out in the project plan. 4. Processes implemented for effective data capture and management. 5. Early engagement with supply chain has been undertaken to secure resources and provide safety of delivery. 3. Mears procurement team to liaise with existing relationships with suppliers to maintain ongoing communication lines on material challenges and agree mitigation as they arise to minimise negative impact on project.	In addition to the planned actions we will also implement the following (where required): 1. Early recognition and reporting of any corrective works needed that can be delivered as part of Mears day to day asset management works controlled to minimise any delays beyond what has been reasonably built into the project plan. 2. Revised plan with fallback properties in place moved forward in programme to mitigate delay.
R016	Quality	SCCD/Mears	Structural defects are identified in properties during works.	1. Build type of properties in scope and inherent risk of failure within some categories of structural issues that may be identified during retrofit works.	1. Additional costs may be incurred via repair activities in advance of installation. 2. Delays in programme due to additional works required in some homes.	4	4	4	4	1. Organiser to have a clear communication plan with tenants regarding on-site to be ongoing key point of contact. 2. Working familiarity with tenants through personal face to face visits in the weeks leading up to surveys on-site at their homes and ongoing throughout duration of project. This provides effective 3 way communication between tenants, the Liaison Officers and the operational delivery team to ensure tenants are kept informed at all stages. 3. Pre-visit preparations will be made to ensure tenants are well prepared to accept positive outcomes. 4. Robustness of scheme solution/design at pre-application stage. 5. Engagement with local planning department for pre-application advice and guidance including lead in letter/minutes for processing application. 6. Apply with sufficient lead in time and sufficient information from pre-application advice to ensure planning process activities completed in time to avoid negative impact on delivery. 7. Communication plan to ensure tenants are kept informed at all stages. 8. Pre-visit preparations will be made to ensure tenants are well prepared to accept positive outcomes. 9. Technical surveys and analysis of each property undertaken by retrofit specialists who will provide recommendations on energy efficiency measures (EMEs) included in accordance with SHDF performance outcomes expected. 3. Project delivery in accordance with PAS2036/2019 principles as set out in the project plan. 4. Processes implemented for effective data capture and management. 5. Early engagement with supply chain has been undertaken to secure resources and provide safety of delivery. 3. Mears procurement team to liaise with existing relationships with suppliers to maintain ongoing communication lines on material challenges and agree mitigation as they arise to minimise negative impact on project.	In addition to the planned actions we will also implement the following (where required): 1. Engage with the BES Learning Community. 2. Engage with BES Monitoring Officer where preventative controls are ineffective.
R017	Fraud	SCCD/Mears	Fraud risk management to ensure appropriate usage of SHDF funding	1. Inadequate processes and procedures in place to ensure that fraud risk management and reporting is effective.	1. Outcomes of project are not in line with SHDF requirements and/or inappropriate use of public funding	1	1	5	5	1. Organiser to have a clear communication plan with tenants regarding on-site to be ongoing key point of contact. 2. Working familiarity with tenants through personal face to face visits in the weeks leading up to surveys on-site at their homes and ongoing throughout duration of project. This provides effective 3 way communication between tenants, the Liaison Officers and the operational delivery team to ensure tenants are kept informed at all stages. 3. Pre-visit preparations will be made to ensure tenants are well prepared to accept positive outcomes. 4. Robustness of scheme solution/design at pre-application stage. 5. Engagement with local planning department for pre-application advice and guidance including lead in letter/minutes for processing application. 6. Apply with sufficient lead in time and sufficient information from pre-application advice to ensure planning process activities completed in time to avoid negative impact on delivery. 7. Communication plan to ensure tenants are kept informed at all stages. 8. Pre-visit preparations will be made to ensure tenants are well prepared to accept positive outcomes. 9. Technical surveys and analysis of each property undertaken by retrofit specialists who will provide recommendations on energy efficiency measures (EMEs) included in accordance with SHDF performance outcomes expected. 3. Project delivery in accordance with PAS2036/2019 principles as set out in the project plan. 4. Processes implemented for effective data capture and management. 5. Early engagement with supply chain has been undertaken to secure resources and provide safety of delivery. 3. Mears procurement team to liaise with existing relationships with suppliers to maintain ongoing communication lines on material challenges and agree mitigation as they arise to minimise negative impact on project.	In addition to the planned actions we will also implement the following (where required): 1. Engage with BES Monitoring Officer where preventative controls are ineffective.
R018	Other	SCCD	Party Wall Notices (where applicable)	1. Party Wall Notices not issued early enough and/or correctly or with sufficient resident engagement.	1. Resident not willing to sign up to party wall notice and/or instruct their own party wall surveyor. 2. Delays in retrofit works on site due to time required for corrective action for issues identified.	3	3	3	3	1. Organiser to have a clear communication plan with tenants regarding on-site to be ongoing key point of contact. 2. Working familiarity with tenants through personal face to face visits in the weeks leading up to surveys on-site at their homes and ongoing throughout duration of project. This provides effective 3 way communication between tenants, the Liaison Officers and the operational delivery team to ensure tenants are kept informed at all stages. 3. Pre-visit preparations will be made to ensure tenants are well prepared to accept positive outcomes. 4. Robustness of scheme solution/design at pre-application stage. 5. Engagement with local planning department for pre-application advice and guidance including lead in letter/minutes for processing application. 6. Apply with sufficient lead in time and sufficient information from pre-application advice to ensure planning process activities completed in time to avoid negative impact on delivery. 7. Communication plan to ensure tenants are kept informed at all stages. 8. Pre-visit preparations will be made to ensure tenants are well prepared to accept positive outcomes. 9. Technical surveys and analysis of each property undertaken by retrofit specialists who will provide recommendations on energy efficiency measures (EMEs) included in accordance with SHDF performance outcomes expected. 3. Project delivery in accordance with PAS2036/2019 principles as set out in the project plan. 4. Processes implemented for effective data capture and management. 5. Early engagement with supply chain has been undertaken to secure resources and provide safety of delivery. 3. Mears procurement team to liaise with existing relationships with suppliers to maintain ongoing communication lines on material challenges and agree mitigation as they arise to minimise negative impact on project.	In addition to the planned actions we will also implement the following (where required): 1. Tenant engagement strategy to prevent delays.

Fraud Register

Reference number	Fraud or Error?	Category of suspected fraud or error	Category of suspected fraud or error - Other	Value of prevented loss	Value of detected loss	Date suspected fraud or error occurred	Who carried out the fraud or error?	How was the suspected fraud or error detected?
Enter a unique reference number for each fraud or error instance. ID's should be unique to each instance, and formatted as F001, F002, etc.	Select whether the case is suspected fraud or error	Select the category of each fraud or error instance from the drop-down list	If you selected "Other" as the category, please enter further detail here	Enter the amount that the fraud or error related to in £.	Enter the amount that the fraud or error related to in £.	Enter the date the fraud or error occurred, as DD/MM/YYYY	Select who committed the fraud or error	Please describe how the fraud or error was detected, e.g., routine audit, whistle blower, etc

Date of detection	Action taken to resolve suspected fraud or error	Action owner	Changes to processes/controls	Recommendations and Comments	Incident Status
Enter the date the fraud or error was detected, as DD/MM/YYYY	Describe the mitigation action(s) taken to address the fraud or error. E.g. Corrective action – taken with installer to remedy issue; Admin action – taken against the installer that affects their participation in the scheme; Debt recovery initiated; Prosecution initiated; escalation to BEIS.	Enter the email address of the person responsible for the mitigating action	Describe any changes to processes or controls as a result of the detected fraud or error. E.g., additional and/or more targeted audits; revisions to the Fraud Risk Assessment.	Please add any further recommendations or comments	Please select an option from the dropdown menu describing the status of the incident.

Property Details

This page covers the details of the properties where measures will be installed under SHDF. Please use one line per address. This page should be updated monthly

Grant Recipient Property Reference	First line of address	Town	Postcode	Unique Property Reference Number	Property Type	Property Wall Type	Tenure Type	Property Year Built	Smart Meter Installed?	On or off gas grid property	Pre-Installation Heating System Type	Number of eligible measures to install	Pre-Installation SAP Score	Post-Installation SAP Score
Enter a grant recipient property reference for each property. The property reference must be unique for every property, and can contain up to 36 characters	Enter the property's first line of address	Enter the property's postal town	Enter the property's postcode	Enter the property's Unique Property Reference Number. This should be the UPRN, up to 12 digits long, provided by Ordnance Survey, available from lookups such as https://www.findmyaddress.co.uk/search . Each property's UPRN must be unique	Select the property type	Select whether the property has cavity or solid walls. You should specify if the home has cavity walls but is being treated with the solid wall cost cap (where this has been permitted because, e.g., the cavities are so thin that they cannot be filled)	Select the property tenure type	Enter the year the property was built	Select whether the property has a smart meter installed, and whether this was installed through SHDF	Select whether the property is on or off the gas grid. The home is off gas grid if it does not use mains gas for heating purposes	Select the main space heating system of the premises prior to installation of measures	Enter the number of eligible measures planned for installation at the property using SHDF funding and associated co-funding. Each measure should be reflected in the measure details tab	Enter the SAP score (from 0 to 100+) of the property before any measures were installed	Enter the SAP score (from 0 to 100+) of the property after all measures were installed. This must be the SAP score taken from the property's updated EPC, not a score from modelled data

Pre-Installation Heat Transfer Coefficient (SAP Box 39)	Post-Installation Heat Transfer Coefficient (SAP Box 39)	Pre-Installation total floor area (SAP Box 4)	Post-Installation total floor area (SAP Box 4)	Pre-Installation Space Heating Demand per Metre Square (SAP Box 99)	Post-Installation Space Heating Demand per Metre Square (SAP Box 99)	Pre-Installation Airtightness Test value	Post-Installation Airtightness Test value	MS4: PAS 2035 Risk Assessment Stage Completion Date	MS5: PAS 2035 Dwelling Assessment Stage Completion Date	MS9: Handover and Data Lodgement Completion Date
Enter the heat transfer coefficient (SAP Box 39), supplied using full SAP, for the property before measures were installed	Enter the heat transfer coefficient (SAP Box 39), supplied using full SAP, for the property after all measures were installed	Enter the total floor area in m2 (SAP Box 4), supplied using full SAP, for the property before measures were installed	Enter the total floor area in m2 (SAP Box 4), supplied using full SAP, for the property after all measures were installed	Enter the space heating demand per metre square in kWh/m2/yr (SAP Box 99), supplied using full SAP, for the property before measures were installed	Enter the space heating demand per metre square in kWh/m2/yr (SAP Box 99), supplied using full SAP, for the property after all measures were installed	Enter the airtightness test value for the property before measures were installed	Enter the airtightness test value for the property, after all measures were installed	Enter the date that MS4: The PAS2035 Risk Assessment Stage was completed for the property, formatted as DD/MM/YYYY	Enter the date the Dwelling Assessment was completed for the property, formatted as DD/MM/YYYY	Enter the date that handover and lodgement was completed for the property, formatted as DD/MM/YYYY

Total cost of all SHDF eligible measures	Of the total cost of all measures, how much is SHDF grant funding?	Of the total cost of all measures, how much is co-funding?	Of the total cost of all measures, how much was contributed by the household?	Total PAS costs for the property	Innovative Technologies not funded by Digitalisation Uplift	If relevant, Digitalisation Uplift Funding used on property?
Enter the total cost for all eligible measures installed in the property, including the cost of equipment, labour, repairs and maintenance. This value should include grant funding, co-funding, and household contributions	Enter the total amount of SHDF grant funding used to install measures in this property This value must not be higher than the total cost (column AA)	Enter the total amount of co-funding used to install measures in this property This value must not be higher than the total cost (column AA)	Enter the total amount of funding from household contributions used to install measures in this property This value must not be higher than the total cost (column AA)	Enter the total costs related to PAS associated with installing SHDF eligible measures into the property The Definitions tab includes a list of relevant PAS costs which may be included here	Select whether you are using innovative technologies that are NOT funded by BEIS Digitalisation Uplift funding to support retrofit installation and/or monitoring at this property? If the property is not, enter No or Dont Know. If the property is, enter the CAPITAL letter(s) from A - F corresponding to type(s) of innovative technology being installed, listed in the Definitions Tab	Select whether measures will be installed in the property using Digitalisation Uplift (DU) funding, and if so, the type of funding that will be used. If you do not receive DU funding from BEIS, ignore this question

Measure Details

This page covers the details of the measures installed under SHDF. Please enter one row per measure. Each measure's UPRN must correspond to a UPRN in the Property Details tab. This page should be updated monthly

Grant Recipient Property Reference	Eligible Measure Type	Other Measure	Total Cost of Eligible Measure	Eligible Measure Cost of Material	Eligible Measure Installation Cost	Eligible Measure Repair Cost
Enter the Grant Recipient Property Reference where this measure will be installed. This must match one of the Grant Recipient Property References listed in the Property Details tab	Select the type of eligible measure being installed in the property	If Other Measure Type is selected from the dropdown, please specify the measure type here	Enter the total cost for the specific eligible measure, including grant funding, co-funding, and household contributions	Enter the cost of the materials for the measure installed	Enter the installation cost for the measure	Enter any costs of repair or remediation in the course of installing the measure

Installer Name	Installer TrustMark License Number	TrustMark Unique Measure Reference	Date of Starting Installation	Date of Completing Installation
Enter the name of the installer who installed this measure	Enter the TrustMark License Number of the installer who installed this measure. This must match a TrustMark License Number listed on the Installer Details tab	Enter the Unique Measure Reference, which is generated when a measure is lodged with TrustMark. This should be the Project Reference followed by 4 characters and should start with a P	Enter the date of starting the measure installation, formatted as DD/MM/YYYY. This date should be the point at which the installer begins working on site to install the measure, including any on-site preparatory work.	Enter the date when the installation of the measure is complete, formatted as DD/MM/YYYY. This date should be the point of handover

Tenant Details

Please use this page to fill in the details of each tenant. This page should be updated monthly.

Grant Recipient Property Reference	Tenant Name	Tenant Email Address	Tenant Contact Number	Privacy Notice Issued?	Tenant dropout / refusal to participate in scheme	Reason for tenant dropout / refusal	Reason for tenant dropout or refusal to participate in the scheme – Other reason
Enter the Grant Recipient Property Reference for this tenant. This must match one of the Grant Recipient Property References listed in the Property Details tab	Enter the name of the tenant who will receive/has received the works	Enter the tenant's email address	Enter the tenant's phone number	Select whether the tenant has been issued with a Privacy Notice	Select whether the tenant has dropped out or has refused to participate in the scheme	For tenants who have dropped out or refused to participate in the scheme, select a reason for them dropping out	If you selected "Other" for any tenants, provide the reason here

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