Insert LA Logo Here

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| --- |
| **INSTRUCTIONS**This is the Annual Progress Report (APR) for submission to the Welsh Government by **30th September** of each calendar year. Blue boxes provide instructions and/or further information to help local authorities complete the report. These boxes should be deleted before submitting the report. Where a conglomerate of authorities work together on air quality control, it is permissible to submit a single APR on behalf of all the authorities.Red text indicates where the local authority needs to fill in information. Delete this box when the document is finished. |

Local Authority Name

2020 Air Quality Progress Report

In fulfillment of Part IV of the Environment Act 1995

Local Air Quality Management

Date (Month, Year)

|  |  |
| --- | --- |
| ***Local Authority Officer*** | Enter Name(s) Here |
| ***Department*** | Enter Department Name |
| ***Address*** | Enter Address |
| ***Telephone*** | Enter Telephone |
| ***E-mail*** | Enter Email Address |
| ***Report Reference number*** | Enter Report Reference |
| ***Date*** | Enter Date of Report |

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| --- |
| You can insert your own cover page design of your choice, this may include a title, subtitle, picture, Local Authority’s own logo and consultant logo (if applicable)Delete this box when the document is finished. |

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| **Please update the header and footer information on this page** The blue instruction boxes are used throughout this template, to provide guidance on completing the Progress Report. Please delete them before submitting the report.Section 2 (new monitoring data) and Section 3 (new local developments) must be completed by all Local Authorities using this template. Progress Reports **are required** to provide this information. It is also **recommended**, if these are relevant to your Local Authority, that you include the information covered within Section 4 of this template, on:* Local / Regional air quality strategy
* Planning applications that may be relevant to air quality
* Air quality planning policies
* Local transport plans and strategies
* Climate Change Strategies (optional)

If you have an Action Plan, it is **recommended** that you incorporate your Action Plan Progress Report into this Progress Report. Section 1 of the template is provided for this.Not all Local Authorities will need to complete Section 4. Any sections not used should be completely deleted. (The section numbering will of course change accordingly).This report should be completed in full consideration of requirement set out in the Local Air Quality Management Technical Guidance (TG16).Delete this box when the document is finished. |

# Executive Summary: Air Quality in Our Area

|  |
| --- |
| Please summarise for the general public the main findings and conclusions of the report here. This may include:* Key news/headlines about how you’ve been working to improve air quality in your area.
* Current challenges/priorities for addressing air quality in your area - a brief summary of the main air quality issues in your local area. If there are no air quality issues in your area, please provide a statement to this effect and say how you are working to keep levels of pollution as low as reasonably practicable.
* What are the observed trends shown by the latest monitoring data (e.g. are levels going up or down?)
* Include a brief summary of core actions (and in particular success stories or lessons learnt) to target sources of pollution in your area over the past year, indicate any quantitative improvements from actions taken (if known). If your authority has no AQMAs or action plans and is not undertaking any other air quality related activities, please provide a statement to this effect.
* How the public is or can get involved – e.g. walking, not driving; anti-idling, car sharing, activities in schools, etc. Include a brief statement on how the public can obtain further information on air quality within your local authority area.
* Engaging pictures of air quality initiatives in your area, if possible.

**This section is especially designed to inform those living and working in your area about the state of local air quality and is intended to be understood by those not familiar with LAQM. This section should especially avoid the use of technical terms.** **The remainder of the document should also be made as reader-friendly as possible but the template assumes that some people may not read beyond this section of the document.**These blue instruction boxes are used throughout this template to provide guidance on completing the Progress Report. Please delete them before submitting the report.Delete this box when the document is finished. |

## Air Quality in <Local Authority Name>

Include a brief summary of the main air quality issues in your local area – what are the main pollutants of concern, what are the observed trends shown by the latest monitoring data (e.g. are levels going up or down?), where are the current AQMAs or hotspots (including a link to your AQMA webpage – see full list at <https://uk-air.defra.gov.uk/aqma/list>, any new major sources of emissions. Include the introduction of any new AQMAs, Action Plans or strategies. Briefly explain how your local authority works to manage local air quality and how you work with your partners e.g. County Council, Natural Resource Wales.

## Actions to Improve Air Quality

Include a brief summary of core actions (and in particular success stories or lessons learned) to target sources of pollution in your area over the past year, indicate any quantitative improvements from actions taken (if known).

If your authority has no AQMAs or action plans and is not undertaking any other air quality related activities, please provide a statement to this effect.

## Local Priorities and Challenges

Include here a brief summary of what the priorities are for the local authority in addressing air quality for the coming year and briefly set out any challenges.

If your authority has no specific priorities or challenges for the coming year beyond the statutory monitoring and reporting requirements, please provide a statement to this effect.

## How to Get Involved

Include a brief statement on how the public can obtain further information on air quality within your local authority area.

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# Actions to Improve Air Quality

## Previous Work in Relation to Air Quality

|  |
| --- |
| Please outline the conclusions of previous local action in relation to air quality.To include:* All stages completed
* Exceedances identified/predicted
* Areas affected
* AQMAs declared (together with maps) or amended, clearly stating which pollutant(s) and objective(s) they cover
* Any locations where exceedances of objective concentrations have previously been identified but reports have judged that no AQMA is necessary
* AQMAs that have been revoked
* Any on-going assessments that have not yet been reported

It may be helpful to include a table of previous reports, dates they were produced and brief outcomes.Delete this box when the document is finished. |

Provide details here….

## Air Quality Management Areas

Air Quality Management Areas (AQMAs) are declared when air quality is close to or above an acceptable level of pollution (known as the air quality objective (Please see Appendix A)). After declaring an AQMA the authority must prepare an Air Quality Action Plan (AQAP) within 18 months setting out measures it intends to put in place to improve air quality to at least the air quality objectives, if not even better. AQMA(s) are seen by local authorities as the focal points to channel resources into the most pressing areas of pollution as a priority.

Amend the following as necessary:

A summary of AQMAs declared by <Local Authority Name> can be found in Table 1.1. Further information related to declared or revoked AQMAs, including maps of AQMA boundaries are available online at <insert link to local authority’s AQMA webpage – this should look like https://uk-air.defra.gov.uk/aqma/local-authorities?la\_id=xxx– see full list at [https://uk-air.defra.gov.uk/aqma/list](http://uk-air.defra.gov.uk/aqma/list)>.

Or:

<Local Authority Name> currently does not have any AQMAs. <insert reference to air quality strategy or similar document>

Add text if necessary: We propose to declare a new AQMA in <x> area (see monitoring section). We propose to amend <AQMA Name> (see monitoring section). We propose to revoke <AQMA Name> (see monitoring section).

<DELETE IF NOT REQUIRED>

Table 1.1 – Declared Air Quality Management Areas

| **AQMA**  | **Relevant Air Quality Objective(s)** | **Comments on Air Quality Trend** | **City / Town<Delete column if not relevant>** | **Description** | **Action Plan** |
| --- | --- | --- | --- | --- | --- |
| AQMA Name 1 | * NO2 annual mean
* PM10 24-hour mean
 | There has been no discernible improvement in air quality in the AQMA for the last 3 years.  | Name | An area encompassing a number of properties at the junction of road 1 and road 2. | Name and Link to Action Plan |
| AQMA Name 2 | NO2 annual mean | This year’s monitoring results indicate a significant improvement in air quality compared to previous years.  | Name | Residential properties along road name 1. The AQMA was further extended in April 2013 to include road name 2. | Name and Link to Action Plan |

AMQA boundary maps within <Local Authority Name> can be viewed at <Link to relevant GIS website link> and are included in Appendix C.

## Implementation of Action Plans

|  |
| --- |
| **Inclusion of this section is now mandatory where local authorities have published an AQAP. As required, you may also produce additional action plan progress reports separately.**Please refer to paragraph 3.15 of LAQM.TG16 for further information.Links should be provided to existing Action Plans.It would be helpful if you could provide this information in the form of a large table in the format of the blank table (Table 2.1) that is provided below, with an example in the first row (shaded). However, this can be supplemented and amended at the Local Authority’s discretion. Please delete the whole section if not used and delete this box when the document is finished. |

<Local Authority Name> has taken forward a number of measures during <XXXX> in pursuit of improving local air quality. Details of all measures completed, in progress or planned are set out in Table 1.2. More detail on these measures can be found in the Air Quality Action Plan relating to any designated AQMAs.

Air Quality Action Plans are continuously reviewed and updated whenever deemed necessary, but no less frequently than once every five years. Such updates are completed in close consultation with local communities.

Key completed measures completed in 2019 are: <set out bullet of main measures below and any key outcomes from these – keep text brief>.

<Local Authority Name> expects the following measures to be completed over the course of the next reporting year: <set out measures and brief explanation of expected impact of these measures>.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **INSTRUCTIONS**Please fill in Table 1.2 (Progress on Measures to Improve Air Quality) below to reflect each measure implemented.**Measures should be ordered in terms of their expected efficacy, i.e. the most effective measure first, least effective measure last.**For the Lead organisation and funding source column, please indicate the organisations or departments involved with the measure, including any information on collaboration, and the source of the funding supporting the measure. For the KPI column, please also indicate (if relevant) if these have been met to date.The “EU Category” and “EU Classification” columns should be populated based on the following options, to be consistent with the National Air Quality Plans:

|  |  |
| --- | --- |
| EU Measure Category | EU Measure Classification |
| Alternatives to private vehicle use | Bus based Park & Ride |
| Car & lift sharing schemes |
| Car Clubs |
| Rail based Park & Ride |
| Other |
| Environmental Permits | Introduction/increase of environment charges through permit systems and economic instruments |
| Introduction/increase of environmental funding through permit systems and economic instruments |
| Large Combustion Plant Permits and National Plans going beyond BAT |
| Measures to reduce pollution through IPPC Permits going beyond BAT |
| Other measure through permit systems and economic instruments |
| Tradable permit system through permit systems and economic instruments |
| Other |
| Freight and Delivery Management | Delivery and Service plans |
| Freight Consolidation Centre |
| Freight Partnerships for city centre deliveries |
| Quiet & out of hours delivery |
| Route Management Plans/ Strategic routing strategy for HGV's |
| Other |
| Policy Guidance and Development Control | Air Quality Planning and Policy Guidance |
| Low Emissions Strategy |
| Other policy |
| Regional Groups Co-ordinating programmes to develop Area wide Strategies to reduce emissions and improve air quality |
| Sustainable Procurement Guidance |
| Promoting Low Emission Plant | Emission control equipment for small and medium sized stationary combustion sources / replacement of combustion sources |
| Low Emission Fuels for stationary and mobile sources in Public Procurement |
| Other measure for low emission fuels for stationary and mobile sources |
| Public Procurement of stationary combustion sources |
| Regulations for fuel quality for low emission fuels for stationary and mobile sources |
| Shift to installations using low emission fuels for stationary and mobile sources |
| Other Policy |
| Promoting Low Emission Transport | Company Vehicle Procurement -Prioritising uptake of low emission vehicles |
| Low Emission Zone (LEZ) |
| Priority parking for LEV's |
| Procuring alternative Refuelling infrastructure to promote Low Emission Vehicles, EV recharging, Gas fuel recharging |
| Public Vehicle Procurement -Prioritising uptake of low emission vehicles |
| Taxi emission incentives |
| Taxi Licensing conditions |
| Other |
| Promoting Travel Alternatives | Encourage / Facilitate home-working |
| Intensive active travel campaign & infrastructure |
| Personalised Travel Planning |
| Promote use of rail and inland waterways |
| Promotion of cycling |
| Promotion of walking |
| School Travel Plans |
| Workplace Travel Planning |
| Other |
| Public Information | Via leaflets |
| Via other mechanisms |
| Via radio |
| Via television |
| Via the Internet |
| Other |
| Traffic Management | Anti-idling enforcement |
| Emission based parking or permit charges |
| Reduction of speed limits, 20mph zones |
| Road User Charging (RUC)/ Congestion charging |
| Strategic highway improvements, Re-prioritising road space away from cars, including Access management, Selective vehicle priority, bus priority, high vehicle occupancy lane |
| Testing Vehicle Emissions |
| UTC, Congestion management, traffic reduction |
| Workplace Parking Levy, Parking Enforcement on highway |
| Other |
| Transport Planning and Infrastructure | Bus route improvements |
| Cycle network |
| Public cycle hire scheme |
| Public transport improvements-interchanges stations and services |
| Other |
| Vehicle Fleet Efficiency | Driver training and ECO driving aids |
| Fleet efficiency and recognition schemes |
| Promoting Low Emission Public Transport |
| Testing Vehicle Emissions |
| Vehicle Retrofitting programmes |
| Other |

Delete this box when the document is finished. |

Table 1.2 – Progress on Measures to Improve Air Quality

| **No.** | **Measure** | **Focus** | **Lead Authority** | **Planning Phase** | Implementation Phase | **Indicator** | Target Annual Emission Reduction in the AQMA | **Progress to Date** | **Progress in Last 12 Months** | **Estimated Completion Date** | **Comments Relating to Emission Reductions** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Manage bus emissions | Reduce unit emissions in the AQMA using Bus Quality Partnership Agreements (BQPA) | County Council | 2013 | 2014-15 | Elimination of Euro I and II buses by 2016 –  | 2%\* Extremely hard if not impossible to prove.  | Failure to reach a BQPA meant the authority applied for a Traffic Regulation Control (TRC) | The TRC was adopted with the condition of having no Euro I and Euro II buses passing through the AQMA from 2014 onwards | 2016 | Elimination of remaining few Euro I and II buses still estimated to deliver a 2% reduction in annual emissions. |
| 2 |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |

Any additional supporting information on the measures within Table 1.2 and progress towards their completion should be provided here…

# Air Quality Monitoring Data and Comparison with Air Quality Objectives

## Summary of Monitoring Undertaken in 2019

### Automatic Monitoring Sites

|  |
| --- |
| Please provide details of automatic monitoring carried out in the year covered by this report. Table 2.1 below provides the recommended format for a table of site details. Include in this section: * A map showing the location of your monitoring sites. **If applicable, AQMAs should also be included**
* Details of any sites that started up, or closed down, since the previous report, with reasons

Please provide, for each monitoring site, a unique identifier (Site ID), which should be used in all relevant tables and maps. For example, CM1, CM2… could be used for continuous monitoring sites, and DT1, DT2… for diffusion tube sites. Alternatively, the following IDs could also be used:* AN1, AN2… for Automatic NO2
* PN1, PN2… for Passive NO2
* APM1, APM2… for Automatic PM10
* AS1, AS2… for Automatic SO2
* …

Descriptions of monitoring site classifications can be found inTable 7.7 of LAQM.TG16. The term ‘worst-case’ exposure is used to represent those places where concentrations are expected to be the highest, and where the public may be exposed over the relevant averaging period of the objectives. Also include in this section or as a separate appendix, details of QA/QC:* Frequency of routine calibrations and periodic site audits
* Who carries these out? (LA or contractor)
* Data validation and ratification procedures
* Monitoring period, if not full calendar year
* Clearly labelled maps of all monitoring locations (monitoring site labels should match those in tables)

In the case of PM10 monitoring, provide the equipment type and details of any adjustments applied to the data, e.g. correction factors applied to BAM data or use of VCM to correct TEOM data. (You can find out more the [**VCM model here**](https://laqm.defra.gov.uk/review-and-assessment/tools/volatile-correction-model.html)).Delete this box when the document is finished. |

This section sets out what monitoring has taken place and how results compare with the objectives.

<Local Authority Name> undertook automatic (continuous) monitoring at <X> sites during 2019. Table 2.1 presents the details of the sites. National monitoring results are available at <please insert link>.

Maps showing the location of the monitoring sites are provided in <Figure 2.1 / or link>. Further details on how the monitors are calibrated and how the data has been adjusted are included in Appendix C.

### Non-Automatic Monitoring Sites

|  |
| --- |
| Please provide details of non-automatic monitoring. This will most commonly be NO2 diffusion tubes but could also include benzene diffusion tubes.Table 2.2 below provides the recommended format for a table of site details.Maps showing locations of monitoring sites (if applicable) should be included (see Figure 2.2) **with the site ID clearly identified.** In case the maps show many monitoring sites, it may be useful to provide several maps at various zoom levels to allow for clear identification of each monitoring site. If there are AQMAs in place for the relevant pollutants, these should also be included on any maps.Also include in this section *or in a separate appendix*, details of QA/QC: for diffusion tubes this should include:* Laboratory supplying and analysing the tubes
* Preparation method used
* Confirmation that the laboratory follows the procedures set out in the Practical Guidance
* Results of laboratory precision and AIR-PT (formerly WASP) proficiency testing scheme referenced in Paragraph 7.183 in LAQM.TG16
* Whether the Local Authority has compared the diffusion tubes with the reference method in a co-location study (details of this can be included as a sub-section or appendix)
* The bias adjustment factor being applied to the annual means from the diffusion tubes
* Where this came from – i.e. local co-location, LAQM Support website

The national bias adjustment factors are available at <https://laqm.defra.gov.uk/bias-adjustment-factors/national-bias.html> and the questionnaire for adding your own co-location study to the database is at <https://laqm.defra.gov.uk/bias-adjustment-factors/co-location-data.html>.Local authorities are encouraged to share co-location information with other authorities. Please complete and return the co-location questionnaire to ensure your monitoring data is considered for inclusion in the database of bias adjustment factors provided by the LAQM Helpdesk. **This should be done as soon as possible to ensure the database is updated in advance of report submission.***Information on QA/QC for diffusion tubes can be found on the LAQM website at* <https://laqm.defra.gov.uk/diffusion-tubes/diffusion-tubes.html>The term ‘worst-case’ exposure is used to represent those places where concentrations are expected to be the highest, and where the public may be exposed over the relevant averaging period of the objectives.Delete this box when the document is finished. |

<Local Authority Name> undertook non- automatic (passive) monitoring of NO2 at <X> sites during 2019. Table 2.2 presents the details of the sites.

Maps showing the location of the monitoring sites are provided in <Figure 2.2 / or link>. Further details on Quality Assurance/Quality Control (QA/QC) and bias adjustment for the diffusion tubes are included in Appendix C.

Table 2.1 – Details of Automatic Monitoring Sites

| **Site ID** | **Site Name** | **Site Type** | **Associated with (Named) AQMA?** | **OS Grid Reference** | **Pollutants Monitored** | **Monitoring Technique** | **Inlet Height (m)** | **Distance from monitor to nearest relevant exposure (m) (1)** | **Distance from Kerb to Nearest Relevant Exposure (m)** | **Distance from Kerb to Monitor (m)**  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **X** | **Y** |
| AN1 | Smith Street | Urban background | Smith Street AQMA | 332395 | 433175 | PM10 | FDMS | 2.0 |  | 1 | 3.5 |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

**Notes:**

(1) 0m indicates that the sited monitor represents exposure and as such **no distance calculation is required**

Figure 2.1 – Map(s) of Automatic Monitoring Sites (if applicable) [Link to WAQF Website GIS]

Table 2.2 – Details of Non-Automatic Monitoring Sites

| **Site ID** | **Site Name** | **Site Type** | **Associated with Named AMQA?** | **OS Grid Reference** | **Site Height (m)** | **Collocated with a Continuous Analyser?** | **Distance from monitor to nearest relevant exposure (m) (1)** | **Distance from Kerb to Nearest Relevant Exposure (m)**  | **Distance from Kerb to Monitor (m)**  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **X** | **Y** |
| DT1 | Site Name 1 | Urban background | Smith Street | 332395 | 433175 | 2.5 | Y |  | N/A | 10 |
| DT2 | Site Name 2 | Façade | John Street | 334949 | 433494 | 2.1 | N |  | 1.2 | 5.5 |
| DT3 | Site Name 3 | Roadside | N/A | 334698 | 443549 | 2.1 | N |  | 0.8 | 3 |

**Notes:**

(1) 0m indicates that the sited monitor represents exposure and as such **no distance calculation is required**.

Figure 2.2 – Map(s) of Non-Automatic Monitoring Sites (if applicable)

## 2019 Air Quality Monitoring Results

Table 2.3 – Annual Mean NO2 Monitoring Results

| **Site ID** | **Site Type** | **Monitoring Type** | **Valid Data Capture for Monitoring Period (%) (1)** | **Valid Data Capture 2019 (%) (2)** | **NO2 Annual Mean Concentration (µg/m3) (3)** |
| --- | --- | --- | --- | --- | --- |
| **2015** | **2016** | **2017** | **2018** | **2019** |
| AN1 | Urban background | Automatic | 95.8 | 95.8 | 35.6 | 38.3 | **40.9** | **45.6** | **60.1** |
| DT1 | Urban background | Diffusion Tube | 75 | 75 | 15.2 | 20.4 | 17.5 | 19.9 | 18.3 |
| DT2 | Façade | Diffusion Tube | 100 | 100 | 27.5 | 29.4 | 28.3 | 30.1 | 30.5 |
| DT3 | Roadside | Diffusion Tube | 50 | 50 | 38.9 | **41.1** | **45.4** | 39.7 | 36.5 |

**Notes:**

Exceedances of the NO2 annual mean objective of 40µg/m3 are shown in **bold**.

NO2 annual means exceeding 60µg/m3, indicating a potential exceedance of the NO2 1-hour mean objective are shown in **bold and underlined.**

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

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

(3) Means for diffusion tubes have been corrected for bias. All means have been “annualised” as per Boxes 7.9 and 7.10 in LAQM.TG16 if valid data capture for the full calendar year is less than 75%. See Appendix C for details.

Figure 2.3 – Trends in Annual Mean NO2 Concentrations

<Delete if not required>

Table 2.4 – 1-Hour Mean NO2 Monitoring Results

| **Site ID** | **Site Type** | **Monitoring Type** | **Valid Data Capture for Monitoring Period (%) (1)** | **Valid Data Capture 2019 (%) (2)** | **NO2 1-Hour Means > 200µg/m3 (3)** |
| --- | --- | --- | --- | --- | --- |
| **2015** | **2016** | **2017** | **2018** | **2019** |
| AN1 | Urban background | Automatic | 95.8 | 95.8 | 15 | 10 | **19** | 17 | 5 |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**Notes:**

Exceedances of the NO2 1-hour mean objective (200µg/m3 not to be exceeded more than 18 times/year) are shown in **bold.**

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

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

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

Figure 2.4 – Trends in Number of NO2 1-Hour Means > 200µg/m3

<Delete if not required>

Table 2.5 – Annual Mean PM10 Monitoring Results

| **Site ID** | **Site Type** | **Valid Data Capture for Monitoring Period (%) (1)** | **Valid Data Capture 2019 (%) (2)** | **PM10 Annual Mean Concentration (µg/m3) (3)** |
| --- | --- | --- | --- | --- |
| **2015** | **2016** | **2017** | **2018** | **2019** |
| AP1 | Roadside | 80 | 80 | **45.5** | **43.9** | 38.6 | 35.7 | 37.4 |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**Notes:**

Exceedances of the PM10 annual mean objective of 40µg/m3 are shown in **bold.**

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

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

(3) All means have been “annualised” as per Boxes 7.9 and 7.10 in LAQM.TG16, valid data capture for the full calendar year is less than 75%. See Appendix C for details.

Figure 2.5 – Trends in Annual Mean PM10 Concentrations

<Delete if not required>

Table 2.6 – 24-Hour Mean PM10 Monitoring Results

| **Site ID** | **Site Type** | **Valid Data Capture for Monitoring Period (%) (1)** | **Valid Data Capture 2019 (%) (2)** | **PM10 24-Hour Means > 50µg/m3 (3)** |
| --- | --- | --- | --- | --- |
| **2015** | **2016** | **2017** | **2018** | **2019** |
| AP1 | Roadside | 80 | 80 | 20 | **36** | 25 | 15 | 10 (185) |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**Notes:**

Exceedances of the PM10 24-hour mean objective (50µg/m3 not to be exceeded more than 35 times/year) are shown in **bold.**

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

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

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

Figure 2.6 – Trends in Number of 24-Hour Mean PM10 Results > 50µg/m3

<Delete if not required>

Table 2.7 – PM2.5 Monitoring Results

| **Site ID** | **Site Type** | **Valid Data Capture for Monitoring Period (%) (1)** | **Valid Data Capture 2019 (%) (2)** | **PM2.5 Annual Mean Concentration (µg/m3) (3)** |
| --- | --- | --- | --- | --- |
| **2015** | **2016** | **2017** | **2018** | **2019** |
| AP1 | Roadside | 85 | 85 | 10.5 | 15.3 | 12.2 | 16.8 | 18.4 |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**Notes:**

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

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

(3) All means have been “annualised” as per Boxes 7.9 and 7.10 in LAQM.TG16, valid data capture for the full calendar year is less than 75%. See Appendix C for details.

Figure 2.7 – Trends in Annual Mean PM2.5 Concentrations

<Delete if not required>

## Comparison of 2019 Monitoring Results with Previous Years and the Air Quality Objectives

|  |
| --- |
| This section can be divided by pollutant. Tables of key statistics for each pollutant monitored should be provided above in Section 2.2. Separate tables should be used for automatic and non-automatic (e.g. diffusion tube) results. For each monitoring site the key statistics should include:* Data capture as a % of the calendar year
* Data capture as a % of the monitoring period, if monitoring was not carried out for the full year. (If monitoring was carried out for less than the full calendar year, the monitoring period should be clearly stated)
* Key statistics, e.g. annual mean
* All statistics relevant to Air Quality Strategy (AQS) objectives, e.g. number of 1-hour mean NO2 concentrations >200µg/m3, annual mean PM10, etc
* Where the period of valid data is less than 85% of a full year, include relevant percentile alternatives (e.g. the 99.8th percentile of hourly means rather than the number of hours >200µg/m3)

Identify any sites where monitoring was not carried out for a full calendar year. In these cases, please state:What part of the year was it carried out for?What was the data capture for the monitoring period?What was the data capture for the calendar year? (e.g. if full data capture was achieved, but monitoring was only carried out for six months, the data capture for the year would be 50%)Where data capture is less than 75% of a full calendar year (i.e. less than 9 months for NO2 diffusion tubes), the mean should be **“annualised”** – i.e. adjusted using the methodology demonstrated in Boxes 7.9 and 7.10 of LAQM.TG16 - before being compared to annual mean objectives. **Please make it clear where this has been done, and provide further details in Appendix A if necessary.** Text should highlight which sites have exceeded the relevant AQS Objective, and which have not. Mention any cases which are borderline (For example, sites above 36µg/m3 for NO2 and PM10 annual mean). If any exceedances are identified, are they within an existing AQMA or not? And do they represent relevant exposure?The Local Authority should include any trend data from previous years, showing any increasing or decreasing trends (5 years data is usually considered the minimum necessary to identify a significant trend). Data presented in this form is more accessible to members of the public. Any apparent trends in this data should be discussed.Delete this box when the document is finished. |

Start writing here…

### Nitrogen Dioxide (NO2)

|  |
| --- |
| Recommended formats for results tables, for both automatic and non-automatic sites are given below. These should answer the following questions: * **Is the measured annual mean concentration at any site greater than 40µg/m3?** Exceedances of the 40µg/m3 annual mean NO2 objective should be highlighted in **bold**.
* **Have any sites recorded more than 18 1-hour means above 200µg/m3, or (if the period of valid data is less than 85% of a full year) does the 99.8th percentile of 1-hour mean concentrations exceed 200µg/m3?** Cases where there are more than the permitted 18 exceedances of the 200μg/m3 1-hour mean NO2 objective, or where the 99.8th percentile exceeds 200µg/m3 should be highlighted in **bold**.

 Automatic Monitoring:* Where the period of valid data is less than 85% of a full year, please include the 99.8th percentile in brackets after the number of exceedances.

Diffusion Tube Data:* For diffusion tubes, the annual means should be bias-adjusted, with the bias adjustment factors used for each year included e.g. as a footnote.
* Please indicate where a result is the mean of multiple tube exposure (e.g. triplicate tubes).
* Please include the full dataset (monthly mean values) as an appendix.
* Exceedances of 60µg/m3 should be highlighted, as these indicate a risk that the 1-hour objective may also be exceeded.

In both cases, where data capture is less than 75% of a full calendar year, the mean should be **“annualised”** – i.e. adjusted using the methodology demonstrated in Boxes 7.9 and 7.10 of LAQM.TG16 - before being compared to annual mean objectives. **Please make it clear where this has been done, and provide further details in Appendix A if necessary.**In both cases, comment on whether there are exceedances of the air quality objectives for NO2 and whether they occur within or outside AQMAs.In both cases, discuss whether the monitoring site locations are representative of relevant public exposure. If a concentration is above the air quality objectives for NO2 but was measured at a monitoring site which is not representative of public exposure, **please use the procedure described in paragraphs 7.77 to 7.79 of LAQM.TG16 or the calculator available** [**here**](https://laqm.defra.gov.uk/tools-monitoring-data/no2-falloff.html) to estimate the concentration at the nearest receptor and discuss the results in a specific section.Where possible, previous year’s statistics should be included for comparison, although this is not a requirement. If you have at least 5 years’ valid data, you may wish to include a **graph** in as Figure 2.3 to illustrate trends.Delete this box when the document is finished. |

Start writing here…

### Particulate Matter (PM10)

|  |
| --- |
| Comment on whether there are exceedances of the air quality objectives for PM10 and whether they occur within or outside AQMAs.Also flag if there are concentrations above the air quality objectives for PM10 measured at monitoring sites which are not representative of public exposureMonitoring data should be included in Table 2.5 and Table 2.6. These should answer the following questions:* Is the annual mean concentration greater than 40µg/m3, or
* Are there more than 35 daily mean exceedances of 50µg/m3, or does the 90.4th percentile of daily mean concentrations exceed 50µg/m3?

You should state whether the information led to the declaration of an AQMA, including the main points/trends coming out of the data – e.g. where are the exceedances or areas of concern?If you don’t monitor PM10, please provide a statement to this effect.Delete this box when the document is finished. |

Start writing here…

### Particulate Matter (PM2.5)

|  |
| --- |
| Monitoring data should be included in Table 2.7.Flag if there concentrations of PM2.5 are measured at monitoring sites which are not representative of public exposure.Whilst there are no PM2.5 objectives included in regulations for the purpose of LAQM in Wales, consideration may be given as to whether monitored PM2.5 annual mean concentrations exceed either the 25µg/m3 EU Limit Value or the 10µg/m3 WHO Guideline.If you don’t currently monitor PM2.5 but have plans to do so in the future, please set out the details here.If you don’t currently monitor PM2.5 and have no plans to do so in the future, please provide a statement to this effect.Delete this box when the document is finished. |

Start writing here…

### Other Pollutants Monitored (optional)

|  |
| --- |
| Add as many sub-sections as required. Delete if no other pollutants are monitored.Available reporting data for SO2, Lead, Benzene etc. may be included here but are no longer a mandatory reporting requirement.If you carry out monitoring for pollutants not covered by the LAQM regulations (for example ozone, PAH,) you may report it here.Local authorities may also include information on dust deposition, radiation monitoring, and odour complaints (especially where these are relevant to sources identified in this report).Delete this box when the document is finished. |

Start writing here…

## Summary of Compliance with AQS Objectives as of 2019

|  |
| --- |
| **The boxes below summarise the Local Authority area’s compliance (or otherwise) with the AQS Objectives.**Delete this box when the document is finished. |

|  |
| --- |
| **PLEASE SELECT THE STATEMENTS THAT ARE APPLICABLE FROM THE FOLLOWING OPTIONS and DELETE THE ONES THAT DO NOT APPLY:** <LA Name> has examined the results from monitoring in the <borough> <district>. Concentrations are all below the Objectives, therefore no further action is required.**--**<LA Name> has examined the results from monitoring in the <borough> <district>. Concentrations in some areas have been found to be close to the Objectives, therefore further investigation is required before deciding on whether action is necessary.**--**<LA Name> has examined the results from monitoring in the <borough> <district>. Concentrations within the [Named] AQMA[S] still exceed the <objective> for <pollutant>. Therefore these AQMA[S] should remain.**--**<LA Name> has measured concentrations of <pollutant> above the <annual> <1-hour> <24-hour> <15-minute> mean objective at relevant locations <outside of the AQMA(s)>, and will needto undertake further investigation, for <description of area(s) to be assessed>.**--**<LA Name> Intends to <Declare> / <Amend> an AQMA (by way of the Fast Track declaration process) for <description of area(s)> due to the proven exceedance of <pollutant>.**--**<LA Name> Intends to Revoke the <Named> AQMA for <Lack of Exceedance of Pollutant>  |

# New Local Developments

|  |
| --- |
| This section should deal with any changes in the Local Authority area that may affect air quality. It is only necessary to consider locations which have not been assessed during the earlier rounds or where there has been a change or new development. If an air quality assessment has been carried out (e.g. as part of an Environmental Statement) for a new development, please summarise the outcome, and provide a reference to the assessment.Delete this box when the document is finished. |

Start writing here…

## Road Traffic Sources (and Other Transport)

|  |
| --- |
| Please identify any of the following which are new since the last Assessment: * Narrow congested streets with residential properties close to the kerb.
* Busy streets where people may spend one hour or more close to traffic.
* Roads with a high flow of buses and/or HGVs.
* Junctions.
* New roads constructed or proposed since the last Assessment.
* Roads with significantly changed traffic flows.
* Bus or coach stations.
* Airports / diesel or steam trains / ports & Shipping
* Major roadworks / disruptions

**IF THERE HAVE BEEN NONE PLEASE STATE.** Delete this box when the document is finished. |

Start writing your supporting text on new/newly identified road traffic sources here…

## Industrial / Fugitive or Uncontrolled Sources / Commercial Sources

|  |
| --- |
| Please identify any of the following which are new since the last Assessment: * **Industrial installations:** new or proposed installations for which an air quality assessment has been carried out.
* **Industrial installations:** existing installations where emissions have increased substantially or new relevant exposure has been introduced.
* **Industrial installations:** new or significantly changed installations with no previous air quality assessment.
* Major fuel storage depots storing petrol.
* Petrol stations.
* Poultry farms.

If there are none of the above, state this explicitly in the report. Please identify any of the following potential sources of fugitive or uncontrolled particulate matter, which are new since the last Assessment: * Landfill sites.
* Quarries.
* Unmade haulage roads on industrial sites.
* Waste transfer stations, etc.
* Other potential sources of fugitive particulate matter emissions.

If there are none of the above, please state this explicitly in the report. Please identify any of the following which are new since the last Assessment: * Biomass combustion plant – individual installations.
* Areas where the combined impact of several biomass combustion sources may be relevant.
* Areas where domestic solid fuel burning may be relevant.
* Combined Heat and Power (CHP) plant.

**IF THERE HAVE BEEN NONE PLEASE STATE.** Delete this box when the document is finished |

Start writing here…

## Planning Applications

|  |
| --- |
| **Inclusion of this section is recommended. Please refer to paragraphs 3.31 to 3.32 of LAQM.TG16 for further information.** **Progress Reports only need to take account of planning applications that have been approved.** However, this part of the Progress Report can also be used to highlight planning applications for new developments which have not yet been approved but which could impact upon air quality, if the Local Authority so desires. This will help give a picture of areas where changes may occur and also where combined impacts of several developments may become important. **IF THERE HAVE BEEN NONE PLEASE STATE.** Delete this box when the document is finished. |

Start writing here…

## Other Sources

|  |
| --- |
| Bonfires / Incidents Firework Displays Domestic Wood Burners  Beyond road traffic sources - Bonfires, pollution incidents, firework displays and domestic wood burns can all contribute to air pollution. As a tool to evidence future policy it is useful to record tends in these emission sources. For example has there been a significant pollution incident, has been reflected in the air quality monitoring? Has there has been a large firework display, that has this resulted in high air pollution? Has there been a significant increase in the number of enquires / complaints about wood burns?**IF THERE HAVE BEEN NONE PLEASE STATE.** Delete this box when the document is finished. |

Start writing here…

|  |
| --- |
| <LA Name> confirms that there are no new or newly identified local developments which may have an impact on air quality within the Local Authority area.<LA Name> confirms that all the following have been considered:* **Road traffic sources**
* **Other transport sources**
* **Industrial sources**
* **Commercial and domestic sources**
* **New developments with fugitive or uncontrolled sources.**

**(Delete box if not applicable. Otherwise add local authority name, amend the text as appropriate and leave box in the report. This box is only provided for guidance and can be adapted if necessary.)** |
| <LA Name> has identified the following new or previously unidentified local developments which may impact on air quality in the Local Authority area. < List them here> These will be taken into consideration in the next Annual Progress Report.**(Keep if appropriate)** <LA Name> has identified the following new or previously unidentified local development, for which available information clearly suggests that there is a risk of exceeding <objective> <pollutant>. < description of development here>Therefore <LA Name> will need further consider the implications to local air quality arising from the development.**(Delete box if not applicable. Otherwise add local authority name, amend the text as appropriate and leave box in the report. This box is only provided for guidance and can be adapted if necessary.)** |

# Policies and Strategies Affecting Airborne Pollution

|  |
| --- |
| **The 2017 Statutory policy guidance requires local authorities to set out in an annual progress report what policies they have in place to reduce overall levels of NO2, Particulate Matter and Environmental noise pollution for the population as a whole**.This should include, but is not limited to, the following (where appropriate):* Local/regional air quality strategies
* Planning policies
* Transport Plans and strategies
* Active Travel Plans and Strategies
* Green Infrastructure Plans and Strategies
* Well-being Objectives

**In the absence of any of these strategies please mark as non-applicable.**Please delete the whole section if not used and delete this box when the document is finished. |

## Local / Regional Air Quality Strategy

|  |
| --- |
| **Please refer to paragraphs 3.17 and 3.18 in LAQM.TG16 for further information.****The relevant Policy Guidance documents recommend that all Local Authorities (particularly those that have not had to declare an AQMA and do not expect to declare one in future, but which have areas close to the AQS Objectives), should consider drawing up a Local Air Quality Strategy.**Progress Reports provide an opportunity to report on the development of the strategy, or, if the strategy is already in place, to report on progress towards implementation of the measures it may contain. The following questions may usefully be addressed:* Progress towards development of the strategy
* If it is already completed, progress towards its implementation?
* Ease of access to the strategy (is it available through local libraries or on the authority’s website)?
* When will it next be reviewed?

Please delete the whole section if not used and delete this box when the document is finished. |

Start writing here…

## Air Quality Planning Policies

|  |
| --- |
| **Please refer to Chapter 3 of LAQM.TG16 for further information.****This section can reference Local Plans and Supplementary Guidance documentation.** Please delete the whole section if not used and delete this box when the document is finished. |

Start writing here…

## Local Transport Plans and Strategies

|  |
| --- |
| **Please refer to Chapter 3 of LAQM.TG16 for further information.**Please delete the whole section if not used and delete this box when the document is finished. |

Start writing here…

## Active Travel Plans and Strategies

Start writing here…

## Local Authorities Well-being Objectives

|  |
| --- |
| **Outline if and how airborne pollution figures in your well-being objectives.**The Well-being of Future Generations (Wales) Act 2015 (Assessments ofLocal Well-being) Regulations 2017 require Public Services Boards, when preparing an assessment of local well-being under section 37 of the Act to take into account the most recent review of air quality for their local authority area carried out under section 82 of the Environment Act 1995 (“the 1995 Act”) and the most recent strategic noise maps made under Chapter 2 of the Environmental Noise (Wales) Regulations 2006 (“the 2006 Regulations”) and adopted by the Welsh Ministers. |

Start writing here…

## Green Infrastructure Plans and Strategies

Start writing here…

## Climate Change Strategies

|  |
| --- |
| **Inclusion of this section is optional. It is recommended that you summarise details of any Climate Change Strategies here if applicable.** Please delete the whole section if not used and delete this box when the document is finished. |

Start writing here…

# Conclusions and Proposed Actions

## Conclusions from New Monitoring Data

|  |
| --- |
| For example, exceedances identified, within and outside of existing AQMAs. Cases where exceedances was previously suspected but monitoring has confirmed that the AQS Objective is met. Significant trends. Has monitoring identified any potential or actual exceedances at relevant locations outside existing AQMAs?Are all monitoring results within AQMAs below the air quality objective, such that it may be appropriate to revoke the AQMA? If so, is further investiagtion required?Delete this box when the document is finished. |

Start writing here…

## Conclusions relating to New Local Developments

|  |
| --- |
| Summary of new local developments that will require more detailed consideration in the next Annual Progress Report.In particular, do any of these give rise to the need for further investigation? If so, early engagement with local communties is essential.Delete this box when the document is finished. |

Start writing here…

## Other Conclusions

|  |
| --- |
| Any conclusions drawn from consideration (if applicable) of:* Implementation of Air Quality Action Plans
* Additional monitoring (of parameters not covered by regulations)
* Local air quality strategy
* Planning applications not yet approved
* Local Transport Plan
* Relevant updates of planning policies that relate to air quality.

Delete this box when the document is finished. |

Start writing here…

## Proposed Actions

|  |
| --- |
| * Has the new monitoring data identified the need to proceed to a Fast Track AQMA declaration or further assessment/investigation for any pollutant? If so, which pollutant(s) and objectives, and where? If not, state explicitly that this is the case.
* Has the new monitoring data identified any need for additional monitoring, or changes to the existing monitoring programme (e.g. re-location of sites)?
* Are changes required to any existing AQMAs – for example should their boundaries be changed or can they be revoked? If so it will be necessary to undertake further investigation/monitoring and consultation with the local community.
* Details of proposed dates of completion of any other outstanding LAQM Tasks such AQMA declarations.
* What is your next course of action?

Delete this box when the document is finished. |

Start writing here…

# References

|  |
| --- |
| Please provide a list of all documents referred to in the report.Delete this box when the document is finished. |

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# Appendices

Appendix A: Monthly Diffusion Tube Monitoring Results

Appendix B: A Summary of Local Air Quality Management

Appendix C: Air Quality Monitoring Data QA/QC

Appendix D: AQMA Boundary Maps

Appendix E: …

|  |
| --- |
| Appendices may include maps, tables, lists of processes, references to relevant legislation etc. Include as many as necessary.Delete this box when the document is finished. |

# Appendix A: Monthly Diffusion Tube Monitoring Results

Table A.1 – Full Monthly Diffusion Tube Results for 2019

|  |
| --- |
| Please fill in Table A.1 with details of NO2 diffusion tube monitoring results. This should contain:* Full month by month raw data (state if different exposure periods from the suggested calendar available via the LAQM website here: <https://laqm.defra.gov.uk/diffusion-tubes/data-entry.html>)
* The raw data annual mean
* The bias adjusted annual mean – This should also be an annualised annual mean if data capture is below 75%.
* The distance corrected annual mean – If the location is not relevant to public exposure and the concentration is above, or within 10% of the annual mean objective as per paragraph 7.78 of LAQM.TG(16). If the location is relevant to annual mean public exposure, please ensure that the last two columns correspond (i.e. that a value is entered in the last column).

Please delete this box when the document is finished. |

| **Site ID** | **NO2 Mean Concentrations (µg/m3)** |
| --- | --- |
| **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Annual Mean** |
| **Raw****Data** | **Bias Adjusted (factor) and Annualised (1)** | **Distance Corrected to Nearest Exposure (2)** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Notes:**

Exceedances of the NO2 annual mean objective of 40µg/m3 are shown in **bold**.

NO2 annual means exceeding 60µg/m3, indicating a potential exceedance of the NO2 1-hour mean objective are shown in **bold and underlined.**

(1) See Appendix C for details on bias adjustment and annualisation.

(2) Distance corrected to nearest relevant public exposure.

# Appendix B: A Summary of Local Air Quality Management

## Purpose of an Annual Progress Report

This report fulfils the requirements of the Local Air Quality Management (LAQM) process as set out in the Environment Act 1995 and associated government guidance. The LAQM process places an obligation on all local authorities to regularly review and assess air quality in their areas and to determine whether or not the air quality objectives are being achieved. Where exceedances occur, or are likely to occur, the local authority must then declare an Air Quality Management Area (AQMA) and prepare an Air Quality Action Plan (AQAP) within 18 months of declaration setting out the measures it intends to put in place in pursuit of the objectives. Action plans should then be reviewed and updated where necessary at least every 5 years.

For Local Authorities in Wales, an Annual Progress Report replaces all other formal reporting requirements and have a very clear purpose of updating the general public on air quality, including what ongoing actions are being taken locally to improve it if necessary.

## Air Quality Objectives

The air quality objectives applicable to LAQM in Wales are set out in the Air Quality (Wales) Regulations 2000, No. 1940 (Wales 138), Air Quality (Amendment) (Wales) Regulations 2002, No 3182 (Wales 298), and are shown in Table B.1.

The table shows the objectives in units of microgrammes per cubic metre µg/m3 (milligrammes per cubic metre, mg/m3 for carbon monoxide) with the number of exceedances in each year that are permitted (where applicable).

Table B.1 – Air Quality Objectives Included in Regulations for the Purpose of LAQM in Wales

| **Pollutant** | **Air Quality Objective** | **Date to be achieved by** |
| --- | --- | --- |
| **Concentration** | **Measured as** |
| **Nitrogen Dioxide (NO2)** | 200µg/m3 not to be exceeded more than 18 times a year | 1-hour mean | 31.12.2005 |
| 40µg/m3 | Annual mean | 31.12.2005 |
| **Particulate Matter (PM10)** | 50µg/m3, not to be exceeded more than 35 times a year | 24-hour mean | 31.12.2010 |
| 40µg/m3 | Annual mean | 31.12.2010 |
| **Sulphur dioxide (SO2)** | 350µg/m3, not to be exceeded more than 24 times a year | 1-hour mean | 31.12.2004 |
| 125µg/m3, not to be exceeded more than 3 times a year | 24-hour mean | 31.12.2004 |
| 266µg/m3, not to be exceeded more than 35 times a year | 15-minute mean | 31.12.2005 |
| **Benzene** | 16.25µg/m3 | Running annual mean | 31.12.2003 |
| 5µg/m3 | Annual mean | 31 12 2010 |
| **1,3 Butadiene** | 2.25µg/m3 | Running annual mean | 31.12.2003 |
| **Carbon Monoxide** | 10.0mg/m3 | Maximum Daily Running 8-Hour mean | 31.12.2003 |
| **Lead** | 0.25µg/m3 | Annual Mean | 31.12.2008 |

# Appendix C: Air Quality Monitoring Data QA/QC

### Diffusion Tube Bias Adjustment Factors

|  |
| --- |
| State tube Supplier/Analyst and preparation method and bias adjustment factor from the database available on the LAQM Support Website at: <https://laqm.defra.gov.uk/bias-adjustment-factors/national-bias.html>.Please ensure you confirm the version of the database used (this can be found in the upper right hand part of the spreadsheet).Delete this box when the document is finished. |

Start writing here…

### Factor from Local Co-location Studies

|  |
| --- |
| Provide annual means and bias for each site – including type of site location.Local authorities are encouraged to share co-location information with other authorities. Please complete and return the co-location questionnaire to ensure your monitoring data is considered for inclusion in the database of bias adjustment factors provided by the LAQM Helpdesk.The questionnaire is available at: <https://laqm.defra.gov.uk/bias-adjustment-factors/co-location-data.html>andThe bias adjustment database is available at: <https://laqm.defra.gov.uk/bias-adjustment-factors/national-bias.html>Delete this box when the document is finished. |

Start writing here…

### Discussion of Choice of Factor to Use

|  |
| --- |
| If both local and national Bias Adjustment Factors are available please state which has been used and the reasons for the choice, also describing the impact of this choice (e.g. whether the factor used is conservative).Delete this box when the document is finished. |

Start writing here…

### PM Monitoring Adjustment

|  |
| --- |
| Please describe any adjustments made to Particulate Matter monitoring data to correct for use of TEOM or BAM.Delete this box when the document is finished. |

Start writing here…

### Short-Term to Long-Term Data Adjustment

|  |
| --- |
| Refer to Boxes 7.9 and 7.10 of LAQM.TG16.Long-term sites chosen for calculation.State dates for Period Mean.Delete this box when the document is finished. |

Start writing here…

Table C.1 – Short-Term to Long-Term Monitoring Data Adjustment

| **Site** | **Site Type** | Annual Mean (µg/m3) | Period Mean (µg/m3) | **Ratio** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Average** |  |

### QA/QC of Automatic Monitoring

|  |
| --- |
| State which organisation carries out the QA/QC. Frequency of calibrations etc. Any issues to be highlighted.Delete this box when the document is finished. |

Start writing here…

### QA/QC of Diffusion Tube Monitoring

|  |
| --- |
| Provide information on tube precision and AIR-PT (formerly WASP) results:<https://laqm.defra.gov.uk/diffusion-tubes/precision.html> for precision<https://laqm.defra.gov.uk/diffusion-tubes/qa-qc-framework.html> for AIR-PT resultsSee Chapter 7, Section 2 of LAQM.TG16 for further information.Delete this box when the document is finished. |

Start writing here…

# Appendix D: AQMA Boundary Maps

Figure D.1 –

**<Please include AQMA boundary maps within this appendix – for consistency it is recommend these are taken from** [**https://airquality.gov.wales/laqm/air-quality-management-areas**](https://airquality.gov.wales/laqm/air-quality-management-areas)**>**

Add any other appendices as required…

# Glossary of Terms

Please add a description of any abbreviation included in the APR – An example is provided below.

|  |  |
| --- | --- |
| **Abbreviation** | **Description** |
| AQAP | Air Quality Action Plan - A detailed description of measures, outcomes, achievement dates and implementation methods, showing how the LA intends to achieve air quality limit values’ |
| AQMA | Air Quality Management Area – An area where air pollutant concentrations exceed / are likely to exceed the relevant air quality objectives. AQMAs are declared for specific pollutants and objectives |
| APR | Air quality Annual Progress Report |
| AURN | Automatic Urban and Rural Network (UK air quality monitoring network) |
| Defra | Department for Environment, Food and Rural Affairs |
| DMRB | Design Manual for Roads and Bridges – Air quality screening tool produced by Highways England |
| FDMS | Filter Dynamics Measurement System |
| LAQM | Local Air Quality Management |
| NO2 | Nitrogen Dioxide |
| NOx | Nitrogen Oxides |
| PM10 | Airborne particulate matter with an aerodynamic diameter of 10µm (micrometres or microns) or less |
| PM2.5 | Airborne particulate matter with an aerodynamic diameter of 2.5µm or less |
| QA/QC | Quality Assurance and Quality Control |
| SO2 | Sulphur Dioxide |