

Appendix G

Quarter 1 – end of June 2021

Air Quality Officer- external advertisement for the fixed term post commenced in May and recruitment planned for early Q2. Post filled and AQ officer to start in August.

Procurement for PM2.5 monitoring – commenced in May in conjunction with Commissioning and Legal teams of West Berkshire Council to ensure quality, innovation and best value adhering to the Procurement Strategy. As value is in excess of £10k procurement to be carried out through e-Tendering (In-Tend) portal.

Idling – Cough Cough switch it off signs at rail/canal crossings, also leaflet produced and provided to the school. Schools for Clean Air Day were asked to sign up to an AQ pledge to help the environment, and send out all information to the parents.

Quarter 2 – end of September 2021

Air Quality Officer – successful recruitment of an Officer has been completed, with the post holder having been in place from mid-August. The Air Quality Officer has now settled into the team and has contributed toward the progression of different projects under the grant.

Procurement for PM2.5 monitoring – release of procurement was delayed due to workload issues, and breakdown of communications between different departments. Since additional resource has been available for the project, PM2.5 procurement activities have advanced and a tender pack is due to be released via the In-Tend procurement portal October 11th. Although the procurement for PM2.5 monitoring equipment and associated reporting had been delayed, there will be no impact on the deliverability of the project to the previously agreed timescales, but the commencement of PM2.5 monitoring has been pushed back from starting in the autumn term to the winter term in the New Year.

Idling Bumper Sticker Competition – final drafts of the information pack to be released to schools have been completed, and will be released to schools on October 8th. In Q3 bumper sticker entries will be judged by a combination of PPP staff and engaged schools, before announcing a winner and having stickers printed.

Quarter 3 – end of December 2021

Following progress in Quarter 2 the procurement of PM_{2.5} monitoring equipment and reporting was released via the In-Tend portal on 11th October as planned. With many suppliers expressing interest in the project a total of 8 tender returns were received. The evaluation exercise undertaken was successful and a winning bid was identified. Following the notification of award to bidders, one challenge was received in respect of the phrasing of one particular aspect of the procurement documentation – which had an impact on how tenders were scored. This challenge was resolved by holding a virtual meeting with the tenderer in question, to discuss their scoring and how they may interpret similar procurement exercises in the future. This provided a good opportunity for both parties to better understand the procurement process, with lessons learned recorded for future activities.

As of December 31st 2021 PPP have not yet signed into contract with the winning supplier, whilst both parties work to agree on an appropriate pricing schedule, within the terms agreed in the procurement documents released. We hope to be signed into contract in the very near future so that monitoring can commence in the first term back of the New Year.

Over the autumn term schools across the PPP region were provided with materials and guidance to enter into the bumper sticker competition, designing a sticker to encourage the driver waiting in traffic behind to switch off their engine when stationary and safe to do so. A total of 348 entries were received, which have been narrowed down to a shortlist for voting. Schools and the PPP Environmental Quality team will be voting for the winning design in early January. The winning design will then go to the graphics team for a digital touch-up to ensure its visibility on the roads, and for the appropriate PPP and Defra logos to be added. The winning design will then be printed using an external supplier and made available to schools and through various other outlets.

During Quarter 3 procurement plans and documentation for the Behaviour Change Specialist have reached their final drafts, and will be uploaded to the In-Tend procurement portal in January.

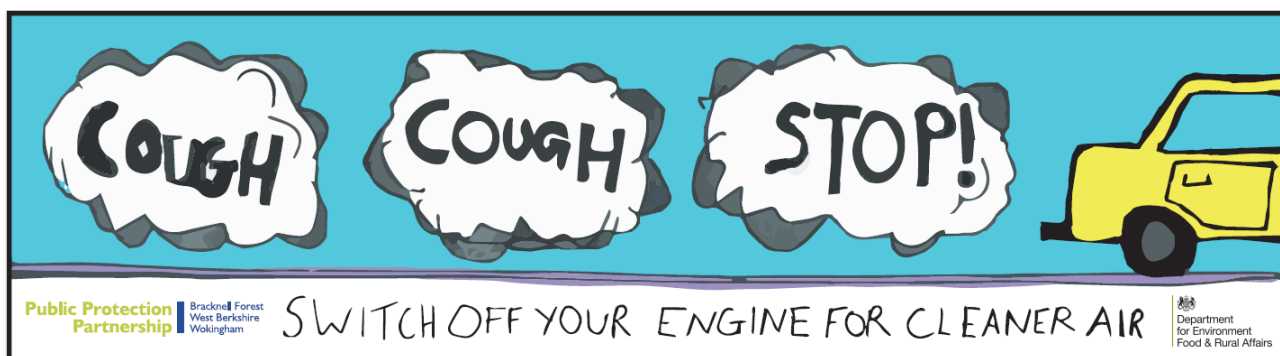
To help increase the understanding of the diffusion tube monitoring carried out in the borough, PPP have produced smart sticker to be located next to the tubes on Council property so the public can again access to more information via a QR code. These will be in place in Q4.

Quarter 4 – end of March 2022

Following procurement of PM_{2.5} Monitoring Equipment and Reporting, PPP successfully contracted at the beginning of this reporting period. After sealing the contract after negotiation between each parties' legal services AECOM held an inception meeting with PPP to identify key personnel, and agree a timeline for the works based on some minor changes to the original plan proposed by AECOM in their tender submission. 11 PM_{2.5} monitoring devices accompanied by weather stations have been installed this quarter to begin recording data which will be used to construct reports at a total 42 school across the duration of the project. PPP and AECOM have held meetings every two weeks to ensure the successful delivery of monitoring and reporting and to address and issues which may arise. AECOM have produced a final draft of the report which will be used to inform contributing factors of local PM_{2.5} concentrations at schools', and how they could be addressed. The first completed reports (42 total) are expected to be received throughout the next quarter.

Having received a total 348 entries from school children across the PPP authorities, a winner was voted by participating schools and the PPP Environmental Quality team. The winning design came from Ascot Heath Primary School in Bracknell Forest. Copies of the sticker have been sourced through the West Berkshire Council print room and are being distributed to local schools, parish councils, libraries, and any other organisation/individual who has expressed an interest in receiving a window sticker. In the upcoming quarter PPP will be undertaking a photoshoot with the competition winner and local councillors to help publicise the stickers and raise the profile of the project. The Wokingham MyJourney team, who we are closely collaborating with, have

also requested a bulk order of the bumper stickers to be offered to local schools. A copy of the winning design is pictured below:



In January final versions of the procurement documentation for a Behaviour Change Specialist were produced, and released via the In-Tend procurement portal on 4th February 2022 for Quotation Responses. In the following two week window PPP received clarifications from multiple organisations interested in submitting quotes for the work, however a formal bid was only received from one company for review. The review exercise proved the bidder submitted a worthy application for the works, and they are due to be sent a contract offer next week (first week of the next reporting quarter). This will allow PPP to begin progressing the behaviour change elements of the project, including targeted awareness campaigns to tackle engine idling.

Finally, batches of diffusion tubes were procured to begin collecting baseline data for the upcoming 'NO₂ Biggest Loser' competition, which will be launched with schools later in the year.

Quarter 5 – end of June 2022

Having successfully installed 11 PM2.5 monitors with accompanying weather stations during the previous quarter, reports for 7 of these studies have now been received by AECOM following the decommissioning of equipment at the end of May. These reports have identified that of all schools monitored so far, there are no specific sources of high particulate concentrations. General measures have been identified which schools could adopt to help ensure that particulate concentrations are kept to an absolute minimum, however later reports for the remaining 35 school sites may reveal more specific action is required.

PPP entered into contract with WSP for the provision of behaviour change guidance at the beginning of this reporting quarter. WSP have been tasked with completing a work package in multiple stages which aims to bring together research on engine idling across the PPP area, and propose interventions to reduce vehicle engine idling and in turn improve air quality. So far WSP have completed a 'Baseline Research Report' which provides an understanding of current views towards engine idling, findings on the presence of idling drivers across the boroughs, identifies hotspot areas for targeted signage etc, reviews the success of previous anti-idling schemes and so on. WSP are now working with us to finalise a suite of 'designs' for their proposed intervention options which includes road signage, business toolkits, radio ads etc. It is expected that we will begin to see this material from September 2022 onwards.

Diffusion tubes have been installed outside 42 schools for monitoring of the 'NO₂ Biggest Loser' competition and continue to be changed alongside LAQM activities.

Quarter 6 – end of September 2022

A further 7 reports have been received from our monitoring partner AECOM this quarter, bringing the current total reports received to 14 with a further 4 reports anticipated to be received early in the next quarter. The reports received during this quarter follow a similar theme to those received before, and all indicate that at those schools monitored PM_{2.5} concentrations are well within the newly proposed PM_{2.5} targets and the guidelines set by WHO. Communication with all stakeholders involved in the PM_{2.5} project is ongoing to ensure the successful continuation of the monitoring programme at all 42 schools. At this stage no unique actions have been identified to address any local point sources close to schools because the monitoring undertaken so far has not highlighted any issue areas. To ensure that we are still acting upon the monitoring plans are being made to contact key school personnel to discuss next steps they could take to ensure pollutant concentrations are maintained at low levels or further improvements could be made.

Having completed a baseline research report, workshop, survey, literature review, and behavioural analysis, WSP have produced a suite of signage designs to address idling throughout the three boroughs. Approval is currently being sought from the boroughs to have signs installed during Q3. Following installation, WSP will be conducting progress reports at defined intervals to evaluate the impact of the signage and suggest any further adjustments. Some examples of the signage are included below, subject to change.



At this stage in the project it should be noted that there has been significant delay in receiving approvals for the designs of signage from the authorities, and this has impacted the timeline for having signs installed. It is now anticipated that installations of signs will take place over the winter period.

Triplicates of diffusion tubes continue to monitor NO₂ concentrations at those same 42 schools included under the PM_{2.5} monitoring programme. The results from this monitoring will be used for the 'NO₂ Biggest Loser Competition' which is due to commence in 2023 once a years' worth of data has been collected to calculate a baseline annual mean. The competition will encourage schools to take action to reduce concentrations around their school – by implementing a school street for example.

Quarter 7 – end of December 2022

PM_{2.5} monitoring at schools

After successfully procuring a supplier (AECOM) for the monitoring and reporting of PM_{2.5} concentrations at 42 schools, we have been underway with the first and second tranches of a three tranche monitoring programme. AECOM have so far provided reports for 28 schools, with all showing compliance with the PM_{2.5} annual mean limit set in Defra's Air Quality Objectives. Two schools have shown a minor exceedance less than 5% above the PM_{2.5} guideline set by the World Health Organization (WHO), which is much stricter than Defra's objective, but not enforced in the UK. It should be noted that these comparisons against the annual mean objectives have been made using 3 months' worth of data so should be considered only as indicative. Monitoring at the remaining schools in the programme have now all commenced by the end of Q3, and contact will be made with school representatives to consider any appropriate next steps, for example, improving school travel plans or undertaking targeted action to address engine idling.

Anti-idling training in Bracknell Forest

PPP visited the Bracknell Forest Civil Enforcement team at the beginning of October to deliver anti-idling training, focused on collecting information about the location and occurrence of idling vehicles in Bracknell when CEOs are out conducting their usual duties. The aim is to address idling through behaviour change and to encourage drivers to switch off their engines where appropriate. Leaflets have been produced with information to explain the dangers of idling, and to help dispel some common myths about the topic. Data collected from the initiative will help us to better understand the problem and be used to tailor behaviour change measures, like best locations to place new signage.

Behavioural Change

The schools pack has been received, having been reviewed by a teacher who thought it fitted well – general enough to not be too boring and focused enough to cover the main issues in a relatively entertaining way. This includes a pledge for children to sign with their parents to encourage behaviour change. The idling counts have been carried out during this quarter at 14 locations. The signage was finalised and order raised in December with delivery early January.

Quarter 8 – end of March 2023

PM_{2.5} monitoring at schools

During this quarter the final tranche of PM_{2.5} monitoring at schools was complete. The full set of reports have now been received for all 42 schools involved in the project. Working alongside our monitoring and reporting partner AECOM, we are in the stages of making final assessments and clarifications on the report contents so that we can begin discussing the results directly with schools. In the next quarter all schools involved in the project will be contacted, and encouraged to consider next steps to maintain and further improve particulate matter concentrations at their school. In the 3 month indicative monitoring periods reported for each school, all have been compliant against the national air quality objectives for pollutants PM_{2.5} and PM₁₀. There have

been some very minor exceedances of WHO guidelines, which were observed during particular cold weather where higher concentrations are to be expected.

Behavioural change

Having received delivery of anti-idling signage in January, signs were installed in a number of locations across the three boroughs. WSP are scheduled to conduct their next round of surveys in April, where key locations where signage has been installed will be visited to observe idling behaviour now that signs are present. The observations from these survey counts will be used to understand the effectiveness of the new signage, and to help decide and necessary next steps.

Quarter 9 – end of June 2023

PM_{2.5} monitoring at schools

All reports and an explanatory covering letter was sent to the schools at the beginning of the quarter.

Behavioural change

The intermediate counts and the final took place in this quarter. The final report due early next quarter. The signage will be removed at the end of July.

This quarter saw the completion of education tool kit. This was made up of: Air Quality Toolkit, Letter to Parents, Primary School Air Quality Presentation and School Pledge on Air Quality. By the end of June 5 schools visited for an assembly and workshop and 3 more booked in for July as part of the school engagement program. Feedback so far is that the program has been well received by both staff and pupils. Due to poor take up schools from the 42 in the project area an additional 36 schools close to the AQMAs were contacted to offer the in person education package and sent the toolkit. An additional over 140 schools were sent the toolkit. This work coincided with Clean Air Day (CAD) and as a direct result of the social media put out an additional school signed up to the assembly and workshop offer.

Anti-idling training in Bracknell Forest

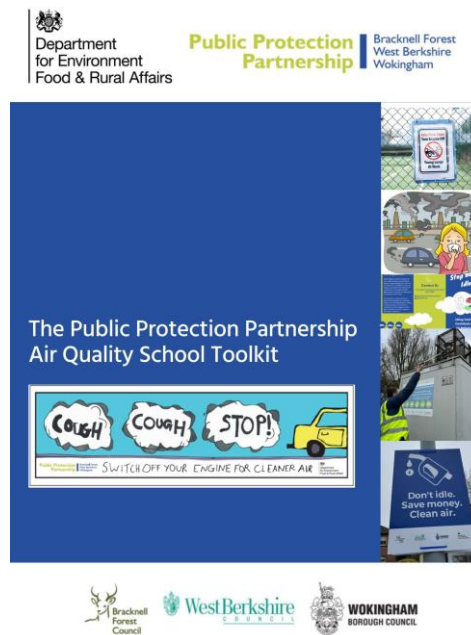
Update and training of new civil enforcement officers in Bracknell Forest took place on CAD. They go out and patrol and assist in our anti idling work. An A frame temporary sign to be ordered to assist in awareness raising.

Quarter 10 – end of September 2023

Increase project work carried out inhouse and the contractors now leading on the engagement with schools for the anti-idling campaign. This consisted of:

- Contacting schools to gauge interest, determine the format and schedule the package of schools engagement
- Emails and phone calls to schools to secure interest/assembly and workshop dates
- Delivery of 5 x assemblies and 3 x assemblies plus workshops
- Creation and delivery of an air quality toolkit to schools within the PPP's area
- Time associated with obtaining feedback on the workshops and/or Toolkit

The toolkit was distributed to all 42 schools which were part of the PM2.5 monitoring project as well as all the additional Wokingham Air Quality project schools. Due to the low take up of the in person engagement the invitation to additional schools was made. Positive feedback was received by those schools which fully engaged.



Behavioural change campaign report received and concluded that the surveys had been inconclusive. It is proposed to extend by more in depth monitoring and evaluation in 3 locations, 1 in each LA area, in Q11.

The NO2 Biggest Loser monitoring continues and monitoring will be completed at the end of Q11.