



## Air Quality Review and Assessment: Action Plan

Proposal to Three Rivers District Council



**netcen**/ED49266/Issue 1  
July/2003

RESTRICTED – COMMERCIAL



John Scott



**netcen**

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2<sup>nd</sup> July 2003

Reference netcen/ED49266/Issue 1

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Dear Mr Scott

## **AIR QUALITY REVIEW AND ASSESSMENT 'ACTION PLAN'**

Please find enclosed, our proposal for the above-mentioned piece of work.

Appendix 2 of the original proposal has two copies of our Agreement. Should you wish **netcen** to carry out the work then please sign both copies and return one copy to us.

Should you have any queries regarding our proposal, then please don't hesitate to contact me.

Yours sincerely

*Gwyn Jones*

Gwyn Jones  
Proposal Manager




Title	Air Quality Review and Assessment – 'action plan'
Customer	Three Rivers District Council
Customer reference	
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AEA Technology plc

**netcen** is certificated to ISO9001 and ISO14001

Proposal Manager	Name	Gwyn Jones
Approved by	Name	Geoff Dollard
	Signature	
	Date	2/7/2003



# Executive Summary

## BACKGROUND

Three Rivers District Council has requested a proposal to carry out air quality consultancy to formulate an Air Quality action plan meeting the needs of the District. AEA Technology working through its division **netcen**, is well placed to undertake this work as we have completed, or are in the process of completing, action plans for several other Local Authorities. Moreover, we have contributed to the action plan guidance from the NSCA that remains a key guidance document to this activity. We have also consulted defra during these projects and have received positive feedback on our overall approach and results.

The action planning work will be carried out using this proven approach. We will:

- ☐ Agree a framework for the process at the outset;
- ☐ Focus our advice and the review of action plan options on the results of the Stage 4 detailed review and assessment, including such issues as:
  - The extent of the AQMA
  - The improvement required to achieve the air quality objectives
  - Contributing sources and their management
- ☐ Partner the local authority in managing the consultation processes;
- ☐ Base all elements of the proposed action plan on available defra guidance;
- ☐ As the action plan evolves, provide ongoing assistance such as website development or other information dissemination.

## BENEFITS OF USING NETCEN

**netcen** can provide:

- ☐ Wide-ranging experience of Stages 1-4 Air Quality Reviews and action plans, gained from our work for over 100 local authorities.
- ☐ A thorough understanding of the needs of authorities in terms of support, advice and information.
- ☐ We also have detailed familiarity and understanding of the specific needs of Three Rivers District Council, gained through our previous work for you, including the Stage 4 Review & Assessment.
- ☐ A robust, proven approach to air quality action planning that has been proved by defra.
- ☐ High quality, authoritative and independent advice throughout the action plan process.
- ☐ A thorough and up-to-date understanding of air quality standards, objectives and traffic emission factors, together with their implications for the overall review and assessment process. This is through immediate access to comprehensive historic and current data on pollutant concentrations and emissions throughout the UK, derived from the national air quality archive and atmospheric emissions inventory produced by **netcen** for defra.
- ☐ Access to data and experience for a full appreciation of the costs, air quality benefits and wider environmental impacts of the various emission reduction options for action plans which may be recommended as a result of this study.

## OUR APPROACH TO SUCCESSFULLY COMPLETING THE WORK

**Netcen** will prepare for Three Rivers District Council a comprehensive action plan. In particular, during this entire process we will work in accordance to guidance outlined in Chapter 3 (*Air quality action plans*) and Chapter 4 (*Consultation and liaison*) in the Secretary of States Policy Guidance on Local air quality management LAQM.PG(03). In addition we will have appropriate regard to guidance presented in *Air Quality: planning for action (NSCA, 2001)*. Moreover, our technical approach will be fully compliant and consistent with current LAQM Technical Guidance and Air Quality Regulations- specifically, LAQM.TG (03), the Air Quality Regulations (2000) and subsequent amendments in 2002.

Our approach will be clearly structured and phased, involving:

- ❑ An initial meeting with the Environmental Health Officers of the District Council, designed to:
  - Review the conclusions of the Stage 4 detailed assessment
  - Discuss the particular requirements and likely structure of the Three Rivers DC action plan
  - Draw up contacts with relevant stakeholders
  - Formulate a project timetable.
- ❑ Interviews with relevant stakeholders to:
  - Discuss possible options for improving air quality and
  - Record their perceptions and input.
- ❑ Drafting the action plan
- ❑ Discussion of the plan with the Environmental Health Division and developing it as appropriate
- ❑ Presentation to consultees, with further revisions as necessary
- ❑ Delivery of the draft final action plan to Three Rivers District Council.



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# 1 Introduction

Local Authorities have a statutory duty to review and assess the concentrations of a number of specified air pollutants, and to predict whether the levels of these pollutants will be in excess of national objectives. Where such exceedances have been determined, Authorities are required to designate Air Quality Management Areas (AQMAs). Air quality action plans must then be drafted with the aim of working towards the achievement of the objectives.

According to defra, action planning is the most important and significant aspect of the local air quality management process with a different set of challenges from review & assessment. From guidance outlined in Chapter 3 *Air quality action plans* and Chapter 4 *Consultation and liaison* in the Secretary of State's Policy Guidance on Local air quality management LAQM.PG (03), the key requirements of an action plan are:

- ❑ The adoption of measures that will reduce pollutant concentrations in the AQMA such that progress is made towards achieving compliance with the pollutant-specific air quality objectives;
- ❑ Evidence that decision-making on adopting measures has included consideration of:
  - the proportionate contribution of the different sources towards pollution;
  - cost-effectiveness;
  - non-regulatory as well as regulatory measures;
  - the wider environmental, economic and social consequences.
- ❑ Evidence that appropriate agencies, organisations and individuals have been consulted in developing and adopting the measures;
- ❑ A clear plan for implementing the adopted measures identifying timescales, responsibilities and how progress towards achieving the air quality objectives shall be monitored.

The finalised action plan must be submitted to defra for approval. Thereafter it should be periodically reviewed and annual progress reports submitted to defra.

The Three Rivers District Council action plan should have as its focus the conclusions of the Stage Review & Assessment report and hence the designated AQMAs (see Box 1).

## **Box 1: Conclusions of Stage 4 Review & Assessment**

Traffic levels are sufficiently high on the M25 such that it is predicted that the objective for annual mean nitrogen dioxide concentration will be exceeded at a number of residential properties close to this road. As a result AQMAs have been designated in Kings Langley, Chandlers Cross and Chorleywood. Traffic on the motorway contributes between 55-65% of total nitrogen oxides with other sources combining to form a background contribution of the remainder of the total. The required scale of reduction in nitrogen dioxide to achieve the objective is estimated to be around  $2\mu\text{g}/\text{m}^3$ . It was considered unlikely that  $\text{PM}_{10}$  levels will lead to the non-achievement of air quality objectives.

This proposal specifies a programme of work that will assist Three Rivers District Council to develop its action plan for these areas in compliance with the listed requirements.



## 2 Technical Proposal - Our suggested approach to formulation of an air quality action plan for Three Rivers District Council

### 2.1 WORK PLAN

Our work plan, which has been tested and proven in a number of previous action plans, will involve several sequential tasks:

1. Development of action plan measures and preliminary evaluation and recommendations
2. Discussion of the plan with stakeholders
3. Production of the draft plan for submission to Councillors and then to the Secretary of State. Followed by finalisation of the plan following comments from Secretary of State.

These activities are now reviewed in detail.

#### 2.1.1 Task 1: Development of action plan measures, preliminary evaluation and draft action plan

Objective:	To develop the first draft of the action plan for discussion with stakeholders.
Deliverables:	Minutes of meetings, a list of evaluated air quality improvement measures, a draft action plan including the preliminary recommended measures.
Description:	Drawing up the list of measures will involve discussion with a number of key stakeholders, so that the proposals made are realistic and appropriate in the local context. Evaluation of measures shall include an assessment of cost-effectiveness and of the wider environmental impacts and benefits.

Sub-tasks in this first phase of the work include:

##### ***i) Project commencement***

The project team from **netcen** will undertake a project start-up meeting with the Environmental Health Division of the Council. The purpose of the meeting would be to:

- Review the Stage 4 report conclusions leading to the declaration of the AQMAs, in particular the baseline air quality situation in the AQMA and main sources;
- Discuss the action planning process and agree the strategy and likely timetable for completing the action plan;
- Formulate and agree an initial list of stakeholders to interview in preliminary discussions.

##### ***ii) Preliminary discussions***

Key to the success of an action plan is a co-ordinated approach with the involvement of those that can influence air quality at an early stage. We would typically seek to inform and consult the following at this stage.

- Three Rivers District Council Officers
  - Environmental Health Division
  - Development Planning Division
  - Transport Planning Division
  - Fleet managers
  - Agenda 21/Environmental Coordinator
- The lead Councillor for the environment or Councillors whose wards contain the AQMAs
- Highways Agency
- Public transport operators
- Groups representing businesses in the AQMAs
- Groups representing residents in the AQMAs
- Neighbouring Councils

However, the final list of stakeholders to be targeted in Task 1 will be developed and confirmed with the Environmental Health Division prior to commencement of the consultation. We will liaise with Three Rivers District Council to prepare for consultees a short briefing note outlining 1) the conclusions of the first round of Review & Assessment regarding the AQMAs, 2) the action planning process 3) what we hope to achieve by meeting with the stakeholders. It would not be appropriate at this stage to run a broader consultation with, for example, individual residents. That can best be done once a well-developed draft of the action plan becomes available.

Within interviews we would seek stakeholder's perceptions of the measures that could be adopted in the action plan and also seek a better understanding of current or future initiatives and priorities within the remit of each stakeholder to which the Air Quality action plan could be linked. For example, improvements in public transport provision.

Based on past experience, these consultations are most efficiently done by having a one-week window of opportunity in which to hold as many interviews as possible. Interviews with each stakeholder would normally last about one hour; however, given their responsibility for the final plan, meetings with Three Rivers District Council Environmental Health Services may be more extended. It may be appropriate in some instances for discussions to be held with groups of stakeholders. The project team from **netcen** would liaise with stakeholders to choose the most appropriate dates and would then be available for carrying out interviews for the whole of that week.

### ***iii) Preliminary evaluation of action plan measures***

A list of measures identified in the preliminary interviews would be collated and additional relevant measures added based on in-house experience. It is expected that the list shall include a variety of measures including promotion of cleaner vehicles, energy efficiency best practice, traffic management and regulations. Each measure would be evaluated for its effectiveness in improving nitrogen dioxide concentrations, its estimated cost and its wider environmental, social and economic effects. Reference would be made to the Stage 4 findings and other local data, as far as possible, but in many cases the judgment is necessarily subjective. The **netcen** team is in an excellent position to make these judgements through our extensive environmental evaluation work at European, national and local levels.

Based on the result of the evaluation and the preliminary discussions, a draft recommendation of the measures to be adopted in the action plan will be made.

### ***iv) Drafting the action plan***

The draft plan will be developed and submitted to the Environmental Health Division following this initial phase. This will typically be structured as follows:

1. Statement of the air quality problem in Three Rivers District (from the Stage 4 Assessment);
2. Source attribution and estimate of necessary reduction in local emissions (from the Stage 4 Assessment);
3. Description of the various stakeholders and their activities across the District, and beyond where relevant (from the preliminary interviews). This will enable us to assess what future pressures may be exerted on target areas, as well as identify existing proposals that will improve air quality- such as improvements to public transport.
4. Description of the approach to developing the action plan (as agreed with the Environmental Health Division);
5. The possible measures for improving air quality and the draft list of measures recommended for adoption (from the evaluation of the measures);
6. Illustrative list of actions for implementing measures, indicating responsibilities, timescales, resources and indicators of progress;
7. Concluding remarks;
8. List of useful reference materials;
9. Checklist against formal defra requirements.

The draft will pose specific questions for stakeholders to address, as part of wider consultation to be carried out under Task 2.

### 2.1.2 Task 2: Stakeholder consultation on the action plan

Objectives:	To comply with the requirements to consult widely on the action plan. In so doing to enable and empower stakeholders- with their direct knowledge of local circumstances- to constructively influence the measures to be recommended by the draft action plan.
Deliverables:	Minutes of meetings, a revised draft action plan and a summary for public consultation.
Description:	This process will have started through the consultation undertaken under Task 1, but this provides an opportunity to check that the consultant's understanding is correct, and that the views of the original consultees are widely shared. Alternative opinions on various issues may well exist – these will be reported and evaluated to ensure that the rationale behind development of the final plan is transparent.

Sub-tasks in this phase of the work include:

#### ***i) Development of consultation strategy***

Three Rivers District Council is required to consult widely on the draft action plan. The main elements of a consultation strategy are to disseminate information effectively, to ensure that stakeholders are consulted appropriately and to manage the consultation events over a period of not less than 8-12 weeks. It may be appropriate for the Environmental Health Division to involve other individuals in discussions regarding the strategy. To a large extent the consultation process is the responsibility of the local authority and several have their own procedures for carrying out these duties. However, **netcen** has experience in guiding local authorities through this process and in providing information and technical support as necessary.

We propose a single consultation strategy meeting including the **netcen** project team, the Environmental Health Division representative and other appropriate individuals identified by Three Rivers District Council officers. The object of the meeting would be to reach agreement on the objectives of the stakeholder consultation, the activities that **netcen** would carry out during the consultation process and a timetable for these activities. These may include the preparation and dissemination of information and attendance at stakeholder forum meetings.

We have the capability of producing websites, multiple copies of brochures or leaflets summarising the draft action plan or other printed material. However, because we do not know at this stage what material shall be required we have not included costs for producing this material within this proposal and, hence, producing such mass information would be subject to an additional agreement. **Netcen** will be happy to provide a quotation for web-based dissemination of action plan proposals, together with any other air quality information deemed appropriate by the Council.

#### ***ii) 2 Stakeholder forum meetings***

We have included costs for attending up to 2 stakeholder forum meetings in this proposal. The form of the meetings and the invited stakeholders would be agreed at the consultation strategy meeting. However, we suggest the form of two such meetings here.

##### ***Suggested stakeholder forum meeting 1) Council officers***

We propose that this take the form of a meeting in Three Rivers District Council Offices. The purpose of the meeting will be to ensure that key stakeholders in the Council support the draft plan, and that the wording of the draft will not cause difficulty or embarrassment. The plan will be amended in line with comments made at this meeting, prior to wider circulation and consultation.

##### ***Suggested stakeholder forum meeting 2) All stakeholders***

The amended version of the plan will be summarised by **netcen** and distributed by the Council to stakeholders. Full versions of the amended plan should also be made available for inspection at various locations, for example, on the Internet, at libraries and at council offices.

Stakeholders will be invited, again by the Council, to submit written responses to the plan, and to attend a general meeting at which the plan will be discussed. The timing and location of this meeting will need to be arranged by the Council. The format for the meeting will be agreed between **netcen** and the Council. Please note that associated cost of meeting rooms and

refreshments are not included in this proposal. Written and verbal responses will be collated and the draft action plan revised as appropriate.

### 2.1.3 Task 3: Production of the final action plan

Objective:	To have the draft action plan approved by the Council and defra.
Deliverables:	The finalised action plan.
Description:	The revised draft action plan shall have taken account of stakeholder responses to the extent that new measures may have been identified, the impact evaluation may have been influenced and other feasibility issues may have been voiced that change the measures recommended for adoption. At this stage it remains to finalise the implementation programme and guide the action plan through approval by the Council and defra.

Sub-tasks in this phase of the work include:

#### ***i) Agreement on the revised draft action plan***

A final meeting will be held with the Environmental Health Division in the Three Rivers District, and other council officers as appropriate, to discuss the revised draft action plan and to identify any further changes that may be necessary. Following this meeting, the draft action plan will be completed and delivered to the Environmental Health Division for submission to the Secretary of State.

It should be anticipated that implementation of some of the options recommended in the action plan thus formulated will be conditional on their acceptance elsewhere. For example, proposals in respect any speed changes on the M25 would of course be subject to adoption by the Highways Agency. It is likely that the most appropriate way forward will be to continue dialogue with the Highways Agency, and other such agencies, until such time as it has developed a national policy on air quality impacts from the trunk road network.

#### ***ii) Finalisation of plan following comments from defra***

Comments from the Secretary of State will be considered and any appropriate amendments will be made to the plan before final submission to Three Rivers District Council.

### 2.1.4 Additional tasks

The following tasks would be additional to those listed above. Accordingly, costs for these activities have not been included in the proposal:

1. Detailed review of plans from the Council and other bodies, beyond initial discussion with stakeholders.
2. Additional meetings beyond those listed.
3. Production of written material beyond that listed.
4. Further air quality modelling or review & assessment.
5. Development of plans with neighbouring authorities.

Should Three Rivers District Council wish us to undertake these additional tasks, this would be subject to a separate agreement.



## 3 Management Proposal

### 3.1 PROJECT MANAGEMENT

**Netcen** has a highly experienced team of Project Directors, Managers and Technical Consultants responsible for our Review/Assessment and action plan services for Local Authorities. We can call on over 500 man-years of in-house air quality experience in monitoring, inventories and modelling, have undertaken Stage 1,2,3 and 4 assessments for over 100 Authorities. We continue our extensive support to Authorities through the development of action plans. We are very familiar with the defra's requirements and – as an organisation- we were extensively involved in the recent revision of the guidelines.

An experienced Project Director- Geoff Dollard- will have overall responsibility for this work and will ensure that it fully meets the needs of Three Rivers District Council. The nominated Project Manager for this work is Gwyn Jones, who will manage the work on a day-to-day basis, with particular emphasis on ensuring appropriate liaison with Three Rivers District Council and other **netcen** team members. Gwyn has extensive technical experience in air quality review and assessment (Stages 1-4) and is currently project managing Review & Assessment and action planning for several local authorities.

### 3.2 PROJECT TEAM

This project draws on a range of skills from within **netcen**. Specialist input will be provided by Sadok Hidri and Mike Holland (an associate who previously worked for **netcen**), both of whom have extensive experience in environmental evaluation, and are currently undertaking action plans for a number of local authorities. CVs of these are provided in Appendix 1.

### 3.3 CUSTOMER LIAISON AND RESPONSIBILITIES

Our experience shows that effective ongoing dialogue with the customer is a key success factor in the action plan process. We therefore aim to maintain close contact with Three Rivers District Council throughout all project phases highlighted in the previous section of this proposal.

It should be recognised that the Council will have responsibility for some activity areas essential to the success of the work. These include:

1. The development with **netcen** of a list of stakeholders for Task 1, together with approval of the short briefing note.
2. Provision of contact details and a room for meetings.
3. Development of a further list of stakeholders with the consultant for Task 2.
4. Invitation of these stakeholders to each forum meeting, as appropriate.
5. Distribution of the first draft of the action plan to stakeholders through appropriate channels.

Close liaison will be necessary throughout the work, and will be achieved by the programmed meetings, together with ongoing phone and email contact.

### 3.4 TIMETABLE

An indicative timetable for this programme of work is summarised in Table 1:

**Table 1 Summary and Scheduling of action plan Key Tasks**

Activity	Month								
	1	2	3	4	5	6	7	8	9
Kick-off meeting with Three Rivers DC.	♦								
Preliminary discussions with key stakeholders		♦							
Evaluation of identified measures and writing the 1 <sup>st</sup> draft of the action plan									
Submit 1 <sup>st</sup> draft of the action plan			♦						
Consultation strategy meeting				♦					
Stakeholder Forum 1				♦					
Refine 1 <sup>st</sup> draft and disseminate a summary widely									
Stakeholder Forum 2									
Post-consultation, submit 2 <sup>nd</sup> draft of the action plan						♦			
Final meeting with Three Rivers DC Officers							♦		
Submit draft final plan to defra								♦	
Make any necessary amendments for approval									♦

Assuming the work in this proposal is commissioned promptly the key project milestones would work out as follows:

*Commencement of project – August 2003*

*First Draft action plan – end of October 2003*

*Refined draft action plan and summary ready for wide dissemination – December 2003*

*Public consultation – December 2003-February 2004*

*Submission of final draft action plan to defra – March 2004.*

Precise timings will reflect, amongst other factors, the likely availability of stakeholders, the consultation strategy and the speed with which consultees provide responses. Therefore, there may be a need for flexibility over this indicative timing and **netcen** would seek agreement with Three Rivers District Council for any changes to the original timetable.

### 3.5 QUALITY ASSURANCE

AEA Technology plc operates a comprehensive Quality Management System based on the requirements of BS EN ISO 9001:1994. The Quality Management System is defined in the AEA Technology plc Quality Manual and its supporting procedures and working instructions.

AEA Technology plc is committed to Continuous Improvement. The European Foundation for Quality Management model has been used in an independent benchmark assessment. Annual assessments are carried out to confirm progress.

AEA Technology plc's Quality Management arrangements have been assessed by Lloyds Register Quality Assurance against the requirements of the BS EN ISO 9000 series and a corporate certificate has been awarded, certificate number LRQ 0944198. The numerous constituent parts of AEA Technology have been assessed separately by LRQA against the appropriate part of ISO 9000 and certificates with specific scopes awarded. AEA Technology **netcen** has been awarded certificate number 0944198/E. Following recent external quality audit, AEA Technology Environment has been recommended for certification to ISO 9000:2000.

AEA Technology Environment's Environmental Management System has been assessed by Lloyd's Register and the auditors have awarded approval to ISO 14001:1996.'

The calibration of calibration gas mixtures, and the on-site audit of analyser performance, are covered by **netcen**'s scope of accreditation to ISO17025 (calibration laboratory no 0401).

## 4 Commercial Proposal

### 4.1 CONTRACT DETAILS

For Contractual purposes, your contract will be placed with AEA Technology plc whose registered address is Building 329 Harwell, Didcot, Oxfordshire OX11 0QJ. The work will be undertaken by **netcen**, an operating division of AEA Technology plc.

The terms of our Agreement for the action plan are attached in Appendix 2. If you wish us to commence with this work, please sign both copies and return one copy to us at the address provided on the agreement.

### 4.2 PRICES

**Netcen** offers to undertake the following tasks outlined for the fixed prices specified below:

Task	Activity involved	Price (£) excluding VAT
Task 1	Development of the first draft of the action plan	10,795
Task 2	Stakeholder consultation on the draft action plan	7,090
Task 3	Production of the Final plan	3,665
<b>TOTAL</b>		<b>21,550</b>

### 4.3 PROPOSAL VALIDITY

This proposal is valid until August 8<sup>th</sup> 2003

### 4.4 INVOICING

The amount of the invoice will depend on the work that Three Rivers District Council wishes to commission (see table above). The invoice(s) will normally be submitted after the relevant task has been completed. However, we are happy to discuss precise invoicing arrangements to meet the needs of individual authorities.

Our payment terms are 28 days from the date of AEA Technology's invoice.

### 4.5 NUMBER OF COPIES OF REPORTS

Two copies of the draft, revised draft, final draft and summarised action plan reports will be provided. If required, the reports can be provided in electronic format on CD; there is no charge for this.

Additional copies of the final report can be provided but, owing to the costs associated with colour photocopying, extra copies will be charged for at £35 each.

## 4.6 CONTACT DETAILS – TECHNICAL AND COMMERCIAL

All correspondence relating to this project should be forwarded to the personnel specified and addressed below.

### Technical Contact

#### Geoff Dollard

Project Director (Local Authorities)  
**netcen**  
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Oxfordshire  
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### Commercial Contact

#### Mrs Daryl Field

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OX14 3ED

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Email: [daryl.a.field@aeat.co.uk](mailto:daryl.a.field@aeat.co.uk)

## 4.7 DELAYS

**Netcen** estimates that the work will be completed by the end of March 2004, providing that all the necessary activities to be undertaken by Three Rivers District Council (and specified in Section 3.3), other stakeholders and defra are performed in a timely manner. Although every endeavour will be made to complete the programme within the required deadlines, **netcen** cannot be held responsible for any delays outside its direct control or jurisdiction.

## 5 Our Organisation's Experience

**Netcen** is the UK's national centre of air quality services and expertise. We have designed, operated and quality assured all the national air monitoring networks. We also compile the UK national emission inventory, operate the national air quality information service to the public and have an extensive capability in dispersion modelling, source measurement and abatement across all major emission sectors.

Of particular relevance to action planning work, we have vast experience in evaluating the cost-effectiveness and wider environmental impacts and benefits of emission reduction measures at European, national and local scales.

Our work is recognised world-wide, and our services valued by customers including, defra, the European Commission, World Bank, Asian Development Bank, World Health Organisation and United Nations.

We have been working with Local Authorities throughout the UK for over 40 years. We co-operate and provide training for authorities participating in national monitoring networks, assist many authorities through the highly successful air monitoring Calibration Club, and are market leaders for Air Quality action planning. This long-standing partnership with Local Government has given us unique insight into your needs, problems and constraints; it also enables us to offer services that are:

- ▶ *Balanced in design and implementation;*
- ▶ *Locally sustainable in the long term;*
- ▶ *Appropriate to local needs and resources;*
- ▶ *Flexible and adaptable to local conditions and circumstances;*
- ▶ *Technically authoritative, defensible and totally reliable;*
- ▶ *Fully consistent with national and international requirements;*
- ▶ *Provide excellent value for money*

In relation to the current action plan proposal, **netcen** offers considerable real-world experience, both in the requirements of the Air Quality Strategy and in its practical implementation within local authorities. **Netcen** has worked very closely with defra in:

- ▶ *Providing of air quality data in support of the National Air Quality Strategy*
- ▶ *Preparation of guidance for local authorities*
- ▶ *Review of the work of all "first phase" authorities*
- ▶ *Training for local authorities*
- ▶ *The assessment of applications for Supplementary Credit Approval.*

In addition, through a series of ongoing training seminars on Air Quality Review and Assessment that we are undertaking with CIEH, we have existing contacts with the Environmental Health Officers responsible for local air quality in over 150 authorities in England. We have recently undertaken Stage 1, 2, 3 and 4 review and assessments and action plans for a wide range of individual local authorities. Through the national calibration club, we also work closely with many authorities to support their air monitoring effort, enhance data quality and disseminate information to public and local stakeholders.

A selection of our recent experience relevant to this proposal is provided overleaf.

### **1. Local Authority Review and Assessment**

**netcen** has undertaken reviews and assessments and providing modelling results for over 100 local authorities, including Epping Forest, Derby, Liverpool, Oxford, King's Lynn, South Lanarkshire, Stevenage, Basingstoke, Selby, Mansfield, Rugby, Erewash, Essex, Christchurch, Aylesbury, Vale of White Horse, Christchurch, Braintree, Aylesbury, Blackburn and Darwin, Blackpool, Burnley, Chorley, Fylde, Hyndburn, Preston, Ribble Valley, Rossendale, South Ribble, West Essex and Wyre. We have also presented results and conclusions from R&A to the public and to Members of Council during consultation.

### **2. Development of Air Quality action plans for Local Authorities**

#### **Erewash Borough Council**

We are currently working with Erewash on an action plan for their AQMA's that are situated very close to the M1 motorway, which presents a similar set of issues to that existing at Three Rivers District Council.

#### **Sheffield City Council and Rotherham Metropolitan Borough Council**

We developed the action plan in partnership with Sheffield and Rotherham Councils, and the Stockholm Environment Institute. Problems in the area concern exceedences of the annual mean NO<sub>2</sub> standard along the M1 and in Sheffield City Centre.

#### **Thurrock Borough Council**

In late 2002, we reviewed the draft action plan developed at Thurrock Borough Council, making recommendations for changes and necessary additions.

#### **London Borough of Hillingdon**

We are currently working with Hillingdon to develop their action plan. The largest problems in the Borough are linked to Heathrow Airport, the M4 and A40.

#### **Liverpool City Council**

We are working simultaneously on Liverpool's Stage 4 assessment and its action plan, which are focussed on predicted NO<sub>2</sub> exceedances within the City centre and close to the M60 motorway terminus.

### **3. Training for Local Government on Review and Assessment, action plans**

From 1999 to the present day, we have lectured on action planning at numerous courses held under the Chartered Institute of Environment and Health (CIEH). Also in association with CIEH, **netcen** has run over 30 training seminars on the implementation of Air Quality Management and the practicalities of Review and Assessment. Over 180 local authorities have attended these seminars, which are planned to continue during 2003

### **4. Assisting the NSCA to draft Local Authority Guidance on action plans**

This work covered:

- **Air Quality: planning for action**

### **5. Assisting defra to draft Local Authority Guidance on R and A**

This work covered:

- **Monitoring for Air Quality Reviews and Assessments**
- **Review and Assessment: Pollutant Specific Guidance.**

### **6. The Local Authority Calibration Club**

**netcen** has assisted over 60 Authorities in their air monitoring programmes, helping bring these programmes up to national standards, enhancing data quality, managing and disseminating monitoring results through a range of media and web platforms.

### **7. Dispersion Modelling for defra, Environment Agency, Local Authorities and private sector**

**8. Research to support the development of air quality legislation;  
Cost-benefit analysis in support of the National Air Quality Strategy**

This covers several studies performed for defra over the past two years, including:

- Development of cost curves for PM<sub>10</sub> and NO<sub>2</sub> abatement
- Quantification of the health and health benefits of the air quality strategy
- Regulatory and Environmental Impact Assessment of the EU Directive on air quality standards for CO and benzene

**9. Cost-benefit analysis to support development of EU Air Quality Directives**

This covers studies carried out for EC DG Environment on the following Directives:

- National Emission Ceilings Directive
- Ozone Directive
- CO/Benzene Directive
- Forthcoming 4th Daughter Directive on PAHs and metals

**10. Management and quality assurance of national air quality networks for defra:**

We have designed and established all of the UK's national air monitoring networks. We continue our involvement today through the management or quality assurance of these programmes:

- *The Automatic Urban Network*
- *The Automatic Rural Network*
- *The Automatic Hydrocarbons Monitoring Network*
- *The Smoke and Sulphur Dioxide Monitoring Networks*
- *The Acid Deposition Monitoring Networks*
- *The Toxic Organic Micropollutants Monitoring Network*
- *The Rural Ozone Monitoring Network*
- *The National Nitrogen Dioxide Diffusion Tube Survey*

Much of this work involves direct liaison, co-operation with and training of local authority site operators.

**11. UK Air Quality Information Service**

**netcen** is tasked by defra to disseminate comprehensive data on current and historic air quality, as well as daily forecasts to the public through a free telephone service, Teletext and the national air quality archive at [www.airquality.co.uk](http://www.airquality.co.uk)

**12. UK Atmospheric Emission Mapping and Forecasting - defra**

We have developed national-scale models of atmospheric pollutants for application in support of a cost of compliance assessment for the National Air Quality Strategy. Our background pollution maps of the UK are widely utilised by Government for domestic and international policy development, as well as for Article 5 assessments under various EC Directives. These base maps can also provide invaluable baseline inputs to the review and assessment process.

**13. UK National Atmospheric Emissions Inventories - defra**

**netcen** developed and is responsible for operating the UK's National Atmospheric Emissions Inventory (NAEI). This major national and international data resource covers the broad range of major urban, greenhouse, toxic and photochemical air pollutants over national and local scales. The NAEI is available on the Internet ([www.naei.org.uk](http://www.naei.org.uk)) and provides the UK input to many European and international emission assessment and policy development programmes.

**14. Assistance with "First Phase" Local Authorities**

netcen has prepared many local authority air quality data summaries, advised "first phase" authorities in their work in developing the air quality review and summarised the work of all these authorities for defra.

**15. Assessment of Applications for Supplementary Credit Approval**

netcen assisted defra (through technical input and advice) to assess local authority applications for SCA for the purchase of monitoring equipment and emissions inventory calculations.

**16. Provision of Air Pollution Monitoring and Emissions Inventory Helplines**

These comprehensive support and advisory service services for Local Authorities are provided as part of air quality review process commissioned by defra.

netcen assisted defra (through technical input and advice) to assess local authority applications for SCA for the purchase of monitoring equipment and emissions inventory calculations.

**17. Provision of Air Pollution Monitoring and Emissions Inventory Helplines**

These comprehensive support and advisory service services for Local Authorities are provided as part of air quality review process commissioned by defra.



# Appendices

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## CONTENTS

Appendix 1	Curricula Vitae
Appendix 2	Terms and conditions



# **Appendix 1**

## **Curricula Vitae**

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### **CONTENTS**

Geoff Dollard  
Gwyn Jones  
Mike Holland  
Sadok Hidri





# netcen

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## Dr. Geoff Dollard

**Qualifications** BSc PhD Liverpool  
**Year of birth** 1952  
**Nationality** British

### KEY SKILLS

- Air Pollution Science and Assessment
- Surface Exchange Processes
- Project Management

### CAREER HISTORY

**1998 - Present** Technical Director, Air Quality Group, netcen, AEA Technology Environment. Technical direction of 90 staff involved in the operation of all UK air monitoring activities, including national, ambient monitoring networks; emissions monitoring from industrial point sources and specialist measurement of particles and volatile organic compounds in air.

Additionally responsible for the UK National Air Quality Archive and national dissemination of Air Quality Data via the press, TV and internet. Direct support to UK Government (defra) for provision of analysis and advice in support of development of environmental policy.

Management of Atmospheric Modelling and Assessments Programmes, Evaluating Formation and Fate of Air Pollutants on the Regional and Local Scale; assessments of environmental impacts of pollutant emissions. Managing teams providing technical guidance and policy support to defra in area of Review and Assessment. Personal project work on developing a surface flux model for ozone deposition. On behalf of defra in support of policy development in UNECE activity to move from AOT 40 based assessments of ozone vegetation impacts in Europe, to flux based assessments.

- 1994-1998      Department Manager; Atmospheric Measurements and Processes. (50 members of staff), National Environmental Technology Centre
- Active work in the management and operation of all the defra automatic pollution monitoring networks. The Group was the focal point for National and International data dissemination activities, principally through the management of the National Air Quality Archive and Network Data Dissemination Unit to generate air pollution forecasts. Teams also focussed on fundamental mechanisms relating to the atmospheric chemistry and physics of pollutants in the troposphere and surface exchange processes through dry and wet deposition of gases and particles.
- 1989-1994:      Section Leader, Atmospheric Processes Section, Environmental Assessment Department, AEA Technology, Harwell. Management of research contracts for Department of Environment, MAFF in area of Acid Rain, Photochemical Pollutants, Climate Change and specific gaseous pollutants. Project Manager for set-up and operation of the UK Network for automatic measurement of hydrocarbon pollutants across the UK.
- 1983-1989      Research Scientist; Modelling and Assessments Group. Studies on the transport and deposition of acidifying pollutants and photochemical oxidants.
- 1980-1983      Post Doctoral Research Fellow; University of Nottingham, Department of Environmental Physics. Managing a project utilising micrometeorological methods to investigate and make the first reported measurements of the deposition of pollutants through interception of cloud and fog water droplets by vegetation, (Occult Precipitation).
- 1974-1977      Post Doctoral Research fellow; Norwegian Forestry Research Institute, (University of Aas) Norway. Field and wind tunnel investigations on the dry deposition of sulphur dioxide and sulphur aerosols to forest trees. Part of the Norwegian National Acid Rain Study Programme (SNSF Project).
- 1974-1977      Post Graduate research into the deposition and uptake of heavy Metals by woody plant species.

## **PROFESSIONAL ACTIVITIES AND MEMBERSHIP OF EXPERT GROUPS**

- Member of UK Photochemical Oxidants Review Group, 1992-1998.
- Member of UK Review Group on the Impact of Nitrogen Deposition in Terrestrial Ecosystems (INDITE) sub group of fluxes.
- Member of UK Quality of Urban Air Review Group, 1992-1997.
- Co-ordinator of CEC research programme on measurement of natural hydrocarbon emissions from vegetation.
- Consultant to European Commission DGXI Framework Directive.
- Consultant to Joint Research Centre at ISPRA on Sampling Volatile Organic Compounds.
- Consultant to Greek Ministry of Environment (via the organisation DEMOCRITOS) on automatic, network sampling of Volatile Organic Compounds.
- Consultant to the State of San Paulo, Brazil. Institution appraisal of the State Environmental Research Organisation (CETESB) December 1996.
- Project Director for PHARE Topic Centre Link on Air Quality. April 1997-1998.

## **SELECTION OF PUBLICATIONS**

- 65 published papers including approximately ten papers on vegetation uptake and cycling of metals, ten papers on deposition processes and over 25 papers on other aspects of tropospheric chemistry/monitoring. Contributions to a series of PORG, QUARG, INDITE and critical loads/levels reports.

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## Gwyn Jones

**Qualifications** MSc Atmospheric Sciences, University of East Anglia  
BSc (upper second class honours) Chemistry with a year in  
Europe, Imperial College of Science, Technology and Medicine  
**Year of birth** 1969  
**Nationality** British

### KEY SKILLS

- Review and assessment of local ambient air quality through monitoring and modelling
- Applied cost effectiveness and uncertainty analysis skills for policy support for local and central government
- Management of multi-disciplinary project teams

### PROFESSIONAL ACTIVITIES AND MEMBERSHIP

- Member of the NSCA
- Applicant for membership to the fledgling Institute of Air Quality Management

### SELECTION OF PROJECT EXPERIENCE

*Air Quality Review & Assessment and Development of Air Quality action plans with Local Authorities*

2003 – Project manager for development of an air quality action plan for Erewash Borough Council.

2003 – Task manager for development of an air quality action plan for Liverpool City Council.

2003 – Project manager for Stage 4 review & assessment report for the London Borough of Hillingdon (selected as an example of best practice on defra's website).

2003 – Input to the development of an air quality action plan for the London Borough of Hillingdon.

2003 – Provision of training to the CIEH on Updating and Screening Assessment.

2000-02 – Project manager for Stages 2,3 & 4 review & assessment for Wokingham District Council.

1999-02 – Technical input to review & assessment work for several local authorities including Glasgow, Shrewsbury and West Berkshire.

*Air Quality Strategy Policy Support*

2003 – Evaluation of the Air Quality Strategy

2003 – Development of a Greenhouse Gas Emissions Inventory for London

2001-03 – Development of UK cost curves for air quality strategy pollutants

2001-03 – Regulatory Environmental Impact Assessment of the Draft 4<sup>th</sup> Daughter Directive

2000-02 – Protection of Sites of Special Scientific Interest under the Air Quality Strategy

## **CAREER HISTORY**

- |                |  |
|----------------|--|
| 2003 – present | <b>Senior Consultant, policy unit, netcen</b> specialising in impact assessment and cost-benefit analysis in environmental policy appraisal and planning projects for national and local government.   |
| 1999 – 2003    | <b>Consultant, EHS group, Entec</b> provided air quality consultancy expertise for local authority review and assessment, regulatory impact assessment, environmental statement, engineering design, monitoring survey and central government policy appraisal projects. |

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## **Dr. Michael Holland**

**Qualifications** PhD, Physiological Ecology, University of Edinburgh  
BSc (Upper Second Class Honours) Biological Sciences,  
University of East Anglia  
Certificate of Competence in Environmental Law, University of  
Plymouth

**Year of birth** 1960

**Nationality** British

### **KEY SKILLS**

- Assessment of pollution effects and costs on health, materials and the natural environment, through experimentation, life cycle analysis and economic techniques
- Co-ordination of international, multi-disciplinary research groups
- Interpretation of data for policy advice, accounting for uncertainties, particularly in the application of cost-benefit analysis

### **PROFESSIONAL ACTIVITIES AND MEMBERSHIP**

- EC DG Environment Working Group on Air Quality Guidelines for PAHs (2000/01)
- Sub-group on Quantification of Chronic Health Effects of Particles to the Department of Health's Committee on the Medical Effects of Air Pollution (COMEAP) (2000).
- EC DGXI Ad hoc Working Group on Ozone (1998/99)
- EC DGXI Working Group on Benzene Air Quality Guidelines (1997/99)
- EC DGXI Expert Panel on Air Quality Guidelines for CO (1997/99)
- UNECE Task Force on Economic Aspects of Abatement Strategies (1996/99)

## SELECTION OF PROJECT EXPERIENCE

### *Development of Air Quality action plans with Local Authorities*

2002 – Development of an air quality action plan for the London Borough of Hillingdon.

2002 –Thurrock Borough Council: Air Quality action plan.

2002 – Development of Air Quality action plans for Sheffield City Council and Rotherham Metropolitan Borough Council.

2000-2001 – Air Quality Component of the Liaoning Integrated Environmental Project (European Commission/Chinese Government): Preparation of an air quality action plan for Fushun City.

## CAREER HISTORY

2002 – present	Freelance consultant, specialising in impact appraisal and economic assessment of environmental policy for national and local government, international bodies, and industry.
1997 – 2002	Technical Manager, Environmental Policy Unit, AEA Technology, Culham, UK. Managing a team of consultants in the provision of strategic advice on human activity and the environment, to government, international bodies and private industry.
1995 - 1997	Scientific Adviser, ETSU, Brussels, Belgium. Liaison with the European Commission on several major projects concerning environmental and social impacts of human activity. Dissemination of this work to the Commission and other international bodies.
1991 - 1995	Environmental Scientist, ETSU, Harwell, UK.
1986 - 1991	Researcher, Pollution Effects Research Group, Imperial College of Science, Technology and Medicine.

## PUBLICATIONS RECORD

Mike Holland has written over 140 papers and reports. A full listing can be supplied on request.

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## Sadok Hidri

**Qualifications** MSc Environmental Economics  
**Year of birth** 1975  
**Nationality** French

### KEY SKILLS

- Highly numerate with experience in quantitative analyses
- Economic and financial appraisals for infrastructure and policy development projects (CBA, CEA, MCA)
- Economic analyses of local areas and industries for strategy development
- Demand forecasting for simulation of markets
- Pragmatic approach to communicating and presenting economic results to non-specialised audience

### SELECTION OF PROJECT EXPERIENCE

#### **2002 – Sheffield Air action plan**

I participated in the development of an Air action plan (AAP) for Sheffield City Council to tackle the air quality problems in this city. As part of the design of the AAP, I reviewed and analysed a large number of local, regional plans and existing feasibility studies. This was in order to determine appropriate options to reduce air pollution. Factors considered in the determination of options were air and non-air quality improvements, cost-effectiveness, perception and practicability. Client: Sheffield City Council

#### **2002 – Low Emission Zone Feasibility Study, Phase 2 (UK)**

This study considers the effectiveness and viability of Low Emission Zone (LEZ) for London. The study looked at a wide range of effects, including environment, transport and socio-economic effects. I identified the socio-economic effects, which may arise from the LEZ. These effects were broken down in direct and indirect effects, which in turn were assessed at a micro and macro economic levels. Client: Transport for London

#### **2002 – Quantification and Valuation of Environmental Externalities (EU)**

Participated in the development of a methodology to internalise environmental costs/benefits arising from projects financed by the European Investment Bank. The methodology focused on global warming and climate change. As part of the analytical framework, I investigated unit economic values of carbon emission to be applied in the valuation of EIB financed projects. Client: the European Investment Bank

**2002 – Regulating Landfill Gate Prices (UK)**

I investigated how Article 10 of the landfill Directive has been applied by landfill Operators. Quantify the economic optimal landfill gate price and real prices applied by operators. Suggested suitable enforcement options, in terms of labour and capital to use. Proposed economic instrument incentives in order to reach the optimal economic price and the optimal level of compliance. Client: The Environment Agency

**2002 – Analysis of responses from Member States on the implementation of Hazardous waste incineration Directive (EU)**

The aim of this project is to analyse how Member States have transposed and implemented the EC Directive on the Hazardous Waste Incineration. Developed a methodology in order to analyse consistently the national legislation's and compare them with the Directive. This is to see if the Directive has been fully transposed and implemented by the Member States. Client: EC DG Environment

**2001 - Greensense (United Kingdom, Germany, Spain)**

Participated in the development of a methodology for adjustment of environmental accounts in the EU, by examining the impact of economic activity on other aspects of the economy. Main task included the gathering, interpretation and translation of environmental data into economic indicators of source of pollutants from rivers and lakes of Spain. Client: EC DG Research

**2001 - In-depth Investigation of National IPPC Permitting (European Union)**

This study aimed to review, from the "top" legislation to the "bottom" practice, the implementation of the IPPC directives in the 15 member states. Responsible for a) the review of the legislative texts from France, Belgium and Luxembourg, b) the characterisation of the sectoral rules and guidance, c) the analysis of permits and face-to-face interviews with permit writers, which formed the three stages of this study. Matrices of comparisons have been designed as to synthesise the information relative to the 15 countries in a consistent way. Client: EC DG Environment

**2001 - National Atmospheric Emissions Inventory (United Kingdom)**

This project is an official air emission inventory where emissions are estimated for significant UK air pollutants based on national statistics. Participated in the gathering and interpretation of data from the UK power stations, stationary combustion, sewage sludge and coal mines. Client: DEFRA

**2001 - Air action (United Kingdom)**

I assisted in the compilation of a database, which is used in the determination of the best measures to be undertaken by local authorities in order to attain National Air Quality Standards. A broad selection of studies and case scenarios were compiled to give a comprehensive data set from which to make decisions.

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# **Appendix 2**

## **Terms and conditions**

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### **CONTENTS**

Fixed price agreement  
Conditions



# Agreement



**netcen**

netcen is an operating division of AEA Technology plc

Telephone: 01235 463554  
Facsimile: 01235 463005

**netcen** Reference: **netcen/ED49266/Issue 1**

**AEA TECHNOLOGY plc** ("AEA Technology") whose registered office is at 329 Harwell, Didcot, Oxfordshire OX11 0QJ, United Kingdom (Registered in England and Wales, number 3095862), acting **netcen** hereby offers to undertake the programme of work as indicated below ("The Work") for **Three Rivers District Council** ("the Customer") of *Environmental Health, Three Rivers House, Northway, Rickmansworth, Hertfordshire WD3 1RL* (Registered Office or other address).

Telephone Number: 01923 727005      Facsimile Number: 01923 896119

AEA Technology estimates that the Work will be completed up to and including submission of the plan to defra, by end of March 2004 provided that all necessary stakeholder meetings and responses are able to proceed at the required time and the project commences on 1<sup>st</sup> August 2003. AEA Technology's charges for the Work will be £21,550 (plus VAT where applicable). Invoices will be sent on completion of each listed task.

This offer, which expires on 8<sup>th</sup> August 2003, may be accepted by the Customer by returning a signed and dated copy of this document (including invoicing address and VAT number where applicable) to Dr Geoff Dollard:  
**netcen**, AEA Technology plc, Building E5, Culham, Abingdon, Oxon., OX14 3ED.

The Customer's acceptance shall be subject to the Conditions overleaf.

THE WORK      Work detailed in the proposal "Air Quality Review and Assessment - 'action plan' for Three Rivers District Council"  
ref:**netcen/ED49266/issue1**

THE CUSTOMER'S INVOICING ADDRESS (if different from above)

.....  
.....

For the attention of:.....

THE CUSTOMER'S VAT NUMBER (if applicable):.....

## AUTHORISATION

Signed.....  
On behalf of the AEA Technology

Name.....

Position.....

Date.....

Signed.....  
On behalf of the Customer

Name.....

Position.....

Date.....

## CONDITIONS

LAW	1	Acceptance of this offer constitutes an Agreement made in England and subject to the laws of England and the sole jurisdiction of the courts of England between the Customer and AEA Technology.
PAYMENT	2	The Customer shall pay in Sterling the charges made by AEA Technology in respect of the Work within twenty-eight (28) days of the submission of any invoice by AEA Technology. Such payment to AEA Technology shall mean that payment exclusive of any taxes and duties chargeable thereon by any central government, local government or statutory body whatsoever, all of which taxes and duties shall be paid by the Customer.
INFORMATION	3	Unless specified to the contrary in the Work, all relevant information resulting from the Work shall be described in a written report, which shall be sent to the Customer. Subject to Clause 6 hereof, the Customer shall have the right to use such information for any purpose.
LIABILITY	4	AEA Technology makes no warranty or representation that the use of any information arising from the Work will not infringe the rights of third parties but, if any of AEA Technology's employees whilst engaged on the Work become aware of any apparent infringement, AEA Technology will inform the Customer.
	5	AEA Technology shall be liable for any loss or damage suffered by the Customer only insofar as such
	(a)	loss or damage is attributable to negligent acts or negligent omissions of AEA Technology's employees or agents in the performance of the Work.
	(b)	AEA Technology accepts no responsibility for the use made of any information, materials or equipment arising from the Work either by the Customer or by any third party who has obtained any of the said information, materials or equipment directly or indirectly from the Customer, except to the extent that AEA Technology can be shown to have been negligent in providing such information, materials or equipment.
	(c)	AEA Technology's total liability to the Customer under this Agreement, in tort (including negligence), under statute or otherwise in respect of such loss or damage shall be limited to one hundred thousand pounds (£100,000) Sterling or five times the total payment made to AEA Technology under this Agreement, whichever sum is the greater.
PUBLICITY	6	AEA Technology shall have the right to make general references to the Work in press releases or promotional materials, but shall not include any detailed results of the Work without the written consent of the Customer.
CONFIDENTIALITY	7	Subject to the provisions of Clause 3 hereof, each party shall take all reasonable measures to keep
	(a)	confidential for the period of seven (7) years next following the date of acceptance of this offer all information which is received from the other party under this Agreement and which is specified by the disclosing party to be confidential at the time of disclosure or which may come to one party's knowledge or is disclosed to it as a result of visiting the premises of the other party.
	(b)	This obligation shall not apply to information which either at the time of disclosure or after disclosure is published or generally available to the public other than through a breach hereof or information already in the receiving party's possession at the time of receipt and which was not acquired directly or indirectly from the disclosing party or information acquired by the receiving party in good faith from a third party.
THIRD PARTY RIGHTS	8	Nothing in this Agreement confers or purports to confer on any third party any right or benefit under 'The Contracts (Rights of Third Parties) Act 1999' to enforce any terms of this Agreement.
CUSTOMER'S PROPERTY, INFORMATION ETC.	9	As soon as practicable after acceptance of this offer, the Customer shall arrange, free of charge and risk to AEA Technology, the delivery to AEA Technology of any samples, equipment, materials and/or information ("Customer's Property") required by AEA Technology in order to carry out the Work. On completion of the Work, the Customer's Property shall be treated as detailed in the Work or, if no provision is made in the Work, the Customer's Property shall be retained by AEA Technology for the period of two (2) months next following the completion of the Work, during which time the Customer may make arrangements for their collection. Should the Customer not make such arrangements, AEA Technology shall be entitled to dispose of the Customer's Property at the Customer's expense.
DELAYS, ACCESS AND SAFETY	10	AEA Technology shall not be considered in default in the performance of its obligations under this Agreement to the extent that the performance of such obligations is prevented or delayed by any cause beyond its reasonable control. Such cause shall include but shall not be limited to, denied access to the premises where the Work is being undertaken, the Customer's failure to ensure such premises are safe in accordance with all relevant Health and Safety legislation, the Customer's failure to provide information in the format detailed or other such Customer property required by AEA Technology in the timescales indicated in the Work. AEA Technology shall charge the Customer for any additional fees associated with any such delays.
CUSTOMER'S ORDER	11	Unless specifically agreed otherwise in writing by the Customer and AEA Technology, the terms contained in any purchase order or any other form of contract document issued by the Customer to AEA Technology shall not apply in any way whatsoever to the performance of the Work except for the purposes of specifying the Customer's contract reference number(s) and the Customer's relevant invoicing address(es).



# Agreement



# netcen

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Telephone: 01235 463554  
Facsimile: 01235 463005

**netcen** Reference: **netcen/ED49266/Issue 1**

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The Customer's acceptance shall be subject to the Conditions overleaf.

THE WORK      Work detailed in the proposal "Air Quality Review and Assessment - 'action plan' for Three Rivers District Council"  
ref: **netcen/ED49266/issue1**

THE CUSTOMER'S INVOICING ADDRESS (if different from above)  
.....  
.....

For the attention of:.....

THE CUSTOMER'S VAT NUMBER (if applicable):.....

## AUTHORISATION

Signed.....  
On behalf of the AEA Technology

Name..... **DAVE A. GOD** .....

Position..... **COMMERCIAL MANAGER** .....

Date..... **2/7/03** .....

Signed.....  
On behalf of the Customer

Name.....

Position.....

Date.....

## CONDITIONS

LAW	1	Acceptance of this offer constitutes an Agreement made in England and subject to the laws of England and the sole jurisdiction of the courts of England between the Customer and AEA Technology.
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	(b)	AEA Technology accepts no responsibility for the use made of any information, materials or equipment arising from the Work either by the Customer or by any third party who has obtained any of the said information, materials or equipment directly or indirectly from the Customer, except to the extent that AEA Technology can be shown to have been negligent in providing such information, materials or equipment.
	(c)	AEA Technology's total liability to the Customer under this Agreement, in tort (including negligence), under statute or otherwise in respect of such loss or damage shall be limited to one hundred thousand pounds (£100,000) Sterling or five times the total payment made to AEA Technology under this Agreement, whichever sum is the greater.
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	(a)	confidential for the period of seven (7) years next following the date of acceptance of this offer all information which is received from the other party under this Agreement and which is specified by the disclosing party to be confidential at the time of disclosure or which may come to one party's knowledge or is disclosed to it as a result of visiting the premises of the other party.
	(b)	This obligation shall not apply to information which either at the time of disclosure or after disclosure is published or generally available to the public other than through a breach hereof or information already in the receiving party's possession at the time of receipt and which was not acquired directly or indirectly from the disclosing party or information acquired by the receiving party in good faith from a third party.
THIRD PARTY RIGHTS	8	Nothing in this Agreement confers or purports to confer on any third party any right or benefit under 'The Contracts (Rights of Third Parties) Act 1999' to enforce any terms of this Agreement.
CUSTOMER'S PROPERTY, INFORMATION ETC.	9	As soon as practicable after acceptance of this offer, the Customer shall arrange, free of charge and risk to AEA Technology, the delivery to AEA Technology of any samples, equipment, materials and/or information ("Customer's Property") required by AEA Technology in order to carry out the Work. On completion of the Work, the Customer's Property shall be retained as detailed in the Work or, if no provision is made in the Work, the Customer's Property shall be retained by AEA Technology for the period of two (2) months next following the completion of the Work, during which time the Customer may make arrangements for their collection. Should the Customer not make such arrangements, AEA Technology shall be entitled to dispose of the Customer's Property at the Customer's expense.
DELAYS, ACCESS AND SAFETY	10	AEA Technology shall not be considered in default in the performance of its obligations under this Agreement to the extent that the performance of such obligations is prevented or delayed by any cause beyond its reasonable control. Such cause shall include but shall not be limited to, denied access to the premises where the Work is being undertaken, the Customer's failure to ensure such premises are safe in accordance with all relevant Health and Safety legislation, the Customer's failure to provide information in the format detailed or other such Customer property required by AEA Technology in the timescales indicated in the Work. AEA Technology shall charge the Customer for any additional fees associated with any such delays.
CUSTOMER'S ORDER	11	Unless specifically agreed otherwise in writing by the Customer and AEA Technology, the terms contained in any purchase order or any other form of contract document issued by the Customer to AEA Technology shall not apply in any way whatsoever to the performance of the Work except for the purposes of specifying the Customer's contract reference number(s) and the Customer's relevant invoicing address(es).