

Edinburgh Airport Noise Advisory Board

Minutes of Sixth Meeting held on Wednesday 7 February 2018
at the Marriott Hotel, 111 Glasgow Road, Edinburgh
Commencing at 6.30pm

Present: Lindsey Cole (LC) (Chair) Ray Flint (RF) Louise Gunstensen (LG)
David Shields (DS) Alan Watt (AW) Pippa Plevin (PP)
Gary Arnoch (GAR) Liz Scobie (LS) Anne Stewart-Kmicha (ASK)
Bob Brough (BB) Merv Archibald (MA) Helena Paul (HP)
Tom Leatherland (TL) Ray Godfree (RG) Adam Cumming (AC)
Gordon Allan(GA) Vic Garrad (VG)

In attendance: Elaine Hill (Minutes)

Apologies: Christophe Miremont (CM)

Our Terms of Reference stipulate that we operate under “Chatham House Rules” whereby comments made are not attributed. Minutes amended to reflect this.

ITEM

1. Introductions:

The Chair introduced Elaine Hill who would be taking the minutes of the meeting.

The Chair welcomed everyone to the meeting and in particular those who were attending their first meeting - Gary Arnoch, Ray Flint, Ann Stewart-Kmicha, Bob Brough, David Shields and Ray Flint

It was agreed to audio record the meeting.

2. Approval of Previous Minutes

Approval of the minutes of the meeting held on 10 January 2018 was proposed by MA and seconded by AC.

It was suggested that the minutes should be circulated to Community Councils. It was agreed that there was no reason why this couldn't be done in the interests of openness and transparency. It was noted that the Terms of Reference (ToR) for the Board would be posted on its website and that minutes should also be posted once approved by the Board.

ACTION: LG to circulate minutes to Community Councils.

ACTION: ToR and minutes to be posted on website when available.

MA offered to act as timekeeper to ensure the meeting ran to time which was agreed.

3. Matters Arising from the Previous Minutes

3.1 Apologies: There were no apologies to be noted for the January meeting minutes.

3.2 Outstanding Information/Data from Edinburgh Airport (EAL)

It was noted that some of the data requested from EAL in December had not been received

ACTION: LG agreed to contact Edinburgh Airport to obtain this information.

3.3 Funding from EAL

This item would be discussed at Item 5 on the Agenda.

4.0 Review of Actions List

4.1 Board Membership

It was noted that the Board had grown organically since inception and that several new members had been welcomed to this evening's meeting. It was noted that there had been discussion at the last Board meeting regarding members with full voting rights and it had been agreed that those 13 members attending the January 2018 meeting would be full members of the Board. It had also been agreed that future new members could be invited if the Board agrees

It was suggested it was important all Community Council representatives had full voting rights like the 13 members attending the previous meeting otherwise why attend meetings if unable to vote on any decisions required.

It was noted that it would be important to manage how the Board grows. It was stressed that it was important for the Board to have "clout" and attract various organisations, (eg CAA, ATC, Parliamentary representatives) to address the Board.

The Board was informed that Cramond Community Council should have 2 members with full voting rights on the Board and that this had been agreed by Gordon Robertson and documented before the Board was formed and that this was not negotiable. Other members present felt strongly that this was not democratic and that it should be one member, one vote per community area. The Chair stated that he had no knowledge of this agreement and agreed to look into it and report back at the next meeting.

ACTION: Chair to investigate the claim that Cramond had been promised two votes on the Board.

It was noted that the ToR stated that there should be "balanced representation" and that if any member missed three meetings they would no longer be a member of the Board.

It was noted that some Community Councils did not appear to be aware of the existence of the Board and it was agreed that an email would be sent to each Community Council across the different Local Authority areas explaining the purpose of the Board and formally inviting them to send a representative to the April meeting. A copy of the ToR, Code of Conduct and previous minutes would be attached. A deadline for responses of 21 March 2018 would be given.

A sub-group consisting of:

LG (Fife)

MA (Falkirk & Borders)

ASK (Federation of West Lothian)

GA (West Lothian)

RG (Edinburgh)

AC (Andrew Mather)

Chair (East Lothian, regions)

was set up to agree the wording of the email, obtain contacts for the areas noted above and send out the emails.

ACTION: Community Council contacts to be obtained as noted above.

ACTION: LG to draft email and circulate to sub-group for distribution.

4.2 Board Structure/Legal Entity Status

As agreed at the last meeting, VG had taken informal legal advice regarding the best legal structure for the Board, eg plc, limited liability, etc. He had been informed that the best structure would be limited liability to limit the liability of individual Board members arising from future decisions/actions taken by the Board. However, he had also been informed that the best structure would have been for an umbrella organisation which all community council/area representatives were members to be set up called "Edinburgh Airport Noise Advisory Group" and from this the Noise Management Board consisting of say 10/15 members would be formed.

It was noted that the Board had been set up by EAL.

Following discussion, it was agreed that the structure of the Board would require to be investigated further with EAL and that the legal status of NABs in England should be checked. Did we agree this?

ACTION: Chair to check membership status and legal status of the Board with EAL.

4.3 Googlemail List

It was agreed that GA would take over ownership of the Googlemail List and that members should confirm he has their correct details to ensure they receive minutes, etc.

AC confirmed he would circulate SCIO structure to Googlemail List when obtained.

ACTION: AC to circulate SCIO structure.

4.4 Noise Metrics Paper

This paper to be considered along with the Work Programme

4.5 Logo

GA circulated 4 suggested logo sets. After a vote Set 1 was approved by 8 votes compared to 7 votes for Set 4.

GA confirmed there had been no progress since his presentation to the December meeting regarding domain name/website. The Chair confirmed this would need to be discussed at the next meeting.

ACTION: Domain/Website to be discussed at next meeting – LG to add to agenda.

5. Financing, Funding and Bank Account Update

It was requested that EAL be contacted to provide an advance of £100,000 for funding of the Board Work Programme to include noise monitoring and other projects as determined under the Work Programme

It was noted that a decision required to be taken on whether to request EAL to provide a block grant rather than bidding for individual items. Not sure – didn't we agree this at the last meeting?

The Chair reported that he had had initial discussions with EAL regarding the level of funding they would be prepared to consider. He had suggested circa £30,000/£40,000

for noise monitors to Gordon Robertson who intimated that this was the type of money that EAL would look at.

EAL propose that the purchase order would be raised by them and therefore the invoice would go to them for payment. The contract for goods/services would be between the supplier and EAL. Therefore, EANAB would have no liability and no requirement for a bank account. It was also noted that if EANAB raised Purchase Orders, invoices, etc., it may have to become VAT registered. Was this what was said?

Several members raised concerns about the Board's independence and stressed how important it was that the Board was seen to be independent of EAL and transparent in its dealings. Concern was also raised that EAL might refuse to fund certain initiatives that the Board wished to undertake undermining the independence of the Board.

It was proposed that the Board should identify the issues it wishes to pursue and then agree objectives for each issue with target dates. A sub-group should be set up to look at each issue and propose programme for the coming year with an estimate of budget for each issue. This detailed programme could then be presented to EAL either on an annual or individual issue basis asking them to confirm which items they would be prepared to fund. This Board would agree to give regular updates on progress showing the money was being spent as agreed.

It was suggested that a letter of understanding be obtained from EAL confirming their agreement to fund the agreed Work Programme and to pay invoices timeously. This would also confirm that Board members would have to authorise invoices before payment to confirm that the services had been completed to the satisfaction of the Board. The Chair confirmed that to date there had been no issues with EAL paying costs incurred by the Board such as room hire, , etc.

Concerns were raised about the setting up of a Bank Account and the structure of the Board to enable this to happen. The Treasurer stated that he had already spoken to his Bank who had confirmed that the Board could have an account as a "Community Group".

The Chair agreed to raise these matters with Gordon Robertson at EAL as a matter of urgency and to report back to the Board.

ACTION: Chair to progress process for EAL providing funding to the Board.

6. Consideration of a Constitution

It was agreed that this item would be put on hold until the method of funding had been confirmed. The Chair thanked TL for his work on this to date.

7. Work Programme 2018

A draft work programme had been pulled together by John Kelly following a brainstorming session at the previous meeting.

Following discussion, the Board felt that the purchase of portable noise monitors to gather data from several sites over at least a 2 week period would be a priority for the 2018 Work Programme.

Check was this what was said?

However, in order to better understand the types of monitors and what information they could provide, it was suggested that aviation consultants To70 be approached to present to the Board. It was agreed that HP would contact To70 to find out if they would be willing to do this and whether there would be a cost involved. It was further agreed that a sub group involving HP, TL, LS, MA, Christophe Miremont and Bruce Finlayson would prepare a brief of what would be required from To70.

ACTION: HP to contact To70 to ascertain if, in principle, they would be willing to present to the Board and if so, what if any cost there would be.

ACTION: Sub-Group to prepare a brief for To70 Consultants.

At this point, the Chair reported he had had contact with ANS and suggested that they attend a future meeting. They had suggested the Board have a tour of the Control Tower to see how it operates. The Board felt it would be better for ANS to present to the Board first so they would be better informed for a subsequent visit to the Control Tower.

ACTION: Chair to invite ANS to a future meeting.

A Midlothian rep raised the issue of whether EAL was prepared to work with communities to improve quality of life. He agreed that the aircraft noise issues were not as great in the Borders and East Lothian as in other areas but that it still impacted on the perceived quality of life. It was agreed that a sub-group be formed consisting of representatives from the Borders, East Lothian and Midlothian to progress this issue.

ACTION: AW to form Quality of Life sub-group.

LS reported that EAL would be making a presentation in a month's time to the EA Consultative Committee but to date had not asked for this Board's input or comments. It was noted that EAL had not attended a meeting since last year. The Chair confirmed that EAL had been invited to this meeting but had been unable to attend. However, they would attend the March meeting.

The Board felt that they were not being kept informed by EAL regarding any changes and therefore were unable to have any input. It was noted that it was important for both parties to improve the relationship and build trust. This would also help to improve the Board's reputation and effectiveness as perceived by community groups not involved with the Board.

The Chair agreed to forward information he gained at the EA Consultative Committee meeting next month. He also agreed to circulate a note of his report to the Committee.

ACTION: Chair to circulate to the Board his draft report to the EAC Committee for sign off by the Board and information gained from the EACC meeting.

Concerns were raised about EAL's noise complaints procedure and reporting. It was felt that people no longer complain as they don't receive any feedback. The Chair agreed to look into this and report back

ACTION: Chair to contact EAL for details of their complaints procedure. Was it ask for more details on complaints received over a historical period?

LG agreed to speak to Christophe Miremont regarding obtaining data of actual flights from aircraft. Was this agreed?

ACTION: LG/CM to obtain data provided by aircraft.

It was reported that the data used in the Flight Path Consultation material for the flight path variation and noise maps does not match up and this should be brought to the attention of the CAA.

8. AOCB

- 8.1** A question raised about whether consideration had been given to moving the locations of navigation points and beacons and if contact re this had been made with NATS. In particular whether more use could be made of the wide area of the Forth East of the Bridges for reasons of noise abatement over land.
- 8.2** A question raised about what other funding sources had been identified and whether the Board should have insurance.
- 8.3** It was suggested that academic institutions should be approached to assist with research. AC offered to assist with contacting Edinburgh University if required.
- 8.4** The Chair reported that at the Parliament meeting the status of Edinburgh Airport was raised – it currently does not have designated airport status. It was agreed that this matter would be re-addressed at a future meeting at the Parliament. Was it?
- 8.5** The Chair advised the Board that Cramond CC had tried to arrange a meeting with the CAA. The CAA refused to meet with Cramond alone and also were unable to attend this Board meeting. CAA had recently offered to hold a one hour meeting with a limited number of people. Notes from the meeting would be circulated to the Board.
ACTION: Chair to circulate notes from CAA meeting as soon as possible.

It was asked why the Board had not been informed of this meeting in advance of it taking place and asked who had attended. The Chair confirmed that he, Stefan Slater, BB, AC, GA and LG had attended.

It was stated that it would have been courteous to advise members of the Board about the meeting in advance and that LC needed to commit to the Board as Chair and to keep them informed.

The Chair apologised to the Board and confirmed in future he would inform the Board in advance

Date of Next Meeting: Wednesday 7 March at Marriott Hotel, 111 Glasgow Road, Edinburgh commencing at 1830

The Chair closed the meeting at 2040.