

## Minutes

### Meeting of London Luton Airport Consultative Committee

Monday 6 April 2009 – 13.00hrs. Putteridge Bury Conference Centre

#### Members

Mr J Bailey	Chairman
Cllr N Brook	Hertfordshire County Council
Cllr N Clements	Hertfordshire Association of Town & Parish Councils
Dr J Davis	LADACAN
Mr P Dawson	NATS
Cllr M Dolling	Luton Borough Council
Cllr J Gledhill	Bedfordshire Association of Town & Parish Councils
Mr P Hack	LLA Branch – TGWU
Mr M Holden	Breachwood Green Society
Cllr M Hussain	Luton Borough Council
Cllr B Jennings	Buckinghamshire County Council
Mr G Joy	DHL (Freight Operator)
Mr G Lachlan	BBGA Operators (substitute)
Mr T Lee	Thomson Airways
Cllr B Lloyd	Hertfordshire County Council (Vice Chairman)
Cllr M Muir	North Hertfordshire District Council
Cllr M Patston	Stevenage Borough Council
Cllr Dr I Reay	Dacorum Borough Council
Mr H Richardson	LLA Transport Forum/Surface Access Working Group
Sir B Stanier	Aylesbury Vale District Council
Cllr P Swaisland	Central Bedfordshire Council
Mr H Thomas	Easyjet
Mr G Twiss	PAIN
Mr B Webb	LLATVCC
Cllr R Webb	BALC

#### Officers Representing

Mr P Bylo	St Albans District Council
Mr A Divney	LLAO (Community Relations Executive)
Mr S Earles	LLAO (GM Planning & Corporate Social Responsibility)
Ms M Gatehouse	Committee Secretary
Mrs K Goodman	LLAO (Airfield Environment Officer)
Mr S Harley	LLAO (Airline Development Manager)
Mr R Hiscock	Aylesbury Vale District Council
Mr G Jones	LLAO (Managing Director);
Mr C Kenneford	Buckinghamshire County Council (substitute)
Mr R Monck	Hertfordshire County Council (substitute)
Ms W Rousell	Luton Borough Council (Planning)
Mr N Thompson	LLAO (GM Business Compliance and Fire)
Mr S Turner	Bureau Veritas (Consultant to LLAO)

#### Noise Consultant & Secretariat

Mr J Charles	Bickerdike Allen Partners
Mrs P Harris	Committee Administrator

Mr M West Bedfordshire and Luton Community Foundation (Presenter)

## Action

### 1 Apologies for absence and substitution.

#### 1.1 Apologies for absence were received from:

Mr S Bailes (Hertfordshire County Council) – substitute Mr R Monck; Cllr R Berry (Central Bedfordshire Council); Ms C Danby (Stevenage Borough Council); Mr T King (BBGA) – substitute Mr G Lachlan; Cllr D Rowlands (Buckinghamshire County Council); Mrs C Smart (Chamber of Commerce); Ms R Jones (Buckinghamshire County Council) – substitute Mr C Kenneford; Mr A Judge (LLAO Operations Director); Mr S Young (North Hertfordshire District Council); Cllr J Shardlow (St Albans District Council); Ms L Wood (Dacorum Borough Council); Mr A Burke (NATS Terminal Control)

1.2 The Chairman informed members of the death of Mr Mike Burlyn a valued member of the Committee for a number of years with vast knowledge and experience relating to Air Traffic Control. Members requested that condolences are passed on to his family.

## Secretariat

1.3 The Chairman welcomed members to the meeting, updated on membership matters and welcomed the members from the newly formed Central Bedfordshire Council (a new Unitary Authority).

1.4 Members commented on the letter received from the Chairman regarding the work of the LLACC. Some members were concerned that the new procedures were not in line with the DfT guidelines. The suggestion for those authorities who currently have two representatives to be reduced to one, with a named substitute, was of concern to some members as the work of the group is quite complex and needs the expertise and input of both the members attending.

1.5 The Chairman informed that following discussions with the Vice Chairman, LLAO's Managing Director and his team it was agreed to experiment with the detail of the meeting to make them more efficient and effective for all attending. This will include changes in layout; reporting agreed notes from NTSC meeting rather than draft minutes; and the introduction of other issues including presentations on a variety of subjects.

1.6 Some members were concerned about placing the Noise and Track issues further down the agenda. The Chairman **agreed** to consider bringing NTSC notes higher on the agenda.

## Chairman

1.7 Support was given by many members to the need for changes to improve the effectiveness of the Committee and to try to shorten the length of the meetings. It was **agreed** a presentation would be found of benefit for some topics.

1.8 The Committee were reminded that much time was spent discussing issues but with little achievement as a result. However it was noted that dialogue needed to take place, and that although noise is a very important area of concern, consideration should also be given to the interests of those who work at the airport and the people who travel through it.

1.9 The Managing Director confirmed that he did want a constructive dialogue with the Committee as identified in the DfT guidelines. He would be content if the

**Action**

secretariat was not provided in house by LLAO.

**2. Presentations (taken before item 1)**

- 2.1 Presentations were given by Adam Divney the Community Relations Executive for London Luton Airport Operations and Mark West the Chief Executive for Bedfordshire and Luton Community Foundation (BALCF).
- 2.2 Adam Divney, Community Relations Executive, presented on the LLAOL Community Engagement Strategy. He outlined information on the vision, priorities and commitments of the 2008-2012 Strategy. The presentation also described the 'Growing Economy' and 'Vibrant Neighbourhood' areas of the CES and gave examples of the numerous projects that the airport was involved in throughout 2008, such as Meet the Buyer, Employee Volunteering, Flying for Success, Gateway Gallery, Community Football Tournament and the LLAOL Charity of the Year 2009.
- 2.3 Mark West, Chief Executive, gave a presentation on the London Luton Airport Community Trust Fund. This included general information regarding how Community Foundations function as well as the services they offer. The presentation went on to explain all relevant information about the LLAOL Community Trust Fund including the application process, criteria, how applicants are found and the list of projects that the trust fund had supported so far in 2009, such as The Luton Young Leaders academy, Whitwell Pavilion and the Hitchin Community Gardens Project. He stressed that the grant making process was independent and transparent.
- 2.4 Both speakers took questions so as to enable the Committee to fully understand the benefits of this work to the local community. The Chairman thanked the speakers for their informative talks.

**3.0 Minutes and matters arising from LLACC Meeting 12 January 2009**

- 3.1 Item 2.1 – LLAO confirmed that there is a defined geographic area for LLAO sponsored community projects.
- 3.2 Item 2.9 – It was identified that the definition of Permitted Development given was not complete and **agreed** that a quote, based on the 2007 AMR, should be attached to the minutes. **See Annex A**
- 3.3 Item 3.3 – LLAO reiterated that airspace changes are required by Luton regardless of any temporary decrease in aircraft movements in the TMA.
- 3.4 Item 3.6 – Concerns were raised regarding the comment from LLAO relating to first time complainants who were generally happy once they had received the information pack from the airport. However it was suggested by some members that LLAO's procedures were not as robust as other airports (Gatwick was given as an example) as they did not have any follow up procedure to establish whether residents are indeed content with the information supplied. Suggestion was made by members that LLAO should carryout a follow up procedure for future new complainants. **LLAO to consider**

		<b>Action</b>
3.5	Items 4.9 and 4.12 – It was <b>agreed</b> that the promised report on Regional Economic Strategy, the Economic Strategy for Bedfordshire and Luton and the LLAO Environmental Management System should be brought forward at the July meeting,	<b>LLAO</b>
3.6	Items 9.4 to 9.6 – The Committee was advised that the East West Rail Link Consortium is currently consulting on the best route for the central section which might link Milton Keynes, Luton, Stevenage, Hertford and Stansted. LLAO advised that they had not been consulted but would obtain details of the scheme.	<b>LLAO</b>
3.7	The Committee accepted the Minutes for the LLACC meeting of 12 January 2009 as an accurate and true record and <b>agreed</b> for the Chairman to sign them.	<b>Chairman</b>
<b>4a</b>	<b>Managing Directors Report</b>	
4.1	The Committee was informed of the organisational changes that have recently occurred within LLAO.	
4.2	Following some adverse comments regarding the Priority Lane, LLAO informed that there had been some feedback regarding the product and queue times but these were more related to Security, rather than Priority Lane itself. LLAO reiterated that the new Priority Lane services should not cause degradation in queue times for any passenger passing through central search. LLAO will be working together with their business partners to reduce overall queue times going forward.	
4.3	LLAO informed that they are currently reviewing the way passenger complaints are being reported and informed that the format may change going forward.	
4.4	LLAO stated that they were monitoring washroom cleanliness and are to employ their own auditors to ensure that the highest level of standards are achieved and maintained.	
4.5	Members were advised of the proposed changes to the Drop Off Zone and the introduction of charging to use the facility once operationally effective and the relocation of the free drop off facility to the mid term car park. Concern was expressed that there still considerable problems for passengers during peak periods.	
4.6	It was noted that problems are currently being experienced by car drivers as they approach the airport with queuing traffic and congestion on the roundabout. LLAO are investigating ways to improve the situation.	
4.7	A question was asked about the on-time departure graph which showed a better performance in 2007 than in 2006 and 2008. Concern was expressed that delayed departures could ultimately increase the number of night arrivals. LLAO <b>agreed</b> to examine.	<b>LLAO</b>

**Action**

4.8 It was noted that in the table showing passenger and aircraft activity for Jan-Feb 08 and 09, the movement figures had been transposed between the years. The table should show that 18,251 for Jan-Feb 08 had dropped to 13,797 for Jan-Feb 09. The biggest reductions had been in GA and cargo traffic. LLAO were asked if they had any estimates of the economic impact on the area of these reductions but advised that this had not been studied.

**4b Quarterly Planning, Environment Management & Surface Access Report**

4.7 Thanks were given to members who responded to the Surface Access Strategy which is currently being finalised.

4.8 Members questioned the application for extension of the long term car park, when the sense should be to reduce parking provision so as to increase the use of public transport to the airport. Members were advised that with the development of the East Luton Corridor 920 car park spaces were lost; the new application is for 980 spaces giving an increase of just 60 spaces.

4.9 Reference was made to the Local Development Framework and the Preferred Option Core Strategy. Members requested information in future about impact or assumptions it has on the airport both negative and positive and if housing areas are to be over flown.

4.10 Comment was made regarding the figures for LLAO's waste recycling. LLAO informed that besides the separate bins that are located around the airport, all general waste is processed through an automated waste recycling system operated by Luton Borough Council.

**4c. Quarterly Economic Report**

4.11 Reference was made to route development and members requested that as well as reporting details on new routes and increase in frequency the report should specify a similar level of detail on any reduced frequency or demise of routes.

4.12 Members were advised that work continues with the UKBA. Improvement has been seen following a local commitment from the UKBA Assistant Director to reduce the queuing guidelines at London Luton Airport.

**5. Luton Borough Council Report**

5.1 Members were advised that due to a delay in checking information in the AMR, it was not ready for dissemination at the meeting as in previous years and would be distributed by LBC separately.

**LBC**

5.2 The Chairman suggested that the AMR should be placed on the agenda at the next LLACC meeting in July. Whilst it was recognised that the AMR format was principally factual so debate would be minimal, it was considered important that members had the opportunity to consider longer term trends. Therefore, it was **agreed** that it should be on the next agenda.

**Secretariat**

5.3 In respect to paragraph 10 of the report, it was confirmed that the Secretary of State has agreed that various Local Plan policies can be retained beyond 31 March 2009.

		<b>Action</b>
5.4	It was reported that the traffic lights on the East Luton Corridor appear to be causing traffic flow problems and are holding traffic in a public safety zone. LBC <b>agreed</b> to investigate the configuration of the lights to ensure that they are operating as described in the original plans.	<b>LBC</b>
<b>6. Master Plan Update</b>		
6.1	The Master Plan update was covered in the Managing Director's Report. Members <b>agreed</b> that in future they were happy to receive any update as part of the Managing Director's report.	<b>Secretariat</b>
6.2	Members queried whether the fact there was nothing to report was because LLAO have no intention of pursuing a Master Plan. LLAO informed that they were simply not yet at a stage to report anything.	
<b>7. Defra Consultation on END</b>		
7.1	Members were asked if they had any further comments to add to the LLACC's Noise Advisor's proposed response to the Defra consultation.	
7.2	Members <b>agreed</b> the draft response for the Chairman to submit to Defra.	<b>Chairman</b>
<b>8. Night Noise Policy</b>		
8.1	The Chairman asked for any comments on the wording of NTSC's suggested proposal for consideration by the Airport during the next Night Noise Policy review.	
8.2	Airline Operator members informed that they did not agree with the proposed changes and that they would need more time to take a rational view and look at the long term impact and the effect it would have on their flight programmes. The departure procedures suggested also appear to be one sided and restrictive. It was <b>agreed</b> that the airline operators would review the document and feedback comments to the next meeting on NTSC.	<b>Airline Operators</b>
8.3	Suggestion was made by some members that the current economic downturn in overall air traffic at Luton provides a good opportunity to consider minimising the burden of night noise by reducing the number of night movements as part of the proposed Night Noise Policy review. They expressed further concern that both the current and previous LLAO management were steadily letting the problem of night noise worsen.	
8.4	Members were reminded that LLAO is currently working well within the conditions on night noise in its planning permission and has a Night Noise Policy. LLAO considers that with the current downturn in air traffic it needs to carefully consider anything that makes the airport less attractive.	
8.5	The Chairman indicated that his assumption is that Master Plan would be looking at the next 5 to 15 years and the Committee would like to move forward by expressing their views now as part of that process.	

		<b>Action</b>
8.6	It was recognised that the Committee’s primary function was to give advice to the airport on a variety of issues, and night noise is just one of them, albeit important to many people.	
8.7	LLAO welcomed the views suggested by the Committee.	
8.8	The Chairman suggested that as the suggested Night Noise Policy was advice from NTSC to LLACC anyone with views should now bring them forward so that NTSC could have the opportunity to consider additional comments and report further to LLACC. It was <b>agreed</b> that the Chairman would write to all members of LLACC giving an opportunity for input to NTSC’s advice and offering the chance to attend the next meeting of NTSC on 8 June 2009 to explain and amplify those views.	<b>Chairman</b>
<b>9.0</b>	<b>Current Topics</b>	
9.1	The Chairman referred to the Inquiry into the future of aviation being undertaken by the House of Commons Transport Committee. It is looking at some key issues which will be reported on in due course.	
9.2	The Chairman then commented on the DfT consultation on “air passenger experience and the economic regulation of airports” (paragraphs 17 to 21). He advised that the document is extremely complex and most of it outside the normal brief of the Committee’s noise consultant. However it contains some important suggested changes and opportunity should be taken to submit comments if possible. The Vice Chairman <b>agreed</b> to look at the report with a view to putting together some comments to be submitted before 1 June. LLAO <b>agreed</b> to share their response with the Committee, if time permitted this.	<b>Vice Chairman LLAO</b>
9.3	The Chairman advised on the other items of general interest which were not covered by other reports and the Committee noted the contents of the remainder of the report.	
<b>10.</b>	<b>NTSC note to LLACC</b>	
10.1	The Committee acknowledged and welcomed the comprehensive note from the NTSC meeting which will in future replace the NTSC minutes. Several requests were again made for it to be earlier on the LLACC agenda.	
10.2	Members were asked to note the night time noise contour area figures would in future be presented in INM version 7 with no comparison figures against version 6.2.	
10.3	Members welcomed the decrease in the number of complainants, events and complaints.	
10.4	Reference was made to the aircraft most complained about in particular A300 cargo aircraft. Members were advised that the majority of cargo movements are day time not night time, they are monitored but are rarely fined as they do comply with the limits.	
10.5	It was noted that both Central Bedfordshire members sat on the NTSC as they had previously represented Bedfordshire and South Bedfordshire. This would need to be resolved at the next AGM but in the meantime it would left to those members to decide if both need to attend NTSC.	

**Action**

**11. Environmental Noise (England) Regulations 2006: guidance to airport Operators on Noise Action Plans**

11.1 The Committee were advised that Defra had accepted the LLACC recommendation that at least 16 weeks should be allowed for consultation on draft Noise Action Plans but beyond that the guidance differed very little from the draft.

11.2 There was no extra guidance on limit values to be used in action planning but more emphasis for using a balanced approach was given. Airports are required to engage with Consultative Committees in preparing draft Action Plans.

11.3 LLAO reported that they were waiting for the data pack from Defra but were hoping to meet the required timetable, with final submission at the end of November 2009. As such they would discuss a draft Action Plan with NTSC on 8 June.

**LLAO**

**12. Chairmanship of LLACC**

12.1 The Chairman left the room for this item and the Vice Chairman took over the chair.

12.2 LLAO advised members that they would be seeking a new chairman and will be advertising the position.

12.3 Once applicants have been received LLAO will consult with the Committee's Vice Chairman and with a view of putting forward a name to the Committee at the next meeting in July.

**LLAO**

12.4 Some members expressed regret that the existing Chairman's period of office had not been extended.

**13. Correspondence received since 13 October 2008**

13.1 The correspondence was noted by members.

**14. Any other Business**

14.1 No other Business was discussed and the meeting closed at 17.05hrs.

**15. Dates and time of future meetings:**

15.1 LLACC  
 Monday 13 July 2009 at 1.00pm  
 Monday 12 October 2009 1.00pm

**All to note**

NTSC  
 Monday 8 June 2009 at 2.00pm  
 Monday 14 September 2009 at 2.00pm

It was agreed that the Secretariat would identify dates for further meetings so that members could reserve them in their diaries.

**Secretariat**

### **Definition of Permitted Development.**

Under the Town and Country Planning (General Permitted Development) Order 1995, Schedule 2 Part 18 Class A, LLAOL are able to undertake works within the designated “operational area” of LLA, without the need for formal planning consent. Under this legislation, permitted development includes:

**“THE CARRYING OUT ON OPERATIONAL LAND BY A RELEVANT AIRPORT OPERATOR OR ITS AGENT OF DEVELOPMENT (INCLUDING THE ERECTION OR ALTERATION OF AN OPERATIONAL BUILDING) IN CONNECTION WITH THE PROVISION OF SERVICES OR FACILITIES AT A RELEVANT AIRPORT”**

**AN OPERATIONAL BUILDING IS DEFINED AS:**

**“A BUILDING, OTHER THAN A HOTEL, REQUIRED IN CONNECTION WITH THE MOVEMENT OR MAINTENANCE OF AIRCRAFT, OR WITH THE EMBARKING, DISEMBARKING, LOADING, DISCHARGE OR TRANSPORT OF PASSENGERS, LIVESTOCK OR GOODS AT A RELEVANT AIRPORT.”**

**DEVELOPMENT IS NOT PERMITTED IF IT INVOLVES:**

- **THE CONSTRUCTION OR EXTENSION OF A RUNWAY;**
- **THE CONSTRUCTION OF A PASSENGER TERMINAL THE FLOOR SPACE OF WHICH WOULD EXCEED 500 SQUARE METRES;**
- **THE EXTENSION OR ALTERATION OF A PASSENGER TERMINAL, WHERE THE FLOOR SPACE OF THE BUILDING AS EXISTING AT 5<sup>TH</sup> DECEMBER 1988 OR, IF BUILT AFTER THAT DATE, OF THE BUILDING AS BUILT, WOULD BE EXCEEDED BY MORE THAN 15%;**
- **THE ERECTION OF A BUILDING OTHER THAN AN OPERATIONAL BUILDING;**
- **THE ALTERATION OR RECONSTRUCTION OF A BUILDING OTHER THAN AN OPERATIONAL BUILDING, WHERE ITS DESIGN OR EXTERNAL APPEARANCE WOULD BE MATERIALLY AFFECTED.**