

Minutes

Monday 17th October 2011 – 13.00hrs. Putteridge Bury Conference Centre

Members

Mr M Routledge	Chairman
Cllr D Bowater	Central Bedfordshire Council
Mrs G Clark	NATS Luton
Dr J Davis	LADACAN
Cllr Dr R Egan	Central Bedfordshire Council
Cllr N Glover	Buckinghamshire County Council
Mr P Hack	LLA Branch – TGWU
Mr M Holden	Breachwood Green Society
Cllr T Hunter (sub)	Hertfordshire County Council
Mr G Joy	Freight Airline Representative
Mr T Lee	Airline Operators
Cllr B Lloyd	Hertfordshire County Council
Cllr J Lloyd	Stevenage Borough Council
Cllr M Muir	Vice Chairman - North Hertfordshire District Council
Cllr A Pawle	St Albans District Council
Cllr R Radford (sub)	Bedfordshire Association of Town & Parish Councils
Cllr I Reay	Dacorum Borough Council
Mr G Twiss	PAIN
Cllr R Webb	BALC
Mr B Webb	LLATVCC

Officers Representing

Mrs K Goodman	LLAOL (Airfield Environment Officer)
Mr R Hiscock	Aylesbury Vale District Council
Mr G Jones	LLAOL (Managing Director)
Ms R Jones	Buckinghamshire County Council
Mr R Koukkoullis	LLAOL (GM Airfield Operations)
Mr M Nahvi	Central Bedfordshire Council
Miss S Pearce	Community Relations Executive
Ms W Rousell	Luton Borough Council (Planning)
Mr J Shearman	LLAOL Environment Manager
Mr N Thompson	LLAOL (Operations Director)

Noise Consultant & Secretariat

Mr J Charles	Bickerdike Allen Partners
Mrs P Harris	Committee Administrator

Guest Speakers

Mr S Heappey	Company Secretary LLAL
Mr M West	Chief Executive from Bedfordshire & Luton Community Foundation

Pre-meeting Briefing Items**Action**

Trust Fund. Mr West, from the Bedfordshire and Luton Community Foundation, briefed the Committee regarding the Community Trust Fund and the work they have undertaken with the Airport with particular emphasis on how they have interacted with the local community.

Airport Development. Mr Heapey was introduced by the Chairman as representing the Company Secretary for London Luton Airport Limited (LLAL).. The Chairman pointed out that the airport operators (LLAOL) were a separate company and that Luton Borough Council were the majority share holders in LLAL which was in effect a special vehicle company created to own the freehold of the airport. Mr Heapey briefed the members on the widely reported press speculation about the future development of the airport. He confirmed that LLAL were exploring the art of the possible and had advertised for a planning consultant to assist them (this was what had sparked press interest); they already had an aviation consultancy (York Aviation) working with them. He stressed that no decisions had been made about future developments or the current concession with Abertis which runs until 2028; albeit with a break clause in 2014. He did however, outline the potential for 2 development options inside the existing boundaries. Both options would see planned passenger numbers grow. Mr Heapey noted the strength of concern among many members that expansion of the passenger numbers and, inevitably, aircraft movements even within the existing boundaries would not be universally welcome. In closing Mr Heapey stressed again that no decisions had been taken. In summing up, the Chairman noted that any planning proposals from LLAL would require public consultation and suggested that the LLACC would be a good forum for testing ideas and opinions. He undertook to invite LLAL to return to a subsequent LLACC meeting once they had a better idea of what their proposals might be.

Chairman**1. Apologies for absence and substitution.****1.1 Apologies for absence were received from:**

Cllr N Brook – Hertfordshire County Council
 Cllr Dolling – Luton Borough Council
 Cllr J Gledhill - Bedfordshire Association of Town & Parish Councils
 Cllr D Rowlands - Buckinghamshire County Council
 Mrs C Smart - Chamber of Commerce
 Cllr Sir B Stanier - Aylesbury Vale District Council
 Cllr D Taylor – Luton Borough Council
 Ms L Wood – Officer Dacorum Borough Council

2. Minutes and matters arising from LLACC Meeting 4th July 2011

- 2.1 Item 2.5 – LLAOL advised that an offer had been made to a person to manage car parks on LLAOL's behalf and would be in a position to update further at a subsequent meeting.
- 2.2 Item 3.2 - LLAOL advised that they continued to review and work with NATS to achieve higher compliance on CDA . LLAOL informed that CDA performance continued to be debated at NTSC.
- 2.3 Item 3.7 – LLAOL informed that they were still open for suggestions for other

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locations for the mobile noise monitors.

- 2.4 The Minutes from the 4th July meeting were approved. The Administrator would ensure the minutes were posted on the LLACC web-site.

Admin

3. Noise & Track Sub Committee Meeting 7 September 2011

- 3.1 The Chairman advised that because of the upsurge in noise complaints from Flamstead he had invited 2 residents from the village to attend the last NTSC meeting. In a pre-meeting item, LLAOL gave a presentation on the tracks flown recently in this area resulting from a combination of factors: the easyJet trial designed to assess how 'flyable' the published noise preferential route was; the unilateral action taken by some airlines to improve their own track keeping performance within the departure swathe; and the effect that historic drift in magnetic variation may have had on the definition of the desired ground track between Markyate and Flamstead. LLAOL were seeking to modify instructions to aviators to take into account the change in magnetic north and also intended to alter some details of the trial to optimise the tracks. There had been a lengthy discussion about the various track keeping issues and LLAOL had agreed to report back to the NTSC on completion of the trial period.

LLAOL

- 3.2 The quarterly environment report for April to June had been reviewed and it was noted that the airport had seen, compared with the same period last year, an increase in activity in the early morning and night periods. Airlines achieved 88% CDA.

- 3.3 Members noted that the number of complaints had decreased from 187 for the same period last year to 173 for this year, but noted the period under discussion only included the first 2 months of the track keeping trial. During this period there had not been a discernable increase in complaints as a result of the trial.

- 3.4 Members were advised that the AMR had been published and that there were no actions arising from the document.

- 3.5 Members noted that the easyJet trial was in progress until end of November and this was now raising concerns of increased disturbance in Flamstead and Redbourne. The Chairman commented that the issue had also been discussed at the recent FLOPSC meeting which was attended by base operators and airlines who were keen to ensure that the trial was flown correctly and with minimum impact on those being overflowed.

4. Passenger Services Sub Committee Meeting 7 September 2011

- 4.1 The Chairman advised that Security; access; DOZ; car parking and immigration remained the main areas of concern from passengers. It was noted that recent changes to the traffic pattern in the Terminal area had made a vast difference during the early morning period.

- 4.2 Members were updated on the PRM assistance contract rebid and award and that LLAOL were confident they would have a new provider in place by the 1 November 2011.

- 4.3 Members were informed that the Smart Zone appeared to be working well with a positive response from passengers. UKBA had informed that 48,000 passengers had passed through the facility during the period.

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5. London Luton Airport Reports

- 5.1 LLAOL informed that on time performance had continued to improve through the summer by 1% a week and was now at 89%. However, LLAOL did advise that challenges remained with the ensuring that the first wave got away on time to reduce the impact on the remainder of the day.
- 5.2 LLAOL advised that Security queues continued to frustrate passengers despite significant investments in personnel and equipment to provide more security lanes. The early morning queue times remained longer than LLAOL would like even with 10 lanes open. The challenges were being addressed by a combination of training and physical changes however it was recognised that additional security lanes would be required.
- 5.3 LLAOL informed that Immigration queues continue to improve, the reason for the improvement include change in the management of rosters, tighter controls over sickness and greater utilisation of ACS gates.
- 5.4 LLAOL briefed on the changes in the road access that took place on the 20th September which had reversed the flow of traffic around the outside of the car park; this was keeping the traffic moving far better than before. The second part of the task was to improve access by constructing a dual carriageway from the Holiday Inn roundabout.
- 5.4 LLAOL reported that the year to date had been successful for passenger growth with the growth in numbers at Luton being greater than at competing airports.
- 5.4 Members were advised that the Airport Transport Forum met on 28th June, The airport draft surface access strategy had been agreed. Members were advised that the Vice Chairman had attended on behalf of the Committee. The final draft would now be sent out for public consultation.
- 5.5 LLAOL confirmed that they were still waiting for approval from the DFT on the Draft Noise Action Plan
- 5.6 LLAOL had completed its Carbon Management Plan with British Gas and was investigating how to implement the 85 projects identified.
- 5.7 Members congratulated the airport on the Carbon Waste Management.

6. Luton Borough Council Report

- 6.1 Members noted the written report submitted by LBC. LBC also informed the meeting that there had been problems with some unregulated off-airport car park operators which had led to some enforcement action.
- 6.2 LBC informed that changes continued to be made to the Local Development Framework but it was still unclear how the Localism Bill would impact on this. One member commented that the lack of a core development strategy around the airport would continue to be a problem.
- 6.3 On the proposals for Junction 10a, LBC informed the Committee that the first meeting with IPC had taken place. It was noted by members that improvements to this junction were not solely for the benefit of travellers to the Airport but had

wider utility for the local road network. Members felt that surface access issues would be key in any plan for increasing the number of passengers using the Airport.

7. Consultation on Future Aviation Scoping Document

7.1 The Chairman introduced the item by explaining that the idea had been for the NTSC to approve a response on behalf of LLACC because the deadline had been the end of September. However, the DfT had extended the deadline to 20 October 2011 in order to align it with other related consultations. Consequently, the LLACC now had a final chance to agree the draft response before it was finally submitted.

7.2 Members noted that the substantive replies submitted by various member organisations were reflected in the draft and that only a few changes were now needed. Following discussion the Chairman noted the suggested amendments and undertook to incorporate them in the final reply.

Chairman

8. Annual General Meeting

8.1 Cllr Michael Muir was re-elected, unopposed, as Vice Chairman of the Committee for a further year.

8.2 Applications for Membership and Resignations.

An application for membership of the Committee had been received from the Flamstead Society. This application was directly related to the recent increase in reported noise nuisance in the area of the village and the village sought to ensure that the views of Flamstead were adequately represented at LLACC meetings by becoming members. The Chairman invited Mr Eric Edwards from the Society to outline their application.

Mr Edwards eloquently put the case for representation: the village was one of the closest to the airport and lay under the departure swathe to the south-west; it had no formal, separate, voice in the consultation process; the Society represented some 64 households in the village; and the village felt inadequately represented by other groups.

Following Mr Edwards' presentation the Chairman invited the Flamstead representatives to remain while their application was debated. The Breachwood Green Society representative commented that they found themselves in very similar circumstances at the other end of the runway and spoke in support of the application as did the Dacorum Borough councillor. Others, while sympathising with the circumstances that Flamstead found itself in, felt that the village should use existing organisations, such as the community groups and parish council associations, to represent their views. There was a concern that electing a single village to be represented would lead to other applications from separate villages and the Committee would become unworkable.

After a short discussion the Chairman invited members to vote on the application. While some members abstained the outcome was 2 votes in support of the application and 10 against. Consequently, the Flamstead Society was not elected to the Committee.

There had been no formal resignations from the Committee although Central Bedfordshire Council were considering whether to reduce their membership to a single representative.

After note – Central Bedfordshire have decided to remain with 2 representatives. The Chairman also contacted the Hertfordshire Association of Parish and Town Councils to ascertain if they wished to remain on the Committee as they had not been represented at recent meetings. The HAPTC have decided to nominate Cllr Hilary Killen as their representative for future meetings.

8.3 Election of Members for the NTSC

The NTSC is the technical sub-committee dealing with noise and other environmental issues. The Constitution allows for up to 10 LLACC members to be elected to the NTSC. Cllr Lloyd from Hertfordshire County Council had asked to step down from the NTSC so that he could concentrate on the PSSC on which he also sat. The Chairman thanked Cllr Lloyd for his years of service to the NTSC and noted that his sage advice would be missed. The Chairman invited another local authority member to replace Cllr Lloyd to maintain the balance of organisations represented on the sub-committee. No local authority members volunteered during the meeting but the Chairman did note that the Freight Airlines representative had previously expressed an interest in joining the sub-committee. The Committee elected the following organisations' representatives to be the membership of the NTSC:

- Chairman
- Vice Chairman and North Herts District Council
- Buckinghamshire County Council
- Central Bedfordshire Council
- Aylesbury Vale District Council
- Dacorum Borough Council
- Airline Representative
- Freight Airlines Representative
- LADACAN
- LLATVCC
- PAIN

8.4 Membership of the PSSC.

The Chairman reminded the meeting that the PSSC was a voluntary sub-committee formed as a result of a LLACC decision in 2010. Members served because they were interested in improving the passenger experience rather than as representatives of their organisations. It was further noted that some specialist organisations, not on the LLACC, were also members of the PSSC.

The following were confirmed as members of the sub-committee:

- Chairman
- Cllr Brook (Hertfordshire County Council)
- Mr Dillon (Disability Resource Centre)
- Cllr Dr Egan (Central Bedfordshire Council and Vice-chair of the PSSC)
- Cllr Lloyd (Hertfordshire County Council)
- Cllr Muir (North Herts District Council)

Mr Mullane (Luton Borough Council Passenger Services)
Ms Rousell (Luton Borough Council Planning)
Ms Stott (UKBA)
Mrs Smart (Chamber of Commerce)

The airport would usually be represented by:

Mr Neil Thompson (Operations Director)
Ms Kennedy (General Manager Customer Services)
Ms Page (Accessibility Manager)
Mr Horton (Access and Planning Manager)

It was noted that if Central Bedfordshire Council reduced its membership of LLACC to a single representative or if Cllr Dr Egan no longer represented the Council on the LLACC then she would continue on the PSSC as a representative of the PRM community.

8.5 Financial Contributions

The Chairman introduced this item by reminding members that local authorities made a financial contribution which was primarily used for the financing of the independent Noise Consultant. At the 2010 AGM, LLAOL generously agreed to underwrite any additional expenditure up to a total of £5000 per annum on top of local authority contributions thus allowing the Committee to agree a contribution of £700 per local authority representative last year.

Members noted that during the past year costs for the Noise Consultant had been contained within the funds raised by contributions without recourse to the LLAOL reserve. Furthermore, management of the funds had passed from Central Bedfordshire (who inherited the task from South Bedfordshire DC) to the LLAOL Finance Department. This had worked well. Looking at the financial position the Chairman proposed that a contribution of £700 would once again meet the Committee's requirements but he also wanted to discuss an alternative approach. In essence, if the Committee were prepared to share the services of Bickerdike Allen as independent Noise Consultants with LLAOL then the Airport would fund all such independent advice from calendar year 2012 thus negating the requirement for contributions from local authorities.

The Committee debated the proposal. It was noted that the technical expertise offered by the current 2 noise consultants (Bureau Veritas for LLAOL and Bickerdike Allen for LLACC) was similar to expert witness testimony in that it was scientific and evidence based. At no stage had the technical, scientific view of the 2 agencies differed in the last few years. It was generally felt that the proposal was sound provided it was the LLACC independent consultant that was retained as this would provide the expertise of an organisation well respected by both LLAOL and LLACC and whose impartiality was clear. Some members felt the arrangement had benefits all round and that there was no point in paying for the same work to be done twice. There was a suggestion that there might in future be questions over impartiality if the Airport alone were paying but it was felt that this should not be an issue if the LLACC

had been involved in the appointment of the independent advisors.

The Committee agreed that it was acceptable for Bickerdike Allen to act as expert noise consultants to both LLAOL and LLACC and consequently it was agreed that local authority contributions to the Committee's costs should be set at zero for the foreseeable future. The Chairman undertook to discuss the idea further with LLAOL and ensure the new arrangements were in place from the beginning of 2012.

Chairman

With the contributions to the LLACC funds set at zero it was now necessary to decide what should be done with the remaining funds in the lodged account with LLAOL. Members considered a pro-rate return to contributors, donation to the nominated Airport charity or retaining the funds against future contingencies. It was decided that the fund should be retained against future contingencies and the situation reviewed at the next AGM.

Chairman

8.6 Revision of the LLACC Constitution.

The Chairman acknowledged there was an outstanding task to revise and amend the Constitution. The LLACC had agreed this could be put on hold at the last AGM as new guidelines were anticipated from the DfT. Sadly no such guidelines had been forthcoming but the Chairman had been assured by the DfT that some would be issued in 2012. The Committee briefly discussed whether to press ahead with a revision or to wait the much anticipated guidance from central Government. In the end it was agreed that while a wholesale revision might prove nugatory there was value in updating the current Constitution to reflect changes in custom and practice such as the creation of the PSSC. The Chairman undertook to table a simple amendment along such lines at the next LLACC meeting.

Chairman

9. Correspondence received since 4 July 2011

9.1 Correspondence was noted by members.

10. Any Other Business

10.1 Members noted the invitation from the Prince's Trust 'Get into Airports' programme co-ordinator to attend a reception in the Airport on 6 December 2011.

11. Date of Next Meetings

11.1 Members noted the proposed meeting schedule for the forthcoming year.

LLACC Meetings

16 January 2012 - 13.00hrs

23 April 2012 - 13.00hrs

9 July 2012 - 13.00hrs

15 October 2012 - 1300hrs

NTSC Meetings

Normally these are held about 4 weeks in advance of LLACC meetings.

14 December 2011 - 14.00hrs

28 March 2012 - 14.00hrs

13 June 2012 - 14.00hrs

12 September 2012 - 14.00hrs

PSSC Meetings

Normally these are held about 4 weeks in advance of LLACC meetings normally during the morning of the day on which NTSC meetings are held.

14 December 2011 - 10.30hrs

28 March 2012 - 10.30hrs

13 June 2012 - 10.30hrs

12 September 2012 - 10.30hrs