

MINUTES**GATWICK AIRPORT NOISE MANAGEMENT BOARD (NMB/2)****Wednesday 7th September 2016****Minutes subject to ratification at NMB/3, 15th November 2016.****Attendance:****Members**

	Representative	
Air Navigation Solutions	Werner Spier	(WS)
Civil Aviation Authority	Jim Walker	(JW)
Department for Transport	Tim May	(TM)
Gatwick Airport Limited	Stewart Wingate	(SW)
National Air Traffic Services	Ian Jopson	(IJ)
GATCOM	Paula Street	(PS)
West Sussex County Council	Liz Kitchen	(LK)
Kent County Council	Clive Pearman	(CP)
Surrey County Council	Helyn Clack	(HC)

Community Noise Group Pairs Member/Alternate

HWCAAG/ APCAG	Richard Streatfield /Peter Drummond	(RS/PD)
CAGNE/Plane Wrong	Sally Pavey/Mike Ward	(SP/MW)
ESCCAN/TWAANG	Dominic Nevill/Irene Fairbairn	(DN/IF)
GON/PAGNE	Martin Barraud/Ian Hare	(MB/IH)

Chairman	Bo Redeborn	(BR)
Secretary	Graham Lake	(GL)
Administration	Vicki Hughes	(VH)

Observers and Presenters

Gatwick Airport Limited	Andy Sinclair	
Gatwick Airport Limited	Charles Kirwan-Taylor	(CKT)
Helios	Nick McFarlane	
Helios	Matt Brookes	
ERM	Steve Mitchell	
Think Research	Conor Mullan	
CASPER	Andreas de Wilt	

Apologies

Airline Operators Committee	Douglas Moule	(DM)
East Sussex County Council	Rupert Simmons	(RS)
GATCOM	John Godfrey	(JG)

Welcome and Introductions

1. The Chairman opened the meeting, welcoming members to NMB/2, noting that from his perspective, there had been both positive and negative developments since the prior meeting, the first of the constituted NMB (NMB/1).
 - a. Among the positive developments mentioned; being that the NMB is established, functioning and serving a clear and intended purpose, is both pleasing and encouraging progress.
 - b. Good progress has been made too on advancing the implementation and planning required to deliver the Recommendations of the Arrivals Review. In particular noting action on the priority Recommendations related to the modification of Airbus A320 series aircraft to improve their noise performance (Imm-01 and Imm-02); as well as improved use and monitoring of Continuous Descent Operations (Imm-05 – Imm-08) and; the adjustment to the Minimum ILS Joining Point sought by residents during the review (Imm-10).
 - c. Another of the positive developments has been the formation of a Community Noise Group Sub-Committee tasked with the development of Community views to determine the meaning of the term “Fair and Equitable Dispersal” of aircraft noise, noting that a “work in progress” discussion document had been developed with the intent of guiding the forward planning of strategies to mitigate the effects of aircraft noise at the NMB. The participation in a preparatory discussion of the Sub-Committee by both CAA and NATS representatives earlier in the day, was also welcomed.
2. Meanwhile, following the presentation by the GAL CFO at NMB/1 detailing the financial measures being developed by GAL with airlines, within the framework of their regulated obligations, developments had been less encouraging for the NMB.
 - a. These charging mechanisms are intended to meet the objectives of Recommendation Imm-01, to introduce financial measures to discourage use of unmodified aircraft at Gatwick.
 - b. The NMB chairman observed that the Community Noise Groups have in response during the intervening weeks following the NMB/1 presentation, through both the establishment of direct dialogue with GAL and Government, sought the expansion of Community demands to promptly introduce punitive night charging restrictions for all flights at Gatwick (rather than just unmodified Airbus A320 series), setting out these demands in a letter to the Secretary of State for Transport. This has effectively prevented the NMB or its members from progressing any associated activity until the Secretary of State has clarified his views.
 - c. In the opinion of the NMB Chairman, these bi-lateral actions risk undermining the embryonic and developing role of the NMB and its ability to influence stakeholder strategy for positive noise progress. It also potentially affects the readiness of all NMB members to approach the Board in an open and transparent manner, willingly sharing the information and opinion vital to the effectiveness of the NMB.
 - d. The chairman prefers that any proposals related to aircraft noise strategies be first brought to the NMB for consideration, so that they may be fully explored in the NMB context, permitting informed views to be developed with conclusions and

strategies identified, that reflect guidance from all NMB Members. In order for the NMB to respond in a timelier manner in future, it may exceptionally be necessary to convene interim telephone meetings of the NMB to develop these positions.

3. The appointment of a single spokesperson (Charles Lloyd) by Community Noise Groups was noted by the chair, the associated "**Various Matters**" written submission to the NMB of a range of requests that would be dealt with in the course of NMB/2 was also acknowledged. A copy of the *Various Matters* communication, setting out these requests was provided to Members.
 - a. It was observed that the selection of a Community spokesperson that is not a member of the NMB, is unlikely to be a practical and efficient long term position for either the NMB or Communities.
 - b. The chairman reminded the Board that the number of Community Representatives had already been doubled to a facilitate the Community Consensus agreement leading to the constitution of the NMB.
 - c. On that basis, the chairman advised that no further related additions to the NMB would be permitted and encouraged Communities to reflect on how they might proceed more effectively within their NMB remit.
4. Lastly, the Chairman observed that the establishment of the NMB has given rise to a number of written submissions from organisations, that are neither represented on the NMB, nor which, unless adopted as such, reflect an established NMB position or view. Even so, such papers may contain some items considered to be of merit by members and as such should be accorded a NMB category and distribution status. The chairman advised after a review with the Secretary, that henceforth, NMB papers will be categorised using similar nomenclature to other aviation policy and strategy groups, as follows:
 - a. **NMB Working Papers** – those submitted by Members or the Secretary, for consideration by Members and for which a NMB decision or position is required, for example NMB Minutes and Dashboard Report. NMB Working Papers will form part of the record of each NMB meeting.
 - b. **NMB Information Papers** – those papers submitted by Members or the Secretary, that are intended to inform the NMB on a particular topic, or topics, but for which no specific position is expected to be developed at that time.
 - c. **NMB Flimsy Papers** – those submitted by any organisation or individual, whether or not related to the NMB, and intended for either information or drafting purposes, but which will not form part of the NMB meeting record.

All future papers supporting NMB Meetings will be accorded a corresponding status by the Secretariat.

Approval of the Minutes of NMB/1

5. The NMB/1 Minutes were unanimously approved without further comment. The NMB/1 Minutes circulated in preparation for NMB/2, already incorporated proposed adjustments received from both GATCOM and CAGNE related to the preliminary draft distributed in July.

Review of Matters arising from NMB/1

6. **NMB/1 Action 1 Terms of Reference (ToR) proposed change**
 - a. The proposed adapted ToR text for #20 and #29, related to NMB Membership for Community Group pairings, was approved and adopted.

- b. An on-going Action was assigned to the Secretary to develop a proposed text, for consideration by NMB as an addition to the adopted ToR, to take into account the request from Community Noise Groups, expressed in the *Various Matters* Communication (see Annex):
 - i. *“We would like the ToR to acknowledge specifically that the NMB’s scope includes all commercial matters that might reasonably be expected to have an impact on the noise environment at Gatwick. We would like a formal commitment from GAL, to be recorded in the NMB minutes, that it will notify the NMB of all such matters, including charging proposals and increased utilisation, in sufficient time for the NMB to express views on those matters and for them to be fully taken into account. We recognise that this may raise issues of commercial confidentiality in some cases”*

7. NMB/1 Action 2 Definition of meaning of ‘Fair and Equitable Dispersal’ (FED)

- a. A Community Noise Group Sub-Committee has been established to develop a definition of the meaning of the FED term, it met prior to NMB/2.
- b. A preliminary draft document has been developed by the Sub-Committee to support the discussions.
- c. After further review during the day of NMB/2, it has been concluded that further work is necessary to encompass a wider range of scenario and views.
- d. It is expected that a more mature draft description will be available from the Sub-Committee at NMB/3

8. NMB/1 Action 3 Community administration support proposal

- a. The Community Noise Groups Spokesperson outlined their proposed support requirements in the *Various Matters* Communication.
- b. On request from the Chairman, GAL confirmed that their written response to this latest administration and technical support request will be made available for distribution to NMB one month prior to NMB/3, setting a 15th October deadline. Meanwhile GAL confirmed that the remaining resources allocated for use by Community Noise Groups of To70 for technical advice, which was provided during the Arrivals Review process, may be used for technical support until a new proposal is agreed.

9. NMB/1 Action 4 Propose a Code of Conduct for NMB Members

- a. A proposed NMB Code of Conduct was developed and circulated by the Secretariat as an action in preparation for NMB/2. The changes to the preliminary draft, suggested by Community Noise Groups in the *Various Matters* Communication, were discussed and agreed at NMB/2. The resulting adopted Code of Conduct is distributed with these Minutes for ratification at NMB/3.

LK observed following the discussion of the Minutes and arising Actions, that in her view, the NMB was spending too much time on matters of governance and administration and insufficient time on addressing noise management.

NMB Dashboard overview and progress reports

10. The Arrivals Review Final Action Plan published at the beginning of June identifies the actions now underway and to be overseen by the NMB. An updated Dashboard is attached to these Minutes.
11. NMB was provided with an overview of the work being undertaken, or completed on each of the 23 Recommendations. The report generated a good deal of discussion, a synopsis of which is included here below:
 - a. IMM-01 A320 modification – NMB will continue to obtain monthly retrofit and fleet updates from the main users of A320's at Gatwick for report to each NMB meeting.
 - i. Imm-01, the potential for more frequent and comprehensive Airbus A320 series modification reports, as proposed in the Various Matters communication was discussed. The NMB acknowledged that there is no reason to expect that aircraft will not continue to be modified and replaced as previously forecast. Mechanisms do not yet exist to accurately measure actual usage of unmodified aircraft by airlines, but it is expected that measurement and reporting capabilities will be developed in 2017 to support GAL's proposed charging scheme for such aircraft.
 - ii. Imm-01, GAL advised that the proposed Financial Mechanisms intended to reduce use of un-modified aircraft at Gatwick are following their required consultation protocol with users.
 - b. IMM02, GAL has written to DfT concerning the wider adoption of retrofit kits through use of both UK and European Policy instruments. A copy of the GAL letter to DfT was provided to NMB Members.
 - i. TM of DfT outlined to NMB/2 the difficulty of imposing legal restrictions on the operation of aircraft, when both un-modified, and modified Airbus 320 series are certified to the same noise standard, noting that this policy standard aspect was described in the Report of the Independent Arrivals Review.
 - c. Imm-02, GAL confirmed in response to the *Various Matters* questions, that the only correspondence sent to DfT on the Airbus A320 series noise subject has been the letter (Imm-02) and a copy of the Independent Arrivals Review and both the proposed and Final Action Plans, all of which are already in the public domain and which have also previously been provided to Community Noise Groups.
 - d. Imm-03/Imm-15 ERM (Environmental Resources Management) have been appointed by GAL to assist with progressing work addressing the Recommendations IMM03 and IMM15. Steve Mitchell of ERM was introduced to NMB Members, he provided an outline of the Land Use Planning Workshop scheduled for early November, intended to bring together Local Authorities to discuss land use planning issues and best practice. At the suggestion of LK, the Planning Inspectorate will be invited to attend. There were no comments at NMB/2 on Imm-15, the upcoming analysis of aircraft height perceptions.
 - e. Imm-04 GAL reported that work on drafting the Booklet, with best practice techniques identified from similar initiatives elsewhere being used to inform the material.
 - i. The NMB will have the opportunity to review the mature draft of the booklet prior to publication. This is expected to be no later than at NMB/3.

- f. IMM-05, the use and monitoring of the increased CDA commencement altitude began on 1st August 2016. Early indications show a high level of compliance. Performance will continue to be presented at future NMB meetings.
- g. Imm-06, Imm-07, Imm08, a Continuous Descent Operations workshop will be hosted by GAL on 21st October for invited experts and industry stakeholders. The purpose is to review potential options to deliver further improvements to aircraft noise performance through use of Low Power Low Drag operations. In particular to identify improved techniques and additional tools that may enhance the effectiveness of CDA in operation. NMB/2 agreed, on request from IF and SP, that up to two community representatives, not more than one from the west and one from the east of Gatwick, will be invited to join the CDO workshop as observers.
- h. Imm-09, the CAA published CAP 1378 earlier in 2016, setting out design considerations for aircraft routings taking into account aircraft noise. As regards the *Various Matters* question, GAL did not submit any other material to CAA beyond the Arrivals Review Report and associated Action Plans. To assist with the lay understanding of CAP 1378, which is by its nature a technical document, Helios have developed an informal summary description, that expands some of the context and perspectives considered relevant to the Gatwick situation. A copy was provided to NMB Members.
- i. IMM-10, the minimum ILS Joining Point change, reducing the minimum from 10nm to 8nm from touchdown, was implemented in August. Preliminary indications are that the change is having the effect described in the Final Action Plan published in June. Reports of actual joining point distribution achieved each month will be provided to NMB.
 - i. The impact of the Joining Point on the arrivals swathe away from the ILS was discussed at some length, with suggestions that more detailed analysis of the dispersal of aircraft across the swathes both east and west of Gatwick is necessary. GON in particular were keen to advance one such proposal. While NMB agreed that such broader based monitoring would be helpful, there was not yet any agreement as to either what should be monitored, where, or with which intent. It was acknowledged by NMB that guidance from the FED Sub-Committee should help to identify answers to these questions and to inform NATS, ANS and GAL noise planning. Additional analysis of the swathe usage will be presented by GAL at the next NMB.
- j. Imm-11, the Runway in Use protocol, Helios reported that this task has proven to be significantly more complex than expected for a wide range of operational and safety reasons. A preliminary draft of the protocol has been developed and is in discussion with aircraft operators, ANS, NATS and GAL, to enable the iteration of a mature and effective proposal that can achieve the effect intended by the Recommendation, and meet CAA requirements. It is not yet certain that these objectives can be achieved for this Recommendation at Gatwick. A description of the matters under review will be prepared and circulated in preparation for NMB/3. A detailed status update will be provided at the meeting. Meanwhile CAGNE reiterated their continued opposition to the concept of such a protocol.
- k. Imm-12, KPI for unscheduled night time arrivals, Helios reported on their progress with the GAL Flight Performance Team, Operations and ANS, in order to develop effective KPI that can contribute to the management of a reduction of flights

delayed into night operation. A preliminary draft now exists, maturation is expected in time for a report and an initial preliminary action plan to be provided to NMB/3.

- l. Imm-13, Imm-14, XMAN and TBS, Think Research reported that they have been appointed by GAL to undertake the work needed to deliver the output for these Recommendations, they expect this to be completed on schedule by year end. The Aspirational Recommendation related to the integration of the Arrivals and Departures sequencing management tools at Gatwick (Aspire 23, AMAN/DMAN) will also be completed to a similar timescale.
- m. Imm-17, Improved noise complaints policy and system. CASPER (providers of the noise and track keeping/complaints software) presented an overview of the complaints system changes that are underway, providing an on screen demonstration of how noise complaints will be input and reported online. The new system is expected to be brought into operation at the end of September 2016. For the first time the empirical complaints data - that is collected by the new system - will be accessible online, meeting the objectives of this recommendation. GAL confirmed that the related and proposed new complaints policy for Gatwick will be shared with the GATCOM steering group for advice and guidance, before wider release.

Schedule of NMB Meeting 2016/2017

12. The following dates have now been agreed and proposed:

- a. NMB/3 15th November 2016
- b. NMB/4 31st January 2017 – a public meeting

The following dates are provisionally reserved:

- c. NMB/5 05 April 2017
- d. NMB/6 14 June 2017
- e. NMB/7 06 September 2017
- f. NMB/8 15 November 2017

Proposed agendas and any papers for consideration by NMB will normally be circulated whenever possible, a minimum of 28 days prior to the meeting.

AOB

13. The Secretary brought two presentations to Member's attention, for information. 1. A presentation by James Lee 'Understanding Gatwick Arrivals', and 2. A paper from David Howden entitled 'A Community Perspective'. Hard copy of both papers were made available to NMB members attending NMB/2, comments were invited.
14. The Secretary has received a letter from Sallie Lappage, of Crawley Borough Council, in her role as Chair of the Gatwick Officers Group (GOG), since circulated to NMB members and concerning representation on the NMB of Borough and District Councils. After some discussion by NMB Members, it was agreed that the NMB Membership should not be further expanded at this time, but given the valuable role of the GOG, that a GOG representative be invited to attend NMB meetings, from time to time, where topics are

- considered by NMB to be of particular relevance. Or in response to a specific request from GOG and agreed by the NMB Chair.
15. The *Various Matters* request for Community participation in Arrivals Review implementation planning work, was discussed. After some consideration, it was agreed that the NMB itself is the appropriate vehicle through which the NMB member organisations exchange information and views. Further routine involvement by individual stakeholders, beyond that already established for specific planning meetings will continue to be considered on a case by case basis, it was recognised that on occasion community participation in some aspects could be valuable in developing mutually acceptable conclusions.
 16. A second matter arising from the *Various Matters* is the request for copies of instructions provided to air traffic control staff, and details of the CAA approval related to the joining point change resulting from the Imm-10 Recommendation. After some discussion it was agreed that IJ of NATS, and JW of CAA will prepare a report, summarising both aspects, for submission to NMB/3.
 17. Night Noise Charging. GAL explained that the airport's charging policy is set under clear Regulation and Law, and that GAL welcomes any input that community representatives may wish to make for the 2018/19 regime, when the associated consultation process is initiated early in the New Year.
 18. PS noted that GATCOM had not seen GAL's new schedule of landing charges, but emphasized that there is a consultation process with airlines, that the airport is required to follow and which should take account of the CAA 2013 Review of Differential landing charges. These requirements are set out in EU legislation, so it is not as simple as it might appear to just halt the introduction of the charges that have been agreed with airlines right at the end of that process. GAL had given a commitment to take into account the concerns of the community groups when the review of the schedule of charges commenced again early in 2017, PS urged community groups to have trust that GAL would honour that commitment. PS understood the communities' concerns and advised that GATCOM had, in its recent submission to the DfT's evidence gathering for the next review of the night flight regime, raised the need to also consider the airports landing charges alongside the night flights regime.
 19. TM reported that in context of the recent letter from Community Groups to the Department, that before any decision to exercise the Secretary of States' powers to direct GAL's airline charges, as requested by communities, he would be obliged to undertake a consultation, in order to gather views from other airports, as in the exercising of this power is considered a first under law, and hence could affect other airports' charging regimes.
 20. Departures, LK noted that given the interest of Communities in the noise effects of departures, that she would encourage this issue to be considered as a topic for NMB/3, the suggestion was supported by MW/HC.
 21. NMB Web Presence – The NMB materials are now available for view and download at:

<http://www.gatwickairport.com/business-community/aircraft-noise-airspace/airspace/noise-management-board/>

Summary of Actions

NMB/2	Action	Due	Responsible
<i>ACTION 1</i>	<i>Propose text for ToR to take account of Various Matters request from Community Noise Groups to incorporate Commercial matters impacting noise under NMB remit</i>	<i>NMB/3</i>	<i>NMB Secretary</i>
<i>ACTION 2</i>	<i>Define meaning of Fair and Equitable Dispersal, taking into account objectives for monitoring and reporting of aircraft distribution across Arrivals Swathes both east and west of Gatwick</i>	<i>NMB/3</i>	<i>Community Noise Groups Sub-Committee</i>
<i>ACTION 3</i>	<i>Provide Response to Various Matters request from Community Noise Groups for financial support for administration and technical advice</i>	<i>NMB/3</i>	<i>GAL</i>
<i>ACTION 4</i>	<i>Circulate adapted Code of Conduct to Members for ratification at NMB/3</i>	<i>NMB/3</i>	<i>NMB Secretary</i>
<i>ACTION 5</i>	<i>Imm-4 leaflet distribute a draft</i>	<i>NMB/3</i>	<i>GAL</i>
<i>ACTION 6</i>	<i>Departures to be added to draft agenda for NMB/3</i>	<i>NMB/3</i>	<i>Secretary</i>
<i>ACTION 7</i>	<i>Prepare and circulate a briefing setting out details of instructions provided to controllers regarding Imm-10, together with an overview of the details of the related CAA Approval documentation</i>	<i>NMB/3</i>	<i>NATS/CAA</i>