

**MINUTES****GATWICK AIRPORT NOISE MANAGEMENT BOARD (NMB/3)****Tuesday 15<sup>th</sup> November 2016**Attendance:**Members**

	<b>Representative</b>	
Airline Operators Committee	Douglas Moule	(DM)
Air Navigation Solutions	Andy Kenyon	(AK)
Civil Aviation Authority	Jim Walker	(JW)
Department for Transport	David Best	(DB)
Gatwick Airport Limited	Charles Kirwan-Taylor	(CKT)
National Air Traffic Services	Ian Jopson	(IJ)
GATCOM	John Godfrey	(JG)
East Sussex County Council	Rupert Simmons	(RS)
Kent County Council	Clive Pearman	(CP)
Surrey County Council	Helyn Clack	(HC)
West Sussex County Council	Liz Kitchen	(LK)

**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	Ian Hare	(MB/IH)
CNG Spokesman	Charles Lloyd	(CL)
Chairman	Bo Redeborn	(BR)
Secretary	Graham Lake	(GL)
Administration	Vicki Hughes	(VH)

**Observers and Presenters**

Charlwood Parish Council	Carolyn Evans	(CE)
Community Noise Groups	Catherine Pazderka p/t	(CaP)
Gatwick Airport Limited	Alison Adie p/t	(AS)
Gatwick Airport Limited	Andy Sinclair	(AS)
Helios	Nick McFarlane	(NM)

**Apologies**

Air Navigation Solutions	Werner Spier	(WS)
DfT	Tim May`	(TM)

### Welcome and Introductions

1. The Chairman opened the meeting, welcoming members to NMB/3, and acknowledged the participation of Charles Lloyd, the nominated spokesperson for Community Noise Groups (CNG). On this occasion to permit the participation of CL at NMB, MB of GON had relinquished his seat for this meeting.
2. The expected heavy workload for the day was discussed, recognising that due to both the full agenda and the large number of papers that had been prepared to inform Members on noise related matters, and that in order to ensure a productive use of time, it would be necessary to restrict the detailed discussion to topics where significant progress had been made, or areas where NMB decisions would need to be reached.
3. The Chairman also reiterated at this point, that the preliminary NMB concession of permitting both the nominated Member and nominated Alternates to participate in discussion at the same NMB will cease effective NMB/5, April 2017. Community pairs will in future alternate their participation, in line with their pairing agreement, established in June 2016.

### Agenda item 1. Approval of the Minutes of NMB/2

4. The NMB/2 Minutes were approved.
5. CL advised that CNG may wish to take a view on future GAL charging proposals and runway capacity declarations. Additionally, noting that the depiction of the progress with the Arrivals Review Recommendations shown in the NMB/2 dash board would be discussed, advising that in the view of CNG, in some cases further work was necessary. The Chairman acknowledged these points indicating that they would be taken into consideration.

### Agenda item 2. Review of Matters arising from NMB/2

6. **NMB/2 Action 1 Terms of Reference (ToR) adaptation**
  - a. The text outlined in WP-03, extending the NMB's scope to include all commercial matters that might reasonably be expected to have an impact on the noise environment at Gatwick was adopted. **Action Closed**
7. **NMB/2 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.
  - b. A revised draft description (IP-02) was developed by the CNG Sub-Committee for NMB/3.
  - c. CNG believe that they have taken this definition work as far as they can at this stage, and have requested support from other NMB members to further refine the description and concepts.
  - d. NMB agreed to continue this important work, the Action will remain open as an on-going activity. The next step for GAL to convene a further meeting of the sub-committee, with wider expert participation. **NMB/3 Action 1**
8. **NMB/2 Action 3 Community administration support proposal**
  - a. A letter outlining the proposed support to CNG by GAL was circulated as IP-03. CNG accepted the proposal and recorded their thanks to GAL. **Action closed.**
9. **NMB/2 Action 4 Propose a Code of Conduct for NMB Members**

- a. The adapted NMB Code of Conduct (WP-04) developed at NMB/2, was ratified.  
**Action closed.**
- 10. **NMB/2 Action 5 Circulate Preliminary Draft of Information Leaflet – IMM-04**
  - a. The preliminary draft leaflet was circulated as IP-04. **Action Closed**
- 11. **NMB/2 Action 6 Include Departures topic in Agenda of NMB/3.**
  - a. Included as NMB/3 Agenda item 4. **Action closed**
- 12. **NMB/2 Action 7 Briefing of Controller Instructions related to IMM-10 implementation and CAA conditions.**
  - a. IP-05 provided to NMB/3, incorporated the required information. **Action Closed**

### **Agenda item 3. NMB Dashboard overview and progress reports**

- 13. The Arrivals Review Final Action Plan published at the beginning of June identifies the actions now underway and overseen by the NMB. The NMB was provided with an updated dashboard overview of the progress (to 1<sup>st</sup> November 2016) of the Arrivals Review work being undertaken, or completed on each of the 23 Recommendations. In accordance with the Chairman's guidance, discussion focussed on those recommendations where there has been significant progress since NMB/2 and areas where there are differing views on the actual status depicted on the dashboard.
- 14. In particular, NMB agreed that an indication in the dashboard that the Recommendation was completed, does not indicate that further work on the activity is not required. For instance, IMM-18, the establishment of the NMB is complete. While for IMM-10, the ILS join point has been changed in line with the Recommendation, it is evident that further work is nevertheless needed to advance the related fairer and more equitable distribution of flights. The NMB agreed that a continuous improvement process will be necessary, together with a mechanism for agreement of further work and the setting of priorities. The continuous improvement and further work topic was explored further and a NMB decision was accordingly taken under Agenda item 6.
- 15. The dashboard report generated a good deal of discussion at NMB, a synopsis of which is included here below:
  - a. IMM-01 A320 modification – NMB will continue to obtain and report retrofit and fleet updates from the main users of A320's at Gatwick to each meeting.
    - i. NMB agreed to consider the IMM-01 dash board status open, until the effects of the GAL initiatives on charging have had the time to manifest in relative numbers of modified aircraft. The CNG objective expressed at the meeting, being to remove all unmodified aircraft from normal operations at Gatwick, in line with the CNG interpretation of the Arrivals Review term "sunset date".
    - ii. As a next step the progress of aircraft modification will be reviewed again at NMB/6 in June 2017, when a more accurate forecast of the 2017-year end aircraft status will be available.
    - iii. About 50% of the Airbus 320 series aircraft using Gatwick are now modified, with almost all aircraft expected to be converted before the end of 2017.
    - iv. A more detailed airline by airline modification status will be provided to future meetings of the NMB.
  - b. IMM-03 ERM (Environmental Resources Management) is assisting GAL with progressing work addressing the Recommendations IMM03. NMB was briefed on the Land Use Planning Workshop held in early November, which brought together

Local Authorities to discuss related planning issues and best practice. The Planning Inspectorate was also represented. The report of the Land Use Planning workshop will be distributed to NMB members by the Secretary. **NMB/3 Action 2**

- c. IMM-04 GAL reported on their work in drafting the Booklet, with best practice techniques that have been identified from similar initiatives elsewhere, being used to inform the material.
  - i. NMB were provided with the preliminary draft of the booklet and invited to provide any comments to Vicki Hughes of GAL no later than November 30<sup>th</sup>. SP made a number of remarks and advised that CAGNE would be providing feedback to the draft. JG cautioned against creating an impression of “alarm and despondency”, guiding that for the majority of residents, the airport is an economic asset supporting employment and wider economic development. The leaflet should reflect this perspective.
- d. IMM-05, the use and monitoring of the increased CDA commencement altitude began on 1<sup>st</sup> August 2016. Measurement and analysis continues to show a high level of compliance. It is expected that this increased commencement altitude will become permanent in January 2017. GAL has written to DfT accordingly, a copy of the correspondence will be circulated to NMB for comment. **NMB/3 Action 3**
- e. The Continuous Descent Operations workshop was hosted by GAL on 21st October. A copy of the discussion paper used to introduce topics to the workshop was provided to NMB (IP12). The purpose of the workshop was to review potential options to deliver further improvements to aircraft noise performance including through use of Low Power Low Drag operations. In particular, to identify improved techniques, additional tools and other measures, that may enhance the effectiveness of CDA in operation. Further updates will be provided to NMB as this work progresses. Meanwhile a report of the CDO Workshop has been provided to the NMB members (IP13).
- f. IMM-10, the minimum ILS Joining Point change, reducing the minimum from 10 NM to 8 NM from touchdown, was implemented on August 15<sup>th</sup>. Continuous monitoring has confirmed that the Joining Point change is having the expected effect, as described in the Final Action Plan published in June.
  - i. The impact of the Joining Point on the arrivals swathe away from the ILS was again discussed at some length, with suggestions that the join point change had not had the fair and equitable dispersal effect desired by some CNG, who took the view that the IMM-10 Recommendation was therefore not complete.
  - ii. IJ noted that NATS has made the change to minimum ILS join point in accordance with the Recommendation and, that the fair and equitable dispersal of aircraft across the swathes both east and west of Gatwick has still not been quantified in sufficient detail to be useful to airspace managers. Hence that more work was required to enable distribution mechanisms to be defined, so that they can be applied by NATS controllers. NMB agreed that while the change to the minimum joining point recommended in IMM-10 has been implemented, related further work has been identified. The dashboard will be annotated accordingly. **NMB/3 Action 4**
  - iii. DM reminded the NMB that airspace constraints are limiting the prospects for noise reduction. NMB at DM suggestion recognised that it should be

- recommending and supporting the airspace change necessary to resolve a lot of the noise issues currently being discussed.
- iv. NMB agreed that broader based monitoring could be helpful in advancing a description of FED, there was not yet any agreement as to either what should be monitored, where, or with which intent. CNG agreed to develop proposals for a number of traffic monitoring gates in the arrivals swathes as a next step. **NMB/3 Action 5**
  - v. NMB agreed that another FED Sub-Committee meeting is necessary (NMB/3 Action 1) with the objective of further refining the FED description, to inform NATS, ANS and GAL noise planning.
- g. IMM-11, the Runway in Use protocol, Helios presented the conclusions of the analysis of the issues arising from this Recommendation (NMB/3 WP-05). This protocol has been developed in consultation with aircraft operators (including Emirates Airline), 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.
- i. CAGNE again indicated that they were opposed to the implementation of this Recommendation.
  - ii. After some discussion, and despite some reservations, NMB agreed that a well-defined limited period trial could be useful to provide real data on the noise and respite impacts of the proposed protocol.
  - iii. DB indicated that the revised Airspace Change Process currently being developed, might embrace issues like a runway in use protocol.
  - iv. NMB agreed that more time is needed to reflect on the issues and that the IMM-11 protocol question will be reviewed again at NMB/5 in April.
- h. IMM-12, KPI for unscheduled night time arrivals, Helios briefed NMB on the outcome of the planning work for these KPI presented to NMB a WP-06.
- i. NMB agreed that the KPI proposal was acceptable and adopted the proposals as presented for implementation by GAL. **NMB/3 Action 6**
- i. IMM-17, Improved noise complaints policy and system.
- i. The new complaints system is now in operation. CKT reported that some of the intended functions of the new system were not yet performing as required, hence the utility of the service was still subject to on-going rectification. Meanwhile a number of suggestions on how to further improve the system had been received and these would be taken into consideration in the improvement programme. CNG confirmed that some difficulties had been experienced with the utility of the on-line platform, degrading use of some device types. MW encouraged further improvement. GAL will report progress at NMB/4. **NMB/3 Action 7**

#### **Agenda item 4 Departures**

16. NMB agreed to consider this topic as part of the future work programme to be discussed under agenda item 6

#### **Agenda item 5 NMB/4 preparation**

17. NMB/4 will be a public meeting, it will be held on January 31<sup>st</sup> 2017 to fulfil the requirements of Recommendation IMM-20, for which GAL is to publish a full update on the progress with the implementation of the Arrivals Review Recommendations. This report is

due one year after the publication of the Report of the Independent Arrivals Review (January 28<sup>th</sup> 2016).

18. GAL will publish and present this IMM-20 report at NMB/4.
19. Members of the public wishing to attend NMB/4 should register their interest in receiving an invitation at [arrivalsreview@gatwickairport.com](mailto:arrivalsreview@gatwickairport.com). For meeting room planning purposes, the inclusion of public delegates on the authorised attendance list will be subject to written and acknowledged pre-registration. All NMB members are also requested to propose no later than December 31<sup>st</sup> 2016, the names and contact coordinates for individuals that they wish to be invited to NMB/4. **NMB/3 Action 8**

#### **Agenda item 6 Continuous improvement – Future Work Plan 2017**

20. NMB/3 WP-07 was discussed, the paper outlines the series of future work areas, proposed by GATCOM, it also includes requests communicated to the NMB by other members. Several Information papers circulated to NMB/3 have provided material for consideration by NMB when developing future work plans and priorities. Future work is expected to include:
  - a. Departures Related activity
  - b. Arrivals Aspects
  - c. Night Aspects
  - d. Institutional Aspects
21. NMB Members will require more information on most of these topics before making any decision, including an overview, their expected impact, a realistic estimate of duration of the activity and its delivery timetable. The related resource demands and an indication of the relative priority of communities will also be important.
22. To incorporate this information when seeking a decision from the NMB, working papers should be provided by the sponsor organisation (NMB Member, Sub-Committee or Secretariat).
23. In order to progress the items already identified in WP-07, together with further topics arising at NMB/3, NMB agreed that discussion papers and where appropriate, Working Papers, be developed for distribution to NMB Members not later than Friday March 3 2017, for 2017/18 work plan consideration, at NMB/5. **NMB/3 Action 9**
24. CP proposed that a Discussion Paper would be helpful on FED
25. HC requested that NMB be provided with detail of the Route 4 Complaints **NMB/3 Action 10**

#### **AOB**

26. NMB agreed that the AoB topic of Night Noise should be included in the proposed areas for Future Work, for consideration when developing the 2017/2018 Work Plan.
27. AS provided an overview of NATMAG, a copy of the associated presentation to be circulated to NMB Members by the Secretary. **NMB/3 Action 11**

NMB Web Presence – Selected NMB materials are available for view and download at:

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

#### **Schedule of NMB Meeting 2017**

The following NMB Meeting dates have now been confirmed:

- a. NMB/4 31st January 2017 – a public meeting
- b. NMB/5 05 April 2017
- c. NMB/6 14 June 2017
- d. NMB/7 06 September 2017
- e. 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.

### Summary of Actions

<b>NMB/3</b>	<b>Action</b>	<b>Due</b>	<b>Responsible</b>
<i>ACTION 1</i>	<i>Convene a working group to continue the work to refine the description 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>January 2017</i>	<i>GAL</i>
<i>ACTION 2</i>	<i>Distribute a copy of the report of the Land Use Planning workshop to NMB Members.</i>	<i>December 2016</i>	<i>Secretary</i>
<i>ACTION 3</i>	<i>Distribute a copy of the correspondence sent by GAL to DfT regarding IMM-05 operation, to NMB Members.</i>	<i>December 2016</i>	<i>Secretary</i>
<i>ACTION 4</i>	<i>Adapt NMB dashboard to reflect the need for further work especially with IMM-01 and IMM-10.</i>	<i>December 2016</i>	<i>Helios</i>
<i>ACTION 5</i>	<i>Develop proposals for a FED monitoring gates in the arrivals swathes.</i>	<i>February 2017</i>	<i>CNG</i>
<i>ACTION 6</i>	<i>Implement KPI proposed and agreed as IMM-12.</i>	<i>January 2017</i>	<i>GAL</i>
<i>ACTION 7</i>	<i>Report on initiatives to improve utility of new complaints system.</i>	<i>NMB/4</i>	<i>GAL</i>
<i>ACTION 8</i>	<i>Provide details of individuals to be invited to NMB/4.</i>	<i>December 2016</i>	<i>All</i>
<i>ACTION 9</i>	<i>Papers on future work topics to be prepared in accordance with NMB/3 WP7, to include at least a Discussion Paper on FED.</i>	<i>March 3 2017</i>	<i>Secretary/all</i>
<i>ACTION 10</i>	<i>Provide a report on route 4 complaints.</i>	<i>NMB/5</i>	<i>GAL</i>
<i>ACTION 11</i>	<i>Circulate a copy of NATMAG Presentation overview.</i>	<i>December 2016</i>	<i>Secretary</i>