



## Consultative Committee

South Yorkshire Joint Authorities  
Governance Unit  
18 Regent Street,  
Barnsley, South Yorkshire S70 2HG.

Our ref: DSACC/AIS

Your ref:

Date: 05 July 2017

This matter is being dealt with by: **Andrew Shirt**  
e-mail: [ashirt@syjs.gov.uk](mailto:ashirt@syjs.gov.uk)

Direct Line: 01226 772207

Dear Member

### **DONCASTER SHEFFIELD AIRPORT CONSULTATIVE COMMITTEE** **THURSDAY 13 JULY 2017**

I write to inform you that the next meeting of the Doncaster Sheffield Airport Consultative Committee will be held on **Thursday 13 July 2017 at 10.00 am in the Blenheim meeting room, Heyford House, Doncaster Sheffield Airport, First Avenue, Doncaster, DN9 3RH.**

Please note car parking is available in Heyford House staff car park; access can be gained by pressing the 'help' button.

The agenda and supporting papers are attached for information.

Yours sincerely

A handwritten signature in black ink that reads 'ASHIRT'.

Andrew Shirt  
Committee Secretary

Encs

## **Membership:**

Alan Tolhurst OBE (Chair)

Councillor Joe Blackham (Doncaster MBC), Andrew Bosmans (FODSA), Councillor Johanna P Churchill (Lincolnshire County Council (Sub for Cllr O'Connor)), Phil Cole (Office of Caroline Flint MP), Councillor Mick Cooper (Doncaster MBC), Mike Cotterill (Peel Airports Management), Councillor Steve Cox (Doncaster MBC), Town Councillor Alan Cropley (Bawtry Town Council), Daniel Fell (Doncaster Chamber of Commerce and Enterprise), Councillor Robin Franklin (Barnsley MBC), Steve Gill (Doncaster Sheffield Airport), Councillor Martin Greenhalgh (Doncaster MBC), Councillor Denise Lelliott (Rotherham MBC), Parish Councillor Norma McCarron (Blaxton Parish Council), Mel McCoole (South Yorkshire Joint Authorities), Councillor Jessie Milne (West Lindsey District Council), Councillor Bill Mordue (Doncaster MBC), Kellie Naylor (Doncaster Sheffield Airport), Peter Nears (Peel Holdings (Management Ltd)), County Councillor Chris Pearson (North Yorkshire County Council), Councillor David Pidwell (Bassetlaw DC), Councillor Helen Richards (Substitute Member for Bassetlaw District Council), Marina Di Salvatore (West Lindsey District Council), Councillor Ian Saunders (Sheffield City Council), Andrew Shirt (Committee Secretary), Yvonne Woodcock (Ex-Officio), Parish Councillor Jennifer Worthington (Cantley with Branton Parish Council) and Richard Wright (Sheffield Chamber of Commerce and Industry)

## **Purpose of the Doncaster Sheffield Airport Consultative Committee**

The Doncaster Sheffield Airport Consultative Committee provides the mechanism for the exchange of information between the Airport Operator (Peel Airports Ltd), users of the airport, local authorities in the vicinity airport and other organisations surrounding the airport which have an interest in the operations and management of the airport. Specifically, the Committee is:

- a. To foster communication and build understanding between the airport, its users, local residents and the business community.
- b. To stimulate the interest of the local population in the development of the airport.
- c. To consider the impact of the airport operation on the environment, surface access, employment, the local and regional economy, and the circumstances of local communities and their residents.
- d. To monitor the implementation of the Airport Operator's commitments made under the S106 Agreement between the Airport Operator and Doncaster Metropolitan Borough Council.
- e. To consider and comment upon consultative reports, as required.
- f. To facilitate constructive discussion to resolve differences, when required.

## **DONCASTER SHEFFIELD AIRPORT CONSULTATIVE COMMITTEE**

**13 JULY 2017**

**IN THE BLENHEIM MEETING ROOM, HEYFORD HOUSE,  
DONCASTER SHEFFIELD AIRPORT, FIRST AVENUE, DONCASTER, DN9 3RH.**

**AGENDA: Reports attached unless stated otherwise**

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1	Welcome, Introductions and Apologies for absence	
2	Announcements	
3	Minutes of the meeting held on 6 April 2017	1 - 6
3a	Signage - Correspondence from MPs	7 - 10
4	Matters Arising	
5	Membership Update	
	<p>Members are requested to note the following changes of membership on the Airport Consultative Committee:</p> <ul style="list-style-type: none"><li>➤ West Lindsey District Council have appointed Councillor Jessie Milne (in place of Councillor Charles Strange).</li><li>➤ Doncaster MBC have re-appointed Councillor Bill Mordue (to fill both Cabinet Member and SASIG Member positions); Appointed Councillor Steve Cox (in place of Councillor Jane Cox); Appointed Councillor Mick Cooper (in place of Councillor Rachael Blake); and Appointed Councillor Martin Greenhalgh (in place of Councillor Alan Smith).</li><li>➤ North Yorkshire County Council have re-appointed County Councillor Chris Pearson.</li></ul>	

	<p>Members are requested to note the following changes of membership on the Noise Monitoring and Environmental Sub-Committee:</p> <ul style="list-style-type: none"> <li>➤ Doncaster MBC have re-appointed Councillors Tony Corden and Linda Curran; Appointed Councillor Steve Cox (in place of Councillor Jane Cox); Appointed Councillor Mick Cooper (in place of Councillor Rachael Blake); and Appointed Councillor Martin Greenhalgh (in place of Councillor Alan Smith).</li> <li>➤ Tickhill Town Council have appointed Town Councillor Nigel Cannings (in place of Town Councillor Gordon Whitehead).</li> </ul>	
6	Airport Activities Update Report	Verbal Report
7	Draft Minutes of the Noise Monitoring and Environmental Sub-Committee held on 22 June 2017	To Follow
8	Key Points and Outcomes from the UKACCS Annual Meeting held on 7-8 June 2017	11 - 16
9	UKACC's Draft Response on the Proposed Airspace Change Process	17 - 18
10	Any other Business	
11	Date and time of next meeting - Thursday 19 October 2017 at 10:00 am in the Blenheim Meeting Room, Heyford House, Doncaster Sheffield Airport, Doncaster	

## Consultative Committee

### DONCASTER SHEFFIELD AIRPORT CONSULTATIVE COMMITTEE

#### 6 APRIL 2017

PRESENT: Alan Tolhurst OBE (Chair)  
A Bosmans (FODSA), R Cooke (Doncaster Sheffield Airport), M Cotterill (Peel Airports Management), Parish Councillor N McCarron (Blaxton Parish Council), B Mordue (Doncaster MBC), K Naylor (Doncaster Sheffield Airport), County Councillor C Pearson (North Yorkshire County Council), I Saunders (Sheffield City Council), A Shirt (Committee Secretary), Councillor A Smith (Doncaster MBC), Y D Woodcock (Ex-Officio) and Parish Councillor J Worthington (Cantley with Branton Parish Council)

Guest: J Van Hoogstraten (Cyrrus)

Apologies were received from: Councillor J Blackham, Councillor R Blake, P Cole, D Fell, Councillor R Franklin, Councillor D Lelliott, Councillor Councillor P J O'Connor, Councillor D Pidwell, M Di Salvatore and Councillor C L Strange

#### 1 WELCOME, INTRODUCTIONS AND APOLOGIES FOR ABSENCE

A Tolhurst welcomed everyone to the April meeting of the Airport Consultative Committee (ACC).

Apologies for absence were noted as above.

#### 2 ANNOUNCEMENTS

A Tolhurst recalled that, on the 29<sup>th</sup> March 2017, the Prime Minister Teresa May, had issued a letter to the EU Council President Donald Tusk triggering Article 50 of the Lisbon Treaty of the UK's intention to withdraw from the European Union within the next two years. There was still a large amount of uncertainty in terms of trade, investment etc. with countries within the EU.

#### 3 MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 12 JANUARY 2017

RESOLVED – That the minutes of the ACC Annual General Meeting held on 12 January 2017 be agreed as a correct record.

#### 4 MINUTES OF THE ORDINARY MEETING HELD ON 12 JANUARY 2017

RESOLVED – That the minutes of the ACC Ordinary meeting held on 12 January 2017 be agreed as a correct record.

5 MATTERS ARISING

i) Vision for Transformational Growth

It was anticipated that Peel's 'Vision for Transformational Growth' document would be published in the next couple of months.

ii) Highways England Signage to Doncaster Sheffield Airport

Further to discussions at previous meetings, signage on the local motorway network (M18 and A1) to DSA remained confusing.

Furthermore, A Bosmans reported that there was no signage from the M1 motorway, junctions 32-34 from Sheffield to DSA.

K Naylor reported that Peel had submitted a report to Highways England, approximately 2 years ago regarding signage to DSA from the local motorway network. **ACTION: K Naylor to discuss further with Kate Stow and Peter Nears to ascertain if there has been any progress.**

After discussion, Members agreed that it would be appropriate for the ACC to write to the three Doncaster MPs (Rt Hon Caroline Flint MP, Rt Hon Dame Roise Winterton MP and the Rt Hon Edward Milliband MP), setting out the Committee concerns regarding Highways England signage to DSA. **ACTION: A Tolhurst to write to the three Doncaster MPs on behalf of the ACC.**

iii) DSA's Responses to Complaints

It was noted that the following action remained outstanding:-

'Councillor Blake asked if a representative from the airport could attend a future meeting of Bawtry Town Council or it's Residents' Group to inform it's Members of the airport's complaints procedure'. **ACTION: Councillor Blake to provide details of future meeting dates and times to K Naylor.**

6 AIRPORT ACTIVITIES UPDATE REPORT

M Cotterill provided the Committee with an update on Airport Activities. In summary it was reported that:-

- The Flybe Winter 2017/18 schedule would be released in the next 2 weeks; there would be no changes in routes.
- Flybe had introduced a new route for summer 2017 to Palma de Mallorca, operating twice weekly starting on 7 July 2017.
- Thomson had introduced a new route to Dubrovnik commencing on 4 May 2017.
- Thomson's Winter 2017/18 holidays had been released, with two long-haul flights scheduled for 2 week cruises for holidays to the Caribbean. The two dates were, 28 November 2017 to Montego Bay (Cruise on Discovery 2) and 7 January 2018 to Barbados (Cruise on Discovery).

- Wizz Air had introduced a new route to Sofia, which, was performing well.
- Lower passenger growth was anticipated in the 2017/18 financial year.
- Flybe would be looking to increase its routes during the year ahead.
- 2016/17 had been a record year for Cargo traffic, with over 9,400 tonnes being handled.
- The airport were expecting positive growth in Cargo operations in the year ahead. Opportunities to attract scheduled freight carriers were being explored by the Cargo Team with some prospects looking promising.
- DHL's Operation at East Midlands Airport (EMA) had been successfully handled by DSA over consecutive weekends in November and December 2016, whilst EMA resurfaced its runway.
- During 2017, modifications to the airport's infrastructure was scheduled to take place. This included further works to widen taxiways, works to improve the lighting on the heads of stands and refurbishment of Hangar 1 to become a dedicated cargo shed.
- 2Excel Aviation Ltd, previously operating from Hangar 1, had now been re-located to Hangar 3.
- Construction work was slightly behind with regards to creating a new NPAS Support Unit at DSA. It was anticipated that the unit would become fully operational by summer 2017.
- In relation to capital expenditure schemes, improvements to the car parking provision available at DSA was planned to take place shortly, with the creation of 400-450 new car parking spaces south of the Terminal for block car parking for the Meet and Greet service.
- A DSA TV commercial was currently running on ITV Yorkshire, as part of a ten-day marketing campaign.
- DSA would be providing sponsorship and advertising on the ITV game show 'Ant and Dec's Saturday Night Takeaway'.
- Runway re-surfacing at DSA had been completed ahead of schedule.
- Discussions continued with Vulcan to the Sky Trust regarding the development of a museum/visitor facility to be located north of the airfield. In respect of the Vulcan re-locating from Hangar 1, discussions were taking place regarding an interim temporary structure.

M Cotterill provided Members with his own personal views regarding the risks and opportunities arising from 'Brexit' in relation to aviation.

A Tolhurst referred to local tourism, he asked if local authority tourism officers were advertising DSA to visitors.

Councillor Mordue reported that, in respect of Doncaster MBC, he would undertake to follow-up this question with Doncaster MBC's Tourism Manager.

In relation to the work carried out by Doncaster Chamber to promote DSA, Members' pointed out that there had been no attendance at recent meetings from a representative of Doncaster Chamber. Members asked if an invite could be reissued to Doncaster Chamber. **ACTION: A Tolhurst**

RESOLVED – That the update be noted.

7 MINUTES OF THE EXTRAORDINARY NOISE MONITORING AND ENVIRONMENTAL SUB-COMMITTEE HELD ON 23 FEBRUARY 2017

The minutes of the Extraordinary Noise Monitoring and Environmental Sub-Committee held on 23 February 2017 were presented for Members' information.

A Tolhurst reported that the CAA had launched a consultation on draft guidance to support a new process for assessing airspace changes.

The consultation documentation along with a separate document about a new category of airspace change (known as 'Tier 2') which the Government was proposing to introduce was available on the [CAA's website](#). The deadline for responses is Friday 30 June 2017.

It was agreed that a copy of the categories of airspace change be circulated to Members for information. **ACTION: A Shirt**

RESOLVED – That the minutes of the Extraordinary Noise Monitoring and Environmental Sub-Committee held on 23 February 2017 be noted.

8 DRAFT MINUTES OF THE NOISE MONITORING AND ENVIRONMENTAL SUB-COMMITTEE HELD ON 16 MARCH 2017

The draft minutes of the Noise Monitoring and Environmental Sub-Committee held on 16 March 2017 were presented for Members' information.

Parish Councillor McCarron referred to the Community Investment Fund, she informed Members that, at the meeting held on 16 March 2017, she had highlighted that, when the Community Investment Fund had first been introduced, Members of the ACC had agreed, and it had been contained in the minutes, that, the Community Investment Fund would only be available to the communities within the immediate areas of the airport. However, at the meeting, K Naylor had informed Members that the Community Investment Fund was available to communities, not only located in the immediate area to the airport, but, also to those regions bordering the airport.

Parish Councillor McCarron sought clarification on this matter, she was of the firm opinion that this matter had not been agreed by Members of the ACC. **ACTION: K Naylor to discuss further with Kate Stow.**

RESOLVED – That the draft minutes of the Noise Monitoring and Environmental Sub-Committee held on 16 March 2017 be noted.

9 PRESENTATION OF DONCASTER SHEFFIELD AIRPORT'S PROPOSED SOLUTIONS FOR PERFORMANCE BASED NAVIGATION (PBN) DEPARTURE AND ARRIVAL PROCEDURES

The Committee received a presentation from John Van Hoogstraten, Head of Air Traffic Management (ATM) Operations at Cyrrus.

The presentation provided Members with the proposed design solutions for Doncaster Sheffield Airport's Performance-based Navigation (PBN) departure and arrival procedures.

It was noted that, Members' of the Noise Monitoring and Environmental Sub-Committee had recommended that, the Airport Consultative Committee endorse the proposed design solutions.

Members noted the 'next steps' involved in implementing the airspace changes at DSA, which, would be subject to a 13 week public consultation period. The CAA would then need to review the proposal and reach a regulatory decision. The target date for the routes to come into operation would be summer 2018.

The Committee thanked John Van Hoogstraten for an informative presentation.

RESOLVED – That the ACC endorses the recommendation of the Noise Monitoring and Environmental Sub-Committee to support DSA's proposed design solutions for Doncaster Sheffield Airport's Performance-based Navigation (PBN) departure and arrival procedures.

10 ANY OTHER BUSINESS

No further matters of business were noted.

11 DATE AND TIME OF NEXT MEETING

RESOLVED – That the next meeting of the Airport Consultative Committee be held on Thursday 13 July 2017 at 10:00 am, in the Blenheim Meeting Room, Heyford House, Doncaster Sheffield Airport, Doncaster.

CHAIR

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**RECEIVED 24 APR 2017**

Alan Tolhurst OBE

Chair

Doncaster Sheffield Airport Consultative Committee

South Yorkshire Joint Authorities Governance Unit

18 Regent Street

Barnsley S70 2HG

**HOUSE OF COMMONS**

LONDON SW1A 0AA

21 April 2017

Dear

*W Tolhurst,*

**Re: Highways Signage to Doncaster Sheffield Airport**

Thank you for your letter of 18 April regarding the above matter. I agree with you that the signage to the Doncaster Sheffield Airport is very confusing and I have been liaising with the Rt Hon Caroline Flint, MP for Don Valley, on this matter, as the airport is in her constituency.

I know that Caroline has recently met with the airport to discuss this and understand that she will be taking this up directly with the Highways Authority and will let me know if there is anything that I can do to be of assistance.

I hope this is helpful.

Yours sincerely,

**Rt Hon Dame Rosie Winterton DBE  
MP for Doncaster Central**

Cc Rt Hon Caroline Flint MP

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Ref: CF42414/KM

19 April 2017

HOUSE OF COMMONS  
LONDON SW1A 0AA

Mr Alan Tolhurst  
Chair, DSA Consultative Committee  
SYJS  
South Yorkshire Joint Secretariat  
18 Regent Street  
Barnsley S70 2HG

RECEIVED 27 APR 2017

Dear Mr Tolhurst

**Highway Signage to Doncaster Sheffield Airport**

Thank you for your recent correspondence regarding confusing signage available on the main access routes leading to the Airport.

I have already investigated this issue following concerns from Councillor Rachael Blake. Following this I contacted Highways England and they provided the enclosed reply.

DMBC have been asked to discuss this directly with Highways England and a contact has been provided.

I will write to the Assistant Director of Development at DMBC to pass on this information and to enquire about the response from Highways England. I will write to you again when I have a reply

Yours sincerely

Rt Hon Caroline Flint MP

**Working for Don Valley**

Constituency office: Meteor House, First Avenue, Auckley Doncaster DN9 3GA.  
T 01302 623330 E [caroline.flint.mp@parliament.uk](mailto:caroline.flint.mp@parliament.uk)  
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To receive my E-News, send a message "E-News please"



Our Ref: MPD 09-17  
Your Ref: CF41773/KM

Caroline Flint MP  
House of Commons  
London  
SW1A 0AA



Mark Ramsden  
Operations Directorate  
3 South  
Lateral  
8 City Walk  
Leeds  
LS11 9AT

7 February 2017

Dear Ms Flint,

Thank you for your letter of 27 January to Vanessa Gilbert passing on your constituents, Cllr Rachael Blake's, concerns with signage from the A1 for Doncaster Sheffield Airport directing traffic through Bawtry. I appreciate that this must be a frustrating issue for your constituent.

The signed route from the A1 at Blyth and through Bawtry was the preferred route by Doncaster Metropolitan Borough Council (DMBC) prior to the opening of the FARRRS link road. The issue of which route should be signed and whether changes need to be made to this as a result of the FARRRS link road, or for any other reasons, would be one for DMBC to consider and decide upon.

If DMBC decide that this is a change that they wish to make then they can contact us directly to discuss the proposed changes and implementation.

I appreciate that this may not have been the response that you hoped for but hope this letter has helped to explain what the process would be for any changes to the signage. If you or Cllr Blake have any further queries on this matter please don't hesitate to contact the Asset Manager for this region John Howard on 0300 470 2454 by email [john.howard@highwaysengland.co.uk](mailto:john.howard@highwaysengland.co.uk)

Yours sincerely,

Mark Ramsden  
Operations Directorate  
Yorkshire and North East

Sent with  
COMPS slip  
14/2/17

# Agenda Item 8

## UKACCS ANNUAL MEETING 2017 – KEY POINTS AND OUTCOMES

### WEDNESDAY 7 JUNE

#### **UKACCS SECRETARIAT – UPDATE ON NEW WORKING ARRANGEMENTS**

- Delegates were updated on the new working arrangements for the UKACCS Secretariat Team (Paula Street, Frank Evans and Rebecca Cox), the work of the Honorary Treasurer (Rebecca Cox) and the development of the new UKACCS website.
- The signatories to the UKACCS bank account and payment authorisation process were agreed.
- Agreed that the UKACCS accounting year would move from 1 March to 1 April to better match the tax year, commencing from 1 April 2017.
- The accounts for 2016-17 were approved.
- Agreed that no change be made to the current scale of UKACCS membership subscriptions.
- The UKACCS Working Group would review the working arrangements and UKACCS budget early in 2018 and would report back to the 2018 Annual Meeting.
- The new UKACCS website was up and running and will continue to be developed over the coming months. It was agreed that:
  - The UKACCS annual meeting papers would be kept on the website for a maximum of 5 years
  - The presentation of members ACC contacts in the navigation bar be reviewed to avoid the need to scroll through a long list
  - A glossary of terms and acronyms be included on the website
  - A page on planning policy and guidance be included, including, if possible, a reference to any differences between the approach in England and Wales, and in the devolved administrations of Northern Ireland and Scotland.

#### **ACC MEMBERSHIP, TERMS OF REFERENCE AND WAYS OF WORKING**

*(see also discussion on “ACC engagement with wider communities around airports” below)*

- Delegates discussed the way in which they reviewed their membership, terms of reference and working arrangements and the requirements of the DfT’s guidelines for airport consultative committees.
- It was acknowledged that all ACCs operated in slightly different ways to reflect local circumstances – a one size fits all approach was not appropriate.
- ACCs confirmed that their membership was reviewed regularly and in most cases local authority representation changed the most frequently as a result of local elections. Local authority members were the elected representatives of the wider communities around airports.
- All member ACCs had community groups’ representation on their committees but delegates recognised the need to ensure a balance of representation across a broad range of interests on their ACC in accordance with the guidelines on the constitution of ACCs. Applications for membership from community groups some 40 miles from the airport were often received but refused and instead advised to work through their local authority representatives.
- Some ACCs had a policy of reviewing membership in the event of non-attendance of members at meetings.
- Many ACCs already had large memberships and there was need to keep the size of the committee manageable to remain constructive, effective and of value to their airports.

### THURSDAY 8 JUNE

#### **AVIATION POLICY UPDATE**

- Tim May, DfT, gave an overview on plans to update aviation policies and the expected priorities for the new Government to take forward – these included the aviation strategy, Brexit, responses to the consultations on UK airspace policy, the draft national policy statement, drones and next night flights regime for the London airports. The following updates were given with the caveat that work streams and timings were fluid and dependent upon the General Election outcome:

## **UK Airspace Policy**

- The consultation on UK Airspace Policy closed on 25 May 2017 and the responses were now being analysed. There is a need to balance the needs of the aviation industry, passengers, businesses and local communities. The DfT was congratulated on producing a very user friendly document and commended the approach for future consultation documents.
- Whilst delegates welcomed many of the proposals in the consultation, there was concern that the proposed qualifying threshold for the call in facility for the Secretary of State for Transport to intervene needed to be revisited.
- On compensation the broadening of the criteria to include residents living directly under flight paths in noise insulation schemes was welcomed. However there were no specific proposals for compensation payments for loss of property value where new areas were affected by aircraft overflight.
- Delegates were not persuaded that the Independent Commission on Civil Aviation Noise as currently proposed was either necessary or viable.
- The importance of recognising that each airport had different local circumstances and that one size fits all approach should be avoided.
- It was highlighted that the consultation did not appear to highlight the importance of safety.

## **Draft National Policy Statement**

- The consultation closed on 25 May 2017 and the responses were also being analysed.
- The NPS essentially related to the development of Heathrow. The term “National Policy Statement” is the terminology used in the Planning Act.
- Sir Jeremy Sullivan was to produce a report on how the consultation process was conducted.
- 20 local events around Heathrow and 12 regional events across the UK were hosted by the DfT. Some of the regional events were attended by ACCs. Delegates congratulated the DfT on the information presented and the way in which the roadshows had been handled which were informative and very professional with DfT officials being very ready to engage with attendees.
- Delegates were of the view that the NPS should not over focus on Heathrow at the expense of other South East airports. In addition it was important to ensure that there was good regional connectivity particularly for those airports where rail travel was not an efficient or viable option.

## **Review of Aviation Policy Framework**

- There were increasing demands on the Government to update the 2013 Aviation Policy Framework. The Government proposed to consult in 2017/18 on a number of underlying themes to assist policy development. These included consumer experience; impact of new technology; market access; sustainable growth; environmental impacts; competition and regulation and skills.
- It was also noted that the election had also meant that decisions on a number of consultations e.g. the National Policy Statement and a new London night flights regime could be delayed.

## **CAA STRATEGIC PLAN 2016-2021 “MAKING AVIATION BETTER: OUR KEY STRATEGIES”**

- The key highlights and the CAA’s work streams across a wide range of topics were noted.

## **CAA AIRSPACE CHANGE PROCESS**

- Rebecca Roberts-Hughes and Nic Stevenson, CAA presented an overview of the CAA’s role in airspace regulation and modernisation and the current consultation on the proposed airspace design process, stakeholder engagement on airspace design principles and consultation arrangements.
- The CAA advised that it would welcome ACCs’ specific views on two aspects of the new guidance – the questions that might be used to structure the conversation at the Define Stage and the engagement evidence the CAA needed to validate for a sponsor to pass the Gateway.

- Delegates welcomed the improved transparency of the new process proposed by the CAA and the enhanced role proposed for ACCs. The CAA was invited to engage further with UKACCs to help develop an efficient and prescribed process.
- The potential role for ACCs in helping to ensure the airspace change sponsor had the evidence needed for submission to the CAA at the gateway sign off was highlighted.
- The detail of the draft Airspace Design Guidance was discussed and the need for issues such as the terrain under flight paths, centres of population, ambient noise levels and other impacts to be taken into account as part of the process.
- The cost and resource needed to undertake the process was an issue of concern particularly as the scale of the process and the length of time it would take to complete the process may not be appropriate for smaller airports.
- It was highlighted that a “one size fits all approach” should not be adopted. There was a need to tailor the process to suit local circumstances.
- ACCs would welcome further clarity on the various tier categories to assist understanding about the scope of each Tier.
- Agreed that the CAA should be invited to regularly attend the UKACCs Annual Meeting.

### **EDINBURGH AIRPORT LIMITED'S AIRSPACE CHANGE CONSULTATION PROCESS**

- Gordon Robertson, Director of Communications, Edinburgh Airport Limited gave a presentation on Edinburgh Airport's approach to its recent consultation and engagement on proposed changes to airspace around the airport.
- A two staged consultation process was used. The initial consultation took place between June and September 2016 and the second stage consultation took place between January and April 2017. The whole airspace change process is expected to conclude in April 2019 with the CAA's Post Implementation Review.
- To help avoid the potential for judicial review the airport had put in place a comprehensive, transparent and legally compliant consultation process which showed all the options that had been considered and how feedback from the initial consultation had been taken into account in the stage two consultation proposals.
- In planning the consultation the airport had used experts to advise on the form of consultation, sought views of the ACC and advice had also been sought from the Consultation Institute.
- A wide variety of means to reach out and engage with a wide range of communities and interested parties were used such as television advertisements, bill board posters. The airport wrote to 643,655 households and to over 900 stakeholders.
- Hard copies of the consultation document were circulated to all delegates. It was explained that there was a careful balance to be struck between making the proposals easy for the lay person to understand and comment upon and over simplifying the proposed changes and their impacts.
- A dedicated website and on-line response facility was set up.
- The consultation exercise was extremely costly but had only resulted in 3% response rate from impacted communities.

### **ACC ENGAGEMENT WITH WIDER COMMUNITIES AROUND AIRPORTS**

- The Secretariat's paper reporting on new fora set up by the DfT and the CAA was considered.
- The concerns raised by community groups at the national fora about ACCs not being representative of community groups and the membership of ACCs rarely changed was discussed.
- Delegates did not accept the criticisms that had been raised and highlighted the fact that ACCs operated in accordance with the DfT Guidelines and were required to have a balance across a wide range of interests, representation from local authorities/communities being one of the identified categories of interests to be represented on ACCs. Delegates confirmed that they had community group representation on their ACC as well as local authority elected representatives.
- Keeping the membership of ACCs to a manageable size with a balance of interests to ensure constructive debate on a wide range of matters was important. Whilst noise, overflight and environmental impacts were regular topics of debate, they were not the only topics within the remit of ACCs. ACCs were alive to the concerns of and impact on communities from areas beyond the membership of the ACC.
- Delegates emphasized:

- the difficulties of increasing representation on the ACC to community groups particularly as many were understood to be self-appointed (some only involving a handful of residents), lacked legitimacy and were pressure groups. Local community groups had the option of asking their local authority to represent their interests at an ACC or to work collectively with other community group representatives where they have a seat on an ACC.
- the membership of their ACC was reviewed on a regular basis.
- community groups had in recent years enhanced their profile and engagement opportunities at both the local and national level and there was concern that their criticism was undermining the work and role of ACCs. The DfT assured delegates that the Government valued the work and balanced views of ACCs and recognised the success of the coordinated approach facilitated by UKACCs.
- UKACCs agreed that there was a need to raise its profile and that of ACCs with Government officials, particularly the new Permanent Secretary and the new Minister for Aviation. The UKACCs Working Group will consider arrangements for a delegation to the new Minister.
- Delegates suggested that the DfT and the CAA attend meetings of ACCs particularly outside the South East as appropriate and highlighted the added value if ACCs were involved upstream in the development of projects and consultations.
- The need for ACCs to attend the CAA's Community Discussion Forum was emphasised but some delegates pointed out that as ACCs did not have any budget and relied on the goodwill of airports to fund their travel (from great distances across the UK) there needed to be value in ACCs attending the meeting in London. Some delegates also pointed out that the invitation to attend the CAA's Discussion Forum had not been received. The UKACCs Secretariat would forward the up-to-date contacts list to the CAA.

#### **PRM SERVICES AT UK AIRPORTS**

- Delegates confirmed that their airports had responded positively and proactively to the results of the CAA's first year's monitoring of PRM services standards at UK airports
- The CAA's report on the 2016 monitoring results was expected to be published in July 2017. The CAA has worked with airports throughout the year, providing support where appropriate and keeping relevant staff updated on how their airports were performing against quality standards framework. Airports this year will be rated as "very good", "good" or "poor".
- Delegates noted the requirements of the CAA's Hidden Disabilities Guidelines issued in December 2016. The CAA had written to airports asking them to provide information on what they have done since the guidance was published. It was also recognised that this was a sensitive issue and some passengers might not wish to declare a disability
- It was emphasised that the hidden disabilities lanyard service being introduced at airports was entirely voluntary for such passengers and experience to date was that it had been well received.

#### **CAA REVIEW OF ISSUES AFFECTING A PASSENGER'S ACCESS TO UK AIRPORTS**

- Delegates noted the outcome of the CAA's review of issues affecting passenger surface access to UK airports. It was noted that the CAA review did not extend to rail.
- Delegates reported that their airports had reviewed their surface access arrangements but pointed out that in a number of cases transport services were provided by third parties. This might mean that the airport's influence was limited.

#### **CAA CONSUMER PANEL**

- Keith Richards, Chairman CAA Consumer Panel outlined the work of the Panel over the five years of his tenure. He was in his last year of office.
- The Panel had sought to act as a critical friend to the CAA.
- The Panel's work had been wide ranging including the provision of information to passengers; consumer research; PRMs; and disruption/network resilience.
- The key success of the Panel's work to date was the establishment of consumer research, review of the ATOL scheme, the setting up of the alternative dispute resolution system for unresolved passenger complaints, on time departures, managing disruption and resilience and the passenger tracker survey.
- The Panel had also sought to benchmark itself against other consumer panels.

- The Panel's priorities for the next 12-18 months were:
  - reviewing the CAA's information duties to ensure that information was issued at the right time and fit for purpose
  - ensuring the CAA's priorities for PRMs was maintained
  - addressing vulnerability of passengers and how the needs of such passengers are addressed by the industry
  - reviewing the price controls regulation
  - regulatory independence of the CAA.

#### **UK BORDER FORCE AND ACC ENGAGEMENT**

- At the previous year's meeting, ACCs had been encouraged to develop close and constructive relationships with the local Border Force officials.
- Delegates were pleased to report that progress had been made at their airports and relationships were being developed. It was noted that the terms of engagement depended upon local circumstances.
- E-gates help to improve passenger queue times.

#### **BREXIT: THE IMPLICATIONS FOR AIRPORTS AND THE AVIATION INDUSTRY**

- The Secretariat's paper outlined a number of possible implications for the aviation industry and passenger rights.
- Delegates registered a number of concerns and it was agreed that the UKACCs Working Group would consider further implications for airports as details became clearer.
- The DfT advised that the aviation industry had already been very active in making representations to Ministers.

#### **AIR PASSENGER DUTY IN SCOTLAND**

- Delegates were updated as to the future of APD in Scotland. The Scotland Act which has transferred the APD powers to the Scottish Government takes effect on 1 April 2018.
- It is proposed to replace APD with a new airport departure tax (ADT) in Scotland. UK APD will stay in place until the Scottish Government introduces its new rates.

#### **MEMBERSHIP OF THE UKACCS LIAISON GROUP**

- The CAA's air traffic statistics at UKACCs airports for 2016 and details of those airports which fall within UKACCs' membership admission criteria were noted.

#### **VENUES FOR FUTURE MEETINGS**

- 2018 – Heathrow – 6 & 7 June 2018
- 2019 - Inverness

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Dear Rebecca and Nic,

### **Draft airspace design guidance**

Further to the discussions at this year's Annual Meeting of UKACCs, I set out below UKACCs' response to the consultation on the draft airspace design guidance which highlights those matters of common concern to our member ACCs. Individual ACCs have been encouraged to also respond to the consultation direct with their Committee's detailed comments on the draft guidance.

As you heard at the Annual Meeting, delegates welcomed the improved transparency and engagement opportunities of the new process and the enhanced role proposed for ACCs. However there are concerns about the cost and resource needed to undertake the process particularly as the scale of the process and the length of time it would take to complete, the Tier 1a process in particular, may not be appropriate for smaller airports. UKACCs believes that a "one size fits all approach" should not be adopted and steps need to be taken to ensure flexibility can be built into the process so that it can be tailored to suit local circumstances. It is essential that the process adopted is appropriate and proportionate for the scale of the proposed airspace change and the nature of the airport's operation. UKACCs therefore suggests that at the Design Stage the approach to be taken should be agreed between all parties, including local authority/community representatives.

The way in which airspace is used and noise management/mitigation are complex subjects. As such it is important that airspace change sponsors in preparing the consultation material and communication plans provide clear advice and the information produced is written in plain English for the lay person to easily understand the proposals, the options and the potential impacts. It is important therefore that the process does not overlook the fact that the knowledge and experience of ACCs can help airspace change sponsors (the airport operator, NATS or other organisations) ensure consultation material is appropriate with the correct balance achieved in not over simplifying the detail of the proposals and impacts.

UKACCs has also considered the issues that need to be taken into account at the design principles stage to ensure that potential impact for those communities under the new routes/flight paths are considered at an early stage in the process. UKACCs believes it important that the terrain under flight paths, centres of population, ambient noise levels, legacy routes and forms of respite to relieve the impact of overflight frequency are taken into account at the design principles stage. It has also been questioned whether there is a need to involve the Department for Communities and Local Government given the potential changes to planning law.

Some ACCs have highlighted the potential role for committees in helping to ensure the airspace change sponsor has the evidence needed for submission to the CAA at the gateways sign off. This monitoring role throughout the various stages would help to satisfy the ACC's various stakeholders that the airspace change sponsor has met all the requirements of the process agreed at the Design Stage. UKACCs hopes therefore that this potential role can be referenced in the final guidance document.

UKACCs looks forward to having further engagement with your team particularly in respect of building a better understanding of the various tier categories and on how the enhanced role of ACCs can assist the process.

I trust UKACCs comments can be taken into account.

Yours sincerely,

UKACCs Secretariat

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