

## **DRAFT**

### **STANSTED AIRPORT CONSULTATIVE COMMITTEE**

#### **MINUTES OF THE ANNUAL MEETING HELD ON 24 JUNE 2015 AT ENTERPRISE HOUSE STANSTED AIRPORT**

##### **ATTENDANCE**

Chairman – Stewart Ashurst\*

##### **Users of Airport**

Freight interests (1) – David Leigh\*

Passenger airline companies (2) Peter Mantle \*

Business passengers (1) - Peter Odrich\*

Passengers with (or with an interest in) restricted mobility - (1) Peter Lainson\*

Non Business passengers (1) Olivia Vandyk

##### **Local authorities**

Braintree District Council (1) – Hylton Johnson

East Hertfordshire District Council (1) – Gary Jones\*

Epping Forest District Council (1) - Mary Sartin\*

Essex County Council (1) – Rodney Bass

Harlow District Council (1) – Danny Purton

Hertfordshire County Council (1) – Graham McAndrew

Uttlesford District Council (1) - Keith Artus\*

##### **Organisations with a locality interest**

Environmental interests (1) – TBA

East Herts Association of Local Councils (1) - TBA

Stop Stansted Expansion (1) - Brian Ross\*

Commerce and Business interests (1) – David Burch

Tourism interests (1) – Keith Brown\*

Surface transport interests (1) – Rufus Barnes\*

Uttlesford Association of Local Councils (1) - Jackie Cheetham\*

(\* present)

Also present at the meeting

Ms Zhanine Oates, Adviser Essex County Council\*

## **Representing Stansted Airport Limited (STAL)**

Mr A Harrison - Managing Director\*

Mr C Wiggan - Head of Public Affairs and Sustainable Development\*

Mr N Robinson - CSR Director\*

Mr D Smith - Flight Performance Manager\*

## **Department for Transport**

Colin Dunn

## **Secretariat**

Frank Evans - Secretary and Technical Adviser to the Committee\*

## **1. Apologies for Absence and Deputising Attenders**

a. Apologies had been received from Graham McAndrew (represented by Paul Donovan), David Burch, Danny Purton, Hylton Johnson and Colin Dunn.

b. The Secretary had been advised of a number of changes to membership:

Harlow District Council - Danny Purton (deputy - Simon Carter);

Uttlesford District Council - Keith Artus;

Uttlesford Association of Local Councils - Jackie Cheetham;

East Hertfordshire District Council - Gary Jones (reappointed):

Following a restructuring of Sustainability East, David Webb had resigned. Action was in hand to recruit a replacement member to represent environmental interests.

It was understood that the East Hertfordshire Association of Parish and Town Councils were considering seeking membership of STACC. This would fill the existing "local interests" vacancy.

## **2. Election of Committee Chairman**

Prior to the meeting, Members had been invited to submit nominations for the position of Committee Chairman. One nomination had been received - Stewart Ashurst had been nominated by Keith Brown seconded by Rufus Barnes. There were no other nominations. Accordingly the Committee **ELECTED** Stewart Ashurst as Chairman of the Consultative Committee for the year 2015/16.

### 3. Chairman's Introduction

The Chairman thanked the Committee for its continued support. He paid tribute to the support he and the Committee had received from the Chairmen of the Working Groups and from the Secretary and Technical Adviser. He expressed his particular appreciation to Peter Lainson, Graham McAndrew, Jackie Cheetham and Brian Ross for the contributions made in their individual areas of expertise. On behalf of the Committee, he was also grateful to the Airport's Managing Director and his team for the constructive and professional approach they had adopted towards Consultative Committee matters. Finally he welcomed the contributions made by members of the public to the Committee's meetings.

### 4. Election of Working Group Chairmen

#### a. User Experience Group

Rufus Barnes had been proposed as Chairman by Mary Sartin, seconded by Peter Lainson. In the absence of any other nomination, the Committee **ELECTED** Rufus Barnes as Chairman of the Users Experience Group for the year 2015/2016.

#### b. Environmental Issues Group

Keith Artus had been proposed as Chairman by Jackie Cheetham seconded by Stewart Ashurst. In the absence of any other nomination, the Committee **ELECTED** Keith Artus as Chairman of the Environmental Issues Group for the year 2015/2016.

#### c. Corporate Affairs Group

It was **AGREED** that that the STACC Chairman should continue to chair this Group.

### 5. Appointment of Working Group members

a. The Committee noted and **APPROVED** a report from the Chairman on the composition of the Working Groups.

### 6. Representation on Outside Bodies

#### a. Stansted Transport Forum

The Committee **AGREED** that Rufus Barnes and, where appropriate, the Secretary and Technical Adviser should continue to represent STACC on this Forum.

**b. NTKWG**

The Committee **AGREED** that STACC should continue to be represented on this Group by the Secretary and Technical Adviser, Keith Artus and adviser Steve Bailes.

**c. ANMAC**

The Committee **AGREED** that the Secretary and Technical Adviser should continue to represent the Committee on ANMAC.

**d. Stansted Airport Community Trust**

This Trust is administered by Essex County Council and Uttlesford District Council. The Committee noted that Councillor Gary Jones represented East Herts District Council rather than STACC on this Trust.

It was also noted that whilst a former STACC member - Ralph Gilbert - represented STACC on the Trust it would be preferable in the near future for a currently serving member of STACC to undertake this role. It was **AGREED** that during the coming year the Chairman should seek a serving STACC member for this position and that Mr Gilbert should be informed accordingly in due course.

## **7. Past Year**

The Committee received a report from the Secretary and Technical Adviser summarising STACC activities within the past year.

## **8. Annual Work Programme**

The Committee considered an Annual Work Programme (AWP) for the coming year drafted by the Chairman and Secretary in conjunction with the Working Groups. The Chairman stressed that the AWP was not meant to be a straitjacket but rather a means of giving sharper focus and greater transparency to the work of STACC. The AWP was also related to the budget report to be considered later

Members welcomed the AWP and in discussion suggested a number of amendments as follows:

- Monitoring MAG's growth plans for the airport and their local economic and environmental impacts;
- Monitoring STAL's housing disposal strategy;
- Monitoring STAL's compensation policy especially as the airport continued to develop

It was agreed that these three areas should fall within CAG's area of responsibility.

The Committee believed there was a need to benchmark the airport against comparable airports (both in the UK and elsewhere in Europe) in terms mainly of user experience and environmental impact issues. These could be undertaken by visits or by desktop studies.

In terms of rail services, it was important to ensure that any new services did not disadvantage local residents who used the station as a local transport hub. It was also noted that there had been press reports that Network Rail might be carrying out extended mid week maintenance during the key night period (12am-4am). This would need to be monitored to ensure that it would not have any adverse effects on the airport's (and the Committee's) aspirations for an improved railway service.

Subject to the amendments mentioned in Committee, the Annual Work Programme was **APPROVED**.

## **9. Revised Financial Arrangements**

The Committee considered a report from the Chairman about revised financial arrangements following his discussions with the STAL Managing Director. Within the report there was a set of Overall Financial Arrangements (OFA) which in part developed those approved by the Committee at its meeting in January 2014. It was hoped that the OFA would assist first in providing greater transparency and second in continuing to develop as much independence as was practicable and reasonable from the airport management.

In future, the budget would comprise a number of base budget items and then any provision necessary for implementing the Annual Work Programme. STAL would note rather than approve the budget and the Committee rather than STAL would administer the budget. A STACC bank account had been opened and the OFA proposed that cheque signatories should be the Chairman, the Secretary and Mr Peter Odrich.

During the discussion the Committee noted that possible alternative sources of finance had been explored. It was clear that local authorities would be unlikely to provide financing and the CAA had indicated as well their unwillingness to provide such financing. Given this and the reality of giving effect to the statutory obligations of airport operators, STAL would continue to be the source of financing for the time being. The Committee hoped that in future years there might be specific provision in the budget for research projects. The Chairman also undertook to produce job descriptions for himself and the Secretary and Technical Adviser.

On process, the Chairman confirmed that any underspend in the budget would not be rolled forward and that for the next budget, a draft proposal would first be routed through the Corporate Affairs Group.

The report was received and the Overall Financial Arrangements contained within the report were **APPROVED** by the Committee with one abstention.

## **10. 2015/2016 STACC Budget**

The Committee considered the proposed budget for 2015/2016. The Secretary advised that expenditure on revising the website might be reduced. Details of the revised website would be circulated to Members for comments before it was finalised. It was planned that

in due course the Secretary would be responsible for amending the website, thus reducing the overall cost.

Following the discussions earlier in the meeting about the Annual Work Programme and the Revised Financial Arrangements and in accordance with the Overall Financial Arrangements also approved earlier, the Committee **APPROVED** with one abstention the Budget for 2015/2016.

## **11. Public Question Time**

There were no Public Questions.

## **12. Minutes**

The draft Minutes of the Committee meeting held on April 22nd 2015 were **APPROVED** as a correct record.

### **- Matters Arising**

There were no outstanding matters recorded in the Minutes which were not otherwise dealt with later in the meeting

## **13. Working Groups: Reports of meetings**

The Committee received and **ENDORSED** the Minutes and Notes of the following Working Group meetings held since the April Committee meeting:

### **i. Environmental Issues Group – 13 May 2015**

At its last meeting the Group had received a very helpful presentation from Kathy Morrissey on energy consumption and policy, This had provided the Group with a valuable insight. The Group had noted that these environmental projects had a three year payback period.

There had been further consideration of the paper prepared by Dr Hooper (MMU) on alternative metrics. The Group would need to consider how best to build on the thinking in this paper.

### **ii. User Experience Group – 8 June 2015**

The Group had been grateful to the Airport Management Team for its positive and helpful response in revising the Express Set Down Scheme. This had allayed concerns of local residents who had considered that the original revised scheme did not reflect the use of the airport as a local transport hub. The revised scheme now included post codes zones and reduced charges for local residents. There was only one outstanding query relating to the issue of cards. It was not clear whether residents had to apply for new cards or not. The AMT agreed to consider the matter.

The Group had been disappointed that there had been no Border Force presence at the meeting. However it was understood that there were a number of extenuating circumstances. A meeting was to be arranged between the STACC Chairman, the UEG Chairman and the lead Border Force representative at Stansted. The UEG Chairman and the Secretary and Technical Adviser had undertaken a visit to the Arrivals Hall during the

late Sunday night period. There had been reports that this period was a particular problem for arriving passengers. However on the evening in question, the UEG Chairman and Secretary had been impressed by the efficient manner in which both the airport and Border Force managed the peaks and flows. For example Border Force had opened more desks as traffic flows increased and asked staff to remain on duty beyond their normal hours. The airport staff had also been very efficient in directing passengers whether to the E gates or to less busy desks and had presented a positive and professional impression of the airport.

The Group had recently asked members to report back on their own experience of using the airport. This would provide the Group with valuable feedback. One issue that had emerged was the availability of taxis with reports that passengers had to wait for up to an hour. It was noted that there was a monopoly taxi provider. Experience suggested that when taxis dropped passengers, they departed empty. It was noted that at Heathrow, black cabs dropped departing passengers and then joined a queue to pick up arriving passengers. The issue had been reported to the AMT for comments.

## **14. Airport Management Matters**

The Committee received the quarterly report from the Managing Director. In particular the Committee noted:-

- the airport's freight operations were continuing to develop with the introduction of a new freight route to China by China Southern.
- The new escape lounge had been well received by passengers and was proving popular with good usage.
- The Aerozone education facility which had opened earlier in the month had received very good feedback and was well received by local schools.
- A jobs fair had been held on 2 June. This had been well attended. As the airport expanded, there would be corresponding job opportunities.
- The airport had been recommended for a continuation of its ISO14001 accreditation covering environmental management. In addition, it had been recommended for registration to ISO50001 for its energy management.

Whilst the report had been updated to include information about the number of helicopter flights, there was no information about night flights. The AMT agreed to provide this information for the next meeting. It was noted that other airports such as Heathrow provided an annual detailed report on traffic movements. It was suggested that the AMT might wish to provide a similar annual report for Stansted.

It was noted that the Public Transport Mode share had shown a decrease in 2014 compared with the previous year. This was the first time for a number of years that there had been a decrease. The AMT acknowledged that it was important to maintain the rate as the airport grew. It was noted that the Stansted Airport Transport Forum was aware of the issue which would be discussed at its next meeting.

## **15. RNP Trial**

The Committee received a helpful presentation from the Airport Management Team. The AMT advised that through feedback from local communities, the airport had developed with the CAA, NATS and STACC, an innovative departure track keeping trial called RNP1. The AMT explained that this was a first for any UK airport. The aim of the trial was to fly turns more accurately on departure to reduce the usual spread of tracks within the 3km wide departure corridor. Full details of the trial were available on the airport's website <http://www.stanstedairport.com/community/local-environmental-impacts/noise/> The report was based on 18 months of data from those aircraft that were permitted to fly the RNP1 departures. Permission to use the trial procedures was required from the aviation regulatory authorities of the airline. Unfortunately to date, it had not proved possible for Ryanair - the major carrier at the airport - to participate in the trial. A number of attempts had been made to encourage the Irish aeronautical authorities to grant the necessary permissions but these had not been forthcoming. Despite the absence of Ryanair, the trial had proved to be very successful and there were encouraging indications from local residents that the trial was producing environmental benefits.

It was therefore planned to launch a consultation shortly in order to establish formally the RNP procedures in addition to the conventional procedures. The Committee were supportive of the trial (there had been close liaison between EIG and the AMT) and were willing to be associated with the consultation. It was stressed that it was important to publicise the environmental benefits that would result from the procedures.

## **16. UKACCS Conference**

The Chairman and Secretary and Technical Adviser had attended the recent Annual UKACCS meeting hosted by the Manchester ACC. This had proved to be a very positive meeting with the Conference agreeing to make representations to the CAA about PRM issues. It was agreed that the Conference should also continue to make representations about the need for sufficient access for domestic regional services to the South East regardless of whatever decision was made about runway capacity. There was also a helpful session facilitated by MAG on the role of an ACC as a critical friend. This had resulted in a discussion about key principles that could be applied across all ACCs. MAG had undertaken to prepare an initial report. In discussion it appeared that STACC was considerably advanced in a number of issues (e.g. having a constitution, holding meetings in public and having a Public Question Time) compared with other ACCs.

## **17. Housekeeping Issues**

The Chairman raised two particular issues - meeting room facilities and hospitality.

a. Due to the reconfiguration of Enterprise House, it was no longer possible to use the Challenger 1/2 meeting rooms for full STACC meetings. As a result the previous meeting had taken place in the Dove/Carvair meeting rooms. There had been concerns that these rooms did not provide the same facilities as the Challenger Suite. In particular, it had proved difficult for members of the public to hear the discussion. A new layout had been provided for this meeting and the feedback from the member of the public present was that this represented a considerable improvement and he was able to follow the discussion without any problems. It was noted that it was proposed to hold the October meeting in the new Aerozone facility. It was noted that any meeting involving the public was required to have an induction loop facility to assist the hard of hearing. After further discussion, it was

**AGREED** to continue to hold meetings in the Dove/Carvair meeting rooms. In the event that difficulties occurred in the future, the matter could be reviewed.

On hospitality, following the move of the meeting venue from the Hilton hotel to Enterprise House, the previous practice of providing a pre meeting lunch had been discontinued. Instead, Members of the Committee met STAL representatives privately over a buffet sandwich lunch in advance of the meeting. This practice had then been changed to providing a buffet sandwich lunch in the Dove/Carvair meeting rooms. Some Members considered that the private lunch had provided a valuable opportunity to meet STACC as well as STAL colleagues. However other Members felt that circumstances had changed - it was rare for organisations to provide lunch in advance of meetings. Members also faced time pressures and tended to arrive later for meetings. However Members would find it helpful to have tea/coffee and water available at meetings. It was therefore **AGREED** that whilst lunch should no longer be provided there would still be in the meeting room tea, coffee and water.

## **18. Date of next meeting**

The Committee **CONFIRMED** October 21st 2015 as the date of the next meeting. The Secretary would provide a list of dates for meetings of STACC and the Working Groups as soon as possible.

**Stansted Airport Consultative Committee  
June 2015**