

Programme Coordinate Board – Meeting 2 Minutes

23 January | 13.00-15.00

Compass Centre, Heathrow

Members	Additional Attendees
Caroline Low (CL) (Chair) – DfT	██████████ – DfT
Ros Smith-Reid (RSR) – DfT	██████████ (Secretariat) - DfT
██████████ – DfT	██████████ - DfT
Emma Gilthorpe (EG) – HAL	██████████ – HAL
██████████ – HAL	██████████ - HAL
	██████████ - HAL
	██████████ – CAA
	██████████ - CAA
Apologies: ██████████ – CAA	

1.0 Minutes and Actions – 19th Dec

- 1.1 CL welcomed everyone to the meeting.
- 1.2 Minutes from previous meeting agreed.
- 1.3 Majority of actions complete, with a few outstanding:
 - 1.3.1 161215/01 – draft line about statutory duties included but needs to be circulated to all members for approval
 - 1.3.2 161215/04 – CL to hold off approaching ██████████ until meeting with ██████████
 - 1.3.3 161215/06 – ██████ provided a verbal update on relationship with TfL noting that HAL will now be sharing traffic modelling data with TfL and the Surface Access Steering group should pick this up in more detail.

Action 170123/01 – DfT and HAL to brief relevant colleagues in Surface Access Steering Group about traffic modelling data

2.0 Update from Working Groups and Airline Engagement Sessions

- 2.1 Updates were provided from all working groups apart from the Economic Regulation Update Group which is due to first meet on 7th February
- 2.2 DfT continue to engage with airlines more broadly to see if the immersion sessions worked for them

3.0 Year 1 Cross-Cutting Plan and Progress Update

- 3.1 RSR and ██████ took the board through their respective elements of the combined cross-cutting plan with both HAL and DfT highlighting that they were broadly on track with all their relevant milestones. CAA have now been able to confirm their key dates and milestones and will add them to the plan accordingly.
- 3.2 ██████ commented that HAL are working on a long term IT solution which allows everyone access to the plan for immediate update and review.
- 3.3 HAL noted that they have set up an options steering group, which meets weekly to discuss various design options with the airlines and assess which will be taken forward to Con1. ██████ noted that each design developed by the team is evaluated against a range of criteria, one of which is costs. CAA were interested to know more about the affordability and optioneering and an action was taken for ██████ and HAL to discuss this in more detail at a later date.

- 3.4 CL added that whilst the Secretary of State had emphasized a need for a 'cheaper' option for additional capacity, he had not emphasised a need for a 'quicker' option. CL recommended that if HAL wish to pursue a 'quicker' option then they should formally communicate this intention to DfT
- 3.5 DfT commented that there were 2 perspectives of Con1 which they are particularly interested in; a) how the mechanics, timing etc. will be handled in light of the draft NPS still being under consideration following consultation and b) how the community feels, the messaging of the consultations etc.
- 3.6 [REDACTED] noted that the next step for the cross cutting plan is to add the multiple interdependencies. CL additionally noted that it would be useful to make clear which elements of the plan involve the public or a public announcement so that comms and the relevant stakeholders can be made aware appropriately

Action 170123/02 – [REDACTED] to coordinate the input of CAA dates into the 1 year cross-cutting plan

Action 170123/03 – HAL to brief [REDACTED]/CAA on same information previously given to the airlines with regard to affordability.

Action 170123/04 – all parties to update cross-cutting 1 year plan with interdependencies and elements of the plan that involve the public.

Action 170123/05 – RSR and [REDACTED] to liaise on the approach to developing a high-level long-term plan

Action 170123/06 – [REDACTED] to provide CL an update of JHK's upcoming public announcements in particular the sustainability leadership plan

4.0 Discussion on Airspace

- 4.1 HAL took the board through their timeline on airspace change, highlighting how they would be presenting their airspace change information at their first consultation currently planned for August 2017.
- 4.2 CL questioned how this would align with the DfT process as DfT won't have finalised the policy on airspace change by the time HAL go out to consultation. [REDACTED] followed this up by noting that the consultation will need to follow the new CAA guidance principles which won't be finalised until after the DfT policy to ensure both align. HAL can proceed as currently planned but need to be aware that they may need to incorporate additional elements/adapt their approach later down the line.
- 4.3 [REDACTED] stated that the intention was to show indicative noise envelopes/swathes that won't indicate whether specific houses will be flown over but gives an idea of the possible options. HAL don't plan to include respite times as they still need to identify what it is the community wants with regard to respite.
- 4.4 HAL noted that they were waiting for LAMP Phase 2 for some additional clarity and that if it were to slip in terms of timing again it may have a major impact on HAL's business case and utilisation of the 3rd runway.
- 4.5 There was some discussion about the advantages to early preparation and planning particularly in regard to testing the 3 runway routes before the 3rd runway officially opened.
- 4.6 There was further discussion around some of the constraints of airspace change, the governance and propriety on how CAA consider airspace. The issues further highlighted the need for an airspace working group, but that this group's Terms of Reference would need to take account of propriety considerations.
- 4.7 The board accepted the recommendations outlined in paper 2.8.

Action 170123/07 – RSR to look at previous ToR drafted for an airspace working group and discuss the proprietary issues with the legal team.

Action 170123/08 – Comms working group and CAA to agree a common set of answers to likely questions with regard to consultations and flightpath final designs, policy changes etc.

5.0 16 Big Questions (HAL Strategic Brief)

- 5.1 [REDACTED] provided an overview of HAL's strategic brief which includes a masterplan which shows how the work to build the new runway will be completed and 16 big questions which test out the building blocks of the master plan.
- 5.2 The DfT noted that there was only one question on community and no mention of rail schemes – these are areas that may need to be developed further.
- 5.3 HAL have already started to explore some solutions which provide answers to the questions.

6.0 Independent Member Update

- 6.1 Positive feedback from the initial meeting with [REDACTED] and a meeting with [REDACTED] is following on from the PCB.
- 6.2 A decision will be made by all members on who is the most appropriate for the role.

7.0 Stakeholder Engagement Updates

- 7.1 Airlines – HAL felt the airline immersion sessions had gone well but there was still an element of work to do in order to encourage the airlines to coalesce and focus their response. HAL would continue to seek productive engagement.
- 7.2 Communities – HAL have approached over 600 households for access to their land to carry out environmental surveys and have found that the response has been largely positive and they have discussed this outcome with HACC. CL noted that there was an increase in the number of stakeholders at Lord Ahmad's 2nd roundtable, but neither HAL nor DfT has had any engagement with Hillingdon to date.

Action 170123/09 – DfT to consider whether it is appropriate to write to Hillingdon with regard to their engagement

8.0 Forward Look – Agendas

- 8.1 The board identified number of key topics they would like to discuss at future meetings. These will be added to the Forward Look.

9.0 AOB

- 9.1 No AOB.